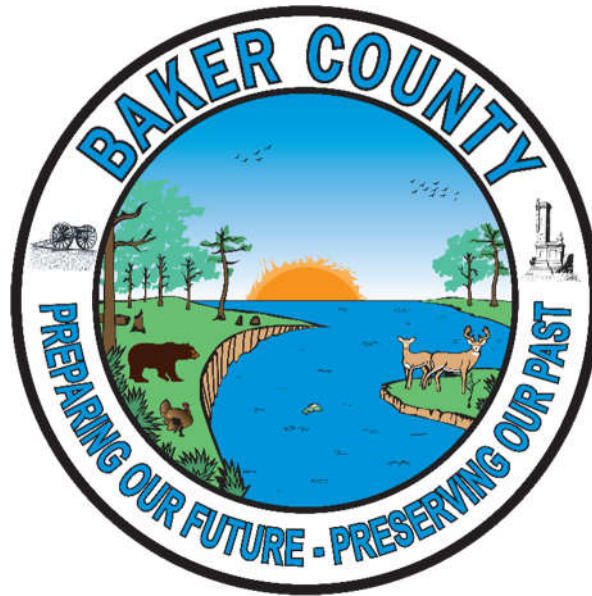


# BAKER COUNTY BOARD OF COUNTY COMMISSIONERS



## Request For Proposals Courthouse Keyless Access Upgrades RFP #2023-07

BAKER COUNTY BOARD OF COUNTY COMMISSIONERS  
ADMINISTRATION OFFICE  
55 N THIRD STREET  
MACCLENNY, FL 32063  
PHONE: 904-259-3613  
Email: [kayla.riggs@bakercountyfl.org](mailto:kayla.riggs@bakercountyfl.org)

## **REQUEST FOR PROPOSAL #2023-07 Courthouse Keyless Access Upgrades**

The Baker County Board of County Commissioners, Florida (County) will receive sealed proposals until 3:00 p.m. local time, on June 16, 2023 at the County Administration Office located at 55 N. Third Street, Macclenny, Florida 32063. Bids delivered to any other location will not be considered received by the Administration Office. Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Bidder. Bids will not be accepted via e-mail or fax. Shortly after the bid due time has expired, the bids will be publicly opened and announced.

A clearly marked original and five (5) copies must be sealed in an envelope and clearly marked "RFP 2023-07 Courthouse Keyless Access Upgrades" on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Administration Office. Facsimile or e-mail questions are acceptable. The Administration Office will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which will be issued prior to the deadline for responding to this Invitation To Bid. Questions must be received no later than noon on June 13, 2023.

Baker County Board of County Commissioners  
Administration Office  
55 N Third Street  
Macclenny, FL 32063  
[kayla.riggs@bakercountyfl.org](mailto:kayla.riggs@bakercountyfl.org)  
904-259-0201

It will be the sole responsibility of the Bidder to check the County's website prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and County holidays, any employee or officer of the executive, legislative, or judicial branch concerning any aspect of this solicitation, except in writing to the Administration Office or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The Baker County Board of County Commissioners reserves the right to reject any or all bids, to waive any informalities or irregularities in any bids received, to re-advertise for bids, or take any similar actions that may be deemed to be in the best interest of the County.

BAKER COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA

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Sara Little  
County Manager

**PURPOSE:**

The Baker County Board of County Commissioners (the County) is soliciting proposals from qualified companies to provide various system upgrades to existing keyless access systems located at the Baker County Courthouse, 339 East Macclenny Avenue, Macclenny, Florida 32063.

**BID TIMETABLE:**

The anticipated schedule for the RFP process is as follows:

Date Bid Issued:	May 17, 2023
Mandatory Walkthrough:	June 7, 2023 @ 2:00pm Meet at 55 N Third Street, Macclenny, FL 32063
Deadline for Questions:	June 13, 2023 @ Noon
Bid Opening:	June 16, 2023 @ 3:00pm

**MINIMUM SPECIFICATIONS:**

The County is seeking to augment the existing keyless access system of the Baker County Courthouse. Any details of the existing systems are purposefully omitted for security purposes, because of this, a mandatory walkthrough will be held on June 7, 2023 at 2:00pm. The existing system has reached capacity. At least 5 additional standard access points are needed. There are two doors that we would like to add one-way video and two-way audio confirmation with a “buzz-in” override.

The computer control systems for the existing keyless access system need to be replaced during this upgrade. You will be expected to provide the user terminals and software necessary to maintain the access rights of employees as well as provide for access logs of those employees. These user terminals should be configurable by staff and utilize multiple access level permissions based on principles of least privilege.

All prices and proposals must include:

- Delivery to Baker County Courthouse. Baker County is exempt from sales tax.
- Installation and certification of all equipment.
- All equipment and services itemized.
- An optional add-on for relocation within the facility of all existing centralized control equipment to another location within the facility that the County may or may not choose to implement at time of award. This optional location will be disclosed as part of the mandatory walkthrough.
- Any and all costs associated with any permits, fees, inspections, certifications, etc.

Provide your proposed items and prices on the “Proposal Sheet” included in this RFP.

All equipment shall be in new condition and not considered to be End-Of-Life.

