

**ESCAMBIA COUNTY FLORIDA**

**REQUEST FOR PROPOSALS**

**Public Safety Audio Visual Digital Upgrade**

**Solicitation Identification Number PD 15-16.105**

Letters of Interest Will Be Received Until:  
**1:00 p.m. CDT, Thursday, October 20, 2016**

A **Mandatory** Pre-Solicitation Conference will be held **10:30 a.m. CDT, Tuesday, October 4, 2016** at **Escambia County Public Safety Building, 6575 North W Street, Pensacola, Florida 32505.**

Office of Purchasing, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Matt Langley Bell III Building  
Post Office Box 1591  
Pensacola, FL 32597-1591

**Attention:** Paul R. Nobles, CPPO, CPPB, FCN, FCC

**Board of County Commissioners**

Grover Robinson, IV, Chairman  
Wilson B. Robertson, Vice Chairman  
Steven Barry  
Lumon J. May  
Douglas Underhill

From:  
Claudia Simmons  
Purchasing Manager

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All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

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**Assistance:**

Paul R. Nobles, CPPO, CPPB, FCN, FCCM  
Purchasing Coordinator  
Office of Purchasing  
Matt Langley Bell III Building  
213 Palafox Place  
2<sup>nd</sup> Floor, Room 11.101  
Pensacola, FL 32502  
T: 850.595.4918  
F: 850.595.4805  
e-mail: [prnobles@myescambia.com](mailto:prnobles@myescambia.com)

**NOTICE**

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.
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**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening.**

Escambia County Florida  
Request for Proposals  
Proposer's Checklist

**PUBLIC SAFETY AUDIO VISUAL DIGITAL UPGRADE**

**Solicitation Identification Number PD 15-16.105**

**How to Submit Your Proposal:**

- Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

**The Following Documents Shall Be Returned With Proposal:**

- Proposal Format (with original signature and included with the **(1) one** original and **(1) CD or flash drive**)
  - Technical Proposal (tabs 1 – 5)
  - Cost Proposal (tab 6)
  - Required Documents (Tab 7)
    - Letter From Insurance Carrier as to Capacity to Provide a Certificate Of Insurance as Specified In the “Insurance Requirements”
    - Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at <http://www.sunbiz.org/search.html>)
    - Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
    - Drug-Free Workplace Form
    - Information Sheet For Transactions and Conveyances Corporate Identification

**The Following Submittals Are Required Upon Notice Of Award:**

- Certificate Of Insurance

**How to Submit a No Proposal**

- If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your company's active status in our vendor's list.

*This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.*

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- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances and Corporate Identification

**ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS**

**The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.**

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Proposal Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850) 595-4805.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Solicitation, Offer and Award Form and Bid/Proposal Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

**Proposal Information** See Home Page URL: <http://myescambia.com/our-services/purchasing>  
Click on **ON-LINE SOLICITATIONS**

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**ESCAMBIA COUNTY , FLORIDA GENERAL TERMS and CONDITIONS**  
**The following General Terms and Conditions are incorporated by reference (continued).**

- 22. **Facilities**
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- 41. **Public Entity Crimes**
- 42. **Suspended and Debarred Vendors**
- 43. **Drug-Free Workplace Form**
- 44. **Information Sheet for Transactions and Conveyances**
- 45. **Copies**
- 46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations, <http://www.sunbiz.org/search.html>
- 47. **Execution of Contract**
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- 49. **No Contingent Fees**
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## **SPECIAL TERMS AND CONDITIONS**

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s)

### **Instructions to Offerors**

#### **General Information**

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

**Specification Number PD 15-16.105, Public Safety Audio Visual Digital Upgrade, Name of Submitting Firm, Time and Date due.**

**Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with Specification Number and Project Name.**

Regardless of the method of delivery, each offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the offeror(s).

#### **The following policy will apply to all methods of source selection:**

##### **1. CONDUCT OF PARTICIPANTS**

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

## **Definitions**

**Blackout period** means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting proposal protest is resolved or the solicitation is otherwise canceled.

**Lobbying** means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

## **Sanctions**

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

## **2. Proposal Surety**

Each offer shall be accompanied by a Proposal bond, cashier's check or certified check in the amount of 5% of the total proposal.

Checks or bonds are to be made payable to Escambia County, Florida. The amount of the bond or check is the amount of liquidated damages agreed upon should the offeror fail or refuse to enter into a contract with the County.

A County warrant in the amount of the Proposal check(s) of the successful offeror(s) will be returned immediately after the offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the offeror and the County, and/or the offeror accepts the purchase order by signing the solicitation, offer and award form/acceptance copy of same and returning to the County Purchasing department. Any unsuccessful offeror(s) will have the amounts of his cashier's or certified check returned via county warrant promptly after award.

All offerors agree that any interest earned on any Proposal surety while in possession of the County, or its agents, shall be retained by the County.

3. **Performance and Payment Bonds**

The County **shall** require the successful offeror(s) to furnish **separate performance and payment bonds**, under pledge of adequate surety and covering up **100% of the dollar value of award** on the forms provided by the County. Such bonds shall be issued by sureties authorized to act as a surety by the State of Florida. Bonds of the successful offeror(s) shall be reviewed by the Office of Purchasing to assure compliance, then recorded in the Office of the Clerk of the Circuit Court Recording Office, 1st Floor, 221 Palafox Place, Pensacola, Florida, by the successful offeror at his expense before the contract is executed. The cost of recording is \$10.00 for the first page and \$8.50 for each additional page.

4. **Questions**

Questions may be directed Paul Nobles CPPO, CPPB, FCN, FCCM, Senior Purchasing Coordinator. Phone: (850) 595-4918; e-mail: [prnobles@myescambia.com](mailto:prnobles@myescambia.com).

Last day for questions 5:00 p.m. CDT, Tuesday, October 11, 2016

5. **Proposal Forms**

This Solicitation contains a Solicitation and Proposal Form which shall be submitted as Tab 6 with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

The Offerors Checklist included in this solicitation provides instructions to the offeror on the documentation to be submitted during the procurement process.

6. **Mandatory Pre-Solicitation Conference**

A **Mandatory** Pre-Solicitation Conference will be held 10:30 a.m. CDT, Tuesday, October 4, 2016 at Escambia County Public Safety Building, 6575 North W Street, Pensacola, Florida 32505. **Proposals received from any firm(s) not attending a mandatory pre-solicitation conference will be returned unopened.**

7. **Permits and Inspections**

- A. Obtain any and all required low voltage permits and inspections, as required.
- B. Furnish material and workmanship for this work in conformance with all code requirements
- C. Perform any component / system tests required, or as may be reasonably required, to demonstrate conformance with the components' specifications.



**8. Owner Direct Purchases (ODP)**

The County **May** elect to use Owner Direct Purchases as permitted per Section 212.08(6), F.S. and Rule 12A-1.094, F.A.C.

- a. County reserves the right to require Contractor to assign some or all of its subcontracts or other agreements with material, including equipment, suppliers directly to County. Any materials purchased by County pursuant to such an assignment of a material supply subcontract or agreement shall be referred to as "Owner Direct Purchases" (ODP) and the responsibilities of both County and Contractor relating to such ODP shall be governed by the terms and conditions of these Supplementary Conditions, which shall take precedence over other conditions and terms of the Contract Documents where inconsistencies or conflicts exist.
- b. Material suppliers shall be selected by Contractor using competitive bidding/proposals. Supply contracts shall be awarded by the Contractor to the supplier whose bid/proposal is most advantageous to the County, price and other factors considered.

The Contractor shall include the price for all construction materials in lump sum price in his Proposal. His Proposal shall also include all Florida State sales and other taxes normally applicable to such material and equipment. The County may consider purchasing any item but does not expect to issue purchase orders for less than \$5,000. County-Purchasing of selected construction materials will be administered on a deductive Change Order basis.

- c. Contractor shall provide County a list of all intended suppliers, vendors, and material men for consideration as ODP. This list shall be submitted at the same time as the preliminary schedule of values and the project CPM schedule. The Contractor shall submit price quotes from the vendors, as well as a description of the materials to be supplied, estimated quantities and prices.
- d. Upon request from County, and in a timely manner, Contractor shall prepare Purchasing Requisition Request Form which shall, in form and detail acceptable to County, specifically identify the materials which County may, in its discretion, elect to purchase directly. The Purchasing Requisition Request Form shall include:
  - 1. the name, address, telephone number and contact person for the material supplier
  - 2. manufacturer or brand, model or specification number of the item
  - 3. quantity needed as estimated by Contractor
  - 4. the price quoted by the supplier for the materials identified therein
  - 5. any sales tax associated with such quote
  - 6. delivery dates as established by Contractor

7. any reduction in Contractor's cost for both the Payment Bond and the Performance Bond
8. shipping, handling and insurance costs
9. detail concerning bonds or letters of credit provided by the supplier if included in his/her proposal
10. Special terms and conditions which have been negotiated with the supplier relative to payment terms, discounts, rebates, warranty, credits or other terms and conditions which will revert to the Owner.

