



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Purchasing Department

600 S. Commerce Ave. Sebring, FL 33870

(863) 402-6500 Purchasing Main Line

Purchasing Designated Contact: Kelli Bronson, Procurement Analyst

(863) 402-6528, Direct Line

Email: kbronson@highlandsfl.gov

REQUEST FOR PROPOSAL

RFP No: 24-012-KSB

ARMORED CAR SERVICES

- x Pre-Solicitation Meeting: None Scheduled for this solicitation**
- Location: N/A**
- ✓ Request for Information Deadline: Wednesday, February 28, 2024, prior to 5:00 PM**
- ✓ Submission Deadline: Tuesday, March 12, 2024, prior to 3:30PM**

Advertised Date: February 10, 2024, and February 17, 2024



HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT

REQUEST FOR PROPOSALS (RFP) INVITATION

The Board of County Commissioners (“County”), Highlands County, Sebring, Florida, a political subdivision of the State of Florida, will receive sealed proposals in the County Purchasing Department (“Purchasing”) for the following:

RFP NO. 24-012-KSB Armored Car Services

RFP with criteria, requirements, and other information, may be downloaded from our website: www.highlandsfl.gov or www.vendorregistry.com. Copies of solicitation documents obtained from other sources are not considered official and should not be relied upon.

Determination of Proposer’s qualifications will be based on its Proposal which is to be completed and submitted in accordance with the RFP specifications. The contract, if awarded, will incorporate the RFP specifications and the Proposal.

A PRE-PROPOSAL meeting will NOT be held for this solicitation.

Refer all correspondence, questions, clarifications, etc. regarding this solicitation to the Purchasing designated contact, prior to the deadline time and date, listed on the cover page.

PROPOSAL SUBMISSIONS MUST BE DELIVERED to the Purchasing Department, 600 S. Commerce Avenue., Sebring, FL 33870 to reach said office no later **than 3:30 P.M., Monday, March 12, 2024**, at which time they will be opened. Proposals received later than the date and time specified will be rejected. Responses may be submitted by one of the following methods:

· **Electronic submission** to the County website, www.highlandsfl.gov linking to VendorRegistry.com in one (1) all-inclusive adobe file. **File name is to be in the following format: “24-012 Proposer Name “**

OR

· **Hard Copy submission** in a sealed and marked package. Affix the supplied “Sealed Solicitation Label” with the name of the Proposer, solicitation number, and title to the exterior of the package so as to identify the enclosed formal response. A hard copy response is to include the following: all-inclusive identical paper copy(ies,) **one (1) original paper copy** (signed in blue ink), of the response, and **one (1) all-inclusive original, electronic copy** (Thumb drive) of the original response. **File name is to be in the following format: “24-012 Proposer Name “**

The public is invited to attend this meeting.

Submissions received later than the date and time as specified will be rejected. The Board shall not be responsible for delays caused by the method of delivery such as, but not limited to; Internet, United States

Postal Service, overnight express mail service(s), or delays caused by any other occurrence.

One or more County Commissioners may be in attendance at meetings.

Highlands County encourages Small Business, Minority Business Enterprises and Women Business Enterprises to participate in this solicitation. Highlands County Local Preference Policy will not apply to the award of this bid.

The County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes should contact the **ADA Coordinator at: 863-402-6500 (Voice)**, or via Florida Relay Service 711, or by e-mail: **hrmanager@highlandsfl.gov**. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Board of County Commissioners
Purchasing Department
Highlands County, Florida

Website: www.highlandsfl.gov

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SECTION 1 GENERAL TERMS AND CONDITIONS (Non-CCNA)

1. DEFINITIONS: For purposes of this Request for Proposal (RFP), the following terms are defined as follows:
 - 1.1. **County** means Highlands County, a political subdivision of the State of Florida, the Highlands County Board of County Commissioners and other public entities involved in this cooperative solicitation.
 - 1.2. **Proposer** means the individual, firm, partnership, corporation, association, or other legal entity submitting a proposal in response to this RFP that meets the requirements set forth in the solicitation documents. May also be referred to as "Contractor" Or "Respondent."
 - 1.3. **Contract/Agreement** An understanding between two or more competent parties, under which one party agrees to certain performance as defined in the agreement and the second party agrees to compensation for the performance in accordance with the conditions of the agreement. Agreement and Contract are used synonymously.

2. RESERVATION OF RIGHTS:

This RFP constitutes only an invitation to submit a Proposal to the County. The County reserves, holds and may in its own discretion, exercise any or all of the following rights and options:

 - 2.1. To supplement, amend or otherwise modify this RFP, and to cancel this RFP with or without the substitution of another Request for Proposals (RFP).
 - 2.2. To issue additional subsequent RFPs.
 - 2.3. To reject all incomplete / non-responsive responses, or responses with errors.
 - 2.4. The County reserves the right to determine, in its sole discretion, whether any aspect of the submitted Proposals is satisfactory to meet the criteria established in this document, the right to seek clarification and/or additional information from any submitting Proposer.
 - 2.5. The County also reserves the right to refine the scope of work. This refinement is not to include any new services not advertised but to allow more specifically the define work integral to that in the advertised scope.
 - 2.6. If the County believes that collusion exists among Proposers, all Proposals will be rejected.
 - 2.7. Make available to Proposer any data available in the County's files pertaining to the work to be performed under this RFP.
 - 2.8. Decide and dispose of all claims, questions, and disputes arising under this RFP, contracts, or amendments.
 - 2.9. Have the right to audit the records of the Proposers that enter into contracts pursuant to this RFP at any time during the contract period and for a period of five years after final payment is made by the County pursuant to any Contract.
 - 2.10. The County, the State and Federal auditors, as applicable, must be reserved the right to audit the records of the awarded Proposer related to this RFP at any time during the contract period and for a period of five (5) years after final payment is made. The awarded Proposer shall provide copies of any records related to contracts entered into in connection with this RFP upon request.
 - 2.11. Pay fees and other compensation computed in accordance with a fee schedule to be incorporated in contracts.

3. PUBLIC RECORD:
 - 3.1. Pursuant to Florida Statutes, Section 119.0701:

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS:

**COUNTY CLERK: GLORIA RYBINSKI
COUNTY PUBLIC INFORMATION OFFICER
600 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870
TELEPHONE NUMBER: (863) 402-6832
HCBCCRECORDS@HIGHLANDSFL.GOV**

- 3.2. Proposer agrees to comply with public records laws, specifically to:
 - 3.2.1. Keep and maintain public records required by the County to perform the services set forth herein.
 - 3.2.2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
 - 3.2.3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract.
 - 3.2.4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the awarded Proposer or keep and maintain public records required by the County to perform the services set forth herein. If the awarded Proposer transfers all public records to the County upon completion of the contract, the awarded Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the awarded Proposer keeps and maintains public records upon completion of the contract, all applicable requirements for retaining public records shall be met. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

4. DOCUMENTS OR PHOTOGRAPHS:
 - 4.1. All Proposals shall become the property of the County.
 - 4.2. The Proposer will be prohibited from publishing or releasing any information related to the requested services without the prior written permission from the County, except as allowed by law.
 - 4.3. All reports or documents resulting from the ensuing contract will remain the sole property of the County.
 - 4.4. Agree that all data, reports, specifications, ordinances, and other work products collected or developed by the Respondent will become the property of the County without restrictions or limitations and shall be made available at any time upon request to the County.