**TERMS AND CONDITIONS**

1. FAILURE TO RETURN ALL PAGES OF THIS REQUEST FOR PROPOSAL MAY RESULT IN BID BEING DEEMED NON-RESPONSIVE.
2. Minimum specifications are intended to be open and non-restrictive. Contractors are invited to inform the County whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled bid opening will not be acted upon unless the County Manager determines that it is in the best interest of the County to consider.
3. Brand names and numbers when provided in solicitations are for reference and to establish a quality standard. Any reference to a brand name shall not be construed as restricting Bidders to that manufacturer (unless "no substitutes" is stated). Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with the requirement.
4. By submitting a bid, Bidder warrants that any goods or services supplied to the County meet or exceed the specifications set forth in this solicitation.
5. If any supplies, materials, and equipment are provided to the County under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer's identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to the County will be deemed to have breached the contract, and the equipment shall be returned to the company with no restocking fees or other charges.
6. Bids may be withdrawn at any time prior to the bid opening.
7. The County accepts no responsibility for any expenses incurred by the Bidders who submit proposals in response to this RFP. Such expenses are to be borne exclusively by the Bidders.
8. It is the responsibility of each Bidder to ensure that its submissions is received before the established bid due date and time. The bid opening time shall be strictly observed. Bidders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Telephone, fax bids, or e-mailed bids will not be accepted. Please Note: Using "overnight" carriers such as FEDEX or UPS still may not guarantee your package delivers before the due date and time. Submit your bid early!
9. Bids must be signed by an officer or agent of the firm having the authority to execute contracts.
10. Contractor warrants that equipment under this Agreement shall be free of defects in materials and workmanship for manufacturer's warranty period. After installation, if the County determines and demonstrates that provided replacements do not meet the minimum specifications the Contractor

shall be given written notice and must provide the County with replacement that meets the minimum specifications within seven (7) business days.

11. When the bidder proposes to furnish another product, he is required to furnish, with his bid, literature describing the item(s) being offered. Failure to furnish this literature may result in the bid being deemed non-responsive.
12. The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

### **CONTRACT AWARD**

1. Proposals submitted will be evaluated and recommended for award to the Proposer(s) based on the equipment that best meets the needs of the County in terms of functionality and cost.
2. The intent of this bid is to make an all-award; however, the County reserves the right to award by line item. The County may accept any item or group of items on any bid, whichever is in the best interest of Baker County.
3. The County reserves the right to reject any and all bids, to waive informalities, and to re-advertise.
4. The judgment of Baker County Manager on matters, as stated above, shall be final.

### **DELIVERY**

Deliver will be F.O.B. job site as requested at time orders are placed.

### **PAYMENT**

Payment will be made on a unit basis, net 30 days upon acceptance by the County.

### **ADDITIONAL INFORMATION**

The County reserves the right to request additional information needed for clarification from any Bidder for evaluation purposes.

### **ADDENDUM**

It will be the sole responsibility of the Bidder to contact the County prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid. Addendums will be posted on the County's website at <https://www.bakercountyfl.org/purchasing.php>

**BID PROTEST PROCEDURES**

Any bidder or proposer who is allegedly aggrieved in connection with the issuance of the County's recommendation and intent to make a competitive award of a contract may protest to the County Manager in accordance with the Baker County Purchasing Policies and Procedures Manual (10/05/2021). See the County's website for a full version of the Purchasing Policies and Procedures Manual at <https://www.bakercountyfl.org/purchasing.php>

**PUBLIC RECORDS**

1. The County is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:
  - a. Keep and maintain public records that ordinarily and necessarily would be required by the Owner in order to perform the service;
  - b. To provide the public with access to such public records on the same terms and conditions that the Owner would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed, except as authorized by law;
  - d. Meet all requirement for retaining public records and transfer to the Owner, at no cost, all public records in possession of the Contractor upon termination of the contract and destroy and duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the Owner in a format that is comparable with the information technology systems of the Owner.

**REQUIRED DOCUMENTS**

The enclosed documents must be executed and returned with Bid Proposal Sheet or the proposal may be considered non-responsive.

1. **Public Entity Crime:** Section 287.133(3)(n) of the Florida Statutes requires that a vendor/contractor submit a sworn statement concerning Public Entity crimes. Bidders are required to submit the enclosed form with their bid, failure to do so may be reason for rejection of bid.
2. **Conflict of Interest Form**
3. **Non-Collusion Form**







Delivery Time after receipt of order \_\_\_\_\_

The above bid prices and items have been reviewed by an authorized representative of this firm and have been confirmed as correct and true.

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Authorized Representative (PLEASE PRINT OR TYPE NAME)

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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

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

1. This sworn statement is submitted with Bid No.\_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) its Federal Identification No.(FEIN) is \_\_\_\_\_. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement\_\_\_\_\_.
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means 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 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 an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means 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 guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. 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. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls

another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_\_Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in neither management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

\_\_\_\_\_There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Personally appeared before me, the undersigned authority, \_\_\_\_\_  
who after first being sworn by me, affixed his/her signature in the space provided above on  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State at large My Commission Expires:

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

**CONFLICT OF INTEREST STATEMENT**

STATE OF FLORIDA, CITY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn deposes and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_.
2. The above named entity is submitting a Proposal for the Baker County RFP #2023-07 described as **Courthouse Keyless Access Upgrades**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with Baker County.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of Baker County.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify Baker County.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
Typed Name and Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. Personally Known \_\_\_\_\_ Or produced identification \_\_\_\_\_.

Identification type: \_\_\_\_\_ Notary Public-State of \_\_\_\_  
Printed, typed, or stamped commissioned name of notary public.

My commission expires \_\_\_\_\_.

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

