



DEPARTMENT OF
MILITARY AFFAIRS

Request for Proposals
Armed Security Guard Service
DMA-RFP-244

Contact Information

John D. Connor, Purchasing Director

John.D.Connor2.nfg@mail.mil (904) 823-0241

Erin Lewis, Purchasing Agent

Rannah.E.Lewis.nfg@mail.mil (904) 823-0403

82 Marine Street

St. Augustine, FL 32084

Fax No. (904) 823-0153

CALENDAR OF EVENTS

The following time schedule will be strictly adhered to in all actions relative to the RFP, unless modified by the Department by addendum to this RFP.

Date	Time	Action	Location
3/21/19	C.O.B.	Release of Solicitation	MyFlorida.com web site, Vendor Bid System
4/3/19	2:00 PM	Discussion Questions for the Solicitation Conference - Last date and time written questions will be accepted for discussion at the conference.	Send to: John.D.Connor2.nfg@mail.mil and Rannah.E.Lewis.nfg@mail.mil or fax to (904) 823-0153
4/3/19	2:00 PM	Deadline for submission of Intent to Attend Solicitation Briefing Form (Attachment H)	Send to: John.D.Connor2.nfg@mail.mil and Rannah.E.Lewis.nfg@mail.mil or fax to (904) 823-0153
4/10/19	1:30 PM	Mandatory Solicitation Briefing Conference	Camp Blanding 5629 State Road 16 W, BDLG 2300 Starke, FL 32091
4/17/19	2:00 PM	Final date and time for written question submission. Questions may be submitted earlier.	Send to: John.D.Connor2.nfg@mail.mil and Rannah.E.Lewis.nfg@mail.mil or fax to (904) 823-0153
4/19/19	C.O.B.	Anticipated date that questions and response will be posted on the vendor bid system.	MyFlorida.com web site, Vendor Bid System
4/19/19	C.O.B.	Anticipated date that solicitation amendment may be posted as a result of questions submissions, omissions, changes or clarifications.	MyFlorida.com web site, Vendor Bid System
5/2/19	2:00 PM	All Proposals/Bids Due - Proposal/Bid Opening Note: Evaluator Instruction and the Evaluation Process begin immediately following the opening.	Dept. of Military Affairs 82 Marine Street, SQM P & C Saint Augustine, Florida 32084
5/8/19	C.O.B.	Anticipated Date of Posting Bid Tab & Notice of Intended Award	MyFlorida.com web site, Vendor Bid System

C.O.B –By Close of Business

All meetings in the calendar of events (Mandatory Solicitation conference, Bid Opening which includes evaluator instructions) are open to the public.



**Attachment M
Notice of Intent to Attend Mandatory
Solicitation Conference/Briefing**

Item(s) being Procured Armed Security Guard Services

Potential proposers/bidders are requested to notify our office by returning this Form no later than the date specified on the schedule of events. Complete the information below and fax this sheet only to the Department of Military Affairs at (904) 823-0153, email to Rannah.E.Lewis.nfg@mail.mil or mail to **Department of Military Affairs, State Quartermaster – P&C, P.O. Box 1008 St. Augustine, Florida 32085**

Completion/Submission of this form is for informational purposes only. No information will be provided as a result of submission.

The mandatory conference/briefing will be held on April 10, 2019 at 1:30 PM at the below address:

**Dept. of Military Affairs
Camp Blanding Joint Training Center
HDQ Conference Room
5629 State Road 16 W, BLDG 2300
Starke, FL 32091**

Company Name _____

Authorized Company Representative: _____

Mailing Address _____

Telephone No. _____ **Fax No.** _____

Email Address _____

Questions for solicitation conference/briefing shall be submitted in writing and sent to John.D.Connor2.nfg@mail.mil or by fax to (904) 823-0153 in accordance with the date and time scheduled on the calendar of events. The intent of this deadline is to provide DMA sufficient time to prepare responses for discussion at the conference.

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1.0 Purpose and General Information:

1.1 Purpose: This solicitation is to procure Security Guard Service for the Department of Military Affairs (DMA), at five or more locations in Florida. It is anticipated that one contract will be awarded and the term will begin on or about July 1, 2019 and end on June 30, 2022. In accordance with FS 287.057(14)(a), DMA reserves the right to renew this contract for up to an additional three years.

Vendors submitting a proposal/bid must be registered in MyFloridaMarketPlace prior to contract award. (see **NEW REGISTRATION REQUIRED FOR FLORIDA VENDORS** section, 1.6). A vendor shall not be considered for an award if not registered in MyFloridaMarketPlace.

1.2 Purchasing Director: The Purchasing Director, acting on the behalf of the Department of Military Affairs, is the sole point of contact with regard to all procurement matters relating to the RFP, from the date of release until the Department's Notice of Agency Decision.

John Connor, Purchasing Director
Department of Military Affairs
State Quartermaster – P&C
82 Marine Street
St. Augustine, Florida 32084
Telephone No. (904) 823-0241 Fax No. (904) 823-0153
Email: John.D.Connor2.nfg@mail.mil

1.3 Contract Administrator: The DMA employee identified below is designated as Contract Administrator and shall act on behalf of the Department of Military Affairs for contractual matters and is responsible for maintaining a contract file, financial information and serves as a liaison with the contract managers.