Contractor shall include copies of vendors' quotations and specifically reference any terms and conditions, which have been negotiated with the vendors concerning letters of credit, terms, discounts, or special payments.

At the County's option, the County will install a computer with the appropriate software and dial-up modem connection in the Contractor's office for the Contractor's use in entering requisition requests into the purchasing system. The required telephone line will be the responsibility of the Contractor.

- e. After receipt of the Purchasing Requisition Request Form, County shall prepare a Purchase Order for all items of material, which County chooses to purchase directly. The purchase order shall be sent to the vendor with a copy sent to the contractor. Pursuant to the Purchase Order, the vendor will provide the required quantities of material at the price established in the vendor's quote to the contractor, excluding any sales tax associated with such price. The Contract Administrator shall be the approving authority for the County on Purchase Orders in conjunction with ODP. The Purchase Order shall also require the delivery of the ODP on the delivery dates provided by the Contractor in the Purchasing Requisition Request Form.
- f. In conjunction with the execution of the Purchase Orders by the suppliers, Contractor shall execute and deliver to County one or more deductive Change Orders, referencing the full value of all ODP to be provided by each supplier from whom the County elected to purchase material directly, plus all sales taxes associated with such materials in Contractor's Proposal to County, plus any savings to Contractor in the cost of Payment and Performance Bonds associated with such ODP. To compensate the Contractor for the warranty enforcement obligation the Contractor's overhead and profit associated with ODP shall not be deducted from the contract. The Contract Administrator shall be the approving authority for the County on deductive Change Orders in conjunction with ODP.
- g. Contractor shall be fully responsible for all matters relating to the procurement of materials furnished by and incorporated into the Project in accordance with these Supplementary Conditions including, but not limited to, assuring the correct quantities, placing the order in a timely manner, and assuring coordination of purchases, providing and obtaining all warranties and

guarantees required by the Contract Documents, inspection and acceptance of the goods at the time of delivery. The Contractor shall coordinate delivery schedules, sequence of delivery, loading orientation, and other arrangements normally required by the Contractor for the particular materials furnished. The Contractor shall provide all services required for the unloading, handling and storage of materials through installation. The County assumes the risk of loss of building material through their incorporation into the installation.

- h. As ODP are delivered to the jobsite, the Contractor shall visually inspect all shipments from the suppliers, and sign off on the receiving reports for material delivered. The Contractor shall assure that each delivery of ODP is accompanied by documentation adequate to identify the Purchase Order against which the purchase is made. This documentation may consist of a delivery ticket and an invoice from the supplier conforming to the Purchase Order together with such additional information as the County may require. The Contractor will then forward the receiving report to the Clerk of the Court, Accounts Payable to match up with the invoice for payment.
- a. The Contractor shall insure that ODP conform to the Specifications, and determine prior to incorporation into the Work if such materials are patently defective, and whether such materials are identical to the materials ordered and match the description on the bill of lading. If the Contractor discovers defective or non-conformities in ODP upon such visual inspection, the Contractor shall not utilize such nonconforming or defective materials in the Work and instead shall promptly notify the County of the defective or nonconforming condition so that repair or replacement of those materials can occur without any undue delay or interruption to the Project. If the Contractor fails to perform such inspection and otherwise incorporates into the work such defective or nonconforming ODP, the condition of which it either knew or should have known by performance of an inspection, Contractor shall be responsible for all damages to County resulting from Contractor's incorporation of such materials into the Project, including liquidated or delay damages.
- b. The Contractor shall maintain records of all ODP it incorporates into the Work from the stock of ODP in its possession. The Contractor shall account monthly to the County for any ODP delivered into the Contractor's possession, indicating portions of all such materials which have been incorporated into the work

- c. The Contractor shall be responsible for obtaining and managing all warranties and guarantees for all materials and products as required by the Contract Documents. All repair, maintenance or damage-repair calls shall be forwarded to the Contractor for resolution with the appropriate supplier, vendor, or subcontractor. Additionally, ODP items shall be warranted by the Contractor as part of the Contractor's warranty. The Contractor agrees and understands that it shall all warranty enforcement and other related duties of the County for its Owner Direct Purchase equipment and materials. These duties shall be governed by and carried out pursuant to Section 21 of Exhibit A, General Terms and Conditions. To that end, the Contractor expressly agrees it shall make no distinction in discharging such warranty duties under Section 21 between Owner Direct Purchase equipment and materials and equipment and materials otherwise supplied by the Contractor.
- d. Notwithstanding the transfer of ODP by the County to the Contractor's possession, the County shall retain legal and equitable title to any and all ODP.
- e. The transfer of possession of ODP from the County to the Contractor shall constitute a bailment for the mutual benefit of the County and the Contractor. The County shall be considered the bailor and the Contractor the bailee of the ODP. ODP shall be considered returned to the County for purposes of their bailment at such time as they are incorporated into the Project.
- f. The County shall purchase and maintain builders risk insurance sufficient to protect against any loss of or damage to ODP. Such insurance shall cover the full value of any ODP not yet incorporated into the Project during the period between the time the County first takes title to any of such ODP and the time when the last of such is incorporated into the Project. The Contractor shall purchase and maintain builders risk, all risk, insurance based on the completed value of project, less the County's ODP values. The Contractor must name Escambia County as additional insured on its policy.
- g. The County shall in no way be liable for any interruption or delay in the Project, for any defects or other problems with the Project, or for any extra costs resulting from any delay in the delivery of, or defects in, ODP. Contractor's sole or exclusive remedy shall be an extension of the Contract Time for such reasonable time as determined by Contract Administrator.
- h. Contractor shall be required to review invoices submitted by all suppliers of ODP delivered to the project sites and either concur or object to the County's issuance of payment to the suppliers, based upon Contractor's records of materials delivered to the site and any defects detected in such materials.
- i. In order to arrange for the prompt payment to the supplier, prompt submittal of a copy of the applicable Purchase Order as receiving report, invoices, delivery tickets, written acceptance of the delivered items, and such other

documentation as may be reasonably required by the County. Upon receipt of the appropriate documentation, the County shall prepare a check drawn to the supplier based upon the data provided. This check will be released and remitted directly to the supplier. The Contractor agrees to assist the County to immediately obtain partial or final release of waivers as appropriate.

- j. At the end of the project Contractor will be provided with a deductive Change Order for the costs incurred by County to provide all ODP, not covered by previous change orders. Salvage materials shall be stored or removed from the site at the County's direction, or may be turned over to the Contractor by the County for salvage or disposal at the Contractor's option.

**9. Brand Names and Acceptable Alternatives**

The brand name(s) and model number(s) mentioned are used in this specification as a measure of quality and performance. Any brand or manufacture of acceptable or better quality and performance than that specified will be considered for acceptance by the Owner and/or Owner's representative at time of Proposal.

**10. Substitutions**

Substitutions must be submitted prior to proposing. The Owner and/or Owner's representative reserves the right to reject and deny any substitution that it may, in it's sole discretion, deem unequal, and the findings in this regard shall be accepted by the proposer as final and binding.

**11. Owner Furnished Equipment (O.F.E.)**

- (A) Certain equipment may be identified as Owner Furnished (OFE or Existing). This Owner Furnished Equipment may presently be part of the Owner's system, or will be provided by the Owner, and will be delivered to the contractor's off-site facility, delivered to the contractor's on-site secured storage area, or installed on site by others, as appropriate, for incorporation into the system.
- (B) Clean and inspect the OFE, and notify the Owner and/or Owner's representative of damage or defect and the extent of repair and/or adjustment required to bring the OFE to original specification. Service OFE only if directed by the Owner and/or Owner's representative under the arrangements of a separate contract.
- (C) Connect, terminate and properly incorporate OFE into the proper system for its type. Reconnect any equipment disconnected for installation of new equipment. Verify proper operation and control functions as before removal.

**12. Delivery, Storage, and Handling**

- A. Store equipment and materials safely and securely inside at the job site in a manner that will not interfere with the work of other trades.
- B. Replace all damaged or defective work or material at no additional cost, prior to acceptance.
- C. Check, and if necessary, clean all systems, equipment, devices and components included in the work after acceptance and completion of the work of all other trades.
- D. Store materials in designated areas.
- E. Provide and maintain suitable barriers, guards, fences and signs wherever necessary for the safety of others relative to and/ or for the protection of this work.
- F. Protect all materials and equipment to prevent the entry or adhesion of concrete, plaster, unintended paint, or other damaging debris or materials.

**13. Licenses, Certifications, Registrations**

The offeror shall at the time of proposal submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the bid/proposal submission; and, the offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

**14. Permits**

The county and/or its contracted consultant(s) have not conducted a review of required permits and fees required to be purchased by the contractor from the county permitting agencies for this specific project. Due to the nature of the project and that it is anticipated that different proposals would be provided, it will be required of the awardee to obtain the necessary permits.

