

**State of Florida  
Department of Transportation**



REQUEST FOR PROPOSAL

**District One Video Wall Solution**

**DOT-RFP-20-1114-BT**

**CONTACT FOR QUESTIONS:**

Belinda Thomas, Procurement Agent

[D1-purchasing@dot.state.fl.us](mailto:D1-purchasing@dot.state.fl.us)

Fax: 863-519-2661

Phone: (863) 519-2207

801 North Broadway Avenue

Bartow, FL 33830

**BID PRICE PROPOSAL FORM**

**BID #: DOT-RFP-20-1114-BT**

**BID TITLE: DISTRICT ONE VIDEO WALL SOLUTION**

**BID AS SPECIFIED**

**SERVICES TO BE PROVIDED AS SPECIFIED IN EXHIBIT "A", SCOPE OF SERVICES**

**TABLE 1**

ITEM #	DESCRIPTION	QTY	UNIT	****EXTENDED AMOUNT
<b>VIDEO WALL SOLUTION FOR THE SWIFT SUNGUIDE CENTER</b>				
1A	Video Wall System - Central Hardware and Software Inclusive of all Display and Encoding/Decoding servers, components and ancillary equipment as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
2A	Video Wall – All Display Monitors inclusive of mounting assemblies and hardware as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
3A	Remote Video Wall – Stand Alone Display Monitors, mounting hardware and cabling as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
4A	***Licenses/Warranty/Support Services – Year Term as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
<b>5A</b>	<b>**TOTAL (items 1A to 4A):</b>			<b>\$</b>
<b>VIDEO WALL SOLUTION FOR STMC SITE</b>				
1B	Video Wall System - Central Hardware and Software Inclusive of all Display and Encoding/Decoding servers, components and ancillary equipment as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
2B	***Licenses/Warranty/Support Services Year Term as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
<b>3B</b>	<b>**TOTAL (items 1B to 2B):</b>			<b>\$</b>
<b>VIDEO WALL SOLUTION FOR FDOT D1 HQ REMOTE SITE</b>				
1C	Video Wall System - Central Hardware and Software Inclusive of all Display and Encoding/Decoding servers, components and ancillary equipment as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
2C	Video Wall – All Display Monitors inclusive of mounting assemblies and hardware as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
3C	Remote Video Wall – Stand Alone Display Monitors, mounting hardware and cabling as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
4C	***Licenses/Warranty/Support Services – Year Term as specified in Exhibit "A", Scope of Services	1	*Lump Sum	\$
<b>5C</b>	<b>**TOTAL (items 1C to 4C):</b>			<b>\$</b>
<b>1D</b>	<b>** GRAND TOTAL (sum of items 5A, 4B, and 5C):</b>			<b>\$</b>
<b>1E</b>	<b>**Multiplying Factor: Divide Grand Total by 9:</b>			<b>\$</b>

\*The Lump Sum pricing above in Table 1 shall include all project management, training, coordination, installation, configuration, testing, verification, labor costs, travel, and any type of additional costs involved to complete all tasks as required in Exhibit "A", Scope of

Services. \*\*The Department reserves the right to correct the Section Totals, the Grand Total, and/or the Multiplying Factor if calculated improperly. \*\*\*Support Services shall be paid on a yearly basis. \*\*\*\* The Extended Amounts shown in Table 1 above will become part of the contract and be used for payment purposes as part of Exhibit "B", Method of Compensation.

The lowest Multiplying Factor amount will be used as the Vendor's Bid Price Proposal for this project.

Is this product available with recycled content? Yes or No

If yes, please send information separate from this Invitation to Bid (See Recycled Material Special Condition for more information)

**MFMP Transaction Fee**

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

**NOTE:** In submitting a response, the bidder acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

**ACKNOWLEDGEMENT**

I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Bidder: \_\_\_\_\_ FEID#: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name Printed/Typed: \_\_\_\_\_ Title: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

Vendor's Authorized Representative Name and Title: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: \_\_\_\_\_

who is authorized to sign on behalf of the above referenced company.

Authorized Signature Print Name and Title: \_\_\_\_\_

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

375-040-18  
PROCUREMENT  
03/17

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(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, and 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 bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, 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 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse 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 this section.

**Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?**

**YES**

**NO**

NAME OF BUSINESS: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**MBE PLANNED UTILIZATION**

375-040-24  
PROCUREMENT  
03/17

PROCUREMENT NO. \_\_\_\_\_ FINANCIAL PROJECT NO. \_\_\_\_\_  
(DEPARTMENT USE ONLY)

DESCRIPTION: \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

of \_\_\_\_\_

plan to subcontract at least \_\_\_\_\_ % (percent) of the project costs on the above referenced project to Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to MBE(s), the firms considered as proposed subconsultants/contractors and the types of services or commodities to be subcontracted are as follows:

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

I understand that I will need to submit Minority Business Enterprises (MBE) payment certification forms to the Department for reporting purposes only.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES,  
 AND COMMODITIES & CONTRACTUAL SERVICES**

375-040-62  
 PROCUREMENT  
 04/07

Prime Contractor/Prime Consultant: \_\_\_\_\_

Address/Phone Number: \_\_\_\_\_

Procurement Number/Advertisement Number: \_\_\_\_\_

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number: _____ 2. Firm Name: _____ 3. Phone: _____ 4. Address: _____ _____ _____ 5. Year Firm Established: _____	6. <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE  7. <input type="checkbox"/> Subcontractor <input type="checkbox"/> Subconsultant	8. Annual Gross Receipts <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10 - \$15 million <input type="checkbox"/> More than \$15 million
---	--	--

1. Federal Tax ID Number: _____ 2. Firm Name: _____ 3. Phone: _____ 4. Address: _____ _____ _____ 5. Year Firm Established: _____	6. <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE  7. <input type="checkbox"/> Subcontractor <input type="checkbox"/> Subconsultant	8. Annual Gross Receipts <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10 - \$15 million <input type="checkbox"/> More than \$15 million
---	--	--

1. Federal Tax ID Number: _____ 2. Firm Name: _____ 3. Phone: _____ 4. Address: _____ _____ _____ 5. Year Firm Established: _____	6. <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE  7. <input type="checkbox"/> Subcontractor <input type="checkbox"/> Subconsultant	8. Annual Gross Receipts <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10 - \$15 million <input type="checkbox"/> More than \$15 million
---	--	--

1. Federal Tax ID Number: _____ 2. Firm Name: _____ 3. Phone: _____ 4. Address: _____ _____ _____ 5. Year Firm Established: _____	6. <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE  7. <input type="checkbox"/> Subcontractor <input type="checkbox"/> Subconsultant	8. Annual Gross Receipts <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10 - \$15 million <input type="checkbox"/> More than \$15 million
---	--	--

**AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:    BID SHEET (Invitation to Bid - ITB)  
 LETTERS OF RESPONSE (LOR)  
 PRICE PROPOSAL (Request for Proposal - RFP)  
 REPLY (Invitation to Negotiate - ITN)**

State of Florida  
Department of Transportation  
District One Procurement Office  
801 N. Broadway Avenue  
Bartow, FL 33830

**REQUEST FOR PROPOSAL REGISTRATION**

\*\*\*\*\*  
**PLEASE COMPLETE AND RETURN THIS FORM ASAP**  
FAX TO **(863) 519-2661** OR E-MAIL TO [D1\\_Purchasing@dot.state.fl.us](mailto:D1_Purchasing@dot.state.fl.us)  
\*\*\*\*\*

RFP Number: **DOT-RFP-20-1114-BT**

Title: District One Video Wall Solution

Proposal Due Date & Time (On or Before): April 20, 2020 @ 9:00 a.m.

Proposal Opening Date & Time: April 20, 2020 @ 10:00 a.m.

Potential proposers should notify our office by returning this Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at **(Fax number of Procurement Office)**, or by e-mail to **(Contact Person w/ e-mail address)**.

**THE REQUEST FOR PROPOSAL DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) , under this RFP number (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", then click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.**

Company Name: \_\_\_\_\_

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

For further information on this process, e-mail or telephone: [D1\\_Purchasing@dot.state.fl.us](mailto:D1_Purchasing@dot.state.fl.us),  
Phone: 863-519-2207



# INTRODUCTION SECTION

## 1) INVITATION

The State of Florida Department of Transportation, hereinafter referred to as the “Department”, requests written proposals from qualified Proposers to provide District One Video Wall Solution. This shall be in accordance with Exhibit “A”, Scope of Services, of this Request for Proposal and the plan set for this project. It is anticipated that the term of the contract will be 12 months.

The Department intends to award this contract to the responsive and responsible Proposer whose proposal is determined to be the most advantageous to the Department. After the award, said Proposer will be referred to as the “Vendor”. For the purpose of this document, the term "Proposer" means the prime Vendor acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Proposer team. The term "proposal" means the complete response of the Proposer to the Request for Proposals (RFP), including properly completed forms and supporting documentation.