Erin Lewis, Purchasing Agent, CPPB
Department of Military Affairs
State Quartermaster – P&C
82 Marine Street
St. Augustine, Florida 32084
Telephone No. (904) 823-0403 Fax No. (904) 823-0153
Email: Rannah.E.Lewis.nfg@mail.mil

1.4 Contract Manager: The DMA employee identified below is designated as Contract Manager and shall act on behalf of the Department of Military Affairs. The Contract Manager is responsible for enforcing performance of the contract terms and conditions and serves as a liaison with the contractor **after** the Notice of Agency Decision has been completed and the Contract is executed.

Pat Smith
Department of Military Affairs
2305 State Road 207

St. Augustine, Florida 32086
Telephone No. (904) 823-0458
Email: Patrick.T.Smith10.nfg@mail.mil

2.0 General Conditions: General Instructions to Respondents (PUR1001)

This section explains the General Instructions to Respondents (PUR 1001) of the solicitation process. This is a downloadable document. Please download and save this document to your computer for further review. There is no need to return the document to the Department of Military Affairs.

https://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/state_purchasing_pur_forms

Exception: Item 3 - DMA does not currently accept Electronic Submission of Responses.

Exception: Item 5 - Refer to Section 4.3

Exception: Item 7 – Refer to Section 4.5.3

3.0 General Conditions: General Contract Conditions (PUR 1000)

This section explains the General Contract Conditions (PUR 1000) of the solicitation process. This is a downloadable document. Please download and save this document to your computer for further review. There is no need to return this document to the Department of Military Affairs.

https://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/state_purchasing_pur_forms

4.0 SPECIAL CONDITIONS

4.1 MyFloridaMarketPlace

Since July 1, 2003, the Department has been using the State of Florida's web-based electronic procurement system, MyFloridaMarketPlace. BIDDERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY DATE OF CONTRACT AWARD OR THEY WILL BE CONSIDERED NON-RESPONSIVE. All prospective bidders 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.

4.2 Minority Business Enterprise (MBE) Utilization

DMA encourages the recruitment and utilization of certified and non-certified minority businesses. DMA, its vendors, suppliers, and consultants should take all necessary and reasonable steps to ensure that minority businesses have the opportunity to compete for and perform contract work for the DMA in a nondiscriminatory environment.

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.

4.3 Communications, Solicitation Questions and Answers

No negotiations, decisions or actions shall be initiated or executed by a vendor as a result of any discussion with any State employee. Only those communications that are in writing from the office of Purchasing & Contracts may be considered as duly authorized expressions on behalf of this Department. The only recognized exception is that questions will be answered during Mandatory Site Visits or Briefings.

Any questions arising from this RFP must be forwarded, in writing, to the procurement officials designated in Sections 1.2 and 1.3 above. DMA's written response to written inquiries submitted timely by bidders will be posted on the Florida Vendor Bid System at 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)", then click on "Search Advertisements"), under this bid number. It is the responsibility of all potential bidders/proposers to monitor this site for any changing information prior to submitting their bid/proposal.

Only written inquiries from vendors, which are signed by persons authorized to contractually bind that company, will be recognized by the Department as duly authorized expressions on behalf of the vendor.

4.4 Estimated Expenditures

It is anticipated that DMA will expend approximately \$2,000,000 annually under any contract resulting from this bid. These estimated figures are given only as a guideline for preparing your bid/proposal and should not be construed as representing actual figures under the contract. Issuance of this RFP in no way constitutes a commitment by DMA to award a contract. Contract award is contingent upon availability of funds.

4.5 Qualifications

4.5.1 General: The Vendor must prove to the satisfaction of DMA that their company has actively and normally been engaged in business for the services/items being procured under this solicitation for at least three (3) years of continuous operation. **(This shall be demonstrated through references which have been in place at least one (1) continuous year).** The Bidder/Proposer shall have available under their direct supervision, the necessary organization, experience, equipment and staff to properly fulfill all the conditions, requirements, and specifications required under this solicitation.

4.5.2 Vendor Qualifications: When submitting the bid/proposal, each respondent must submit a written statement, detailing their qualifications that demonstrate they meet the minimum qualifications contained in 4.5.1. Failure by the bidder/proposer to provide the above item(s) will constitute a non-responsive determination. Bids/Proposals found to be non-responsive will not be considered. Attachment D is provided for your convenience and may be used as part of your bid/proposal. This form is not required for an RFP as it may not offer sufficient space for the detail required. However, submission of the form may assist in the initial review (See 4.13) in determining that the requirements of 4.5.1 have been met.