**15. Liquidated Damages**

Estimated time of completion or schedule for this project – From the 'Notice to Proceed', the AV contractor will need 3~4 weeks to complete the project. This time frame includes ordering, receiving, scheduling, installation and Walthall commissioning & verifying the system.

Should the awarded vendor fail to complete the required services or make delivery of the commodities or equipment within the time(s) specified in the contract, or within

such additional time(s) as may be granted by Escambia County, the County will suffer damage, the amount of which is difficult, if not impossible to ascertain therefore, the vendor shall pay to the County, as liquidated damages, the sum of \$100.00 for each calendar day based on the negotiated schedule of delay that actual completion extends beyond the time limit specified until such reasonable time as may be required for final completion of the work. Such sum is mutually agreed upon as a reasonable and proper amount of damages the County will sustain per diem by failure of the vendor to complete the services or make delivery within the specified time. The costs for liquidated damages shall not be construed as a penalty on the vendor.

16. **Payment**

Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed **original** invoice, with supporting documents if required. Payment for accepted equipment/supplies/services will be accomplished by submission of an **original** invoice, in duplicate, to:

Clerk of the Circuit Court  
Attention: Accounts Payable  
221 Palafox Place  
Pensacola, FL 32502

17. **Warranty**

Contractor shall obtain and assign to County all express warranties given to Contractor or any subcontractors by any material men supplying materials, equipment or fixtures to be incorporated into the Project. Contractor warrants to County that any materials and equipment furnished under the Contract Documents shall be new unless otherwise specified, and that all Work shall be of good quality, free from all defects and in conformance with the Contract Documents. Contractor further warrants to County that all materials and equipment furnished under the Contract Documents shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturers, fabricators, suppliers or processors except as otherwise provided for in the Contract Documents. If, within two (2) years after substantial completion and acceptance, any Work is found to be defective or not in conformance with the Contract Documents, Contractor shall correct it promptly after receipt of written notice from County. Contractor shall also be responsible for and pay for replacement or repair of adjacent materials or Work, which may be damaged as a result of such replacement or repair. These warranties are in addition to those implied warranties to which County is entitled as a matter of law. The Performance Bond shall remain in full force and effect throughout the two (2) year Warranty Period.

(A) Warranty shall contain the following:

- a) Date, project title and number.
  - b) Contractor's name, address, telephone number and point of contact.
  - c) Title and number of each as-built document.
  - d) Signature of contractor, or its authorized representative.
  - e) Include the name of a contact person for service or maintenance and define the limits of the system warranty.
- (B) During the System Warranty period, answer all service calls and requests for information within twenty-four (24) hours. Repair or replace faulty items and correct faulty workmanship on site within twenty-four (24) hours of all service calls.
- (C) Conduct all warranty repairs and service at the job site unless in violation of manufacturer's warranty. In the latter event, provide substitute systems, equipment, and/or devices, acceptance to the Owner, for the duration of such off site repairs. Transport warranty materials, parts, and personnel to and from the job site at no additional cost.
- (D) For products with manufacturer's warranties lasting more than two (2) year, register warranties in the Owner's name.

#### **18. Safety Regulations**

Equipment shall meet all state and federal safety regulations for grounding of electrical equipment.

#### **19. Codes and Regulations**

The awarded vendor shall strictly comply with all federal, state and local building and safety codes.

#### **20. Equipment/Service**

The scope of these specifications is to insure the delivery of a complete unit ready for operation. Omission of any essential detail from these specifications does not relieve the awarded vendor from furnishing a complete unit.

All equipment shall be new, of current manufacturer in production at the time of solicitation opening and carry standard warranties. The awarded vendor shall service all equipment prior to delivery.

Offers will be considered only on equipment which can, on short notice, be serviced and maintained by the successful offeror. At the time of solicitation opening, the offeror shall be an authorized dealer, distributor, and/or representative of the manufacturer for the brand/model being offered. For the purposes of this solicitation, dealer, distributor, and/or representative means a firm or person that owns, operates, or maintains a store, warehouse, or other establishment in which materials, supplies, parts, articles, or equipment of the general character described in the specifications are bought, kept in stock and sold commercially or to the public



in the usual course of business. The offeror shall maintain a normal supply of repair parts and be equipped with personnel and facilities to provide such service as necessary to keep the equipment in operation with a minimum delay. Failure to meet these requirements, in the County's sole opinion, may be cause for rejection.

Offeror shall indicate the nearest available location for replacement parts, how long parts will be available on the market and the number of days to receive parts after receipt of order. The space for this information is included on the bid/proposal form.

**21. Assembly and/or Placement**

All items shall be completely assembled when delivered to Escambia County.

All items shall be completely assembled by the awarded vendor prior to acceptance by Escambia County. Space will be provided by the County for on-site assembly by the awarded vendor. It will be the responsibility of the awarded vendor to supply the necessary labor and materials for the placement of all equipment as specified herein. Equipment is to be set-up, serviced, tested and demonstrated at no charge to Escambia County.

**22. Debris**

Awarded vendor shall be responsible for the prompt removal of all debris, which is a result of this contractual service.

**23. Protection of Property/Security**

The awarded vendor shall provide all barricades and take all necessary precautions to protect buildings and personnel.

All work shall be completed in every respect and accomplished in a professional manner and awarded vendor shall provide for removal of all debris from county property.

The awarded vendor shall at all times guard against damage or loss to property of Escambia County, or of other vendors or contractors, and shall be held responsible for replacing or repairing any such loss or damage.

The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the awarded offeror or his agent.

The awarded vendor shall at all times guard against injury to Escambia County employees. The vendor shall properly fence and secure the construction site(s) at all times, including evenings and weekends.

The awarded vendor must, at all times, comply with State of Florida and Occupational Safety and Health Administration (OSHA) safety regulations.

**24. Term of Offer**

An offer shall constitute an irrevocable offer for a period of ninety (90) days from the solicitation opening date or until the date of award, whichever is earlier, without forfeiting Proposal bond or check. In the event that an award is not made by the county within ninety (90) days from the solicitation opening date, the offeror may withdraw his offer or provide a written extension of his offer.

**25. Award**

Award shall be made on an "all-or-none total" basis.

The offeror or contractor will be required to fully comply with all applicable federal, state, and local regulations. The offeror should carefully review these requirements which are detailed in this solicitation.

**26. Termination**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

**27. Termination (Services)**

The Contract Administrator shall notify the Office of Purchasing of unsatisfactory performance and/or deficiencies in service that remain unresolved or recurring. The Office of Purchasing shall notify the contractor, in writing, of such unresolved or recurring deficiencies within five (5) working days of notification by the Contract Administrator.

Upon the third such written notification of unsatisfactory performance and/or deficiencies to the contractor by the Office of Purchasing within a four (4) month period; or the sixth such notification within any contract term, shall result in issuance of written notice of immediate contract termination to the contractor by the Office of Purchasing. Such termination may also result in suspension or debarment of the contractor.

**28. Termination (Public Records Request)**

The Contractor acknowledges that this Agreement and any related financial records, audits, reports, plans correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. Contractor shall maintain all such public records and, upon request, provide a copy of the requested records or allow the records to be inspected within a reasonable time. Contractor shall also ensure that any public records that are exempt or exempt and confidential from disclosure are not disclosed except as authorized by law. Upon the expiration or termination of the Agreement, Contractor agrees to maintain all public records for a minimum period of five (5) fiscal years in accordance with the applicable records retention schedules established by the Florida Department of State. In the event the Contractor fails to abide by the provisions of Chapter 119, Florida Statutes, the County may, without prejudice to any other right or remedy and after giving the Contractor and surety, if any, seven days written notice, during which period the Contractor still fails to allow access to such documents, terminate the contract. In such case, the Contractor shall not be entitled to receive any further payment. Reasonable terminal expenses incurred by the County may be deducted from any payments left owing the Contractor (excluding monies owed the Contractor for subcontractor work).

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Escambia County  
Office of the County Administrator  
221 Palafox Place, Suite 420  
Pensacola, Florida 32502  
(850) 595-4947**

**29. Emergency Services**

The contractor resulting from this solicitation is for services that are required during **EMERGENCY** situations such as hurricanes, major fires, etc. Time is of the essence during these situations and the vendor awarded this contract should be able to be contacted at any time, day or night. The Proposal Form provides for the emergency information to be supplied. Please be sure to include **all** this information when returning your Proposal.

**30. As Specified**

All items delivered shall meet the specifications herein. Items delivered not as specified will be returned at no expense by Escambia County. The County may return, for full credit, any unused items received which fail to meet the County's performance standards.

**Insurance Requirements**

**31. Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

**County Insurance Required**

The Contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the Contractor, its employees, or by Sub-Contractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The Contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its Sub-Contractor(s) obtain and maintain until the completion of that Sub-Contractor(s) work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the Contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the Contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the Contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The Contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The Contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The Contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Contractor or any other insurance of the Contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

#### **Workers Compensation Coverage**

The Contractor shall purchase and maintain workers *compensation* insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

#### **General, Automobile and Excess or Umbrella Liability Coverage**

The Contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

**General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent Contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The Contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

**Business Auto Liability Coverage**

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, nonowned and hired automobiles and employee nonownership use.