## 2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) (click on “BUSINESS”, click on “Doing Business with the State”, under “Everything for Vendors and Customers”, click on “Vendor Bid System (VBS)”, click on “Search Advertisements”) under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

<b><u>ACTION / LOCATION</u></b>	<b><u>DATE</u></b>	<b><u>LOCAL TIME</u></b>
<b>Mandatory Site Visit . . . . .</b> <b><u>FDOT SWIFT SunGuide Center</u></b> <b>10041 Daniels Parkway</b> <b>Fort Myers, FL 33913</b>	<b>3-23-2020</b>	<b>9:00 AM</b>
<b><u>STMC</u></b> <b>2101 47<sup>th</sup> Terrace East</b> <b>Bradenton, FL. 34203</b>	<b>3-23-2020</b>	<b>2:00 PM</b>
<b><u>FDOT D1 HQ Remote Site (OPTIONAL)</u></b> <b>801 N. Broadway Ave.</b> <b>Bartow, FL 33830</b>	<b>4-2-2020</b>	<b>10:00 AM</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS - . . . . .</b> (There is no deadline for administrative questions)	<b>4-13-2020</b>	<b>3:00 PM</b>
<b>PROPOSALS DUE, ON OR BEFORE - . . . . .</b> (Technical and Price Proposal) 801 North Broadway Ave. Bartow, FL 33830 <b>863-519-2207</b>	<b>4-20-2020</b>	<b>9:00 AM</b>
<b>PUBLIC OPENING (Technical Proposal) - . . . . .</b> 801 North Broadway Ave. Bartow, FL 33830	<b>4-20-2020</b>	<b>10:00 AM</b>
<b>PUBLIC OPENING / MEETING (Price Proposal) - . . . . .</b> 801 North Broadway Ave. Bartow, FL 33830	<b>5-4-2020</b>	<b>10:00 AM</b>
<b>POSTING OF INTENDED AWARD - . . . . .</b>	<b>5-5-2020</b>	<b>3:00 PM</b>

### **3) AGENDA FOR PUBLIC MEETINGS**

#### **Agenda – Public Opening (Technical Proposals)**

Agenda for Public Opening of Technical Proposals for DOT-RFP-20-1114-BT:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical Proposals received timely will be opened, with proposer’s name read aloud and tabulated. Price proposals will be kept secured and unopened until the Price Proposal Opening.
- Adjourn meeting.

#### **Agenda – Price Proposal Opening & Intended Award Meeting**

Agenda for Price Proposal Opening and Intended Award meeting for DOT-RFP-20-1114BT:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical evaluation scores will be summarized.
- Announce the firms that did not achieve the minimum technical score.
- Announce the firms that achieved the minimum technical score and their price(s) as price proposals are opened.
- Calculate price scores and add to technical scores to arrive at total scores.
- Announce Proposer with highest Total Score as Intended Award.
- Announce time and date the decision will be posted on the Vendor Bid System (VBS).
- Adjourn.

### **4) SPECIAL ACCOMMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

## **SPECIAL CONDITIONS**

### **1) MyFloridaMarketPlace**

PROPOSERS MUST BE REGISTERED IN THE STATE OF FLORIDA’S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE TECHNICAL PROPOSAL OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 21). All prospective proposers that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

### **2) Florida Department of Financial Services (DFS) W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state

to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) with any questions.

### **3) QUESTIONS & ANSWERS**

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Request for Proposal must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by proposers will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements"), under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting their proposal.

**WRITTEN TECHNICAL QUESTIONS** should be submitted to:

**Belinda M. Thomas**

[D1\\_Purchasing@dot.state.fl.us](mailto:D1_Purchasing@dot.state.fl.us)

**801 North Broadway Avenue**

**Bartow, FL 33830**

**Fax: 863-519-2661**

Questions regarding administrative aspects of the proposal process should be directed to the Procurement Agent in writing at the address above or by phone: (863) 519-2207

### **4) ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR PROPOSAL (ADDENDA)**

No negotiations, decisions, or actions will be initiated or executed by a proposer as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal. All Addenda will be acknowledged by signature and subsequent submission of Addenda with proposal when so stated in the Addenda.

### **5) DIVERSITY ACHIEVEMENT**

#### **MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION**

The Department, in accordance with ***Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21***, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged

business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages small, minority, women, and service-disabled veteran businesses to compete for Department contracts, both as "Vendor" and as subcontractors. The Department, its vendors, suppliers, and consultants should take all necessary and reasonable steps to ensure that small, minority, women, and service-disabled veteran businesses have the opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. Bidders are requested to indicate their intention regarding MBE participation on the MBE Planned Utilization form and to submit the completed form with their Price Proposal. The contract vendor will be asked to submit payment certification for MBE subcontractors used.

To request certification or to locate certified MBEs, call the Office of Supplier Diversity, Department of Management Services at (850) 487-0915, or access their MBE directory on the Internet at [www.osd.dms.state.fl.us/](http://www.osd.dms.state.fl.us/).

## **6) SCOPE OF SERVICES**

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

## **7) INTENDED AWARD**

The Department intends to award a contract to the responsive and responsible vendor with the highest cumulative total points for the evaluation criteria specified herein (See Section 30, Proposal Evaluation). The Intended Award decision will be announced after final evaluation and totaling of scores at the Price Proposal opening specified in the Timeline (See Introduction Section 2 Timeline).

If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award using the following criteria, in the order of preference listed below (from highest priority to lowest priority):

1. Section 295.187(4), Florida Statutes; Veteran Business Enterprise
2. Section 287.087, Florida Statute; Drug Free Work Place
3. Section 287.057(11); Minority Business Enterprise

In the event that the application of the above referenced preferences does not resolve the identical replies, the Department shall determine the award by means of random drawing.

## **8) PRE-PROPOSAL CONFERENCE: A PRE-PROPOSAL CONFERENCE WILL NOT BE HELD.**

## **9) QUALIFICATIONS**

### **9.1 General**

The Department will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

### **9.2 Qualifications of Key Personnel**

Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the scope of work. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise excepted by the Department's Project Manager. Where State of Florida registration or certification is deemed appropriate, a copy of the registration or certificate should

be included in the proposal package.

### 9.3 Authorized To Do Business in the State of Florida

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out-of-state corporations, out-of-state limited liability companies, and out-of-state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the proposal due date and time, but in any case, must be obtained prior to the award of the contract. For authorization, contact:

Florida Department of State  
Tallahassee, Florida 32399  
(850) 245-6051

### 9.4 Licensed to Conduct Business in the State of Florida

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

Florida Department of Business and Professional Regulation  
Tallahassee, Florida 32399-0797  
(850) 487-1395

## 10) WARRANTY/SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from these criteria must be documented in the proposal response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

## 11) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, Belinda M. Thomas 801 N. Broadway Ave. Bartow, FL 33830** within ten (10) days after the ending date of the period for posting the intended award decision.

( ) No general liability insurance is required.

(X) The Vendor must carry and keep in force during the period of this contract a general liability

insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$ 200,000 minimum per person and \$ 300,000 minimum each occurrence, and property damage insurance of at least \$ 200,000 minimum each occurrence, for the services to be rendered in accordance with this contract.

( ) The Vendor must have and maintain during the period of this contract, a professional liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675, Florida Statutes, and Section 337.106, Florida Statutes, with a company authorized to do business in the state of Florida, affording professional liability coverage for the professional services to be rendered in accordance with this contract in the amount of at least \$\_\_\_\_\_. The Vendor shall maintain professional liability coverage for a minimum of three years after completion of the services rendered under this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

## 12) PERFORMANCE BOND

( X ) A Performance Bond is not required for this project.

## 13) METHOD OF COMPENSATION

Exhibit "B", Method of Compensation, attached hereto will form the basis of payment for the work to be provided under the contract that will result from this Request for Proposal.

## 14) CONTRACT DOCUMENT STANDARD WRITTEN AGREEMENT

The Department's "Standard Written Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from this solicitation. In submitting a proposal, the proposer agrees to be legally bound by these terms and conditions.

## 15) REVIEW OF PROPOSER'S FACILITIES & QUALIFICATIONS

After the proposal due date and prior to contract execution, the Department reserves the right to perform or have performed an on-site review of the Proposer's facilities and qualifications. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer has an adequate, qualified, and experienced staff, and can provide overall management facilities. The review may also serve to verify whether the Proposer has financial capability adequate to meet the contract requirements.

Should the Department determine that the proposal has material misrepresentations or that the size or nature of the Proposer's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the proposal.

## **16) PROTEST OF REQUEST FOR PROPOSAL SPECIFICATIONS**

Any person who is adversely affected by the contents of this Request for Proposal must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

## **17) UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

## **18) SCRUTINIZED COMPANIES LISTS**

ALL Responses, regardless of dollar value, must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

Section 287.135, Florida Statutes, also prohibits companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

## **19) RESERVATIONS**

The Department reserves the right to accept or reject any or all proposals received and reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the Department's official file, without obligation to the Department.

## **20) ADDITIONAL TERMS & CONDITIONS**

No conditions may be applied to any aspect of the RFP by the proposer. Any conditions placed on any aspect of the proposal documents by the proposer may result in the proposal being rejected as a conditional proposal (see "RESPONSIVENESS OF PROPOSALS"). **DO NOT WRITE IN CHANGES ON ANY RFP SHEET.** The only recognized changes to the RFP prior to proposal opening will be a written Addenda issued by the Department.

## **21) RESPONSIVENESS OF PROPOSALS**

### 21.1 Responsiveness of Proposals

Proposals will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All proposals must be typed or printed in ink. A responsive proposal is an offer to perform the scope of services called for in this Request for Proposal in accordance with all requirements of this Request for Proposal and receiving seventy (70) points or more on the Technical Proposal. Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A proposal may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, and improper and/or undated signatures. ALL determinations of responsiveness will be the responsibility of the FDOT Procurement Office.

### 21.2 Multiple Proposals

Proposals may be rejected if more than one proposal is received from a Proposer. Such duplicate interest may cause the rejection of all proposals in which such Proposer has participated. Subcontractors may appear in more than one proposal.

### 21.3 Other Conditions

Other conditions which may cause rejection of proposals include, but are not limited to, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the General Services Administration Excluded Parties List. Proposers whose proposals, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsive. The Department reserves the right to determine which proposals meet the requirements of this solicitation, and which Proposers are responsive and responsible.

## **22) PROPOSAL FORMAT INSTRUCTIONS**

### 22.1 General Information

This section contains instructions that describe the required format for the proposal. All proposals submitted shall contain two parts and be marked as follows:

PART I TECHNICAL PROPOSAL NUMBER DOT-RFP-20-1114-BT:  
(One Separately Sealed Package for Technical)

PART II PRICE PROPOSAL NUMBER DOT-RFP-20-1114-BT:  
(One Separately Sealed Package for Prices)

THE SEPARATELY SEALED PACKAGES MAY BE MAILED TOGETHER IN ONE ENVELOPE OR BOX.