4.5.3 Convicted Vendors: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

4.5.4 Authorized to do Business in the State of Florida: In accordance with sections 607.1501, 608.501, and 620.169, Florida Statutes, foreign corporations, foreign limited liability companies, and foreign limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the bid due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For authorization, contact:

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

4.5.5 License to conduct services in the State of Florida: If the services being provided require that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the bid/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

4.6 Department Reservations and Responsiveness of Bids/Proposals

4.6.1 Valid Proposal: A responsive offer in full compliance with the Request for Proposal specifications and conditions by a responsible person or firm. The responsiveness of a bid/proposal shall be determined based on the documents submitted with the proposal and attendance at the mandatory briefing. Vendors shall submit the original and three (3) copies of the bid/proposal. The responsiveness of the bid/proposal is the responsibility of the Offeror and will be determined during the evaluation process.

a. Responsive offer means a person or firm that has submitted a bid/proposal and that conforms in all material respects to the Request for Proposal.

b. Responsible or qualified Offeror means a person or firm with the capability in all respects to perform fully the Contract requirements and the integrity and reliability to assure good faith performance. Failure to provide information to determine responsibility in response to a

condition of a bid/proposal requiring information may be cause for such bid/proposal to be rejected.

4.6.2 General: DMA reserves the right to accept or reject any or all bids/proposals received and reserves the right to make an award without further discussion of the bids submitted. Therefore, the bidder should make sure that the bid package submitted is complete and accurate and ensure delivery on or before the bid opening time and date specified in this solicitation. It is understood that the bid/proposal will become a part of DMA's official file, without obligation to DMA.

4.6.3 Responsiveness of Bids: Proposals/bids will not be considered if not received by DMA on or before the date and time specified as the due date for submission. All proposals/bids must be typed or printed in ink. Offers by facsimile or telephone are not acceptable. DMA does not currently accept electronic submissions. A responsive proposal/bid is an offer to perform the scope of services called for in this RFP in accordance with all requirements of this RFP. Proposals/bids found to be non-responsive will not be considered. Proposals/bids may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A proposal/bid 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, modifying the bid requirements, submitting conditional bids or incomplete bids, submitting indefinite or ambiguous bids, or executing forms or the bid sheet with improper and/or undated signatures. All bid/proposal prices shown on the price sheets submitted are final and mistakes will be at proposer/bidder's risk. Please refer to the last page of Attachment F for additional information regarding the review and evaluation process.

4.6.4 Other Conditions: Other conditions which may cause rejection of bids/proposals include, evidence of collusion among bidders, 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 United States Comptroller General's List of Ineligible Contractors for Federally Financed or Assisted Projects.

4.7 Vendor's Contractual Obligations

The Vendor will be required to ensure that each individual, partnership, firm, corporation or subcontractor that performs on this contract, will be subject to, and comply with, the contractual requirements.

4.7.1 Employment Eligibility Verification: Executive Order 11-02, signed January 4, 2011, by the Governor of Florida, requires contracts to expressly require that Vendor utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of:

- (a) All persons employed during the Contract term by Vendor to perform employment duties within Florida; and,
- (b) All persons (including subcontractors) assigned by Vendor to perform work pursuant to this Contract, i.e., the Vendor must require its subcontractors to utilize the E-Verify system for its employees assigned to this Contract.

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at:

http://www.dhs.gov/files/programs/gc_1185221678150.shtm

Compliance with the requirements of this section is required prior to commencing performance under any Contract issued as a result of this solicitation.

4.7.2 Unauthorized Aliens: The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act (8 U.S.C. 1324a). If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

4.7.3 Vendor Certification Regarding Scrutinized Companies: Section 287.135, Florida Statutes prohibits agencies from contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List. Both lists are created pursuant to section 215.473 Florida Statutes. The lists are updated quarterly and can be viewed at <http://www.sbafla.com/fsb/Default.aspx?tabid=751>.

4.7.4 Liability Insurance: The Vendor shall not commence any work until they have obtained the following types of insurance. 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 Military Affairs, Procurement Office, Attention: Erin Lewis, 82 Marine Street, St. Augustine, Florida 32084** within ten (10) days after the ending date of the period for posting the intended award decision.

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 \$300,000.00 per person and \$500,000.00 each occurrence, and property damage insurance of at least \$300,000.00 each occurrence, for the services to be rendered in accordance with this contract.

All insurance policies shall be with insurers qualified and licensed to do business in the state of Florida. Such policies shall provide that the insurance is not cancelable except upon thirty (30) days prior written notice to DMA.

DMA 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.

4.7.5 Preferred Price: The Vendor agrees to submit to the Department at least annually an affidavit from an authorized representative attesting that the Vendor is in compliance with the preferred pricing provision of Section 4(b) of form PUR 1000.

4.7.6 Public Records: The Vendor shall comply with Chapter 119, Florida Statutes. Specifically the Vendor shall:

- (1) Keep and maintain public records required by the Department to perform the service.
- (2) Upon request from the Department's custodian of public records, or his designee, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Vendor does not transfer the records to the Department.
- (4) Upon completion of the Agreement, transfer, at no cost, to the Department, all public records in possession of the Vendor or keep and maintain public records required by the Department to perform the service. If the Vendor transfers all public records to the Department upon completion of the contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of records, or his designee, in a format that is compatible with the information technology systems of the Department.