**Excess or Umbrella Liability Coverage**

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

**Evidence/Certificates of Insurance**

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverages(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the Contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.

3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:  
Escambia County  
Attention: Paul R. Nobles, CPPO, CPPB  
Senior Purchasing Coordinator  
Office of Purchasing, 2<sup>nd</sup> FL, Room 11.101  
P.O. Box 1591  
Pensacola, FL 32597-1591  
Fax (850) 595-4805
5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the county, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the Contractor shall furnish complete copies of the Contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the Contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

### 32. **Indemnification**

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not

be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.



## **PART A SUMMARY**

This scope of work includes Integration of existing owner furnished equipment (OFE) (Existing) and installation of specified products, as well as incidental equipment, hardware and cabling required providing complete and fully functional systems. Furnish, deliver, erect, and connect all the material and equipment described herein and in the drawings, and also all other incidental material and tools, transportation, etc. required to make work complete, in accordance with these plans and specifications, as required to leave the system in first class operating condition, excluding those items designated WORK BY OTHERS (WBO) or NOT IN CONTRACT (NIC).

## **PART I GENERAL INFORMATION**

### **1-1 PURPOSE**

The Board of County Commissioners of Escambia County is seeking the Professional Services of a qualified contractor to **provide and install a “turnkey”Public Safety Audio Visual Digital Upgrade.**

### **1-2 OBJECTIVE**

The Primary objective of The RFP is the selection of the most qualified and experienced Contractor to provide Public Safety Audio Visual Digital Upgrade that is most advantageous to the County.

### **1-3 ISSUING OFFICER**

The project Director shall be Jack R. Brown, County Administrator. The liaison officer shall be John Dosh, Division Manager, Public Safety. The contracting agency shall be the Escambia County Board of Commissioners, c/o the Office of Purchasing, P.O. Box 1591, Pensacola, Florida, 32597-1591.

### **1-4 CONTRACT CONSIDERATION**

It is expected that the contract shall be a **Lump Sum Contract** after negotiation.

### **1-5 REJECTION**

The right is reserved by the Board of County Commissioners to accept or reject any or all proposals or to waive any informality, existing in any proposal, or to accept the proposal which best serves the interest and intent of this project and is from the most responsive and responsible proposer.

**1-6 INQUIRIES**

Questions regarding this Request for Proposal **shall** be directed to Paul R. Nobles, CPPO, CPPB, FCCM, FCN, Senior Purchasing Coordinator, Office of Purchasing, Telephone (850) 595-4918, email [prnobles@myescambia.com](mailto:prnobles@myescambia.com).

**1-7 ADDENDA**

Any changes made in the Request for Proposal shall be brought to the attention of all of those who have provided the proper notices of interest in performing the services.

**1-8 SCHEDULE**

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

Mailing date of proposals	Monday, September 26, 2016
Mandatory Pre-Solicitation Conference	10:30 a.m. CDT, Tuesday, October 4, 2016
Final date for questions	5:00 p.m. CDT, Tuesday, October 11, 2016
Date for responses to questions	Thursday, October 13, 2016
Receipt of proposals	1:00 p.m. CDT, Thursday, October 20, 2016
Proposal Review Committee Meeting	2:30 p.m., CDT, Thursday, November 3, 2016
Discussions / Selection Committee Meeting	1:00 p.m. CST, Monday, November 21, 2016
1st Negotiation Committee Meeting	1:00 p.m. CST, Monday, November 28, 2016
2nd Negotiation Committee Meeting, if required	9:00 a.m. CST, Wednesday, November 20, 2016
Board of County Commissioners approval	Thursday, January 19, 2017

**1-9 PROPOSAL CONTENT AND SIGNATURE**

**One (1) original hard copy and one (1) electronic copy** of the proposal shall be required, having been signed by a company official with the power to bind the company in its proposal, and shall be completely responsive to the RFP for consideration.

**1-10 NEGOTIATIONS**

The contents of the proposal of the successful firm shall become a basis for contractual negotiations.

**1-11 RECOMMENDED PROPOSAL PREPARATION GUIDELINES**

All contractors shall provide a straight forward and concise description of their ability to meet the RFP requirements. There shall be avoidance of fancy bindings and promotional material within. The proposal shall clearly show the technical approach to include work tasks, estimated time phasing and the proposed approach rational. The County discourages overly lengthy or costly proposals.

**1-12 PRIME CONTRACT RESPONSIBILITIES**

The selected contractor shall be required to assume responsibility for all services offered in his proposal. The selected contractor shall be the sole point of contact with regard to contractual matters including payments of any and all changes resulting from the contract.

**1-13 DISCLOSURE**

All information submitted in response to this RFP shall become a matter of public record, subject to Florida Statutes regarding public disclosure.

**1-14 DELAYS**

The Project Director reserves the right to delay scheduled due dates if it is to the advantage of the project.

**1-15 WORK PLAN CONTROL**

Control of the work plan to be developed under the RFP shall remain totally with the Escambia County Board of Commissioners.

**1-16 METHOD OF PAYMENT**

Payment schedule and basis of payment shall be negotiated.

## **PART II INFORMATION REQUIRED FROM CONTRACTORS**

### **ALL PROPOSALS SHALL INCLUDE THE FOLLOWING: TECHNICAL AND COST PROPOSAL**

#### **PROPOSAL FORMAT AND CONTENT**

The County discourages overly lengthy and costly proposals, however, in order for the County to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide all of the information requested.

##### **2-1 INTRODUCTION – Tab 1**

Proposals shall include the complete name and address of their firm and the name, mailing address, and telephone number of the person the County should contact regarding the proposal.

Proposals shall confirm that the firm will comply with all of the provisions in this RFP; and, if applicable, provide notice that the firm qualifies as a County proposer. Proposals shall be signed by a company officer empowered to bind the company. A proposer's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

##### **2-2 UNDERSTANDING OF THE PROJECT – Tab 2**

Proposers shall provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

##### **2-3 METHODOLOGY USED FOR THE PROJECT – Tab 3**

Proposers shall provide a comprehensive narrative statement that sets out the methodology they intend to employ and that illustrates how their methodology will serve to accomplish the work and meet the County's project schedule.

##### **2-4 EXPERIENCE AND QUALIFICATIONS – Tab 4**

Provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Provide a narrative description of the organization of the project team.

Provide a personnel roster that identifies the Project Coordinator (Manager), Lead Installer and all personell who will actually work on the contract and provide the following information about each person listed;

- [a] title,
- [b] resume,
- [c] location(s) where work will be performed

Provide reference names and phone numbers for similar projects your firm has completed.

#### QUALIFICATIONS

- A. Proposer shall be an A/V systems contractor, normally engaged in the full time business of A/V systems installation. Show proof that Proposer has been in the communications system installation business for a period of no less than five years and has completed projects of similar size and scope. The Owner and/or Owner's representative reserves the right to reject any proposals submitted by firms without sufficient experience in projects of this size, complexity, or any other terms the owner or owner's representative may deem relevant.
- B. No sub-contractor or contract employees will be permitted to perform the contractor's responsibilities as defined herein, unless specifically identified in the Proposal submission and approved by the Owner and/or Owner's representative. The contractor shall have sole responsibility for the satisfactory execution of the work, even though he may have sub-contracted a portion of the work, or had certain manufacturers install their own products.
- C. The Contractor shall maintain the same project manager and lead installer throughout the course entire course of the project. If a personnel change is required the Contractor shall notify the Owner and/or Owner's representative and the General Contractor 30 calendar days prior to the change.

#### **2-5 COST PROPOSALS – Tab 5**

Proposer's cost proposals shall include an itemized list of all direct and indirect costs associated with the performance of this contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

## **2-6 REQUIRED DOCUMENTS – Tab 6**

- Sworn Statement Pursuant to Section 287.133 (3)(a), Florida Statutes, on Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances and Corporate Identification

## **PART III CRITERIA FOR SELECTION**

Selection Criteria	Value
Most Responsive	33
Company Qualifications	33
Project Pricing	33

## **PART IV SCOPE OF WORK**

### **PART 1 GENERAL**

#### **1. RELATED SECTIONS**

- (A) The Drawings, General, Special and Supplementary Conditions of the Contract to the Work of this Section.
- (B) All project installation documents correspond to this Section.
- (C) The Specification Sections of other disciplines correspond to this Section, insofar as contractor coordination and the requirements for interconnection with the work of other contractors are required, and insofar as they apply.
- (D) Division 16000 – Electrical Systems

#### **2. SYSTEM DESCRIPTION**

- (A) Audio Reinforcement System consists of both existing & new loudspeakers, digital audio processing platform, audio power amplification, equipment cabinet, cabling, rigging materials, and wiring. Reference AV-101 & AV-102 schematic drawings and PART 2 of this specification.
- (B) The Video Image Magnification (IMAG) system consists of both existing & new motorized projection screens, projectors, switcher/scaler, tuners, digital matrix, HDBase T transmitters / receivers, cabling and connectors. Reference AV-101 & AV-102 schematic drawings and PART 2 of this specification.