22.2 Technical Proposal (Part I) (1 Original, 3 copies & 1 PDF Flash Drive)  
(Do not include price information in Part I)

The Proposer must submit one (1) original, three (3) Copies & one (1) PDF Flash Drive of the technical proposal which are to be divided into the sections described below. Since the Department will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in a separate sealed package marked "TECHNICAL PROPOSAL NUMBER DOT-RFP-20-1114-BT: ".

1. **PROJECT APPROACH (Maximum of 5 pages. 35 Points)**

The Proposer shall provide a written narrative of the Proposer's overall capabilities and approaches for accomplishing the services specified herein. The Proposer shall describe in detail, the proposed solution to include all hardware, software, warranty, support, licenses, training, operations and maintenance elements and options for each site location. Include the location of devices, supporting infrastructure needs and other constraints considered when developing the proposed solution. The Proposer shall limit the Project Approach to no more than five (5) pages.

2. **VENDOR'S PAST EXPERIENCE (Maximum of 2 pages. 25 points)**

The Proposer shall provide their past experiences written in non-technical language, detailing the organization's experience and qualifications of key personnel as it relates to delivering the services required by this contract. The Proposer shall explain the number of years the organization has provided similar services, the similar work performed in the last 5 years, specific recent projects including the deployment size and tasks performed by the Proposer. The Proposer shall limit the experience description to no more than two (2) pages.

Identification of Key Personnel

The Proposer should provide the names of key personnel on the Proposer's team for each individual proposed and a description of the functions and responsibilities of each key person relative to the task to be performed. **RESUME'S ARE NOT NEEDED FOR THIS PROJECT.**

3. **DEPLOYMENT PLAN & PROJECT SCHEDULE (Maximum of 2 pages. 30 Points)**

The Proposer shall provide a realistic schedule and plan to deploy the proposed solution required for this project. The Proposer shall provide a plan which sets forth the project schedule along with the sequence of the work to be performed under the scope of services. The Proposer should plan to start work on or about March 1, 2020 and complete services no later than July 15, 2020. At minimum, the schedule shall reflect all major milestones and activities with durations, logical ties and float. The Project Schedule shall be printable on 11x17 size pages. The Proposer shall limit the Deployment Plan & Project Schedule to no more than two (2) pages.

4. **INNOVATIVE IDEAS (Maximum of 2 pages. 10 Points)**

The Proposer shall describe any creative solutions or value-added components that may enhance the proposer's solution. The Proposer may describe the effect the value-added component has on the overall project schedule, solution costs, training, operations and/or maintenance. The Proposer shall limit Innovative ideas to no more than two (2) pages.

## 22.3 Price Proposal (Part II) (1 Original)

The price proposal information is to be submitted in a separate sealed package marked "PRICE PROPOSAL NUMBER DOT-RFP-20-1114-BT: ". The Price Proposal information shall be submitted on the forms provided in the Request for Proposal.

## 22.4 Presenting the Proposal

The proposal shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). Foldout pages may be used, where appropriate, but should not exceed five (5) percent of the total number of pages comprising the proposal. Type size shall not be less than 10-point font. The proposals should be indexed and all pages sequentially numbered. Bindings and covers will be at the Proposer's discretion.

Unnecessarily elaborate special brochures, art work, expensive paper and expensive visual and other presentation aids are neither necessary nor desired.

It is recognized that existing financial reports, documents, or brochures, such as those that delineate the Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form.

## 23) "DRUG-FREE WORK PLACE" PREFERENCE

Whenever two or more bids which are equal with respect to price, quality, and service are received, the Department shall determine the order of award first in accordance with section 295.187(4), Florida Statutes, giving preference to "Veteran Business Enterprise" then to bid responses from vendors that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

## 24) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

## 25) ATTACHMENT TO RFP SUBMITTAL - CONFIDENTIAL MATERIAL

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, Number DOT-RFP-20-1114-BT - Confidential Material". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

## 26) COSTS INCURRED IN RESPONDING

This Request for Proposal does not commit the Department or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

**27) MAIL OR DELIVER PROPOSAL TO: (DO NOT FAX OR SEND BY E-MAIL)**

Florida Department of Transportation  
Belinda M. Thomas  
801 n. Broadway Ave.  
Bartow, FL 33830  
Phone # (863) 519-2207

It is the proposer's responsibility to assure that the proposal (Technical and Price proposal) is delivered to the proper place **on or before** the Proposal Due date and time (See Introduction Section 2 Timeline). Proposals which for any reason are not so delivered will not be considered.

By submitting a proposal, the Proposer represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided.

All proposals and associated forms shall be signed and dated in ink by a duly authorized representative of the Proposer.

Each Proposer shall fully acquaint itself with the conditions relating to the performance of the services under the conditions of this Request for Proposal. This may require an on-site observation.

**28) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL**

Proposers may modify submitted proposals at any time prior to the proposal due date. Requests for modification of a submitted proposal shall be in writing and must be signed by an authorized signatory of the proposer. Upon receipt and acceptance of such a request, the entire proposal will be returned to the proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the proposal. The RFP number, due date and time should appear on the envelope of the modified proposal.

**29) PROPOSAL OPENING**

All proposal openings are open to the public. Technical Proposals will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2 Timeline). Price Proposals, which have a corresponding responsive Technical Proposal, will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2 Timeline).

**30) PROPOSAL EVALUATION****30.1 Evaluation Process:**

A Technical Review Committee (TRC) will be established to review and evaluate each proposal submitted in response to this Request for Proposal (RFP). The TRC will be composed of at least three (3) persons who collectively have experience and knowledge in the program areas and service requirements for which the commodities and/or contractual services are sought.

The Procurement Office will distribute to each member of the TRC a copy of each technical proposal. The TRC members will independently evaluate the proposals on the criteria and point system established in the section below entitled "Criteria for Evaluation" in order to assure that proposals are uniformly rated. Due to the complexity of certain procurements, the TRC members are authorized to consult with subject matter experts for the purpose of gathering information, if needed. The independent evaluations will be sent to the Procurement Office and averaged for each vendor. Proposing firms must attain an average score of seventy (70) points or higher on the Technical Proposal to be considered responsive. Should a Proposer receive fewer than seventy (70) points for their average Technical Proposal score, the Price Proposal will not be opened.

During the process of evaluation, the Procurement Office will conduct examinations of proposals for responsiveness to requirements of the RFP. Those determined to be non-responsive will be automatically rejected.

### 30.2 Oral Presentations

THERE ARE NO ORAL PRESENTATIONS FOR THIS PROJECT.

### 30.3 Price Proposal

The Proposer shall complete the Price Proposal form and submit as part of the Price Proposal Package. Any proposal in which this form is not used or in which the form is improperly executed may be considered non-responsive and the proposal will be subject to rejection. The vendor's completed form shall become a part of the contract upon award of the contract.

The Procurement Office will open Price Proposals in accordance with Section 29, Proposal Openings. The Procurement Office and/or the Project Manager/TRC will review and evaluate the price proposals and prepare a summary of its price evaluation. The Procurement Office and/or the Project Manager/TRC will assign points based on price evaluation criteria identified herein.

### 30.4 Criteria for Evaluation

Proposals will be evaluated and graded in accordance with the criteria detailed below.

#### a. Technical Proposal ( 100 Points)

Technical evaluation is the process of reviewing the Proposer's response to evaluate the experience, qualifications, and capabilities of the proposers to provide the desired services and assure a quality product.

The following point system is established for scoring the technical proposals:

	<u>Point Value</u>
1. Project Approach	35
2. Vendor's Past Experience	25
3. Deployment Plan & Project Schedule	30
4. Innovative Ideas	10

#### b. Price Proposal ( 35 Points)

Price evaluation is the process of examining a prospective price without evaluation of the separate cost elements and proposed profit of the potential provider. Price analysis is conducted through the comparison of price quotations submitted.

The criteria for price evaluation shall be based upon the following formula:

$$\underline{(\text{Low Price} / \text{Proposer's Price}) \times \text{Price Points} = \text{Proposer's Awarded Points}}$$

## 31) POSTING OF INTENDED DECISION/AWARD

31.1 The Department's decision will be posted on the Florida Vendor Bid System, at [www.myflorida.com](http://www.myflorida.com), (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any proposer who is adversely affected by the Department's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

### 31.2 - Inability to Post:

If the Department is unable to post as defined above, the Department will notify all proposers by electronic notification on the Florida Vendor Bid System (see special condition 31.1, above) or by mail, fax, and/or telephone. The Department will provide notification of any future posting in a timely manner.

### 31.3 - Request to Withdraw Proposal:

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the price proposal opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the proposer.

## **32) AWARD OF THE CONTRACT**

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

Standard Written Agreement executed by both parties.

## **33) RENEWAL**

THIS CONTRACT WILL NOT BE RENEWED.

## **34) ATTACHED FORMS**

Price Proposal Form

Drug-Free Workplace Program Certification (Form 375-040-18)

MBE Planned Utilization (Form 375-040-24)

Bid Opportunity List

Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60)

Performance Bond Form 375-040-27

## **35) TERMS AND CONDITIONS**

### **35.1 General Contract Conditions (PUR 1000)**

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this RFP by reference. Any terms and conditions set forth in this RFP document take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this solicitation:

Paragraph 31, Dispute Resolution - PUR 1000

Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

### **35.2 General Instructions to Respondents (PUR 1001)**

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this RFP by reference. Any terms and conditions set forth in this RFP document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this solicitation:

Paragraph 3, Electronic Submission – PUR 1001

Paragraph 4, Terms and Conditions – PUR 1001

Paragraph 5, Questions – PUR 1001

### **35.3 MFMP Purchase Order Terms and Conditions**

All MFMP Purchase Order contracts resulting from this solicitation will include the terms and conditions of this solicitation and the State of Florida's standardized Purchase Order Terms and Conditions, which can be found at the Department of Management Services website at the following link:

[http://www.dms.myflorida.com/content/download/117735/646919/Purchase\\_Order\\_Terms\\_Sept\\_1\\_2015\\_.pdf](http://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1_2015_.pdf)

Section 8(B), PRIDE, is not applicable when using federal funds.