If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records relating to this Contract, contact the Custodian of Public Records at:

**Florida Department of Military Affairs
Attn: John Connor
82 Marine Street
Saint Augustine, FL 32084
John.D.Connor2.nfg@mail.mil
(904) 823-0241
FAX (904) 823-0153**

4.7.7 Inspector General Requirements: In accordance with 20.055(5), "It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section. Beginning July 1, 2015, each contract, bid, proposal, and application or

solicitation for a contract shall contain a statement that the corporation, partnership, or person understands and will comply with this subsection.”

4.8 Intellectual Property

The parties do not anticipate that any intellectual property will be developed as a result of this solicitation. However, any pre-existing software, or other work of authorship used by the Vendor, to create a deliverable but which exists as a work independently of the deliverable, shall remain the property of the Vendor.

4.9 Copyrighted Materials

Copyrighted material will be accepted as part of a proposal/bid only if accompanied by a waiver that will allow DMA to make paper and electronic copies necessary for the use of DMA 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.

4.10 Costs Incurred in Responding

This Request for Proposals does not commit the Department or any other public agency to pay any costs incurred by the bidder in the submission of a bid or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

4.11 Bid/Proposal Submission

4.11.1 GENERAL

Sealed Proposals/bids will be received until (2:00 PM), local time, on May 2, 2019.

Proposals/bids received after that time and date will not be considered. By submitting a proposal/bid, the vendor represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided. The bidder/proposer must use the attached "Bid Sheet" to submit their Proposal/bid. All proposals/bids and associated forms must be signed and dated in ink by a duly authorized representative of the vendor. Each vendor must fully acquaint themselves with the conditions relating to the performance of services under the conditions of this solicitation. The Vendor shall submit the original and three (3) copies of the bid/proposal. The RFP number, opening date and time should appear on the envelope of the proposal/bid. DMA does not currently accept electronic submissions. The evaluation process will begin immediately following the bid opening.

4.11.2 Mail or Deliver Sealed Proposals/Bids to: (DO NOT FAX) No electronic bids accepted.

Florida Department of Military Affairs
SQM, Purchasing & Contracts
82 Marine Street
St. Augustine, Florida 32084
Attention: Erin Lewis

4.11.3 Modifications, Re-submittal and Withdrawal

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

4.11.4 Attachment to RFP Submittal – Confidential Material

The Vendor 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 Proposal, Number DMA-RFP -244- Confidential Material". The Vendor must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Vendor asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Vendor upon submission, effective after opening.

4.12 Bid/Proposal Opening

The sealed bids/proposals will be opened by the DMA's Procurement Office personnel at 82 Marine Street, St. Augustine, Florida 32084 on May 2, 2019 at 2:00 PM. The names and addresses of all respondents will be read at the opening. DMA has chosen not to announce prices or release other materials pursuant to FS 119.071(1)(b). All bid openings are open to the public, if you plan on attending the opening, please plan accordingly as parking is limited.

4.13 Review and Evaluation Process

DMA will conduct a comprehensive, fair, and impartial review and evaluation of all proposals received in response to this RFP in compliance with the due dates specified in the Timeline. Any proposal identified during the Purchasing Office's review process as failing to meet mandatory responsiveness requirements of Section 4.5.1 and submission of the fully executed and completed mandatory forms will **not** be evaluated.

This section provides an overview of the proposal review and evaluation process. Items 1-4 will begin on the date and time specified in the Timeline, the evaluation of proposals may last for several days,

No.	Process	Conducted By
1	Public Opening of Proposal Submissions	Purchasing Office Staff
2	Review of Mandatory Responsiveness Requirements of Proposal Submissions	Purchasing Office Staff
3	Instructions are provided to the Evaluating Team	Purchasing Office Staff
4	Evaluation of Proposal Submissions Begin (May last for several days.)	Evaluation Team

5	Cost Proposal Score Tabulation	Purchasing Office Staff
6	Tabulation of Evaluating Team Scores and the Cost Proposal Scores	Purchasing Office Staff
7	Ranking of Proposals - Based on Total Scoring Points	Purchasing Office Staff
8	Posting of Bid Tabulation and Notice of Agency Decision	Purchasing Office Staff

Selection of a successful Proposer will be based on the highest ranking responsive proposal that is determined to be in the best interest of the State, taking into consideration the criteria set forth in the RFP.

4.14 Identical Evaluation (Tied Score) of Responses

In the event the evaluation process results in identical scores, DMA will select a respondent based on the criteria identified in Rule 60A-1.011 F.A.C. and applicable Florida Law.

4.15 Posting of Intended Award

4.15.1 General

DMA's decision will be posted on the Florida Vendor Bid System at 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 or about May 8, 2019 and will remain posted for a period of seventy two (72) hours. Any bidder who is adversely affected by the DMA's recommended award or intended decision must file protest in accordance with Florida Statute Section 120.57(3).

4.15.2 Inability to Post

If DMA is unable to post as defined above, DMA will notify all bidders by electronic notification on the Florida Vendor Bid System, by mail, and/or by fax.

4.15.3 Request to Withdraw Bid

Requests for withdrawal will be considered if received by DMA, in writing, within seventy two (72) hours after the bid 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 bidder. Bidders that do not withdraw as stated above will forfeit their bid bond, if applicable.