- (C) This scope of work includes Integration of existing owner furnished equipment (OFE) (Existing) and installation of specified products, as well as incidental equipment, hardware and cabling required providing complete and fully functional systems. Furnish, deliver, erect, and connect all the material and equipment described herein and in the drawings, and also all other incidental material and tools, transportation, etc. required to make work complete, in accordance with these plans and specifications, as required to leave the system in first class operating condition, excluding those items designated WORK BY OTHERS (WBO) or NOT IN CONTRACT (NIC).
- (D) Verify dimensions and conditions at the job site prior to installation, and perform installation in accordance with these specifications, manufacturers' recommendations and all applicable code requirements.
- (E) The AV systems include the following major new items:
  - a) Digital signal processors
  - b) AV Control Processors and Touch Panels
  - c) Digital AV matrix, HDBaseT transmitters & receivers
  - d) Digital to Analog converters
  - e) Cables, Connectors, Plates, and Wiring
  - f) Preparation of submittal information
  - g) Installation in accordance with the contract documents, manufacturer's recommendations, and all applicable code requirements
  - h) Initial tests and adjustments, demonstration for approval, final adjustments and documentation
  - i) Instruction of operating personnel; provision of manuals
- (F) Provision of system testing, system documentation and instruction of Owner Personnel.
- (G) Guarantees and Warranties.

### 3. REFERENCES

In addition to the references in Division 1, all requirements of the latest published edition, unless otherwise noted, including but not limited to the following, shall apply. In the event of conflict between cited or referenced standards, the more stringent shall govern.

- a) National Electric Code (N.E.C).
- b) Federal Communications Commission (F.C.C.) Rules and Regulations, Part 76.

- c) Society of Cable Television Engineers (S.C.T.E.)
- d) Society of Motion Picture and Television Engineers (S M P.T.E.)
- e) American Society for Testing Materials (A.S.T.M.)
- f) National Cable Television Association (N.C. T. A.)
- g) Electronic Industries Association (E.I.A)
- h) Telecommunications Industries Association (T. I.A.)
- i) "Handbook for Riggers", 1977 Revised Edition, Newberry, W. G., Calgary, Alberta Canada.
- j) "Basic Principles for Suspended Loudspeaker Systems", Technical Notes Volume 1, Number 14, JBL Professional.
- k) Davis, Don and Carolyn, Audio system Engineering, Second Edition, Howard W. Sams and Co., Indianapolis, Indiana, 1986.
- l) DOE Standard DOE-STD-1090-99 Hoisting and Rigging

#### 4. SUBMITTALS - (AWARDED CONTRACTOR TO PROVIDE)

- (A) Make each specified submittal as a coordinated package complete with all information. Uncoordinated sets will be returned without review.
- (B) Cable and Connector Submittal: Submit sample cable with connections and wire labels. Cable sample should be 18" in length. Submit cable/connector assemblies for each type of cable to be used on the project. Manufacturer's cable jacket ID lettering must be included on the sample cable.
- (C) Product Data: Submit manufacturer's product data sheets for each item of equipment that will be provided as part of this contract. Provide a complete list of proposed equipment broken down by system. Provide a budget summary page listing price by system. Binders shall be 3-ring binders sized to handle materials plus 34% excess. All cut sheets shall be arranged by system type and then by specification number with tabbed dividers between sections. A table of contents shall appear at the front of the binder.
- (D) Submit heat load calculations showing how loads were derived if requested by Owner or Owners Representative.
- (E) Custom Software Programming including Graphical User Interface (as required). Provide for approval at least two (2) weeks prior to system commissioning, electronic copies of all custom software. It is the Contractor's responsibility for all custom software programming for the systems they are controlling. Coordination with the Consultant is required for the development of this software.



- (F) Provide Panel Fabrication Details including panel engraving schedule to Owner and Consultant prior to ordering panels.

## 5. QUALITY ASSURANCE

- (A) Review architectural, civil, structural, mechanical, electrical, and other project documents relative to this work.
- (B) Verify all dimensions on the site.
- (C) Coordinate the specified work with all other trades.
- (D) Provide all items not indicated on the drawings or mentioned in the specifications that are necessary, required or appropriate for this work to realize complete, stable and safe operation.
- (E) Review project documentation and continuously make known any conflicts discovered and provide all items necessary to complete this work to the satisfaction of the Owner and/or Owner's representative without additional expense. In all cases where a device or item or equipment is referred to in singular number or without quantity, each such reference shall apply to as many such devices or items as are required to complete the work.
- (F) Provide additional support or positioning members as required for the proper installation and operation of equipment, materials and devices provided as part of this work as approved by the Owner and/or Owner's representative, without additional expense.
- (G) Regularly examine all installation, and the work of others, which may affect the work to ensure proper conditions for the equipment and devices before their manufacture, fabrication or installation. Contractor shall be responsible for the proper fitting of the systems, equipment, materials, and devices provided as part of this work.
- (H) Promptly notify the Owner and/or Owner's representative of any difficulties that may prevent proper coordination or timely completion of this work. Failure to do so shall constitute acceptance of installation as suitable in all ways to receive this work, except for defects that may develop in the work of others after its execution.
- (I) The Systems Contractor shall maintain the same Project Coordinator (Manager) and Field Supervisor throughout the entire project. The Systems Contractor shall provide contact information to the client, AV Consultant, General Contractor and Electrical Contractor, for both parties prior to commencing on- site project work.
- (J) Source Limitations: Obtain as many products as possible from a single manufacturer. Obtain each item as a completely newly manufactured unit, including necessary mounting hardware, manuals and accessories.

## 6. OWNER'S RIGHT TO USE EQUIPMENT

- (A) The Owner reserves the right to use equipment, material and services provided as part of this work prior to final acceptance without incurring any obligation to:
  - a) Accept material and equipment or completed systems until all punch list work is completed and all systems are acceptable.
  - b) Pay additional cost or charge.
  - c) Commence the warranty period for any system or device provided as part of the work.

## 7. SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

- (A) Submit shop drawings, product data and samples together in one package within thirty (30) days after award of the Contract and prior to ordering equipment.
- (B) Submit catalog data sheets, neatly bound with title page, space for submittal stamps, and tabbed dividers between Sections. Provide a complete list of proposed equipment. Provide a summary of pricing broken down by system. Denote all substitutions.
- (C) Submit rack layouts indicating the proposed arrangement of mounted equipment including junction boxes and locations of conduit penetrations.
- (D) Submit manufactured details of all custom fabricated items and approved equipment modifications. Include complete parts lists, schematic diagrams, and all dimensions required for proper assembly.
- (E) Submit finish schedule indicating proposed color selections and finishes for custom fabricated items, wall plates and custom labels.
- (F) Submit mounting and support details for all items mounted overhead, including loudspeakers complete with parts lists and dimensions. Include a full plan view, front elevation and side elevation of each unique item with corresponding support structure and mounting hardware.
- (G) Approval of shop drawings or submittal indicates only the acceptance of the manufacturer and quality. Specific requirements, arrangements, and quantities still must comply with the intent of the contract documents as interpreted by the Owner and/or Owner's representative unless specifically approved in writing.
- (H) Submittals, which are incomplete, deviate significantly from the requirements of the Contract Documents, or contain numerous errors, will be returned without review for rework.

## 8. PROJECT RECORD DRAWINGS (As Built Drawings)

- (A) Approved shop drawings, updated to accurately document the final conditions of the system installation. Legibly mark to record actual installation:
  - a) Field changes of dimension and detail.
  - b) Changes made by Revision Order, Directive or other modifications.
  - c) Details not in original contract drawings.
  - d) Any other miscellaneous items installed under this contract. At a minimum, the ends of each line should have the type of termination, coordinate and elevation indicated.
  - e) Layouts of system devices showing actual device locations.
  - f) Results of all Field Quality Control Tests in this Section.

## 9. OPERATION MANUALS

- (A) Operation manuals shall include, but not limited to the following sections:
  - a) Table of Contents.
  - b) Typed description of system including key features and operational concepts (e.g. remote control features, switching functions, and mixing capabilities).
  - c) Setup diagrams and typed instructions for use in typical situations as directed by the Owner.
  - d) Small scale plans showing locations and circuit numbers for all system outlets and receptacles.
  - e) Single-line block diagrams showing all major components of the systems.
  - f) Manufacturer's operation manuals for user-operated equipment (tape decks, processors, communication equipment, etc.).

## 10. MAINTENANCE MANUALS

- (A) Provide the owner any maintenance manuals that come packaged with equipment.

## 11. PROJECT CONDITIONS

- (A) If project conditions indicate a need to vary from the Specifications or Drawings, notify the Owner and/or Owner's representative, make recommendations, and proceed with the necessary changes only after receipt of approval from the Owner and/or Owner's representative.