### **36) ORDER OF PRECEDENCE**

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

- Special Conditions
- Scope of Services/Specifications
- Price Proposal
- Standard Written Agreement
- Appendix II (Information Technology Resources)
- Instructions to Respondents (PUR 1001)
- General Conditions (PUR 1000)
- Introduction Section

### **37) LIQUIDATED DAMAGES**

The Vendor acknowledges that failure to complete the services by the completion date designated on the contract document may cause the Department to incur damages that, at present are, and upon the occurrence of the failure to timely complete the services may be, difficult to determine. Moreover, the Parties wish to avoid lengthy and expensive litigation relating to failure to complete the services on time.

**Therefore, in the event the Vendor fails to complete the authorized services by the completion date designated on the contract document, the Department shall exercise the remedy of liquidated damages against the Vendor, in the amount of \$1000.00 per day for each calendar day after the designated completion date that the Vendor fails to complete the services.** The Parties agree that if the Department allows the Vendor to continue and finish the services, or any part of it, after the expiration of the time allowed, that the Department's action shall in no way act as a waiver on the part of the Department of the liquidated damages due under this contract. The Vendor shall pay said sum to the Department not as a penalty, but as liquidated damages.

**38) ALTERNATES**

ALTERNATE BRANDS WILL NOT BE CONSIDERED FOR THIS RFP. PROPOSE AS SPECIFIED.

**39) REPLACEMENT/RESTOCKING**

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation and installation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

# **District One - Video Wall Solution**

## **DOT-RFP-20-1114-BT**

### **EXHIBIT "A" SCOPE OF SERVICES**

#### **I. Introduction**

The Florida Department of Transportation, District One (FDOT D1) is in the process of replacing the existing video walls system within two (2) Transportation Management Center (TMC) locations and extending the video wall solution to its Headquarters site location. The TMC's are the FDOT D1's central hub and control facility for Transportation Systems Maintenance & Operation (TSM&O) incident management and monitoring. FDOT D1 TSM&O manages and/or monitors Interstate 75 within the Southwest Florida region. For incident management and monitoring purposes, FDOT D1 has deployed over 231 closed circuit television (CCTV) cameras, district-wide, along interstate area that is monitored by FDOT D1. Each CCTV camera produces a video stream that is transmitted to both TMC locations via the FDOT D1 local area network (LAN) and is viewable on each existing video wall display center. The intent of this Request for Proposal (RFP) is to procure a new video wall solution for both TMC locations with an extension to the FDOT D1 HQ location. This procurement includes all components of the video wall solution except for the video wall displays explicitly listed to be procured by FDOT D1. This will also include enhancements to existing locations as described in this RFP.

#### **II. Existing Video Wall Solution**

The FDOT D1 currently has an existing Activu videowall solution in place. This system provides services for two main locations. The existing system has the capability of scaling to multiple remote site locations. The existing locations are: **1)** The Southwest Interagency Facility for Transportation (SWIFT) SunGuide® Center located in Fort Myers, Florida; and **2)** the Manatee County Public Safety/Traffic Management Center (STMC) located in Bradenton, Florida. The existing system consists of the following:

- FDOT SWIFT SunGuide® Center is equipped with the following:
  - **Video Wall System:** Thirteen (13) Display Server and five (5) Encoding/Decoding servers.
  - **Video Wall:** One (1) video wall assembly with fifteen (15) Mitsubishi 67" VS-67XLW50-DLP Rear projection display monitors configured in a 3 x 5 monitor array.
  - Remote Video Walls:
    - One (1) 55" LED display monitor located in the lobby area.
    - One (1) 55" LED display monitor location in the TMC near Operations Office.
    - Each display is physically connected to the main display server via fiber optic cable.
    - One (1) Workstation in the IT area with an Activu client license.
  - The display server hardware is outdated and will need to be replaced or upgraded as part of the new video wall solution procurement.
- STMC Site is equipped with the following:
  - **Video Wall System:** Twelve (12) Display Server, five (5) Encoding/Decoding servers and one (1) Server Manager. The Server Manager is a single physical server that controls all display servers at all campuses and remote site locations.
  - **Video Wall:** One (1) video wall monitor assembly with twelve (12) Mitsubishi VS-67E75S 67" LED Display Monitors configured in 3 x 4 monitor array. Each monitor has a direct fiber optic connection to the display server.

#### **III. New Video Wall Solution Requirements**

The new FDOT D1 video wall solution must replace and enhance the existing solution and its components. The new video wall solution, inclusive of all displays, servers, monitors, software,



cables, components (to include Ophits) and ancillary equipment must be furnished, installed, configured and tested by the VENDOR at the new and existing sites as well as all remote site locations as described in this contract. Additionally, the Vendor shall be responsible for providing all necessary power circuits, receptacles, wiring and cabling necessary to power all Video Wall systems and components including all monitors at each site location. The new solution must be scalable and allow for the addition of a minimum of twenty (20) new remote site locations as needed without the need to purchase any additional hardware. The displays for the FDOT D1 HQ Site will **not** be part of this new video solution procurement. All site locations must be equipped with all new equipment in accordance with the requirements below. The new video wall solution, at minimum, must accommodate for the following:

- FDOT SWIFT SunGuide® Center will require the following:
  - **Video Wall Systems:** VENDOR must determine the appropriate quantity of display and Encoding/Decoding servers needed to enable and support five (5) fully functional Video Walls and all necessary Remote Video Walls as listed below. Additionally, the Vendor shall be responsible for providing all necessary power circuits, receptacles, wiring and cabling necessary to power all Video Wall system and components including all monitors. All servers must meet the minimum specifications as described in Section VII. System Hardware Minimum Requirements below. Any virtual servers proposed by the VENDOR must be stand-alone from the FDOT existing virtual VMWare environment. **As it relates to the virtual server only**, the VENDOR must furnish the appropriate resources, hardware, software and licenses required for the virtual environment setup and installation. All proposed components must be included as part of the VENDORS' bid price. Additionally, any video wall related software to be installed on the virtual server must be furnished, installed and configured by the VENDOR and must be included in the VENDORS' bid.
  - **Video Walls:** Five (5) video wall display assemblies, each equipped as follows:
    - Main Front Videowall: Fifteen (15) 67" LED rear projection display units configured in a 3 x 5 (H x W) monitor array. **(Only Projection Engines to be replaced, the existing housing will be reused)**
    - Left Wall 1 (Operations): Twelve (12) 55" LED 4K flat panel display units configured in a 3 x 4 (H x W) monitor array.
    - Left Wall 2 (FHP): Twelve (12) 55" LED 4K flat panel display units configured in a 3 x 4 (H x W) monitor array.
    - Right Wall 1 (Operations): Six (6) 55" LED 4K flat panel display units configured in a 2 x 3 (H x W) monitor array.
    - Right Wall 2 (FHP): Six (6) 55" LED 4K flat panel display units configured in a 2 x 3 (H x W) monitor array.
    - All displays in the SWIFT Center must be rated as 24 hour monitors and shall not be required to be powered off to improve performance.
  - **Remote Video Walls:** The SWIFT Center shall be equipped with nine (9) 55" LED 4K display monitors that will be located in several locations (as shown in Table 1 below) throughout the building in which fiber connections must be extended to each display by the VENDOR. Each display monitor must have a dedicated connection to the main display server. Any hardware such as a remote display server installed by the VENDOR at these locations shall be mounted behind the display monitor and shall not be visible to the public. VENDOR will be responsible for configuring and connecting the displays to the main display server and integrating them into the video wall system. The location of each display monitor is shown in Table 1 below.
  - Nine (9) remote video wall display assemblies, each equipped as follows:
    - TMC Interior Hall: Two (2) 55" LED 4K flat panel display units configured in a 2 x 1 (H x W) monitor array.
    - Hallway near TMC: Two (2) 55" LED 4K flat panel display

- Lobby: One (1) 65" LED 4K flat panel display
- IT Area Above Datacenter: Three (3) 55" LED 4K flat panel display
- ITS Room - 2<sup>nd</sup> Floor: One (1) 46" LCD flat panel display
- Each remote display monitor must be controlled by the central video wall software. The location of each display monitor will be provided to the VENDOR that is awarded this contract.

**Table 1: Display Monitors to be Installed in Various Locations at the SWIFT Center**

Display Monitor Type	Monitor Inputs	Designation Areas
(15) 67" LED DLP	4 HDMI, 1 Display Port, VGA, USB	Main Video Wall Front ( <b>Engines Only</b> )
(12) 55" LED HD 4K		Left Video Wall 1
(12) 55" LED HD 4K		Left Video Wall 2
(6) 55" LED HD 4K		Right Video Wall 1
(6) 55" LED HD 4K		Right Video Wall 2
(2) 55" LED HD 4K	2 HDMI, 1 Display Port, VGA, USB	TMC Interior Hall (TMC Vestibule)
(2) 55" LED HD 4K		Hallway near TMC
(1) 65" LED HD 4K		Lobby Area
(3) 55" LED HD 4K		IT Area Above Datacenter
(1) 46" LED HD 4K		Right by the cubicle areas

Cable distances are not provided. The Vendor will need to determine appropriate distances once awarded the project.

- The SWIFT Center video wall displays throughout the site must be managed by one (1) video wall software solution with one (1) central management server solution to control all sites and remote sites equipment.
- As part of the new video wall solution for the SWIFT Center, the VENDOR must determine and propose the best solution to support all sites and remote site locations. The video wall solution proposed for the SWIFT Center must be compatible and fully function as one unified system with the existing sites and remote site locations.
- STMC Site. The new video wall solution must provide the following:
  - **Video Wall System:** VENDOR must replace the existing encoding/decoding server hardware and components as part of this proposed video wall solution. VENDOR must determine the appropriate quantity of display and Encoding/Decoding servers needed to enable and support the existing video wall displays and all necessary remote video walls as listed below. The hardware for the new solution must be scalable for the future addition of remote display servers. Any virtual servers proposed by the VENDOR must be stand-alone from the FDOT existing virtual VMWare environment. **As it relates to the virtual server only**, the VENDOR must furnish the appropriate resources, hardware, software and licenses required for the virtual environment setup and installation. All proposed components must be included as part of the VENDORS' bid price. Additionally, any video wall related software to be installed on the virtual server must be furnished, installed and configured by the VENDOR and must be included in the VENDORS' bid.
- FDOT D1 HQ Remote Site. The new video wall solution must add the following:
  - **Video Wall Systems:** VENDOR must determine the appropriate quantity of display and Encoding/Decoding servers needed to enable and support all necessary Remote Video Walls as listed below. All servers must meet the minimum specifications as described in Section VII. System Hardware Minimum

Requirements below. Any virtual servers proposed by the VENDOR must be stand-alone from the FDOT existing virtual VMWare environment. As it relates to the virtual server only, the VENDOR must furnish the appropriate resources, hardware, software and licenses required for the virtual environment setup and installation. All proposed components must be included as part of the VENDORS' bid price. Additionally, any video wall related software to be installed on the virtual server must be furnished, installed and configured by the VENDOR and must be included in the VENDORS' bid.