4.16 Award of the Contract

Services will be authorized to begin when the Vendor receives a written document incorporating the terms and conditions of the solicitation, the vendor's proposal/bid indicating the encumbrance of funds and award of the contract.

5.0 Statement of Work

5.1 Introduction

The Department of Military Affairs (DMA) has a requirement for Armed Security Guard Service at five or more locations in Florida. It is anticipated that one contract will be awarded and the term will begin on or about July 1, 2019 and end on June 30, 2022. Services are currently provided in St. Augustine (St. Johns County), Starke (Clay County), Brooksville (Hernando County), Jacksonville (Duval County), Tallahassee (Leon County), and Pinellas Park (Pinellas County). The intended contract will be used as a master agreement to provide service as needed throughout the State of Florida, individual purchase orders will be issued against the awarded contract.

The current contract is with First Coast Security Services and the current hourly rate is \$18.24. The hourly rate is applicable to all levels of security staff and all locations.

5.2 Scope of Work

5.2.1 The Contractor shall provide appropriately equipped and well-trained certified and licensed security personnel at the facilities and locations identified in Exhibit A for the protection of State and Federal employees, the general public and the property. DMA reserves the right to delete and/or add facilities and/or locations as required throughout the term of the resultant contract. Security requirements at additional facilities may be of temporary or short term duration. Any additional sites will be charged the same established hourly rates in affect at that time.

5.2.2 The Contractor shall ensure that security personnel properly carry out the primary duty of safeguarding the State and Federal employees, the general public and the property. The Contractor shall provide all labor, supervision, material and equipment necessary to perform and complete the required services as defined in this Statement of Work. The Contractor hereby warrants that all services shall be performed in a timely and first-class workmanlike manner.

5.2.3 The Contractor must furnish DMA with its Standards of Conduct that the Security personnel must abide by. The Security Personnel will also conform to State and DMA Standards of Conduct and Ethical Conduct Standards, as well as specific post standard operating procedures and standing orders, a copy of which will be provided to the Contractor, who will provide copies to all employees working under any resultant contract.

5.2.4 The Contractor shall not be entitled to be paid or reimbursed by DMA for any services or any other labor, supervision, material or equipment that is in excess of the Statement of Work. Any unauthorized extra services furnished by the Contractor except in accordance with the resultant contract, will be provided at the Contractor's sole cost and expense and to the fullest extent possible under applicable law, the Contractor waives any claim for unjust enrichment of DMA arising out of any such extra costs.

5.2.5 The Contractor shall provide to DMA throughout the term of the resultant contract for each facility from time to time such response, coordination and monitoring services as may be required to effectively deliver the services, which shall include but not be limited to:

- The provision and maintenance of a call service center on twenty-four (24) hours, 365 day per year basis accessible by means of a single toll free telephone number, pursuant to

which the DMA may: (i) order periodic services for the applicable property and (ii) report any failures or insufficiencies in the delivery of any services.

- The monitoring and auditing of the quality of services provided by the Contractor and all of its subcontractors, including but not limited to, both scheduled and unscheduled on-site inspections, satisfaction surveys, and communications with the DMA following reports of failures or insufficiencies in the delivery of services. The foregoing shall include review of incidents and other reports and communication with DMA regarding critical issues such as trends in types of incidents and implications for incident prevention, potential cost savings (while preserving the integrity of security services) and improvement of safety procedures.
- The designation of one or more account managers to correct any failure or insufficiencies in the delivery of services or any other issues arising in the implementation of this contract.
- All changes, modifications, deletions or additions to the services that will result in any change must be requested and approved in writing by DMA for the applicable facility prior to any such change, modification, deletion or addition.
- Upon any termination of this contract with respect to any facility, the Contractor shall cooperate with DMA in transferring all documents, books, records and other property relating to the applicable facility or facilities in the Contractor's possession or control, as may be reasonably requested by DMA, to DMA or such party DMA may designate in writing and in otherwise providing for the orderly and professional change in performance of services at such facility or facilities.

5.3 Contractor Responsibilities and Service Requirements:

5.3.1 Services to be Provided: The description of services below is not intended to be exhaustive; the Contractor shall provide whatever is reasonably necessary to protect the State and Federal employees, the general public and the property.

The requirement is to provide armed-guard security services at the facilities and locations identified in Exhibit "A" along with designated parking areas and surrounding grounds. The Contractor shall provide fully qualified, appropriately equipped and trained armed security personnel, with background inspections and medical examinations completed according to DMA's specified eligibility criteria as further described herein, in such numbers as are required by DMA. Site locations and required security services hours may be modified, added or deleted throughout the life of the contract. DMA does not anticipate permanent location additions at this time.

These services include standing security posts, roving security patrols, monitoring security systems, supervising other security personnel, maintaining security infrastructure, and carrying out such other basic security tasks as required by individual properties per property-specific post orders.

Security personnel working under this contract shall report to work in uniforms provided by the Contractor and as approved by DMA. The uniform shall clearly identify the employee as Security Personnel working for the Contractor and shall include a picture ID badge. The uniform shall be neat, clean, pressed and present a professional appearance. Shoes shall be shined in a satisfactory manner. Security Personnel reporting to work with a uniform that does not meet this standard will be required to change before reporting to work, and the Contractor shall provide an immediate replacement, as necessary, to avoid a lapse in coverage.