- 4.5. Except as otherwise required by law, Respondents shall provide copies of any records related to contract solely at the cost of reproduction.
5. COMPLIANCE(S): By submission of a proposal the proposer acknowledges and certifies compliance with the items stated herein.

Compliance with Florida Statutes Sections 287.087, on Drug Free Workplace, 287.133(2)(a), on Public Entity Crimes, and 287.134, on Discrimination and Section 287.135, Florida Statutes, prohibiting contracting with scrutinized companies, is required. The Proposer certifies by submittal of a Proposal to agree to these requirements.

CERTIFICATIONS OF COMPLIANCE WITH REFERENCED STATUTES ARE INCLUDED IN THE FORMS SECTION, AND MUST BE SIGNED AND NOTARIZED AND INCLUDED WITH THE PROPOSAL SUBMITTAL.

- 5.1. **Truth-in-Negotiation:** Section 287.055(5)(a) Truth-in-Negotiation
The firm that receives the award shall execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The contract for this RFP shall also contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the County determines was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.
- 5.2. **Contingent Fees:** Section 287.055(6) Prohibition Against Contingent Fees
(6)(a) The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For breach or violation of that provision above, the County shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

(6)(c) Any architect, professional engineer, or registered surveyor and mapper, or any group, association, company, corporation, firm or partnership thereof, who offers to pay, or pays, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any agency contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided by law.
- 5.3. **E-Verify Program:** Each response must contain proof of enrollment in the U.S. Department of Homeland Security's E-Verify system. The successful Respondent shall verify the employment eligibility of all employees including new employees hired by the Respondent during the term of the contract, which will expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all employees including new employees hired during the contract term.

- 5.4. **Indemnification Clause:** The following “Statement of Indemnification” will be incorporated in the contract entered into in connection with this RFP.
“The CONSULTANT agrees to be liable for any and all damages, losses, and expenses incurred, by the COUNTY, in any way related to the services provided herein and this Agreement, caused by the acts and/or omissions of the CONSULTANT, or any of its employees, agents, sub-contractors, representatives, volunteers or the like. The CONSULTANT agrees to indemnify, defend and hold the COUNTY harmless for any and all such claims, suits, judgments or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney’s fees, arising from any and all acts and/or omissions of the CONSULTANT, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like through and including any appeals in any way related to the services provided herein and this Agreement. Said indemnification, defense, and hold harmless actions shall not be limited by any required insurance coverage amounts set forth herein and shall survive termination or natural termination of this Agreement.”
- 5.5. **Sales and Use Tax:** The Proposer shall comply with the Florida Sales and Use Tax Law as it may apply to the contract. The quoted amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida law of the successful Proposer and its material suppliers.
- 5.6. **Board policy prohibits** any County employee or members of an employee’s family from receiving any gift, benefit, and/or profit resulting from any contract or purchase. Board policy also prohibits acceptance of gifts of any kind other than advertising novelties valued less than \$10.00.
6. **COUNTY EMPLOYEES / CONFLICT OF INTEREST:** All Proposers must disclose the name of any officer, director or agent who is also an employee of the HCBCC, or any of the public entities which will receives services related to this solicitation. All Proposers must disclose the name of any employee of the entities named in the preceding sentence who owns, directly or indirectly, any interest in the Proposer’s business or any of its branches.
7. **PROPOSER/RESPONDENT:**
- 7.1. Respondents must be an individual, firm, partnership, corporation, association or other legal entity permitted by law to perform the described task(s) in the State of Florida.
- 7.2. Successful Respondents shall not be allowed to substitute partnership or team members named in its response without the prior written permission of the County.
- 7.3. The successful Respondents shall submit proof of Florida licenses and/or certifications as required by the County and State.
- 7.4. Qualified vendors who will not be responding to this RFP are requested to notify the County and indicate why they are not proposing.
- 7.5. Each Proposer is responsible for full and complete compliance with all laws, rules, and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability, on the part of the Proposer, to have complete knowledge and intent to comply with such laws, rules, and regulations shall not relieve any Proposer from its obligation to honor its proposal and to perform completely in accordance with its proposal. It shall be the Proposer’s responsibility to educate themselves of the applicable laws, rules and regulations.
- 7.6. If any Proposer violates or is a party to a violation of the code of ethics of the County or the State of Florida, with respect to this RFP, such Proposer may be disqualified from performing the work described in this RFP or from furnishing the goods or services for which this RFP is

issued and may be further disqualified from bidding/proposing on any future requests for work, goods, or services for the County.

- 7.7. The failure or omission of the Proposer to receive or examine any instruction or document, or any part of the specifications, or to visit the site and acquaint themselves as to the nature and location of the work (where applicable), the general and local conditions, and all matters which may in any way affect performance shall not relieve the Proposer of any obligation to perform as specified herein. The Proposer understands the intent and purpose thereof and their obligations and will not make any claim for or have any right to damages resulting from any misunderstanding or misinterpretation of this RFP, or because of any lack of information.
- 7.8. In the event of legal proceedings to enforce the terms of a contract entered into in connection with this RFP, the prevailing party will be entitled to recover attorney's fees and costs, including attorney's fees and costs through appellate proceedings. Venue is in Highlands County, Florida.
- 7.9. **Litigation, Suspension Or Debarment:** Disclose any litigation within the last 5 years any suspension or debarment of the Bidder/Proposer or their agent, person, or entity is required for County review. Non-disclosure of litigation, suspension or debarment may be considered in the award of the contract.
- 7.10. **Anti-Lobbing:** Proposers, their agents and associates shall not solicit any County Official, employee, agent, or volunteer and shall not contact any County Official, employee, agent, or volunteer other than the individual listed in the cover page of this RFP for additional information and clarification.

8. PREPARATION OF PROPOSAL:

- 8.1. Proposals are due and must be received in accordance with the instructions given in the invitation page and any subsequent Addenda, if applicable.
- 8.2. Proposals must be signed by an individual of the Proposer's organization legally authorized to commit the Proposer to the performance of services contemplated by this RFP.
- 8.3. The Proposer is solely responsible for all costs associated with responding to this solicitation. No reimbursement will be made for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any Proposer, as a result of this solicitation and subsequent evaluation process.
- 8.4. Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required rests solely with those submitting a Proposal. Neither the County nor its representatives shall be responsible for any error or omission in the Proposals submitted, nor for the failure on the part of the Proposers to determine the full extent of the exposures.
- 8.5. E-mailed and faxed Proposals will not be accepted.
- 8.6. Any blank spaces on the required Proposal form or the absence of required submittals or signatures may cause the Proposal to be declared non-responsive.
- 8.7. Proposer is to ensure that all licenses, certifications and other requested documentation is included with their submission. Such as, but not limited to, Minority Owned and Women Owned business (W/MBE) certificate, professional license or certification(s.)
- 8.8. The County is not responsible for correcting any errors or typos made on the Proposal. Incorrect calculations or errors may cause the Proposal to be declared non-responsive.
- 8.9. If submitting a Proposal for more than one Request for Proposal (RFP), each Proposal must be in a separate sealed envelope and correctly marked. Only one Proposal per RFP or "category", as applicable, shall be accepted from any person, corporation or firm. Modifications will not be

accepted or acknowledged.

- 8.10. Proposers shall not include any information on fees and costs associated with their services. In accordance with Section 287.055 Florida Statutes the selection of firms/individuals will not be based on cost.