- FDOT will provide network equipment which connects the Video Wall servers from the SWIFT Center to the FDOT D1 HQ location. A LAN switch will be provided on each floor of the building. It shall be the responsibility of the vendor to extend any network connections from the FDOT D1 network switch to the display units located within the building. The VENDOR may propose to install additional servers at the FDOT D1 HQ location and directly connect via fiber from the server to the remote display server or utilize remote display servers over Ethernet connections from the FDOT D1 LAN switch to each remote display servers.
- **Remote Video Walls:** The FDOT D1 HQ site will be equipped with ten (10) LED 4K display monitors that will be located in several locations (as shown in Table 2 below) throughout the building by FDOT. It shall be the responsibility of the Vendor to extend fiber connections to each display. Each display monitor must have a dedicated connection to the main display server. Any hardware such as a remote display server installed by the VENDOR at these locations shall be mounted behind the display monitor and shall not be visible to the public. VENDOR will be responsible for configuring and connecting the displays to the main display server and integrating them into the video wall system. The VENDOR must coordinate with the FDOT Project Manager to determine the exact location of where the display will be mounted.
- Ten (10) remote video wall display assemblies, each equipped as follows:
  - Lobby 1<sup>st</sup> Floor: One (1) 55" LED 4K flat panel display
  - EOC Room: Two (2) 55" LED 4K flat panel display
  - Construction Conference Room: One (1) 65" LED 4K flat panel display
  - Executive Office: One (1) 65" LED 4K flat panel display
  - TSMO Planning Area: Two (2) 80" LED 4K flat panel display units configured in a 1 x 2 (H x W) monitor array.
  - TSMO Area: Three (3) 55" LED 4K flat panel display units
  - Remote displays at D1 HQ are not required to be 24-hour monitors.
- Each remote display monitor must be controlled by the central video wall software. The location of each display monitor will be provided to the VENDOR that is awarded this contract.

**Table 2: Display Monitors to be Installed in Various Locations at the FDOT D1 HQ**

Display Monitor Type	Monitor Inputs	Designation Areas
(1) 55" LED HD 4K	4 HDMI, 1 Display Port, VGA, USB	Lobby 1 <sup>st</sup> Floor (Existing)
(2) 55" LED HD 4K		New EOC Room (New)
(1) 55" LED HD 4K		Construction Conference Room (Existing)
(1) 65" LED HD 4K		Executive Office (Existing)
(2) 80" LED HD 4K		TSMO Planning Area (New)
(3) 55" LED HD 4K		TSMO Area (New)

#### IV. Project Management

VENDOR shall furnish, install and configure the proposed equipment at the FDOT site locations below:

- Location 1: SWIFT SunGuide® Center - 10041 Daniels Parkway, Fort Myers, Florida 33913
- Location 2: STMC Site - 2101 47th Terrace East, Bradenton, Florida 34203
- Location 3: FDOT D1 HQ Site - 801 N Broadway Ave, Bartow, FL 33830

VENDOR shall provide a single point of contact who will serve as the VENDORS' Project Manager (PM). The PM will coordinate the delivery, installation, and configuration of the proposed system with FDOT. VENDOR shall submit a project schedule to the FDOT within two (2) weeks after being awarded the contract. The project schedule must include the following at minimum:

- All Project Tasks with Tasks Start and End Date, Task Duration, and Task Predecessors
- Project Tasks must include – Project Award Date (Notice-To-Proceed), site visits, equipment order dates and lead time duration, equipment estimated delivery dates, hardware and software installation dates, testing dates, training dates and project end dates.
- VENDOR's will be granted a site visit to each site location for bidding purposes. Vendors will need to coordinate with the FDOT Project Manager to schedule a site visit.
- The VENDOR's must host a bi-weekly progress meeting and provide a two-week look ahead of future work and an update of accomplished tasks. The VENDOR must provide an updated project schedule reflecting completed tasks and projects dates at each meeting.
- The VENDOR's Project Manager must be present on-site for each progress meeting.
- All anticipated project schedule delays must be brought to the attention of the FDOT D1 Project Manager or representation at the progress meetings.

#### V. Video Wall Installation

VENDOR shall install and mount all video wall display monitors per the manufacturer's recommendations.

- The VENDOR shall provide a centralized software which must be configured to manage all three site locations (SWIFT, STMC and FDOT D1 HQ).
- VENDOR shall configure the new Video Wall software to communicate with all of the display units proposed on this project.
- All installation, configuration, and setup of proprietary software or hardware as well as related work hereto shall be conducted by qualified technicians thoroughly trained by the video wall system VENDOR in the installation and service of the provided software.
- VENDOR shall carefully follow the instructions in the documentation provided by the video wall system manufacturer to ensure that all steps have been taken to provide a safe, reliable, easy-to-operate system.
- The selected VENDOR shall have a proven track record with at least 5 display wall installations per year over the past 3 years. VENDOR shall have demonstrated successful completion of multiple systems equal to or greater in contract value and complexity.
- All equipment shall be tested and configured in accordance with instructions provided by the video wall system manufacturer prior to installation.
- The video wall system provider shall conduct a site acceptance test, verifying system performance in the intended environment and commission the system use. Documentation of the site acceptance test must be provided to the FDOT D1 Project Manager prior to acceptance of the project.
- Any cable runs, equipment or components required to establish network continuity of the video wall system to the FDOT D1 Local Area Network or to its own system shall be completed by the VENDOR.

#### VI. System Health Status & Logging

- The system must provide extensive logging information to the system administrator indicating individual user logging activity and the user's actions within the system. Log files must support import into a spreadsheet or database program.

- The system shall provide the optional administrative tool for monitoring and reporting on the health and status of the visualization system components via e-mail notifications, SNMP trap messages, and extensive logs.
- The system shall enable the implementation and administration of access and user rights policies for individuals, groups, and/or teams.
- The video wall management system software shall support a monitoring application that provides the system with the capability to independently monitor and report on the health of all major system components.
- Servers and workstations shall support the use of multi-port network interface cards (NICs).

#### **VII. System Hardware Minimum Requirements:**

- Minimum processor power shall be 4.2GHz, 35M Cache, 9.60GT/s, QPI, Turbo, HT, 14C/28T
- System shall support embedded virtualization (VMWare)
- 5-year parts & labor warranty
- The video wall management system hardware shall be comprised of commercially available servers and workstations. Servers and workstations shall be specified, configured, and provided (where possible) by the VENDOR.
- Servers and workstations shall be configured for resilient 24/7/365 operation with redundant power supplies and RAID 1 or better storage drive systems.
- Servers or workstations configured as video display processors shall utilize high-performance graphics output cards to render the video image for distribution to display systems.
- The video display processor hardware shall be capable of ingesting industry-standard video signals for display, to include DisplayPort, DVI, HDMI, VGA/RGBHV, Component Video and Composite Video.
- The video display processor hardware shall be capable of driving any commercially available display system(s) that utilize industry-standard video signals inputs, to include DisplayPort, DVI, HDMI, VGA/RGBHV, Component Video and Composite Video.
- The core system hardware and video display processor shall be capable of being configured for automatic failover in the event of primary system failure.

#### **VIII. System Network Security Minimum Requirements**

- The system shall utilize role-based security policies that are centrally defined and administered
- The system shall be capable of setting strong password criteria
- Maximum log in attempt limits are required
- The video wall management system software shall be capable of integrating with Microsoft Active Directory's using Lightweight Directory Access Protocol (LDAP) to authorized users to login to the system using Windows authentication LDAP to assign user access and permissions
- The system must provide an easy-to-use method for managing a complex information ecosystem of content, users, locations, and displays.
- The video wall management system software shall support 256-bit AES encrypted transmission between software modules.
- The video wall management system shall reside on a standard Ethernet- based local area network (LAN). All system communications shall be TCP/IP standards based. Exceptions are limited to external devices under system control that are best communicated with via RS-232, RS-422, or Infra-Red methods.
- Remote access modules shall be capable of residing outside of the LAN where VPN or other standardized networks tunneling protocols are available.

#### **IX. Projectors and Displays Minimum Requirements**

- The Main Video wall display at the SWIFT Center shall use LED rear projection technology
- Display Monitor's Image Quality – Display monitors within the SWIFT Center shall be designed for a 365/24/7 control room. All other display monitors are not required to be rated for 24-hour operations without the need to power off the monitor. The monitors shall be thin bezel displays.

- Quality – video wall resolution shall be 1920x1080p at minimum while remote displays shall be 4k at minimum.
- The video wall management system shall be capable of displaying any available system source on any common commercially available display utilizing common standard video signal types.
- Displays shall be defined within the system and available to any authorized user.
- Remote displays shall have the capability to be driven via TCP/IP communications via a local display processor.
- The video wall management system shall allow the definition of an unlimited amount display wall processors.

#### X. Software Subscriptions and Product Licenses

VENDOR shall provide all necessary software and product licensing to ensure all equipment is fully functional for the term of the support term. All software subscription and licensing costs shall be included in the bid. License must be flexible to allow for hardware changes and updates.