The Contractor will be responsible for the tasks identified on pages 16 through 18, at each location identified on Exhibit A and any other site that may be added during the life of this contract,. Table 5.3.2 follows:

5.3.2 - Contractor Responsibilities and/or Requirements

TASK	DESCRIPTION	REQUIREMENTS
<p>General</p>	<p>Maintain discipline, excellent appearance, professional demeanor, integrity, and attention to duty among all security personnel.</p> <p>Require security personnel to enforce DMA’s and the Contractor’s security policies, procedures and orders. Security Personnel shall read and become familiar with all DMA security policies and procedures. Security Personnel shall be required to sign acknowledgment of the updates weekly, upon assumption of a new post or as changes of orders occur.</p> <p>Security Personnel shall contact the DMA Security Control Center if situations arise that the Security Personnel cannot or do not know how to handle.</p>	<ul style="list-style-type: none"> (a) Ensure that prompt action is taken to prevent or minimize losses, accidents, fires, property damages, safety hazards and security incidents. The Security Personnel will take appropriate action on any breach of security, suspicious activity or safety hazard in notifications to DMA Security Control Center (SCC). (b) Monitor alarms, surveillance screens and recording devices. Monitor the fire alarm system and respond to any alarm sites and communicate findings to the SCC. (c) Establish and maintain radio and/or cellular phone contact with SCC in St. Augustine. (d) Maintain an awareness of special activities taking place throughout the facility and property. (e) Conduct random walking patrols at least two(2) times every hour throughout the facility (including interior stair wells) grounds and parking lots, being alert for suspicious persons, suspicious packages, personal and State property exposed to theft and safety concerns. The Security Personnel shall vary the rounds so as not to be predictable in the arrival times or the time spent at each location. (f) Follow written instructions that outline specific activities and conduct of Security Personnel. Maintain site-specific instructions and post orders at security station. (g) In any event, a Security Officer who is on duty shall be capable of timely response to any call or alert received. (h) Security Personnel shall inspect windows, interior and exterior doors for proper lock down at the facilities set time. (i) Shall respond to and take appropriate action to any facility alarm triggered.
<p>Site</p>	<p>Site-specific Instructions: Develop site-specific instructions and post orders within thirty (30) days from the contract start date.</p> <p>Site-specific instructions and post orders must be approved by the Contract Manager prior to distribution.</p> <p>The services provided will include, but not be limited to listed requirements.</p>	<ul style="list-style-type: none"> (a) Execute DMA’s site security procedures and post orders (b) Access control of persons, vehicles and other property. (c) Site surveillance (by either foot or vehicle). (d) Identify and reporting security and safety violations. (e) Maintain files for security related documentation. (f) Assist and support DMA personnel in emergency situations.

<p>Training</p>	<p>A. Training Coordinator: The Contractor shall provide a designated Training Coordinator for the DMA's property portfolio to assure adequate training is conducted for all contractor personnel. The Training Coordinator position may be held by a branch trainer or account manager as appropriate to the portfolio size. All training will be at the sole cost and expense of the Contractor.</p> <p>The Training Coordinator is also responsible for insuring Copies of all lesson plans and training records are provided to the Contract Manager upon request.</p>	<ul style="list-style-type: none"> (a) Train all staff in the DMA's initiatives, customer service, code of conduct etc. (b) Coordinate staff training in CPR, First Aid, Blood Borne Pathogens, Hazardous Materials, as required. (c) Coordinate and facilitate staff development (includes supervisor development), licenses, permits, certifications, etc. (d) Administer monthly tests for security officers and retrain any officer who fails at the Contractor's expense. (e) Conduct quarterly Department customer training for Account Managers as required. (f) Coordinate defensive driving course for officers who operate vehicles while on duty. (g) Train staff in appropriate actions to take related to violence in the workplace.
	<p>B. Mandatory Officer Training: The Contractor, at the Contractor's expense, shall ensure all newly assigned officers are trained in these areas:</p> <p>Each security officer shall complete all required training courses as mandated by the State of Florida.</p> <p>Prior to assignment of duty as a security officer at a DMA facility, each security officer shall complete eight (8) hours of Department of Military Affairs orientation and basic security training related to general building and site specific issues (a-g) which will be conducted, by the Contractor, prior to being assigned to a DMA facility. In addition, each security officer shall complete twenty-four (24) hours of supervised on-the-job training (h-p), including the Department's designed training as described in the training outline to be provided from time to time. Each trainee must be tested and the results will be provided to the DMA. Original records of site specific training and test results will be maintained by the DMA; copies may be provided to the Contractor upon request. All training and testing will be at the sole cost and expense of the Contractor, except as otherwise provided herein.</p> <p>The DMA premises shall not be used as a training site for the Contractor's personnel destined for assignment at other accounts.</p>	<ul style="list-style-type: none"> (a) Patrol and observation techniques (b) Fire safety and prevention (c) Bomb Recognition (d) Incident investigation (e) Crime prevention (f) Handling threatening/hostile individuals (g) Procedures for identifying and handling suspicious packages (h) Army Force Protection Condition levels (i) Report writing (j) Customer service and public relations / Interpersonal skills / Conflict management (k) EOP property/building specific training (l) Surveillance/CCTV responsibilities (m) Emergency Call Procedures to notify the police/sheriff department of jurisdiction (n) Compiling employee log sheets to log the inspections and observations of rounds (o) Emergency Call Procedures (obtained from Contract Manager) to notify the DMA of a problem (p) Procedures for identifying and safely responding to bio-medical hazards.