9. REQUEST FOR INFORMATION (RFI)/ADDENDA:

- 9.1. Refer all correspondence, questions, clarifications, etc. regarding this solicitation to the Purchasing designated contact prior to the RFI Cut-off time and date listed on the cover page.
- 9.2. Any interpretation, clarification, correction or change to this RFP will be made by written addendum issued by the Purchasing Department.
 - 9.2.1. Official documents are posted and available for download on the County's website, www.highlandsfl.gov and www.VendorRegistry.com. Information obtained from other locations may not be complete and/or accurate.
 - 9.2.2. Any oral or other type of communication concerning this RFP shall not be binding.
- 9.3. All pages included in or attached by reference to this RFP shall be called and constitute the Request for Proposals as stated on the front page of this RFP.
- 9.4. It is the sole responsibility of the Proposer to check the website for Addendums.
- 9.5. Proposers must acknowledge receipt of Addendums by completing the respective section on the bid/proposal submittal form.
- 9.6. In this RFP the County has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case-by-case basis, at the discretion of the County. If deemed necessary, the Purchasing Division will supplement this RFP document with Addendums.

10. EXCEPTIONS / ITEMS NOT IDENTIFIED IN THE SCOPE OF WORK: No exceptions to the scope of work will be authorized.

11. JOINT PROPOSALS:

- 11.1. In the event multiple vendors submit a joint Proposal in response to this solicitation, a single Proposer shall be identified as Primary Proposer. The Primary Proposer must include the name, address and contact information of all parties of the joint Proposal. Primary Proposer shall provide all insurance requirements, execute any contract, sign the Proposal and have overall and complete accountability to resolve any dispute arising within the contract. Only a single contract with one Proposer will be acceptable. Invoices will be accepted from and paid only to the Primary Proposer. Primary Proposer shall remain responsible for performing services associated with Proposal made in response to this RFP.

12. RESPONSES RECEIVED LATE

- 12.1. It shall be the Proposer's sole responsibility to deliver the sealed proposal submission to the Highlands County Purchasing Division prior to or on the time and date stated.
- 12.2. Any proposals received after the stated time and date will not be considered. The proposal shall not be opened at the public opening. Arrangements may be made for the unopened proposal to be returned at the Proposer's request and expense.
- 12.3. The County shall not be responsible for delays caused by the method of delivery such as, but not limited to; Internet, United States Postal Service, overnight express mail service(s), or delays caused by any other occurrence.

13. SELECTION PROCEDURE:

- 13.1. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any Proposals, to reject any and all Proposals in whole or in part, with or without cause, and to accept that Proposal, if any, which in its judgment will be in its best interest.
- 13.2. Award will be made to the Proposer whose Proposal is determined to be the most advantageous to the County, taking into consideration those Proposals in compliance with the requirements as set forth in this RFP. The County reserves the right to reject any and all Proposals for any reason or make no award whatsoever or request clarification of information from the Proposer.

14. CONTRACT NEGOTIATIONS AND EXECUTION:

- 14.1. Negotiation of contracts with Respondents will follow the order of ranking by Evaluation Committee from highest to lowest score. Contract negotiations shall follow the procedures adopted by the Highlands County Board of County Commissioners and Section 287.055, Florida Statutes. The Evaluation Committee may require selected Respondents to submit technical or other additional information related to its response during contract negotiations.
- 14.2. The County reserves the right to award continuing contracts to one or more proposers if it is deemed in the best interest of the County.
- 14.3. Procurement and contracting of all Professional Services shall conform to all policies of the Highlands County Board of County Commissioners, County ordinances, codes, and technical standards and State and Federal law and regulations including, but not limited to, 24 CFR, Part 85, and Section 287.055, Florida Statutes as applicable. Those contracts will include provisions required by federal, state or local laws, regulations, ordinances or executive orders and provisions required by policies adopted by the Highlands County Board of County Commissioners.
- 14.4. After negotiations, contracts will be submitted to the County Administrator and Board Attorney for review prior to submittal to the Board. All reviewed contracts will be placed on a Board of County Commissioners' Agenda for its consideration.
- 14.5. The successful Respondent shall enter into a contract that substantially reflects the requirements of this RFP and normal contract terminology. The County reserves the right to waive or adjust any minor inconsistencies between the RFP and the finalized contract and any resulting purchase order entered into pursuant to this RFP.

15. ISSUANCE OF WORK AND LIMITATIONS:

15.1. Authorization Of Work:

- 15.1.1. **Allowable Costs:** A determination of allowable costs will be performed for services rendered under any resulting contract from this solicitation.
- 15.1.2. **Performance Evaluation:** A performance evaluation will be conducted by the County Project Manager and provided to the Contractor. Larger projects may require an interim evaluation. The performance evaluations will become public record.

CONTRACT REQUIREMENTS:

Respondents contracting with the county shall:

- 16.1. **License/Certification:** Perform all professional services to current professional standards of the applicable discipline.
- 16.2. **Personnel:**
 - 16.2.1. Maintain an adequate staff of qualified personnel.
 - 16.2.2. Not subcontract, assign or transfer any work under any continuing contract, CSA or TOA with the County without the written approval of the County.
- 16.3. **Standard of Work:**
 - 16.3.1. Ensure that all work meets all current federal, state, and local laws, regulations, and ordinances applicable to the work.
 - 16.3.2. If, at any time during the contract term, the service performed, or work done by the Consultant is considered by Highlands County to create a condition that threatens the health, safety, or welfare of the community, the Consultant shall, on being notified by Highlands County, immediately correct such deficient service or work. In the event the Consultant fails, after notice, to correct the deficient service or work immediately, Highlands County shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the Consultant.
- 16.4. **Coordination of Work:**
 - 16.4.1. Cooperate fully with the County in the scheduling and coordination of all phases of the work.
 - 16.4.2. Report the status of the work to the County upon request and hold pertinent data, calculations, field notes, and records open to the inspection of the County and its authorized agents at any time.
- 16.5. **Change in Scope:**
 - 16.5.1. Perform any additional work required for a particular change order approved by the County.
 - 16.5.2. Have approval from the County in writing prior to commencement of any change order.
- 16.6. **Complaints:**
 - 16.6.1. The contract will provide that complaints against the Contractor will be processed through the Purchasing Division and are to be corrected within five (5) business days.
 - 16.6.2. Written response to the Purchasing Manager is required.
 - 16.6.3. Failure to properly resolve complaints within five (5) business days may result in cancellation of the contract.
 - 16.6.4. Repeat complaints against the Contractor may result in termination of contract.
- 16.7. **Assignment of Contract:** The selected Proposer shall not assign, transfer, convey, sublet or sell any portion of any contract entered into in connection with this RFP unless permission is first given by the County. All matters dealing with these actions must be conducted in written format.
- 16.8. **ADA Compliance:** The contract will provide that any ADA or work conditions complaints against the Contractor will be processed through the County's Human Resources Department and are to be corrected within five (5) business days. Written response to the Human Resources Manager is required. Failure to properly resolve complaints within five (5) business days may result in cancellation of the contract. Repeat complaints against the Contractor may result in termination of contract.