#### XI. Support and Warranty

VENDOR shall provide (24) hours per day, (7) days a week, (365) days per year technical support for problem reporting and resolution. All equipment must be supported by the Vendor for a minimum period of 10 years. The support shall include next business day delivery of all defective or RMA parts. Support and Warranty cost shall be included in the VENDORS' bid.

VENDOR agrees to have a technician on-site within 48 hours of a request for service, if such time frame is requested by the FDOT. VENDOR agrees to respond to FDOT's request for service by telephone or email within four (4) hours of receipt of the request for service.

All parts required for repair of the new video wall solution shall be repaired or replaced by the VENDOR. VENDOR must conduct preventative maintenance annual activities to ensure the video wall servers, displays, software and components remain in optimal working conditions.

All display monitors designated for the SWIFT TMC must be rated as 24-hour displays and must have at minimum a 5-year warranty. All non-SWIFT TMC designated display monitors are not required to be rated as 24-hour display at must include a 1-year warranty at minimum.

Table 3: Hardware and Software Support Terms

<b>Description</b>	<b>Minimum Warranty Term (yrs)</b>	<b>Minimum Support Term (yrs)</b>
Video Wall Servers & Engines	5	10
Remote Display Server	5	10
65" LED 4K Display Monitors	5	10
55" LED 4K Display Monitors	5	10
65" LED 4K Display Monitors	1	10
55" LED 4K Display Monitors	1	10
Video Wall Central Software	10	10
Video Wall Maintenance	N/A	10

#### XII. General System Requirements

VENDOR shall provide all equipment and components necessary to establish a fully functional video wall display system.

- The video wall system software shall consist of the following core components:
  - Control/Management
  - Video Display Processor
  - Graphical User Interface
  - Computer Desktop Transport and Remote Control

- System Monitoring Service
- The video wall system software shall support the following optional components:
  - IP Streaming Video Decoding Application
  - Mobile Device Interface Application
  - Desktop to Desktop Screen Share Application
  - Shared Content Set Application (content shared from a server or other device)
  - System Interface Service (Central Management Client Application)
- Must be compatible with the existing video wall system. The central software must be capable of managing the new and existing video wall equipment.
- Must be capable of displaying video tours of each CCTV camera configured with the video wall software
- Must support streaming 4X6 on displays
- The video wall management system software shall support the virtualization of the management server and remote desktop transport software. The system shall consist of at least one management server and one failover management server that can reside as separate virtual instances on separate hosts.
- The system shall be able to link geographically diverse sites, distributed sources, displays and users without extensive location-specific system technology for simultaneous site-to-site and display-to- display functionality.
- The system shall provide mirroring and remote monitoring to enable:
  - users in geographically diverse sites to view the same displayed content (information sharing) and dynamically modify information displayed
  - seamless content display on matching or non-matching pixel space on large or small display space
  - complete hardware redundancy and system back up
- The system shall support Soft KVM for multi-screen desktop displays, allowing multiple source Operating System display and control.
- The system shall have the ability to use the central management software to name/label each video wall source to give reference of the name of each wall.
- The video wall system solution shall be of the manufacturer's official product line and designed for commercial/industrial use in 24/7/365 environments.
- The video wall system solution shall be comprised of a suite of video wall system management software modules running on a commercially available-off-the-shelf computer hardware platform and utilize standard protocols for network communication.
- The technology and software components shall currently exist in their entirety and be functional and operational as an implemented solution.
- VENDOR shall be the provider of the video wall management software, and the party responsible for furnishing, installation, configuration and self-testing of the video wall management software.
- The video wall management system shall be a fully distributed solution, designed for multi-site and multiple server installations requiring 24/7 operation with support for devices from different vendors. The video wall management system software shall offer centralized management of all devices, servers and users.
- Must have an option to integrate with and view live video feeds from a drone.
- The video wall management system shall provide a setup and configuration system interface application for administrative functions not directly exposed to system users.
- The system interface application shall provide full administrative control over all system configuration parameters for authorized users.
- The system interface application shall require additional login credentials independent from system user credentials.

## Software

The video wall management system shall support and be capable of simultaneously or displaying multiple types of video signal formats (MPEG2, MPEG4, H.264, forward compatible with H.265), industry-standard.

IP based streaming video formats, remote desktops, video graphics, web pages, graphics files, video files, and applications for simultaneous viewing on any system display.

- The video wall management system shall allow the definition of an unlimited number of sources. Sources shall be defined within the system and available to any authorized user.
- The video wall management system software shall allow an unlimited number of users and groups to be defined and an unlimited number of displays to be connected to each system across multiple sites if required.
- The video wall management system software shall be from the original equipment manufacturer and must not be delivered under a secondary video wall management system branding.
- The video wall management system software shall be designed in a manner to allow discrete system software modules to communicate from any location within a local area network.
- The video wall management system software shall support 64 Bit Microsoft Windows Server 2008 R2 Server 2012/Microsoft Windows 7/Windows 10 with the latest patches and service packs installed. Microsoft Windows Server 2016 preferred. The system must use the Microsoft .NET Framework.
- The video wall management system software shall be built around a core management service that provides primary administrative control over all system functions and resources. The management service shall handle client login, system configuration, asset database and logging.
- The video wall management system software shall contain one or more video display processors that generate visual information for all system displays under the control of the management service.
- The system software shall support both hardware-based and virtual machine environments.
- The video wall management system software shall include an application that provides computer desktop transport and control over the network.
- The application shall have the capability to capture and transport computer desktops in completely lossless mode or as an encoded IP stream.
- The video wall management system software shall support the option for an IP streaming video decoding that provides the system with the capability to view multiple IP video streams from multiple IP camera/streaming video encoder vendors in all industry-standard formats and resolutions.
- The video wall management system software shall support the option for a mobile device application that provides the system capability to capture and display photos and live video streams from a mobile device (mobile phone or similarly connected tablet/iPad device). The mobile application shall have the capability to remotely view and control the video wall system.
- The video wall management system software shall support the option for a desktop application that provides the capability to share a local desktop or application window with multiple users. Each user shall have the capability to annotate over shared content and communicate via text chat.
- The video wall management system software shall support the option for a desktop application that provides the capability to create a set of networked content and share this set with multiple users as a discrete object. Each user shall have the capability to annotate over the shared content set and communicate via text chat.
- The video wall management system software shall support an optional software module that provides highly customizable system actions in response to third-party application real-time events.
- The video wall management system software shall provide a management client from where an administrator can configure and manage all servers, system resources, and users.
- The video wall management system software shall allow the management application to be installed on dual servers configured as a *Windows Cluster* ensuring that the secondary server in the cluster automatically takes over in case of primary server failure.
- The video wall management system software shall allow the display processor software to be installed on dual servers in a failover configuration ensuring that the secondary processor server automatically takes over in case the first server fails.
- The video wall management system software architecture shall be modular in design and scalable



in function.

- The system software modules shall be capable of residing on different host machines and communicating via encrypted TCP/IP transmissions within the LAN.
- The video wall management system software shall support the option for an application programming interface (API) that provides the capability for third-party control systems and applications to send commands to the system via standard TCP/IP or RS-232 protocol.

## User Interface

- The video wall management system software shall contain one or more graphical user interface (GUI) modules that provide the user with an intuitive interface to control and manage all content to be displayed on a single or on multiple video display processors in real time. The software-based GUI must be capable of managing all available system operational functions.
- The video wall management system GUI shall be accessible only via successful user authentication and login. The system shall have the capability to alternatively use Windows Authentication credentials for system login providing single sign-on capability in Active Directory environments.
- The video wall management system GUI shall provide an intuitive means for dynamically arranging content on any of the system displays. It shall provide a graphical representation of all system displays and indicate all content available and currently displayed in the system.
- The video wall management system GUI shall display all defined system resources authorized for access by the current user profile. System resources shall be viewable as a list, resource tree, or searchable by typing the designation of the desired resource.
- The video wall management system GUI shall allow multiple users to log in and control the system concurrently; each in accordance with their own user rights.
- The video wall management system GUI shall provide real-time system logs to inform the user of system status.
- The video wall management system GUI shall provide annotation capability for whiteboard-like drawing over system images. The application shall have the capability to store and recall annotations.
- The video wall management system GUI shall provide the capability to create, store and recall multiple scripted actions. These scripts shall be assignable to user-defined push button-like graphical controls, allowing the scripts to execute upon clicking.
- The video wall management system GUI shall provide the following content management functions:
  - A list of all available resources available to the system.
  - The capability to search system resources by typing the name of the resource.
  - The capability to see and manipulate a graphical representation of the video wall and/or displays along with the current content being displayed in real-time.
  - The capability to store and recall image locations on the video wall display independently of actual content. New content added to the video wall is immediately aligned to content template boundaries.
  - The capability to store and recall content along with their relative positions on the video wall.
  - The capability to remove unwanted peripheral content from displayed content.
  - The capability to magnify areas of a displayed source on the video wall.
  - The capability to re-size content as it appears on the video wall; either preserving or modifying the original aspect ratio of the source.
  - The capability to force displayed content to align with the boundaries of a display.
  - The capability to define default size and aspect ratio settings for a source.
  - The capability to automatically call up predetermined content on the video wall by time-driven schedule.
  - The capability to create multiple alternate versions of displayed video wall content and toggle rapidly between them.
  - The capability to select audio source and control volume for all audio-capable sources and all audio zones defined within a system.

## Remote Display Server / Desktop Application

- The video wall system must be capable of using a workstation/personal computer (PC) as a remote display server and must be capable of utilizing remote display servers for remote site installations to render video locally for each remote site location.
- Must be capable of using a remote display server to connect to a display monitor
- The video wall system shall include a lightweight application to be installed on host machines intending to be used as sources for the system.
- The application shall provide lossless transport of the host system's desktop Image via TCP/IP protocol.
- The application shall provide encoded streaming transport of the host system's desktop image via TCP/IP protocol.
- The application shall communicate with the core system via a FIPS compliant, AES 256-bit encrypted transport mechanism.
- The application shall provide the capability to transport desktops from hosts with multi-headed displays.
- The application shall provide the capability to reduce the active area of the desktop being transported to a smaller, user-defined area.
- The application shall provide the capability for remote Keyboard and Mouse (KM) control of the host machine.
- The application shall provide the capability for transport of the host machine audio output.
- The application shall provide a means to control the rate at which desktop images are transmitted in order to meet network bandwidth limitations.
- The application shall have the capability to provide notification to the host machine user when the desktop transport is active and connected to the core system.
- The application shall allow the host machine operator (if authorized) to set control parameters for communication with the core system; disabling KM or desktop transport when desired.