- (B) All accessories provided by equipment manufacturer shall retain the property of the owner. Collect, inventory and present to owner after Acceptance Testing.

## 12. WORK BY OTHERS (WBO, BY OTHERS) NOT IN CONTRACT (NIC)

- (A) As noted on drawings and in project documentation

## **PART 2 PRODUCTS**

### 1. GENERAL

- (A) All equipment, except OFE, and materials shall be new, latest version at time of Proposal, and shall conform to applicable UL, CSA, or ANSI provisions. Re-manufactured or "B" stock equipment will not be accepted without prior written consent from the Owner and/or Owner's representative. Evidence of unauthorized re-manufactured, or "B" stock equipment on the project site will be deemed evidence of the contractor's Failure to Perform the Work. Take care during installation to prevent scratches, dents, chips or disfiguration.
- (B) Regardless of the length or completeness of the descriptive paragraph herein, each device shall meet all of its published manufacturer's specifications. Verify performance as required.
- (C) Asbestos Prohibition: No Asbestos containing materials shall be used under this section. The contractor shall insure that all materials incorporated in the project are Asbestos free unless specifically authorized in writing by the Owner and/or Owner's representative.
- (D) All products listed below are listed for sole source information and establishment of the level of quality required by this project. Refer to the project drawings to establish quantities.
- (E) Install all rack mounted equipment with black steel 10-32, button head machine screws with plastic cup washers protecting equipment panel. Do not over torque, round out, strip or mar screws.
- (F) Provide and install an escutcheon ring around all pipes, poles and mounts that penetrate the ceiling. Color to be determined by owner.
- (G) Some rack-mounted equipment may require shaft locks, covers, or removal of knobs; provide and install during Acceptance Testing
- (H) Provide plastic permanent approved labels at the front and rear of all rack-mounted power amplification and signal processing equipment. Mount labels on the equipment rack or equipment chassis, and attach in a neat, plumb, and permanent manner. Embossed labels will not be accepted. Label equipment with schematic enumeration reference, and with descriptive information regarding its function or area it is serving. Similarly, provide permanent approved labels at the rear only of equipment mounted in furniture consoles.
- (I) All engraving shall be 1/8" block lettering unless noted otherwise. On

dark panels or pushbuttons, letters shall be white. Letters shall be black on stainless steel, brushed natural aluminum plates or light-colored push buttons.

- (J) All accessories provided by equipment manufacturer shall retain the property of the owner. Collect, inventory and present to owner after Acceptance Testing.
- (K) Per IEC-268 standard, all XLR connectors not mounted on equipment shall be wired pin 2 hot (high), pin 3 (low), and pin 1 screen (shield).

## 2. AUDIO SYSTEMS MATERIALS

- (A) The materials or description of work in this section is typical for all systems in this section and all following specification sections.
- (B) All equipment items required providing a fully functional system may not be listed below. Confirm your Proposal includes all listed equipment, equipment documented in the system drawings and any required equipment not listed or shown. Report any missing equipment required to the Owner or Owner's representative prior to submitting your proposal.
- (C) Mounting Hardware exposed to the weather shall be aluminum, brass, and epoxy painted galvanized steel, or stainless steel. Apply corrosion inhibitor to all threaded fittings.
- (D) Integrate new components into existing equipment racks. Remove existing components no longer required and deliver to the Owner.
- (E) Provide re-programming of the existing Crestron AV control system in the base Proposal if ESCAMBIA COUNTY elects not to purchase the new designed/specified Extron AV control system (Proposal Alternate 1). Provide programming of the new Extron AV control system if ESCAMBIA COUNTY elects to purchase Proposal Alternate 1. Both re-programming of the existing Crestron control system or new programming of the Extron control system must be performed by a certified programmer. In either case, a sub-contractor of the awarded proposer may be used upon approval of the Owner and Owner's representative.
- (F) AV Contractor to provide & install new cabling as required to support the new components.
- (G) Verify with system drawings, on-site inspection and requirements to provide a fully functional system.

## 3. CABLES AND CONTROL WIRING

- (A) All electrical conductors installed under this contract, except where otherwise specified, shall be soft drawn annealed stranded copper having a conductivity of not less than 98% of pure copper and shall be Anaconda, Triangle, General or approved equal for power, and Alpha, Belden, or West Penn for low voltage. Cables in plenum rated

ceilings outside conduit shall be similar to those listed above, except plenum rated.

- (B) All cables that are not in conduit and are run through plenum rated spaces shall be plenum rated cable of the gauge and conductor count required for the application.

#### 4. FABRICATION

- (A) Equipment Racks
  - a) Pre-assemble and test all racks before delivery to the job site, provide a written report on pre-assembly and test results to Owner/Owner's Representative.
  - b) Verify the depth of each rack prior to assembly to ensure that mounted equipment will fit completely inside with the front and rear door closed.

#### 5. SOURCE QUALITY CONTROL TESTS

- (A) Use the following test equipment meeting the following minimum specifications to perform the Source Quality Control Tests and Field Quality Control Tests. Furnish the same test equipment for the performance of Acceptance Testing.
  - a) Digital Multimeter
    - DC to 20 kHz bandwidth
    - 300 V range, 100 mV resolution 10 megohms input impedance
    - Direct reading of dBm across 600-ohm load DC resistance to .1 ohm
    - Dual Trace Oscilloscope (*if required or requested*)
    - 100 MHz bandwidth
    - 1 mV/CM sensitivity
    - Dual time base capability
  - b) Sine/Square Wave Generator
    - 5 Hz to 5 kHz bandwidth
    - Output level of 0 dBm with less than .5% THD
  - c) Impedance Bridge
    - Range: 1 ohm to 1 megohm
    - Three test frequencies, minimum, ranging from 250 Hz to 4 kHz
  - d) Sound Level Meter
    - ANSI Type 2 with one-octave filter set
- (B) Measurements
  - a) Measure and record impedances curves for each loudspeaker line entering rack at 1000 Hz.
  - b) Grounding System tests as described in the Technical Systems Specification.

## 6. MISCELLANEOUS CONNECTORS

- (A) Certain connectors not identified in specific paragraphs, or indicated on the drawings, are specified by generic “type”. At all times, match connector types used in adjacent project areas, including existing audio, television and audiovisual systems.
  - a) D(\*)F - Switchcraft D(\*)F or Neutrik NC(\*)F
  - b) D(\*)M - Switchcraft D(\*)M or Neutrik NC(\*)MP
  - c) TRS-F - Switchcraft 121
  - d) TRS-M - Switchcraft 280 or Neutrik NP3C-BAG
  - e) TRS-FJ - Switchcraft 14B or Neutrik NJ3FP6C-BAG
  - f) S4FC - Neutrik NL4FC
  - g) S4MP - Neutrik NL4MP
  - h) BNC - Canare BCJ-R
  - i) BNCL - Canare BCP-S4
  - j) BNC-R - Canare BCJ-RU

## PART 3 EXECUTION

### 1. INSTALLATION

- (A) Verify existing conditions before starting work.
- (B) Remove existing AV equipment per the design documents and deliver to the Owner.
- (C) Execute all work in accordance with Part 1.3 References in this guideline, and with all local and state codes, ordinances, and regulations.
- (D) Install equipment according to manufacturer’s recommendations.
- (E) Install all rack-mounted equipment with black steel 10-32, button head machine screws, using plastic cup washers to protect equipment panel.
- (F) Rack mounted equipment shall be mounted into racks and fully wired and tested, before delivery to job site. *(Does not apply when racks are existing)*
- (G) Install flat black blank panels in all unused rack positions. Use no larger than a two space panel.
- (H) Ensure that levels and impedances are properly matched between components.
- (I) Choose colors and finishes of all exposed and custom fabricated items and labels to blend in with the surroundings as approved by the Owner and/or Owner’s representative.
- (J) Firmly and permanently attach electrical boxes, enclosures and permanent equipment to the building. Rigidly mounted equipment and devices shall be level, plumb and square.
  - a) Set “flush-mounted” units so that the face of the cover, bezel, or escutcheon is in the same plane as the surrounding finished

- surface.
- b) Mount boxes, panels and trim so that there are no gaps, cracks, or obvious lines between the trim and the adjacent finished surface, and ready them to receive final finish, as applicable.
- c) Provide access panels where needed to access boxes, panels and enclosures in walls or ceilings, as indicated and dimensioned on the shop drawings.
- d) Finish panels to match the surrounding surfaces.
- (K) Supports and mounts for equipment to be installed over public areas shall be permanently attached to suitable building structure adequate to support the equipment loads with a safety factor of at least five.
- (L) Use attachment hardware with a minimum SAE Grade 5 load rating. Do not use formed eyebolts or lag screws for support or connection of suspended equipment.
- (M) Verify capacity of mounting methods used in the work and associated liabilities. All attachments, attachment points, reinforcement requirements, and hardware selection shall be executed in accordance with the references in PART 1.