17. TERMINATION

- 17.1. Any contract entered into pursuant to this RFP may be terminated by the Respondent upon 30 days prior written notice to the County in the event of substantial failure by the County to perform in accordance with the terms of the Contract through no fault of the Respondent. It may also be terminated by the County with or without cause upon 7 days written notice to the Respondent. Unless the Respondent is in breach of the Contract, the Respondent shall be paid for services rendered to the County through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the County, the Respondent shall.
 - 17.1.1. Stop work on the date and to the extent specified.
 - 17.1.2. Terminate and settle all orders and subcontracts relating to the performance of terminated work.
 - 17.1.3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
- 17.2. Continue and complete all parts of the work that have not been terminated.
- 17.3. The County reserves the right to cancel and terminate any contract entered into pursuant to this RFP in the event the Respondent or any employee or agent of the Respondent is convicted of any crime arising out of or in conjunction with any work being performed by the Respondent for or on behalf of the County. The County reserves the right to suspend the qualifications of the Respondent to do business with the County upon any such conviction. The County reserves the right to terminate any contract entered into pursuant to this RFP in the event the Respondent is placed in either voluntary or involuntary bankruptcy or an assignment is made for the benefit of Respondent's creditors. Upon termination of any contract entered into pursuant to this RFP, all tracings, plans, specifications, computer files, maps, and data prepared or obtained under that contract shall be immediately turned over to the County by Respondent.

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SECTION 2 INSURANCE

Unless otherwise stated in the specifications/Scope of Work or Special Conditions, the following minimum Insurance Requirements will be included in the contract and must be met before delivery of goods and performance of services:

1. **COMMERCIAL GENERAL LIABILITY INSURANCE: Occurrence Form Required:** The Consultant shall have and maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the work performed pursuant to this RFP in the amount of \$2,000,000. Products and completed operations aggregate shall be \$2,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent Consultants, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury.
2. **COMMERCIAL AUTOMOBILE LIABILITY INSURANCE:** The Consultant shall have and maintain automobile liability insurance with a limit of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.
3. **WORKERS' COMPENSATION INSURANCE:** The Consultant shall have and maintain workers' compensation insurance for all employees for statutory limits in compliance with Florida law and Federal law. The policy must include Employer' Liability with a limit of \$100,000 each accident, \$100,000 each employee, \$500,000 policy limit for disease.
4. **EXCESS/UMBRELLA:** Excess/Umbrella Liability insurance must be maintained with limits of not less than \$2,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the excess or umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. The Excess/Umbrella policy/policies must be primary without right of contribution by any other insurance maintained by the county.
5. **BLANKET CRIME** The Contractor must provide Blanket Crime coverage covering all persons handling funds under the subsequent contract, against loss by dishonesty, robbery, burglary, theft, destruction, or disappearance and other related crime list. The policy limit must be written to cover losses in the amount of maximum monies collected, received and in the possession of the Contractor at any given time.
6. **SPECIAL REQUIREMENTS / EVIDENCE OF INSURANCE:**
 - 6.1. A copy of the Proposer's current certificate of insurance **MUST** be provided with the Proposal submitted in response to this RFP. A formal certificate shall be provided upon announcement that a Proposer has been awarded the work requested in this RFP. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work

- activities. The formal insurance certificate shall also comply with the following:
- 6.1.1. "Highlands County, a political subdivision of the State of Florida and its elected officials, its agents, employees, and volunteers" shall be named as an "Additional Insured" on all policies except Worker's Compensation and Professional Liability.
 - 6.1.2. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. Highlands County will be given notice prior to cancellation or modification of any stipulated insurance.
 - In the event the insurance coverage expires prior to termination of the contract entered into in connection with this RFP, a renewal certificate shall be issued 30-days prior to said expiration date.
 - Such notification will be in writing by registered mail, return receipt requested, and addressed to the Purchasing Manager, 600 S. Commerce Avenue, Sebring, FL 33870.
 - 6.1.3. All policies must include Waiver of subrogation; any liability aggregate limits shall apply "Per Jobsite"/Per Job Aggregate. All liability insurance except Professional Liability shall be Primary and Non-Contributory. The Certificate of Insurance shall confirm in writing that these provisions apply.
 - 6.2. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.
 - 6.3. The policies of insurance shall be written on forms acceptable to the County and placed with insurance carriers authorized by the Insurance Department in the State of Florida that meet an AM Best financial strength rating of no less than "A- Excellent: FSC VII.
 - 6.4. The Consultant shall hold the County, its agents and employees, harmless on account of claims for damages to persons, property or premises arising out of the services performed to in connection with this RFP. The County reserves the right to require Consultant to provide and pay for any other insurance coverage the County deems necessary, depending upon the possible exposure to liability.
 - 6.5. Renewal:
 - 6.5.1. In the event the insurance coverage expires prior to termination of the contract entered into in connection with this RFP, a renewal certificate shall be issued 30-days prior to said expiration date.
 - 6.5.2. Such notification will be in writing by registered mail, return receipt requested, and addressed to the County Purchasing Manager, 600 S. Commerce Ave., Sebring, FL 33870-3809.

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SECTION 3. SPECIAL CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in the County's standard Terms and Conditions or the Scope of Work.

1. Basis of Award

The County shall award to the most responsive and responsible, qualified Proposer(s) whose Proposal is determined through the evaluation process to be the most advantageous to the County. Evaluation of the Proposals shall be based on the evaluation factors set forth in this RFP and any other relevant information obtained through the evaluation process. The County reserves the right to waive irregularities in the Proposal. The County reserves the right to accept or reject any or all Proposals or any parts thereof.

2. Term

The County's agreement(s) with the selected company will be for armored car services as described and negotiated with the successful proposer. The initial agreement shall be **five (5) years** from date of the contract with the option to **renew for one (1) five (5) year period** unless otherwise terminated in accordance with the agreement. A Price Adjustment Clause form has been included.

3. Qualifications

- 3.1. Proposer is to have armored car services experience preferably within the last three (3) years. The "Project Confirmation Survey" form(s) will assist in confirming armored car service experience for work performed within the past 3 years. Include three (3) or more client completed "Project Confirmation Survey" forms with your submission.
- Instructions: The Proposer is to complete sections 1 & 2, provide to the Client/Respondent for them to complete Section 3 and 4. Client/Respondent is to return Project Confirmation Survey to the Proposer for inclusion with the Proposal submission to Highlands County.

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SECTION 4. SCOPE OF SERVICES

Highlands County Board of County Commissioners is seeking proposals from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Proposer, to provide armored vehicle services for the County, in accordance with the applicable Laws of the State of Florida, terms and conditions, and specifications contained in this Request for Proposal (RFP).

1. **SERVICES**

- 1.1. An armored vehicle shall be used for transporting deposits and managing pickups and delivery and providing change as requested.
- 1.2. Contractor shall pick-up, with the exception of the County approved holidays, deposits at the designated Highlands County facilities and shall deliver them to the designated bank(s), on the day of pick-up, in accordance with the schedule defined herein. In the event the pickup occurs on a banking holiday the Contractor shall hold all transactions in a secure location and deposit on the next banking day.

Highlands County facilities and schedule:

LOCATION		PICK UP DAYS (BETWEEN 8 AM – 4:45 PM, except holidays)
1.	Tax Collector's Office -Lake Placid 11 Pine Ave, Lake Placid, FL	Mon, Tue, Wed, Thu, Fri
2.	Tax Collector's Office -Avon Park 116 E. Main Street, Avon Park, FL	Mon, Tue, Wed, Thu, Fri
3.	Highlands County Government Center 600 S. Commerce Ave., Sebring, FL This building has two offices with pick-ups: -Recording Office -Tax Collector's Office Sebring Location	Mon, Tue, Wed, Thu, Fri
4.	Highlands County Courthouse 430 S Commerce Ave, Sebring, FL 33870	Mon, Tue, Wed, Thu, Fri
5.	Highlands County Landfill 12700 Arbuckle Creek Rd., Sebring, FL	Mon, Thu
6.	Annex/Building Departments Building & Zoning/Engineering 501 S. Commerce Avenue, Sebring FL	Mon, Tue, Wed, Thu, Fri
7.	Office of County Probation 400 S. Lake Avenue, Avon Park, FL	TBD Currently taking own deposits.