District One Video Wall Solution  
DOT-RFP-20-1114-BT  
**EXHIBIT "B"**  
**METHOD OF COMPENSATION**

1.0 PURPOSE

This Exhibit defines the limits and method of compensation to be made to the Vendor for the services set forth in Exhibit "A" and the method by which payments shall be made.

2.0 COMPENSATION

Vendor will be paid the lump sum amount in full for proper completion of all the work identified to be included in the lump sum amount, regardless of the time, effort, or expense of the Vendor in performing that work. The Vendor may be paid a portion of the lump sum amount as a progress payment based on the percentage of the total lump sum work that has been completed, accepted by the Department, and properly invoiced by the Vendor during any billing period. Payment of the lump sum amount will constitute full compensation for the work and no additional compensation will be paid for overhead, operating margin, expenses, travel, costs, or any other matter.

For the satisfactory performance of services detailed in Exhibit "A", the Vendor shall be paid up to a Maximum Amount of \$\_\_\_\_\_. The Maximum Amount consists of the following Lump Sum Amounts:

<u>Title</u>	<u>Lump Sum Amounts</u>	<u>Location</u>
Project 1- FDOT SWIFT SunGuide Center	\$_____	Fort Myers, Florida
Project 2- STMC	\$_____	Bradenton, Florida
Project 3- FDOT D1 HQ Remote Site	\$_____	Bartow, Florida

The Lump Sum Amount for each Site corresponds to the pricing provided by the Vendor on their Bid Price Proposal Form, Form No. 2 and is inclusive of all costs in providing the products and services as specified in Exhibit "A", Scope of Services.

The Vendor shall not provide services that exceed the Lump Sum Amounts listed above without an approved Amendment from the Department.

3.0 PROGRESS PAYMENTS

The Vendor shall submit an invoice (3 copies) upon completion of each Project listed above in a format acceptable to the Department. Payment shall be made to the Vendor for the satisfactory completion of each Project as approved by the Department.

Invoices shall be submitted to: Florida Department of Transportation  
Traffic Operations  
801 N. Broadway Ave.  
Bartow, Florida 33830

The Vendor has certified that 0 % MBE utilization would be achieved for this contract. If MBE utilization was certified by the Vendor, an MBE payment certification form shall be submitted with each invoice to verify the MBE utilization.

#### 4.0 LIQUIDATED DAMAGES

In the event the Vendor fails to complete the work within the time stated in the Services Period as stated in the Standard Written Agreement, the Vendor shall pay, not as penalty, but as liquidated damages, the amount defined in Exhibit "A", Scope of Services of this Agreement. The Department has the right to apply, as payment on such damages any money the Department owes to the Vendor. Liquidated Damages will be assessed and deducted from the monthly Lump Sum invoice as described below.

Monthly at the time of invoice, the Project Manager shall verify that no Liquidated Damages are due prior to approving any invoice. In the event liquidated damages are due, the invoice shall be reduced by the amount due for the corresponding event at the rate shown in Exhibit "A", Scope of Services. The Department reserves the right to reduce any payment by any amount due under the Liquidated Damages provisions within this contract.

#### 5.0 TANGIBLE PERSONAL PROPERTY

This contract includes the purchase of Tangible Personal Property as defined in Chapter 273, F.S., and is acquired in accordance with Rule 60A-1.017, Florida Administrative Code. The specific property(ies) and line item cost(s) is(are) detailed below and will be subsequently transferred to and controlled by the Department upon completion of services or end of the contract, whichever occurs first. Upon receipt of property, the Vendor shall forward to the Department a copy of the purchase invoice/property description/serial number and date of receipt. The Department will forward inventory control label(s) to be affixed to all property. The Vendor will accommodate physical inventories required by the Department.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**Appendix II**  
**INFORMATION TECHNOLOGY RESOURCES**

Agreement (Purchase Order) #:

DOT-RFP-20-1114-BT

**BACKGROUND CHECK FOR VENDOR STAFF**

Florida Department of Transportation (Department) requires Vendor employees working on systems identified by the Department with a risk factor of moderate or higher to undergo an FBI Level II background check. The Vendor will pay the cost of their employee background checks. The Vendor will utilize the Department's Originating Agency Identifier (ORI). Contract employees must successfully pass the Level II background check before beginning work on the project.

**CHAPTER 74-1, F.A.C. – INFORMATION TECHNOLOGY PROJECT MANAGEMENT AND OVERSIGHT STANDARDS**

Governed by the Agency for State Technology (AST), [Chapter 74-1](#), Florida Administrative Code (F.A.C.), Florida Information Technology Project Management and Oversight Standards, establishes project management principles that State Agencies are required to follow when implementing information technology projects. The Department must adhere to the State project management standards and ensure that all project documentation created by the Vendor, the Department, or in collaboration, is developed and maintained in accordance with Chapter 74-1 F.A.C. The Vendor must be familiar with the State project management standards and be prepared to satisfy all requirements. It is important for the Vendor to recognize that documentation, monitoring, or reporting requirements may change mid-project, based on the project's AST Risk and Complexity Assessment, outlined in 74-1.002. The Vendor must be adaptable to changes required by Chapter 74-1 F.A.C., without increasing cost to the Department.

**CHAPTER 74-2, F.A.C. – FLORIDA CYBERSECURITY STANDARDS**

Governed by the Agency for State Technology (AST), [Chapter 74-2](#) F.A.C., Information Technology Security, also known as the Florida Cybersecurity Standards (FCS), establishes cybersecurity standards for information technology (IT) resources. State Agencies are required to follow these standards in the management and operations of state IT resources. The Department must adhere with the Florida Cybersecurity Standards for all IT projects created by the Vendor, Department, or in collaboration. The Vendor must be familiar with the State cybersecurity standards and be prepared to work with the Department to satisfy all requirements.

In support of the Florida Cybersecurity Standards, 74-2 F.A.C. Section 74-2.002, the Department requires that all IT systems have a system security plan (SSP). The SSP must address the security setup of the system, ensuring that security controls required by Section 74-2.003(5)(g)(4) are in place. The SSP must be submitted by the Vendor and approved by the Department Information Security Manager (ISM) prior to system implementation. The SSP must be completed using the SSP template made available from the Department ISM. The SSP must be submitted during the System Design/Configuration phase to allow time for changes in the security design that may be required. Upon receipt of the SSP, the Department will have ten (10) business days to review. The ISM will respond with feedback, approval, or denial of the plan. The Vendor must allow time for adjustments to the plan and resubmittal to the ISM. After the SSP is approved, the Vendor shall keep the SSP updated as necessary or upon notification by the Department of a deficiency in the SSP. Any change to the SSP must be reviewed by the Department and approved by the ISM.

**COMPUTER HARDWARE/SOFTWARE LIABILITY**

In any Agreement for the purchase or maintenance of machines or computer hardware/software or licensed programs, the Vendor's entire liability and the Department's exclusive remedy for damages to the Department related to the machine or computer hardware/software or licensed program which is the subject of this Agreement, or maintenance thereof shall be limited to, at the Department's discretion, 1) the correction by the Vendor of the relevant defect(s); or 2) actual damages up to the greater of an amount equal to 12 months maintenance charges for said product or the purchase price of said product. Such maintenance charges will be those in effect for the specific product when the cause of action arose. The foregoing limitation of liability will not apply to (a) the payment of cost and damage awards resulting from liability in accordance with the Copyright and Patent Infringement paragraph below, or to (b) claims for procurement costs or the cost of cover pursuant to Rule 60A-1.006, Florida Administrative Code, or to (c) claims by the Department for personal injury or damage to real property or tangible personal property caused by the Vendor's negligence or tortious conduct.

**CONFIDENTIAL INFORMATION**

Trade secrets are not solicited or desired as submissions with responses. Respondents are advised to submit a redacted version of the quote if the Vendor deems any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to [Chapter 119](#), Florida Statutes (F.S.), the Florida Constitution or other authority. Any confidential or trade secret submission must be conspicuously marked as such, and any redacted copy must be clearly titled "Proprietary and Confidential." Failure to provide a redacted version when confidentiality is claimed by the Vendor may be cause for determination of non-conformance.

**CONFLICT OF INTEREST**

To prevent any bias, unfair competitive advantage, conflict of interest, or the appearance of any type of impropriety, Vendor personnel must not have been directly or indirectly involved in the development of the Scope of Services or related solicitation documentation by the Department. If Vendor personnel worked in conjunction with the Department on the development of the solicitation document, the Vendor is prohibited from submitting a bid for this solicitation. Vendor personnel assigned to other Department projects outside this Contract,

shall hold and maintain any confidential information that could benefit the Vendor on future solicitations in strictest confidence. As a condition of the Agreement, the Department may require contracted personnel to sign a nondisclosure agreement. Violation of the non-disclosure agreement by contracted personnel may result in termination of the individual, and at the Department's discretion, disqualification of the Vendor from future solicitations.

**COPYRIGHT OR PATENT INFRINGEMENT**

To the extent permitted by Florida Law, the Vendor, without exception, shall save, defend and hold harmless the Department and its employees from liability of any nature or kind, including cost and expenses, for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or supplied by the Vendor. The Vendor has no liability when such claim is solely and exclusively due to the combination, operation or use of articles supplied hereunder with equipment or data not supplied by Vendor or is based solely and exclusively upon the Department's alteration of the article. The Department will provide prompt written notification of a claim of copyright or patent infringement. Further, if such claim is made or is pending, the Vendor may, at its option and expense, procure for the Department the right to continued use of, or replace or modify the article to render it non-infringing. If the Vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood that, without exception, the Agreement price shall include all royalties or other costs arising from the use of such design, device, or materials in any way involved in the work. Copyrighted material will be accepted, as part of a technical Quote, only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for use by the Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, F.S. Therefore, such material will be subject to viewing by the public.