	<p>C. On-Going Officer Training: Each officer shall also receive a minimum of eight (8) hours of training every four (4) months at the expense of the Contractor. As a minimum, these annual specified training topics shall include, but not be limited to a-q. Each trainee must be tested and the results provided to the DMA.</p> <p>On-Going Supervisor Officer Training: Shall include regular officer training and additional supervisor training. Each site supervisor shall have a minimum of eight (8) hours of training annually at the expense of the Contractor.</p> <p>Contract Account Manager shall provide a report identifying training topics, names of individuals participating, training results, names of security officers missing training, and make-up training plan to the Program Manager following each quarterly training.</p>	<ul style="list-style-type: none"> (a) Army Force Protection Condition levels (b) Incident Response (c) Customer Service (d) Conflict Management (e) Report Writing (f) Interpersonal skills (g) Incident Investigation (h) Crime prevention (i) Handling threatening/hostile individuals (j) Fire Prevention (k) Observational skills (l) Effective Patrol Techniques (m) Domestic and International Terrorism (n) Firearms Qualification (o) Rules for Use of Force (p) Basic First Aid (q) CPR (r) Supervisor Training
	<p>E. Security Vehicle: Motor vehicles operated on the premises by the contractor shall be maintained in good repair and shall prominently display identification of the Contractor at all times.</p>	<p>All security personnel assigned to the premises must have a valid Florida Driver's License.</p> <p>Defensive driving training for all vehicle operators is required.</p> <p>MDS assigned security personnel shall conduct a patrol of the entire MDS contained National Guard facilities/armories at a minimum of once per shift. Patrol times shall be varied to preclude establishing a regular pattern.</p>
	<p>F. Certifications: All security personnel will meet state and local licensing requirements. Copies of Licenses and certificates must be provided to the DMA upon request.</p>	<p>All security personnel assigned to the premises shall have CPR, First Aid, Hazardous Material and Blood Borne Pathogen training as required by state, local, or property regulations.</p>
<p>Staffing</p>	<p>Staffing Requirements: Furnish trained and qualified armed security personnel in sufficient number to provide the required security service as requested by DMA. This service will be continuous, regardless of weather, disaster, or threatened or actual organized labor action.</p> <p>The Contractor shall maintain a roster of all Security employees qualified to work at the DMA sites listed in Exhibit A. A current copy of the roster shall be provided to the Contract Manager upon initial contract/purchase order award and shall be updated by the Contractor whenever additions or deletions are made. DMA shall provide access identification (ID) to all qualified security personnel identified on the Contractor provided roster. The access ID must be displayed on the uniform of the</p>	<ul style="list-style-type: none"> (a) The Contractor shall make Security Personnel available to the DMA, based on established scheduled hours for the proposed length of the Contract. (b) Allowances shall not be granted to compensate for additional cost of personnel required to satisfy the staffing requirements in the event of illness, personnel absence, tardiness, or relief. The Contractor shall be solely responsible and liable for filling these positions. (c) The Contractor will not be compensated for any additional services performed unless approved and authorized under separate agreement by the DMA Contract Manager.

	<p>security personnel when working any hours on site.</p> <p>Initial staffing shall be in accordance with Exhibit “A” Facility List. Staffing requirements may fluctuate up or down throughout the life of the contract.</p> <p>Security Personnel shall be available as required for special events and situations. When additional staffing is required DMA will normally provide the Contractor 72 hours advance notice.</p>	<ul style="list-style-type: none"> (d) All contract hours are straight time, the DMA shall not provide payment for overtime hours. (e) The DMA reserves the right to add or subtract hours from a site with a thirty (30) day written notice. Excludes emergency situations, see (f) below. (f) Contractor shall ramp (increase) security personnel within 72-hours, verbal followed by written notice to meet DMA emergency/unforeseen security needs and military force protection condition levels. (g) Contractor shall provide a minimum starting salary of \$14/hour/security guard throughout the life of contract to help recruit and retain the best qualified security personnel.
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5.3.3 Eligibility Requirements: All Armed Security Personnel and Contract Supervisors employed by the Contractor under this contract are required to meet the following requirements:

- The Contractor must be licensed by the State of Florida to perform security services and each Security Officer utilized must have a minimum of two (2) years experience in a security position and at minimum, in accordance with FS 493.6301(6). 0223
- Any individual who carries a firearm while on duty must have a Class “G” license in addition to his/her Class “D” or manager’s license in accordance with FS 493.
- Shall be physically qualified to perform all duties, to include a medical evaluation.