## 2. GROUNDING, SHIELDING AND ISOLATING

- (A) Mount and enclose all electrical and electronic equipment in metal enclosures, pedestals or equipment racks.
- (B) All junction boxes shall be bonded to the building safety ground.
- (C) Use EMT type conduit for all wiring outside of equipment racks except plenum rated wiring above a lay-in ceiling, and outdoor conduits and raceways, where separate insulated ground wiring shall be supplied.
- (D) Use flexible conduits and PVC fittings to provide insulated connections of the building electrical raceways to equipment racks. Mount all equipment racks at the job site in a manner that provides electrical isolation from the building structure and electrical raceways.
- (E) Electronics racks and cabinets shall be bonded to the isolated ground technical power system only. Refer to Section 16770 for coordination and test with the Electrical Contractor.
- (F) In the case where a metal equipment cabinet or rack is located on a suspended, concrete or bonded flooring system, the enclosure shall be placed on a Santoprene isolating mat with a minimum thickness of 3/32" and a Durometer of 80A,.

## 3. WIRING PRACTICES

- (A) Where specific instructions are not given, perform all wiring in strict adherence to standard broadcast and sound engineering practices in accordance with the references listed in PART 1.
- (B) Group all wiring into the following classifications by power level or signal type:



- a) Microphone Level: less than -20 dBm.
- b) Line Level Audio and DC Control Circuits: -20 dBm to +30 dBm.
- c) Speaker Level: greater than +30 dBm.
- d) AC Mains Power Circuits
- (C) Separate wiring of differing classifications by at least six (6) inches, wherever possible. Wherever lines of differing classification must come closer together than six (6) inches, cross them perpendicular to each other.
- (D) Neatly harness wires together within racks by power level classification using horizontal and vertical wiring supports as required. Rigidly support all wires within 6" of fixed connection points. Leave service loops of sufficient lengths to allow rack hinges or slides to fully extend to facilitate access to rear panel connectors from the front of each rack. Do not use self-adhesive anchor pads for support of cables.
- (E) Observe consistent polarity throughout the audio systems as follows:
  - a) Use only balanced differential inputs throughout all audio systems unless otherwise noted.
  - b) Use approved transformers where directed to reduce objectionable system noise to acceptable levels.
- (F) Exercise care in wiring to avoid damaging the cables and equipment. Use grommets around cutouts and knockouts where conduit or chase nipples are not installed. Use bushings where conduit terminal connections are exposed in or out of junction boxes.
- (G) Cut off unused wire ends approximately one-half inch (1/2") past the wire jacket. Fold them back over the jacket, and secure in place with heat-shrink tubing. In multi-conductor cables, preserve all unused conductors for future use. Failure to do so may result in replacement of cables at the contractor's expense.
- (H) Provide a minimum 6" service loop or enough cable to allow for three (3) subsequent terminations whichever is greater.
- (I) All cable jacket exposed stripped ends shall be dressed with the appropriate sized heat shrink.
- (J) All drain cables shall be protected from the jacket strip to the point of termination. Exposed bare wire is not acceptable.
- (K) Make all connections using rosin-core solder in conjunction with approved mechanical connectors unless other is specified by manufacturer. Connect microphone, control, and line level wiring through approved connectors. Connect speaker level wiring using approved terminal barrier strips. Mount all terminal devices on a non-conductive (electrically) rigid surface. Provide 10% spare terminals at each location. Label each terminal with a unique number.
- (L) Make all power amplifier output connections directly into amplifier binding posts, friction fit connectors are not acceptable. In the event the amplifier doesn't have binding posts, and has barrier strip connections, crimp and solder the appropriate fork lug to the cable

- and torque screws to manufacturer's specification.
- (M) All fiber optic cable splicing shall utilize the fusion splice method. The maximum allowable loss per fusion splice shall be 0.5 dB.

#### 4. LABELING

- (A) Label products in a logical, legible, and permanent manner corresponding to the Drawings. Wording, format, style, color, and arrangement of text will be subject to the Owner and/or Owner's representative's approval. Submit samples and labeling schedule for approval. Labeling will be verified at final adjustment and equalization.
- (B) Label all wall plates for input, output, and control receptacles as well as connector mounting plates in all boxes using 1/8" engraved lettering filled with black or contrasting paint, as approved.
- (C) Use engraved plastic labels similar to Lamicoid, squarely and permanently attached, to label the following:
  - a) Patch panel designation strips.
  - b) Front and back of all rack mounted equipment including controls
  - c) Barrier strips, terminals, transformers, switches, relays, volume controls, and similar devices.
- (D) Label pushbutton switches with engraved lettering filled with contrasting color paint.
- (E) Label all permanently installed wires on both ends with approved permanent clip-on type or sleeve type markers. Wrap-around adhesive labels will not be accepted unless completely covered with clear heat shrink tubing.
- (F) Label all portable equipment with engraved block letters using initials and/or words. Label all portable cables similarly with printed heat-shrinkable tags located 12 inches from the male connector end. Verify lettering through the Owner and/or Owner's representative prior to engraving or printing.
- (G) Label access panels and backboards with designations corresponding to the drawings. Where devices are concealed above access ceilings, provide permanent lamicoid labels, on the ceiling supports corresponding to the drawings in finishes and sizes approved by the Owner and/or Owner's representative.

#### 5. FIELD QUALITY CONTROL TESTS

- (A) Maintain a competent supervisor and supporting technical personnel, acceptable to the Owner and/or Owner's representative during the entire installation.
- (B) Before connecting any equipment to AC power outlets, measure the AC voltages between hot, neutral, and ground and verify correct voltage and polarity of AC power. Equipment damaged by

connecting to improperly wired outlets shall be replaced at no addition cost to the Owner.

- (C) Upon completion of the system installation, it shall be the responsibility of the contractor to perform the necessary adjustments and balancing of all signals and amplifier gain, and other level controls to ensure proper system operation. The Owner shall physically inspect the system and/or Owner's representative to assure that all equipment is installed in a neat and workmanlike manner as called for by the plans and specifications.
- (D) Upon completion of initial tests and adjustments, notify the Owner and/or Owner's representative the system is ready for final equalization and acceptance testing.

## 6. TEST EQUIPMENT

- (A) Provide the following test equipment on site, if required, during installation and available to the Owner and/or Owner's representative during final adjustment and acceptance testing:
  - a) Digital Multi-meter
  - b) 100 MHz Dual Trace Storage Oscilloscope
  - c) Video Test Pattern Generator (*XGA, Component, YC and Composite*)
  - d) Sine/Square Wave Generator
  - e) Impedance Bridge
  - f) Sound Level Meter - ANSI Type 2 with one-octave filter set

## 7. FINAL ADJUSTMENT AND EQUALIZATION

- (A) Schedule a time for the Owner and/or Owner's representative to perform the Final Adjustment and Equalization. Notify the Owner and/or Owner's representative and Consultant at least twenty one (21) days in advance.
- (B) Furnish project lead installer to assist the Owner and/or Owner's representative during the Final Adjustment and Equalization.
- (C) Audio Systems acceptance tests shall employ an approved sound level meter, and spectrum analyzer and digital multi-meter to be provided by the contractor. Measurements shall be made at the combined output of the amplifiers and at selected locations throughout the facility.
- (D) Video Systems acceptance tests shall employ an approved video test pattern generator, PC with min. XGA output and a 100MHz dual trace storage oscilloscope. Measurements shall be made at the point of signal origination and compared to signal at the display device. Minimum requirements at the display device shall be a rise time no greater than 7.5ns (5ns preferred) and amplitude of .7 volts.
- (E) Record final settings on all equipment and submit with contract closeout documents.

## 8. CLEAN UP

- (A) Remove all unnecessary tools and equipment, unused materials, packing materials, and debris from each area where Work has been completed on a daily basis unless designated for storage.
- (B) Clean all areas around system equipment and be sure that the inside of each equipment rack is free of cut wire ends, solder splatters, and other debris.

## 9. DEMONSTRATIONS AND TRAINING

- (A) Furnish a technician who is qualified to operate and maintain the systems specified in this Section to instruct Owner designated personnel regarding the design features and proper operation of the systems.
- (B) Furnish the same technician/instructor during the first formal use of each system to further instruct and assist Owner personnel in system operation.
- (C) Upon completion of the Work, the Owner and/or Owner's representative may elect to verify test data as part of the acceptance procedure. Provide personnel and equipment, at the convenience of the Owner and/or Owner's representative, to reasonably demonstrate system performance and to assist with such tests without additional cost to the Owner and/or Owner's representative.