The County reserves the right to add or remove pick-up locations during the term of the agreement with no penalty to Highlands County, and with modifications to rates and schedules subject to mutual agreement of the Parties.

Holiday schedule (approved by the County)

When an approved holiday falls on a Saturday, the preceding Friday shall be observed as the official holiday. When an approved holiday falls on a Sunday, the following Monday shall be observed as the official holiday.

HOLIDAY	DATE (dates for 2024)
New Year’s Day	01/01/24
Martin Luther King, Jr. Birthday	01/15/24
Good Friday	03/29/24
Memorial Day	05/27/24
Independence Day	07/04/24
Labor Day	09/02/24
Veteran’s Day	11/11/24
Thanksgiving Day	11/28/24
Day after Thanksgiving	11/29/24
Christmas Eve	12/24/24
Christmas Day	12/25/24

Designated Banks

BANK	PICK-UP LOCATION
First Southern Bank 205 W Center Avenue Sebring, FL 33870	Tax Collector’s Office – Lake Placid Tax Collector’s Office – Avon Park Highlands County Government Center, Tax Collector
Truist Bank 3012 US Hwy 27 S; Suite 115, Sebring, FL 33870 3601 US Hwy 27 N, Sebring, FL 33870	Highlands County Government Center, Recording Highlands County Landfill Highlands County Courthouse

Any of the designated bank’s branches can be utilized to make deposits, at the discretion of the Contractor.

The County reserves the right to change the designated bank during the term of the agreement with no penalty to Highlands County, and with modifications to rates and schedules subject to mutual agreement of the Parties.

Deposits

The Contractor shall receive sealed deposits and will not be responsible for any shortage claimed within any securely sealed deposit. The armored guard will examine the seal on the deposit and only accept the deposit and sign the pick-up log if he/she finds the shipment securely sealed.

The deposits must be received by the designated bank, unopened and securely sealed on the day of the pick-up. (For weekend or banking holidays see “services” section)

In the event of a loss of deposit, and the loss was discovered by the Contractor, the Contractor shall immediately notify the County.

2. WORKFORCE:

- 2.1 The Contractor shall maintain an adequate staff of qualified personnel throughout the contract. Contractor warrants and represents that it has, through agreements with its employees or otherwise, the right and power to affect the foregoing obligations.
- 2.2 The Contractor’s workforce shall be neat and clean in appearance and shall wear a Vendor provided uniform shirt with the Vendor’s name or logo permanently affixed to the shirt. Shoes shall be appropriate for proper safety of task being performed. Vendor employees are required to provide proper identification when requested by properly identified County personnel. Any employee that does not comply with this requirement will be required to leave the County property. To insure only authorized Vendor employees are on County property, there is no exception to this requirement.
- 2.3 Employees of the Vendor shall not be assisted nor accompanied by any individual that is not an employee of the Vendor while performing duties related to this contract. This includes children and/or other relatives. Vendor owners, supervisors, or other employees inside the designated facilities must be on the approved Vendor’s employee list for that specific facility. Employees of the Vendor that violate this paragraph will be deemed objectionable to the County and will no longer be allowed to work in County facilities.
- 2.4 The Contractor shall ensure their firm and all personnel is properly licensed and insured throughout the term of the agreement. The County reserves the right to review and mutually approve the Contractor prior to starting work at County sites. All costs associated with obtaining the required clearances shall be the responsibility of the Contractor.
Florida Department of Law
Enforcement Crime Information
Bureau
PO Box 1489
Tallahassee, FL 32302-1489
- 2.5 The County requires the Contractor to remove all their personnel from County property who are deemed careless, incompetent, insubordinate, reasonably objectionable, or whose continued employment on the job is deemed to be contrary to the interest of Highlands County. Any employee charged with, or being prosecuted for, a felony during the course of their employment will be considered reasonably objectionable and their continued work in County owned building will be terminated, until case is closed.
- 2.6 All facilities of the Highlands County Board of County Commissioners are smoke and tobacco free. Violations of this policy will result in removal of Violator. Multiple violations may result in the termination of contract.

- 2.7 Contractor's employees shall be prohibited the use or be under the influence of alcohol or illegal drugs while on County premises.
- 2.8 The County will not provide any supervision or training to Contractor's employees. Contractor must have sufficient staffing to oversee all staff, to include training, supervision, and the resolution of issues or problems that may arise.
- 2.9 Employees shall be armed. Each employee shall be bonded, licensed and trained by the Contractor to perform duties as required. The Contractor has the sole responsibility of training, providing uniforms, equipping supervising and discharging of all employees. The Contractor shall ensure that all employees are qualified to use the type of weapon issued to them in accordance with federal and state regulations. The Contractor is also responsible for a weapon re-qualification, if necessary. All costs associated with this training shall be borne by the Contractor. A copy of the individual qualification shall be made available to the County Administrator upon request.

3. LICENSES/ORDINANCES: The successful Proposer shall be required to submit proof of Florida licenses and/or certifications as required by the County and State to provide armed armored car services. The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.

4. OTHER SERVICES

Coin and Paper Currency Change service requested for Cashiers to be delivered to the sites identified.

5. PRICING/DELIVERY

- 5.1 Contractor must quote firm, fixed, rates for all pickups, and deliveries, bags, canisters, and change pickups/deliveries to the County's designated bank locations. Contractor is to provide appropriate pricing, unit prices and extensions, for each service to each location. If an item is a "No Cost", please state "No Cost" or 0.00. (No Fuel charges/adjustments will be paid to the Contractor. Prices are to be all inclusive). Pricing for future years will be adjusted only according to variances stipulated in the Price Adjustment Clause form attached.
- 5.2 If a pickup/delivery is not conducted no charge may be assessed.
- 5.3 If a scheduled pickup/delivery cannot be completed a call to the location is to be made by the Contractor's office or dispatch division notifying the location at the soonest known time.
- 5.4 Failure to provide costs as requested in this RFP may deem your proposal non-responsive.

SECTION 5. SOLICITATION PROCESS

1. SUBMITTAL

Each Proposer must fully complete and submit the Proposal Submittal Form found within this RFP and provide all necessary documentation to fully demonstrate capabilities and qualifications in order to be considered responsive. Failure to supply the required documentation or address all criteria or found to be substantially unreliable may, in the sole opinion of the Evaluation Committee and Procurement Manager, be grounds for rejection of the Proposal.

Proposals should not contain information in excess of that requested, it must be concise, and must specifically address the issues of this RFP. The responses should be in the same order as the Evaluation Criteria. Proposals are to be printed single-sided, in a minimum 10 font size, all of which are properly indexed and tabbed. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective submittal to this solicitation are not desired and may be construed as an indication of the proposer's lack of cost consciousness.

Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired, unless specifically requested.

The submittal may be withdrawn either by written notice to the Procurement Manager or in person, if properly identified, at any time prior to the above submittal deadline.