**DATA SECURITY AND CONFIDENTIALITY**

The Vendor and its employees must comply with all Department security procedures while working on this Agreement. The Vendor shall provide immediate notice to the Department-OIT Application Services Manager and the Department – Transportation Technology Office (TTO) Information Security Manager (ISM) in the event it becomes aware of any security breach, any unauthorized transmission of State Data as described below or of any allegation or suspected violation of the Department security procedures. Except as required by law or legal process and after notice to the Department, the Vendor shall not divulge to third parties any confidential information obtained by the Vendor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Agreement work, including, but not limited to, Chapter 74-2, F.A.C., security procedures, business operations information, or commercial proprietary information in the possession of the state and/or the Department.

**a. Loss of Data**

In the event of loss of any Department or State data or record where such loss is due to the negligence of the Vendor or any of its subcontractors or agents, the Vendor shall be responsible for recreating such lost data in the manner and on the schedule set by the Department at the Vendor's sole expense.

**b. Data Protection**

No state data or information will be transmitted to, stored in, processed in, or shipped to offshore locations or out of the United States of America, regardless of method, except as required by law. Examples of these methods include (but are not limited to): FTP transfer, DVD, tape, or drive shipping; regardless of level of encryption employed. Access to State Data shall only be available to approved and authorized staff, including remote/offshore personnel, that have a legitimate business need.

**DELIVERABLE WARRANTY**

Vendor warrants that all Deliverables provided by Vendor shall comply with the form, content, performance, and functionality specified in the Scope or each applicable TWO. If at any time within the Warranty Period, the Department discovers that a Deliverable does not comply with this Warranty, the Vendor shall, at no cost to the Department and in a timely manner, make such Deliverable conform and comply with this Warranty.

Each Deliverable and any other work product provided by Vendor in performing the Services, does not and will not infringe and is not and will not misappropriate or infringe the intellectual property rights, privacy rights or other rights of any other person or entity, nor has any claim of such infringement been threatened or asserted, nor is such a claim pending against Vendor (or to the best of Vendor's knowledge, any entity from which Vendor has obtained such Deliverable, Work Product, or rights related thereto).

**ELECTRONIC ACCESSIBILITY**

The Federal Electronic and Information Technology standard can be found at: <https://www.section508.gov/>. The Department standards set for section 508 compliance information for the supplies and services in this Agreement are available on the Department Standards and Guidance Set website.

**ESCROW OF SOURCE CODE**

The Vendor shall maintain in escrow a copy of the source code for the licensed software. With each new release of the software provided to the Department, the Vendor shall maintain the updated source code in escrow. In the event the Vendor files for bankruptcy or ceases operations for any reason, the Department shall promptly be provided the current source code in escrow. The Department will only use the source code to support the licensed software subject to the same nondisclosure provisions of this Agreement.

**FACILITIES AND EQUIPMENT**

Upon completion of Security Awareness Training by the Vendor's personnel assigned to this project, the Department shall provide necessary access to the Department network. The work will be conducted on-site in the Tallahassee Project Office. The Project will provide work space to use while on site. All property furnished by the Department for use by the Vendor during this Agreement will remain the property of the State of Florida.

**GUIDELINES AND STANDARDS**

The Vendor agrees to comply with the Department's best practices and standards, including, but not limited to, the most current version available on the [Department Standards and Guidelines Set](#) website.

**OWNERSHIP OF WORKS AND INVENTIONS**

The Department shall have full ownership of any works of authorship, inventions, improvements, ideas, data, processes, computer software programs, and discoveries (hereafter called intellectual property) conceived, created, or furnished under this Agreement, with no rights of ownership in Vendor or any subcontractors. Vendor and subcontractors shall fully and promptly disclose to the Department all intellectual property conceived, created, or furnished under this Agreement. Vendor or subcontractor hereby assigns to the Department the sole and exclusive right, title, and interest in and to all intellectual property conceived, created, or furnished under this Agreement, without further consideration. This Agreement shall operate as an irrevocable assignment by Vendor and subcontractors to the Department of the copyright in any intellectual property created, published, or furnished to the Department under this Agreement, including all rights thereunder in perpetuity. Vendor and subcontractors shall not patent any intellectual property conceived, created, or furnished under this Agreement. Vendor and subcontractors agree to execute and deliver all necessary documents requested by the Department to affect the assignment of intellectual property to the Department or the registration or confirmation of the Department's rights in or to intellectual property under the terms of this Agreement. Vendor agrees to include this provision in all its subcontracts under this Agreement.

All work materials developed or provided by the Vendor under this Agreement and any prior agreement between the parties shall be deemed to be work made for hire and owned exclusively by the State of Florida. Any intellectual property contained in a Deliverable and developed as a result of this Agreement shall be the sole property of the State of Florida. This provision will survive the termination or expiration of the Agreement. The Vendor retains all ownership rights in any proprietary methodologies, methods, processes, ideas, concepts, algorithms, trade secrets, software documentation, other intellectual property, or procedures of the Vendor that pre-exist or were developed outside the scope of this Agreement. If any such property of Vendor is contained in any of the Deliverables hereunder, the Vendor grants to the Department a royalty-free, paid-up, non-exclusive, perpetual license to use such Vendor intellectual property in connection with the Department's use of the Deliverables.

**PROJECT PLAN SCOPE LANGUAGE**

The Department requires that the Vendor create and submit a Project Plan that demonstrates how the creation and maintenance of the application will be carried out. The Project Plan template may be found at <http://www.dot.state.fl.us/OIS/docs/dispFiles.shtm>, and is the template which the Department requires the Vendor to follow. The Project Plan must be submitted to the Department within thirty (30) business days after execution of Agreement or as indicated in the Scope of Work. Upon receipt of the Project Plan, the Department will have fourteen (14) business days to review and approve the Project Plan in its sole discretion. No other work may begin prior to the submission and approval of the Project Plan. After the Project Plan is approved, the Vendor shall keep the Project Plan updated as necessary or upon notification by the Department of a deficiency in the Project Plan. Any change to the Project Plan must be approved by the Department.

**SECURITY OF CONFIDENTIAL PERSONAL INFORMATION**

The Vendor must implement procedures to ensure the protection and confidentiality of all data, files, and records involved with this Agreement.

Except as necessary to fulfill the terms of this Agreement and with the permission of the Department, Vendor and Vendor's employees shall not divulge to third parties any confidential information obtained by Vendor or its agents, distributors, resellers, subcontractors, officers, or employees in the course of performing work on this Agreement, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or the Department. If Vendor or Vendor's employees have access to confidential information in order to fulfill Vendor's obligations under this Agreement, Vendor agrees to abide by all applicable Department Information Technology Security procedures and policies. For purposes of this Agreement, "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of Department information in Vendor's possession. Vendor shall make a report to the Department not more than seven (7) business days after Vendor learns of such use or disclosure.

Vendor's report shall identify, to the extent known: (i) the nature of the unauthorized use or disclosure, (ii) the confidential information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Vendor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Vendor has taken or shall take to prevent future similar unauthorized use or disclosure.

In the event a "Security Incident" also includes a "breach of security", as defined by section 501.171, F.S., as amended, concerning confidential personal information involved with this Agreement, Vendor shall comply with section [501.171](#), F.S. When notification to affected persons is required under this section of the statute, Vendor shall provide that notification, but only after receipt of the Department's approval of the contents of the notice. Defined statutorily, and for purposes of this Agreement, "breach of security" or "breach" means the unauthorized access of data in electronic form containing personal information.

**THIRD PARTY TOOLS**

Vendors may not use third-party tools which impose licensing responsibility on the Department without written approval by the Department.

**TRAINING**

The Vendor shall provide, at its own expense, training necessary for keeping Vendor staff abreast of industry advances and for maintaining proficiency in equipment and systems that are available on the commercial market.



RFP CHECKLIST  
(DOES NOT NEED TO BE RETURNED WITH YOUR PROPOSAL)

This Checklist is provided as a guideline, only, to assist Proposers in the preparation of their RFP response. Included are some important matters that the proposer should check. This checklist is just a guideline, and is not intended to include all matters required by the RFP. Proposers are responsible to read and comply with the RFP in its entirety.

Check off each the following:

- \_\_\_ 1. The Price Proposal has been completed, as specified, and enclosed in the RFP response.
- \_\_\_ 2. The Federal Employers Identification Number or Social Security Number has been entered in the space provided.
- \_\_\_ 3. The “Drug-Free Workplace Program Certification” form has been read, signed, and enclosed in the RFP response, if applicable.
- \_\_\_ 4. “Scrutinized Companies Lists” certification form has been read, signed, and enclosed in the RFP price proposal.
- \_\_\_ 5. The “Bid Opportunity List” and the “DBE Participation Statement” form has been read, completed, and enclosed in the RFP response, if applicable.
- \_\_\_ 6. The Scope of Services, Exhibit “A”, has been thoroughly reviewed for compliance to the RFP requirements.
- \_\_\_ 7. The Technical Proposal (one (1) original and the specified number of copies) has been completed, as specified, and enclosed in the RFP response.
- \_\_\_ 8. A letter from a surety company to document your ability to obtain the required Performance Bond, as per Section 12 of the Special Condition, is included in the Technical Proposal (if applicable).
- \_\_\_ 9. The [www.myflorida.com](http://www.myflorida.com) website has been checked and any Addendums posted have been completed, signed, and included in the RFP response.
- \_\_\_ 10. The RFP response must be received, at the location specified, **on or before** the Opening Date and Time designated in the RFP.
- \_\_\_ 11. On the Lower Left Hand Corner of the Envelope transmitting your RFP response, write in the following information:  
RFP No.: DOT-RFP-20-1114BT  
Title: District One Video Wall Solutions  
Opening Date & Time: See “TIMELINE” in INTRODUCTION SECTION