## 10. FINAL PROCEDURES

- (A) Perform any and all remedial work to correct inadequate performance or unacceptable conditions of, or relating to any of this work, as determined by the Owner and/or Owner's representative, at no additional expense to the Owner and/or Owner's representative.
- (B) Furnish all portable and loose equipment to the Owner along with complete documentation of the materials presented. All portable equipment shall be presented in the original manufacturers packing, complete with all included instructions and miscellaneous manuals and documents.
- (C) Test Reports and Certificates:
  - a) Document all acceptance testing, calibration and correction procedures described herein with the following information:
  - b) Parameters measured and their values, including values measured prior to calibration or correction, as applicable.
  - c) Parameters associated with calibration or corrective networks, components, or devices.
  - d) All software shall have certified backups and escrow provisions

- reviewed with the Owner and/or Owner's representative and equipment supplier.
- e) Provide all operational software, configuration files, source code, and final settings and adjustment, in Compact Disc format, sleeved in the final documentation binder. The configurations, and source code become the sole property of the owner at project completion
- f) A list of all equipment, indicating manufacturer, model number, serial number and equipment location (rack/room number). Update following acceptance testing if modified.
- (D) Present, review and clarify all materials to the Owner and/or Owner's representative and/or operating personnel and fully demonstrate the operation and maintenance of the systems, equipment, and devices specified herein.
- (E) Check, inspect, and if necessary, adjust all systems, equipment, devices and components specified, at the Owner's convenience, approximately thirty (30) days after the Owner acceptance of this work.

## **SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL\*\***

### **SOLICITATION AND OFFER FORM**

#### **SUBMIT OFFERS TO:**

**Paul Nobles, CPPO, CPPB, FCN, FCCM**

**Senior Purchasing Coordinator**

Office of Purchasing, 2nd Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32597-1591

Phone No: (850)595-4980 Fax No: (850) 595-4805

### **ESCAMBIA COUNTY FLORIDA**

Request for Proposal

Public Safety Audio Visual Digital Upgrade

SOLICITATION NUMBER: PD 15-16.105

### **SOLICITATION**

MAILING DATE: Monday, September 19, 2016

PRE-PROPOSAL CONFERENCE: A **Mandatory** Pre-Solicitation Conference will be held beginning at **9:00 a.m. CDT, Monday, October 3, 2016** at **Escambia County Road Department Large Conference, 601 Highway 297A, Cantonment, FL 32533** with **Nine (9)** mandatory site visits.

OFFERS WILL BE RECEIVED UNTIL: 2:00 p.m. CST, Wednesday, October 19, 2016 and may not be withdrawn within **90** days after such date and time.

### **POSTING OF SOLICITATION TABULATIONS**

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

### **OFFER (SHALL BE COMPLETED BY OFFEROR)**

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:

TERMS OF PAYMENT:

DELIVERY DATE WILL BE \_\_\_\_\_ DAYS AFTER RECEIPT OF PURCHASE ORDER.

VENDOR NAME: \_\_\_\_\_

REASON FOR NO OFFER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST. & ZIP: \_\_\_\_\_

PHONE NO.: (\_\_\_\_) \_\_\_\_\_

PROPOSAL BOND ATTACHED

EMAIL: \_\_\_\_\_

\$ \_\_\_\_\_

FAX NO.: (\_\_\_\_) \_\_\_\_\_

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County tenders final payment to the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

(TYPED OR PRINTED)

\*\*

SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER  
(MANUAL)

**\*\* Failure to execute this Form binding the bidder/proposer's offer shall result in this bid/proposal being rejected as non-responsive.**

### **Video System Equipment – Base Proposal**

Qty	Make	Model	Description
1	Extron	6400	XTP 6400 frame
26	Extron	60-1043-12	XTP HDMI Transmitter
23	Extron	60-1043-13	XTP receiver HDMI output
8	Extron	60-1064-01	DVI to Analog RGB Video Interface
1	Extron	60-1304-01	HDMI~SDI converter
1	Extron	60-1316-01	3 input annotator
4	Extron	60-1324-01	H.264 Streaming Media Processor

**Video System Equipment – Base Proposal**

Qty	Make	Model	Description
1	Extron	60-1343-02	15" Tabletop TouchLink Pro Touchpanel
1	Extron	60-884-01	SDI 1 x 4 DA
6	Extron	70-1112-01	XTP 4 Input HDMI w/ Stereo Audio
6	Extron	70-1113-01	4 Output Board, HDMI w/ Stereo Audio
7	Extron	70-940-01	4 input XTP board
6	Extron	70-943-01	4 output XTP board
2	Extron	70-944-01	4 output audio board
2	Intellinet Solu	560566	Intellinet Solutions POE + supply
1	Panasonic	AW-UE70	PTZ HD camera (SDI-HDMI-H.264)
1	ToteVision	LED-1561TR	15" rack mount monitor
AR	Contractor	Misc	Materials & connectors
AR	Contractor	Cabling	Wire & cable
AR	Contractor	Rigging	Rigging materials
AR	Contractor	Labor & Training	Installation Labor, Programming & Training

**Audio System Equipment – Base Proposal**

Qty	Make	Model	Description
2	QSC	Core 110f	Q-SYS Core 110f processor
2	Shure	QLXD24/SM58	Handheld SM58 Wireless Microphone System
2	Shure	QLXD14/85	Lavalier Wireless Microphone System
1	Shure	UA844SWB	UHF 4-Way Antenna Splitter & Power
AR	Contractor	Misc	Materials & connectors
AR	Contractor	Cabling	Wire & cable
AR	Contractor	Labor & Training	Installation Labor & training

Lump Sum Proposal / Scope of Work / Base

\$ \_\_\_\_\_

**Control System – Proposal Alternate #1**

Qty	Make	Model	Description
2	Extron	60-1418-01A	IPCP Pro 550 IP Link Pro Control Processor
1	Extron	60-1415-01	IR Pro controller 8 port
1	Intellinet Solu	560566	Intellinet Solutions POE + supply
1	Extron	60-1414-01	RS232 controller 6 port
1	Extron	60-1343-02	15" Tabletop TouchLink Pro Touchpanel
AR	Contractor	Programming	Programming labor
AR	Contractor	Misc	Materials & connectors
AR	Contractor	Cabling	Wire & cable
AR	Contractor	Labor & Training	Installation Labor & training

Proposal Alternate #1 (Control System)

\$ \_\_\_\_\_

PD 15-16.105, Public Safety Audio Visual Digital Upgrade

Annual Maintenance Agreement per year (3% maximum annual support cost escalation) \$ \_\_\_\_\_

Mfg. Price List \_\_\_\_\_ % off

Mfg. Price List \_\_\_\_\_ % off  
(attach additional sheets as necessary)

**(TO BE FILLED IN)**

**CONTRACTOR REQUIREMENTS**

Acknowledgment is hereby made of receipt of the following addenda issued during the proposing period:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

**(PLEASE TYPE INFORMATION BELOW)**

**SEAL IF PROPOSAL IS BY CORPORATION**

State of Florida Department of State  
Certificate of Authority Document Number \_\_\_\_\_

Occupational License No. \_\_\_\_\_

Florida DBPR Contractor's License,  
Certification and/or Registration No. \_\_\_\_\_

Type of Contractor's License, Certification  
and/or Registration \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Person to contact concerning this proposal:

Phone \_\_\_\_\_

Email \_\_\_\_\_

Person to contact for emergency service:

Phone \_\_\_\_\_

Email \_\_\_\_\_



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES,  
ON ENTITY CRIMES**

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)
- by \_\_\_\_\_  
(print individual's name and title)
- for \_\_\_\_\_  
(print name of entity submitting sworn statement)
- whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (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. 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 of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. 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 jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. 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 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.
  - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the

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United States with the legal power to enter into binding contract and which proposals or applies to proposal 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.

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

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

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order).**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Sworn to an subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Personally known \_\_\_\_\_

OR produced identification \_\_\_\_\_

\_\_\_\_\_  
Notary Public - State of \_\_\_\_\_

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

\_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

**Drug-Free Workplace Form**

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that  
\_\_\_\_\_ does:

\_\_\_\_\_  
Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

**Check one:**

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

\_\_\_\_\_  
**Offeror's Signature**

\_\_\_\_\_  
**Date**

**Information Sheet  
for Transactions and Conveyances  
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

(Please Circle One)

**Is this a Florida Corporation:** Yes or No

**If not a Florida Corporation,**

In what state was it created: \_\_\_\_\_

Name as spelled in that State: \_\_\_\_\_

**What kind of corporation is it:** "For Profit" or "Not for Profit"

**Is it in good standing:** Yes or No

**Authorized to transact business  
in Florida:**

Yes or No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

**Does it use a registered fictitious name:** Yes or No

**Names of Officers:**

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_ Director: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

**Name of Corporation** (As used in Florida):

\_\_\_\_\_  
(Spelled exactly as it is registered with the state or federal government)

**Corporate Address:**

Post Office Box: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

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Corporate Identification

**Federal Identification Number:**\_\_\_\_\_

(For all instruments to be recorded, taxpayer's identification is needed)

**Contact person for Company:**\_\_\_\_\_ **E-mail:**\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Facsimile Number:**\_\_\_\_\_

**Name of individual who will sign the instrument on behalf of the company:**

\_\_\_\_\_  
(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

**Title of the individual named above who will sign on behalf of the company:**

\_\_\_\_\_

END

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(850) 488-9000

Verified by:\_\_\_\_\_ Date:\_\_\_\_\_