1.1. Hard Copy Submission: Interested parties are invited to submit in a sealed package to the Purchasing Department:

- One (1) original hardcopy, and
- One (1) exact electronic copy on a thumb drive

Electronic copies:

No macros, audio-start media, locked or hyper-links allowed.
PDF, Word, and Excel, as applicable, are permitted formats.

The submission should be bound and marked with the solicitation number, title and marked with the proposer's name and address. A "Sealed Proposal Label" is enclosed to be affixed to the outside of the submission.

The Proposer must ensure that the electronic copy includes only one (1) file of the entire submittal and that the electronic file is the exact copy of the original printed version submitted by the Proposer. If confidential information is included, such information must be in a separate tab, and in the electronic copy second file, marked "Confidential" in the file name. To be considered "Confidential" or exempt the information shall meet the provisions as stated in Florida Statute 119.

OR

1.2. Electronic Submission: The Proposal is to be combined into one Adobe PDF document and uploaded to the County website via VendorRegistry.com. It is the Proposers responsibility to allow sufficient time to ensure the submission is completed.

The delivery of the response on the specified date and time is solely the responsibility of the proposer. The County shall not be responsible for delays caused by the method of delivery such as, but not limited to; internet, United States Postal Service, overnight express mail service(s), or delay caused by any other occurrence. Proposals received after the designated date and time will not be considered.

2. EVALUATION CRITERIA

2.1. The evaluation shall be based upon the following criteria, and respondents are requested to provide, as a minimum, the information listed under each criterion. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive. The response to each of the criteria will be evaluated relative to the other responses received and will be awarded a score as listed below.

2.2. Each submittal should contain all requested documentation organized in the following manner:

TAB 1. Provide Qualifications, Profile and Executive Summary Information (Maximum 20 Points)

Introduction of firm providing years in business, company size, corporate structure and ownership, professional affiliations, etc. Define your firm's mission, philosophy and what makes your company different.

Provide details on the types of services offered by your firm. Include the number of years your company has provided each service listed and which services are considered your company's specialties.

Provide a management team organization chart, include a summary bio of key personnel who would be assigned to this service and that will be assigned this contract. Include names, titles and credentials, years' experience and how long they've been employed with the agency.

TAB 2. Project Approach (Maximum 30 Points)

Describe the mechanics of how your company would go about conducting business with our office.

Describe your management process to respond to requests for changes to schedule or additions/deletions of locations or hours of operation, or other unforeseen requirements made by the County.

Identify approach to services that are described in this RFP and any other services offered by your company that could be utilized by the County. Provide any other services and/or equipment with pricing that may be available. Such as, but not limited to, on-site safe, delivery of cash, ability to self-dispense monies from on-site safe, etc.

Describe the process for the County to follow for the need for currency change to be delivered to the sites identified.

Describe hiring and training programs in place and time required by each delivery agent to train.

TAB 3. Related Work Experience and References: (Maximum 25 Points)

Describe how your firm measures effectiveness and results for similar services in similar project area (rural central Florida counties).

Provide "Project Confirmation Survey" forms from three (3) clients for which you have provided similar services. Ensure each include contact names, e-mail addresses, phone numbers and brief summary of services provided for each.

Indicate the number of workers/guards assigned to each armored car vehicle. Also indicate the number of back up or reserve pool of armored car agents to supplement full time armored agents in the event of sick-time, vacation, terminations, etc.

Describe your capacity to perform services.

TAB 4. Price Proposal

(Maximum 25 Points)

Price Proposal Form must be submitted to be considered for award. Proposer should submit a fully comprehensive fee proposal for all its Services. Proposer is to submit the official "Itemized Bid Form." An additional sheet may be included to provide pricing on other/optional services or hardware that is offered by the proposer.

Indicated any fees or charges associated with services. Pricing included on the Itemized Bid Form is to be all-inclusive for the services described in this RFP.

TAB 5. Litigation History

(Maximum 0 Points)

Describe and explain any litigation, major disputes, contract defaults, or liens experienced in the last five (5) years. Provide a description of the circumstances and the outcome.

TAB 6. Compliance Forms and Requested Documentation

(Maximum of 0 points)

Provide all forms and requested documentation.

Provide licenses or certifications of any individuals or entities performing the services describe in this RFP.

3. EVALUATION PROCESS

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint an evaluation committee (the "Evaluation Committee") that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Evaluation Committee score and/or rank of the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

3.1. Evaluation Meeting

3.1.1. Evaluation 1: A public meeting will be conducted to allow the Evaluation Committee members to discuss and score each Proposal based on the following evaluation criteria:

Tab 1	Qualifications, Profile and Executive Summary	20 Points
Tab 2	Approach to Project	30 Points
Tab 3	Related Work Experience and References	25 Points
Tab 4	Price Proposal	25 Points
Tab 5	Litigation History	0 Points
Tab 6	Compliance Forms and requested documentation	0 Points
	Total Points	100 points

3.1.2 Evaluation Committee member’s total scores will be added together to produce a final score for each Proposal.

3.1.3 Procurement will confirm the calculations for the final score for each Proposal.

3.1.4 If the Evaluation Committee elects to interview Proposers based on the final scores, a minimum of three (3) will be selected for presentations/discussions.

3.2 Evaluation 2 Proposer Interviews (at the discretion of the Evaluation Committee):

3.2.1 The Evaluation Committee may conduct interviews. During an interview, selected Proposers may be asked to make a presentation describing the key elements of their Proposal and/or address any specific topics the Evaluation Committee may determine necessary.

3.2.2 At the conclusion of the interviews Proposals will be ranked, one (1) representing the highest-ranked Proposer. The Evaluation Committee members will then collectively decide the recommend award and start Contract Negotiations with all or selected Proposers starting with the highest-ranked Proposer; and should negotiations fail with the highest ranked Proposer, staff shall end negotiations with the highest ranked Proposer and begin negotiating with the next highest ranked Proposer and so on.

4 **Tie Breaker:** In case of a tie in scoring, the award will be made as follows:

4.2 Step 1: The Proposer that has the highest number of number 1 rankings shall be deemed ranked as the higher Proposer.

4.3 Step 2: Upon completion of step 1, if a tie still exists the Proposer with the highest number of 2nd place rankings shall be the higher ranked Proposer.

4.4 Step 3: Upon the completion of steps 1 and 2 should a tie still remain the method used above will continue with each ranking level, 3rd, then 4th, then 5th highest rank, will be counted until the tie is broken.

4.5 Step 4: After the completion of Steps 1 through 3 if a tie still exists a flip of a coin shall determine the highest ranked proposer.

4.6 When the tie breaker is determined, the highest ranked Proposer shall be awarded the contract or receive the first opportunity to negotiate, as applicable.

4.7 If an award or negotiation is unsuccessful with the highest ranked Proposer, award or negotiations may commence with the next highest ranked Proposer.

SECTION 6 TENTATIVE SCHEDULE

DATE	TIME	EVENT
Saturday, February 10, 2024		First Advertisement
Saturday, February 17, 2024		Second Advertisement
N/A		Pre-Proposal Meeting
Wednesday, February 28, 2024	5:00 P.M.	Deadline to submit questions (RFI's)
Tuesday, March 12, 2024	3:30 P.M.	Proposal due date
Tuesday, March 26, 2024	1:30 P.M.	*Review/Ranking of Proposals by the Evaluation Committee
Wednesday, April 3, 2024	1:30 P.M.	*Presentations / Interviews (at the discretion of the Evaluation Committee)
Monday, April 8, 2024		Anticipated award date
Tuesday, May 21, 2024		Anticipated contract consideration by the Board,
		<i>Dates are subject to change.</i>
*Evaluation Meeting Location		Engineering Training Room 505 S Commerce Ave, 2 nd FL., Sebring FL 33870

SECTION 6 CONTRACT AWARD

1.0 SAMPLE CONTRACT FOR SERVICES

The County will negotiate a contract with successful firm(s).

2.0 CONTRACT NEGOTIATIONS

- 2.1 If a Proposer is selected, the user Department, and Procurement, with the assistance of the County Administrator or their designee, shall negotiate an Agreement with the selected Proposer.
- 2.2 If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer. Procurement shall notify the Evaluation Committee that contract negotiations with the Proposer have terminated. Contract negotiations with the next-highest-ranked Proposer will be implemented, and so on, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.
- 2.3 After contract negotiations with a Proposer are successfully completed the Project Manager shall recommend to the Board of County Commissioners that award a contract to the Proposer to provide the services as outlined in the Agreement. The Board of County Commissioners shall make the final decision whether the County shall enter into an Agreement with a Proposer.
- 2.4 *The Proposer agrees to hold proposal pricing for one-hundred twenty (120) calendar days from the time of the RFP opening date unless otherwise extended or agreed upon by the County and Proposer to allow time for the contract to be prepared and approved.*
- 2.5 Services shall not commence until the Contractor receives a Purchase Order for the location.

3.0 INVOICES/PAYMENT

- 3.1 Invoicing shall be no more frequently than once a month.
- 3.2 Invoices shall include:
 - 3.2.1. Pickup date,

- 3.2.2. Time,
 - 3.2.3. Location,
 - 3.2.4. Cost,
 - 3.2.5. Purchase Order number.
- 3.3 Invoices shall contain only actual pickup/delivery(ies) made.

SECTION 7 CERTIFICATION FORMS

Any blank spaces on the form(s), qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County’s Form may result in the submission being declared non-responsive by the County. Any form not applicable is to be returned marked “N/A”

The list of forms below is meant only as a guide. It is the Proposer’s responsibility to review and include all requested and required documentation.

Forms	circle one	
LOCAL COMPLIANCE FORMS		
Proposal Form, include acknowledgement of all addenda, signed	YES	NO
Drug-Free Workplace Certification	YES	NO
Public Entity Crimes Sworn Statement	YES	NO
Discrimination Certification	YES	NO
Scrutinized Companies Certification	YES	NO
Contracting with entities of foreign countries F.S. 287.138	YES	NO
E Verify Certification	YES	NO
Local Vendor Affidavit	YES	NO
Price Adjustment	YES	NO
REQUESTED DOCUMENTATION		
Sunbiz.org Print out for Proposer FEI/EIN Number	YES	NO
Acord Insurance Form (sample copy from proposer)	YES	NO
Women / Minority Business Enterprise Certification	YES	NO
Licenses, Certifications	YES	NO
One (1) Original Submission Package, PAPER COPY) and one (1) exact electronic copy, on thumb drive, of the Submission package. “24-012 Proposer name” OR Upload one (1) all-inclusive adobe file of the Submission package to the County Website via VendorRegistry.com. File Name “24-012 Proposer name”	YES	NO
Project Confirmation Survey (3 customer completed surveys)	YES	NO
Sealed Submittal Label (affix to outside of submittal package)	YES	NO
Statement of No Bid	YES	NO



PROPOSAL SUBMITTAL FORM

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

SOLICITATION IDENTIFICATION: **RFP 24-012-KSB**
SOLICITATION NAME: **Armored Car Services**
PROPOSAL SUBMITTED BY: _____

Proposer's Name

Proposer's Authorized Representative's Name and Title

Proposer's Address 1

Proposer's Address 2

Contact's Name and Title (Print)

Contact's E-mail Address

Contact's Phone Number

Dun's Number

Employer Identification Number/Federal Employer Identification

ACKNOWLEDGEMENT OF ADENDA Proposer represents that:

- It is the sole responsibility of the bidder/proposer to check the Purchasing web-site for any addenda issued for this solicitation.
- Proposer has examined and carefully studied this RFP and the following Addenda (receipt of all which is hereby acknowledged):

Addenda Number	Date Issued						

LITIGATION, SUSPENDED OR DEBARRED Yes ___ / ___ No Provide the entity name and final outcome: (attach additional pages if necessary)

Entity Name	Final Outcome

PRICE

[Insert Excel Itemized Bid Form here.](#)

CERTIFICATION: By submitting a Proposal, the Proposer affirms that the Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham Proposal. Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a Proposal. Proposer has not sought by collusion to obtain for itself any advantage over any other person(s) or over the County. The signature below, by an authorized representative and herby affirm they have read and understand the solicitation requirements.

SUBMITTED ON: _____ 20 _____

PROPOSER NAME: _____

SIGNATURE: _____
Proposer's Authorized Representative (Seal)

PRINTED NAME: _____

TITLE: _____

DRUG FREE WORKPLACE FORM
DRUGFREE WORKPLACE CERTIFICATION

CERTIFICATION PURSUANT TO SECTION 287.087, FLORIDA STATUTES
PREFERENCE TO DO BUSINESS WITH DRUG FREE WORKPLACE PROGRAMS

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____

[Print individual's name and title]

for _____

[Print name and state of incorporation or other formation of the entity submitting this sworn statement] whose business address is _____ and whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder has a drug free workplace program in place. The program meets the requirements of Section 287.087, Florida Statutes.

THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____ Date: ___/___/___

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ___ day of _____, 20___, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

(AFFIX NOTARY SEAL)

Signature: _____
Print Name: _____
Notary Public, State of _____
Commission No. _____
My Commission Expires: _____

PUBLIC ENTITY CRIMES FORM

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER
OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

STATE OF FLORIDA } ss

COUNTY OF _____ }

Before me, the undersigned authority, personally appeared _____ who, being by me first duly sworn, made the following statement:

1. The business address of _____(name of bidder or contractor), is

2. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.

4. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

5. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

(Draw a line through paragraph 5 if paragraph 6 below applies.)

6. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or contractor. A determination has been made pursuant to 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is
_____.

A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 6 if paragraph 5 above applies.)

THIS SWORN STATEMENT IS MADE PURSUANT TO SECTION 287.133(3)A, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD

Signature: _____

Print Name: _____

Print Title: _____

On ____ day of _____, 20 ____.

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me in the State and County first mentioned above on the _____ day of _____, 20____.

Signature: _____

Print Name: _____

(AFFIX NOTARY SEAL)

Notary Public, State of _____

Commission No. _____

My Commission Expires: _____

DISCRIMINATION CERTIFICATION

CERTIFICATION PURSUANT TO SECTION 287.134, FLORIDA STATUTES

DISCRIMINATION: DENIAL OR REVOCATION OF THE RIGHT TO TRANSACT BUSINESS WITH PUBLIC ENTITIES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____

[Print individual's name and title]

for _____

[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder has not been placed on the discriminatory vendor list by the Department of Management Services.

THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.134, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____ Date: ___/___/___

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ___ day of _____, 20___, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

(AFFIX NOTARY SEAL)

Signature: _____
Print Name: _____
Notary Public, State of _____
Commission No. _____
My Commission Expires: _____

SCRUTINIZED COMPANY CERTIFICATION

CERTIFICATION PURSUANT TO SECTION 287.135, FLORIDA STATUTES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by

[Print individual's name and title]

for

[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder is not on the Scrutinized Companies that Boycott Israel list created pursuant to Section 215.4725, Florida Statutes, is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes, and that it does not have business operations in Cuba or Syria.

THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ___ day of _____, 20__, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

(AFFIX NOTARY SEAL)

Print Name: _____

Notary Public, State of Florida

Commission No. _____

My Commission Expires: _____

E-VERIFY CERTIFICATION

CERTIFICATION OF PARTICIPATION IN THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICE BUREAU'S E-VERIFY PROGRAM

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____

[Print individual's name and title]

for _____

[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Bidder")

5 CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder participates in the United States Citizenship and Immigration Services Bureau's E-Verify Program, and does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

Bidder's E-verify Company ID #: _____

THIS CERTIFICATION IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____ Date: ___/___/___

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ___ day of _____, 20___, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

Signature: _____

Print Name: _____

(AFFIX NOTARY SEAL)

Notary Public, State of _____

LOCAL PREFERENCE AFFIDAVIT OF ELIGIBILITY

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
by

_____ [Print individual's name and title]
for

_____ [Print name of Company/Individual submitting sworn statement]

Whose business address is _____

(If applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn statement): _____.

2. LOCAL PREFERENCE ELIGIBILITY

A. Contractor/Individual has had a fixed office or distribution point located in and having a street address within Highlands County for at least twelve (12) months immediately prior to the issuance of the request for quotation, competitive bids or request for proposals by the County.
YES ___ NO ___

B. Contractor/Individual holds business license required by the County, and/or if applicable, the Municipalities:
YES ___ NO ___

C. Contractor/Individual employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.
YES ___ NO ___

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM SHALL BE CONSIDERED PUBLIC RECORD.

[Signature and Date]
STATE OF _____, COUNTY OF _____

Subscribed and sworn before me, the undersigned notary public on this _____ day of _____, 20____.

NOTARY PUBLIC SEAL Commission Expiration Date

PRICE ADJUSTMENT CLAUSE

STATEMENT OF ISSUE: The commodity(s) or services represented in the attached solicitation may be considered volatile price item(s) which may show drastic swings in price and availability during the contract period. In consideration, the COUNTY is including this price adjustment clause in the solicitation to encourage adequate competition and fair pricing on the (estimated) indefinite quantity requirement and to discourage padding or hedging prices.

The COUNTY's price adjustment criteria are as follows:

VENDOR shall agree that submitted pricing **will be held firm for the first term of contract term**. Pricing will be reviewed at the anniversary date thereafter. A price escalation or reduction may be requested by the VENDOR or the COUNTY, to the price of all items. The COUNTY may, in its sole discretion, accept an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the VENDOR's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, (4) the volatility so affects the VENDOR that continued performance of the Contract would result in a substantial loss and (5) No price adjustment will be approved to compensate a vendor for inefficiency or for errors or omissions in judgment or for additional profit.

Requests from the VENDOR for price adjustments shall be RECEIVED IN WRITING (via email or mail) and are subject to County Board approval (if applicable) and executed contract amendment before becoming effective. Failure to reach agreement for a price adjustment may, at the sole option of the COUNTY, result in the termination of the Agreement for cause.

Official VERIFIABLE documentation of such changes SHALL be provided with the request for price adjustment in order to substantiate any requested change. The COUNTY reserves the right to consider various pertinent information sources to evaluate price increase requests (such as the CPI and PPI, US CITY Average, as published by the US Department of Labor, Bureau of Labor Statistics). The COUNTY also reserves the right to consider other information related to special economic and/or industry circumstances, when evaluating a price change request. Changes may be either increases or decreases and may be requested by either party.

As an authorized representative of the company listed below I fully understand, accept and agree to abide by the procedures denoted in this price adjustment clause.

VENDOR NAME _____

ADDRESS _____

AUTHORIZED SIGNATURE _____

PRINTED SIGNATURE _____ DATE _____

PROJECT CONFIRMATION SURVEY

Solicitation # 24-012-KSB

Armored Car Services



Section 1 Project Respondent Information		Please return completed form to:	
FROM:		Bidder/Proposer:	
COMPANY:		Due Date:	
PHONE #:		Total # Pages:	1
FAX #:		Phone #:	Fax #:
EMAIL:		Bidder/Proposer E-Mail:	

Section 2 Bidder/Proposer to enter information in Section 2. Enter the project, similar to the above solicitation, performed for the above respondent (section 1.)			
Bidder/Proposer Name:			
Project Name:	Project Address:	Square Feet	
Summarize Scope:			Bidder/Proposer initiated Change orders

You as an individual or your company has been given as a contact regarding the project identified above. Please assist us by completing the information below. If due to policy you are unable to complete Section 3, please check the in section 3 and skip to section 4. Thank you in advance.

Section 3	<input type="checkbox"/> Check if unable to respond to Section 3 due to policy	Indicate: "Yes" or "No"
1. Did this company have the proper resources and personnel by which to get the job done?		
2. Were any problems encountered with the company's work performance?		
3. Were there instances of "no show and no call"?		
6. If the opportunity were to present itself, would you rehire this company		
7. On a scale of one to ten, ten being best, how would you rate the overall work performance, considering professionalism; final product; personnel; resources. Rate from 1 to 10. (10 being highest)		
8. Please provide any additional comments pertinent to this company and the work performed for you:		

Section 4 Project acknowledgement

Please submit non-Highlands County employees as references.

Reference Name (Print Name) _____

Reference Signature _____

SEALED PROPOSAL LABEL

Cut along the outer border and affix this label to your sealed submission envelope/box to identify it as a "Sealed Bid/Proposal"

Deliver to: Highlands County Purchasing Department
600 S. Commerce Ave., 2nd Floor
Sebring, FL 33870

Contact Information: Kelli Bronson, Procurement Analyst
(863) 402-6500

PLEASE PRINT CLEARLY



**SEALED BID/PROPOSAL DOCUMENTS
• DO NOT OPEN •**

SOLICITATION NO.: **RFP 24-012-KSB**

SOLICITATION TITLE: **Armored Car Services**

DATE DUE: **Tuesday, March 12, 2024**

TIME DUE: **Prior to: 3:30 PM**

SUBMITTED BY: _____

(Name of Company)

e-mail address

Telephone

DELIVER TO:

Highlands County Board of County Commissioners
Attn: Purchasing Department, 2nd Floor Attn: Kelli Bronson
600 South Commerce Avenue
Sebring, Florida 33870



Note: submissions received after the time and date above will not be accepted.

*Notice: The Date Due/Submission Deadline Date/Opening Date as stated on this label and other forms contained herein may have been updated via issuance of Addenda. It is the sole responsibility of the Contractor/Vendor to monitor the County webpage for any updates. Contractor/Vendor may strike through and update Date Due/Submission Deadline Date/Opening Date to match any updates to this date that have been published via Addenda.



STATEMENT OF NO BID
RFP 24-012-KSB
Armored Car Services

We, the undersigned, have declined to bid:

- _____ Specifications too “tight”, i.e., geared toward one brand or manufacturer only.
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ We do not offer this product or services.
- _____ Unable to meet specifications.
- _____ Unable to meet Bond requirements.
- _____ Specifications unclear (explain how)
- _____ Unable to meet Insurance requirements.
- _____ Remove us from your “Bidders List” altogether.
- _____ Other (specify below)

Remarks:

Company Name: _____

Signature: _____

Telephone: _____

E-Mail: _____

Date: _____