5.3.4 Eligibility of Security Officers: DMA requires that the Contractor’s security officers meet or exceed the minimum standards set forth below 5.3.5 Chart.

Upon request, throughout the term of this contract, the Contractor must submit to DMA, for review a complete file on each employee to be assigned to work under this contract. Said file shall contain copies of but not limited to, the following documents: medical examination, training test results and certifications, proof of education, firearm licenses, state guard licenses, background records and resume to show that he/she is qualified for this position. The Contractor shall grant DMA’s request to interview potential new employees, at the Contractor’s expense, with interviews limited to one (1) hours.

DMA reserves the right to demand that the Contractor relieve an employee from a duty assignment and/or bar the employee, to include administrative/supervising employees, from further service under this contract at the discretion of DMA for incompatibility with the post or assignment. No other reason need be given.

5.3.5 - Security Personnel Requirements

Requirements	Description	Minimum Standards and/or results
Standard	DMA requires that the Contractor's security officers meet or exceed the minimum standards set forth, before assignment to the premises:	<ul style="list-style-type: none"> (a) Must be a Citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151, or who presents the evidence from the Immigration and Naturalization Service that employment will not affect his immigration status. Acceptable evidence shall consist of a birth certificate or appropriate naturalization papers. (b) May not be employed under this contract if he/she has ever: (a) been convicted of any felony or crime of violence; (b) received a dishonorable or undesirable discharge from military service; or (c) demonstrated a pattern of irresponsible behavior, including, but not limited to, a problem employment record. (c) Must be fully literate in the English language, i.e. able to read, write, speak and understand clearly. Oral command of English must be sufficient to permit full communication even in times of stress. Must have the ability to understand, explain, interpret, and apply rules, regulations and directives. Must have the ability to prepare clear and concise reports. Must have the ability to accept and respond to instruction and direction.
Medical Examination	Must successfully complete a medical examination approved by DMA to be conducted at the Contractor's expense, prior to duty assignment or when required for a reasonable cause by DMA. This examination is to be an extensive evaluation of all facets of the individual's physical and emotional health. Legitimate health concerns, existing or potential (e.g. disease or other medical condition) identified by this examination shall be cause for immediate disqualification of the applicant unless expressly and specifically approved by the DMA Contract Manager.	<ul style="list-style-type: none"> (a) Free from any airborne communicable disease which may threaten the safety of others. (b) Binocular vision, correctable to 20/20 (c) Ability to distinguish shades of color is required in both normal and peripheral vision. (d) Successfully pass drug testing. (e) Must be free of any physical or emotional disorder or handicap that would inhibit or preclude meeting the performance standards of this contract.
Background Investigation	Must successfully complete a standard background investigation approved by DMA to be conducted, at the Contractor's expense, prior to duty assignment. This investigation shall include at a minimum:	<ul style="list-style-type: none"> (a) Psychological examination (MMPI-2) Minnesota Multiphasic Personality Inventory-2 (b) Honesty and Integrity test (c) Past employment verification (d) Five personal reference checks

		<ul style="list-style-type: none"> (e) Neighborhood Investigation (f) National Crime Information Center (NCIC) Interstate Identification Index (III) Florida Department of Law Enforcement check (g) Drivers License Check (h) Criminal Records check of each previous residence by county (i) Military verification DD 214 Long Form (k) Local internal affairs review for all former police officers
<p>Physical Aptitude</p>	<p>Security Guard personnel shall annually pass a Physical Ability Test (PAT), administered by and funded solely by the Contractor. All assigned security guards are required to pass the record PAT within one year from the date of their initial entry medical clearance; annually thereafter. Failing the record PAT, the security officer will be required to pass the retest within 90 days. Failing the second PAT will result in the Account Manager contacting the Program Manager to discuss appropriate personnel actions options.</p>	<ul style="list-style-type: none"> (a) Minimum physical requirements for the primary PAT are— <ul style="list-style-type: none"> (1) Execute 19 pushups in 2 minutes. (2) Running 1.5 miles (2.41 km) in 17:30 minutes. (b) The procedure and sequence of testing events are— <ul style="list-style-type: none"> (1) Conduct warm-up for three minutes. (2) Perform the pushups. (3) Rest for 10 minutes. (4) Conduct cardio warm-up for two to three minutes. (5) Perform the run. (6) Conduct cardio cool down for five minutes. (c) Alternate events. <ul style="list-style-type: none"> (1) The 2-mile walk is an authorized alternate event for the 1.5-mile run. This event uses the same course as the 1.5 mile run. <ul style="list-style-type: none"> (a) The event supervisor will read the instructions found in TC 3-22.20 for the 2.5-mile walk (although this event is 2 miles). (b) Scorers must observe the person during the entire event and ensure the person maintains a walking stride. Those who break into any type of running stride will be terminated from the event and given a "no go." When the event is over, scorers record the time on the scorecard, initial the appropriate block, and note in the comment block that the time is for a 2-mile walk and whether or not the individual received a "go" or "no go." (c) The individual must walk 2 miles in 32 minutes to successfully pass this event (2) The 25 feet dummy drag is an authorized alternate event for the pushup. <ul style="list-style-type: none"> (a) The dummy must be of average proportionate height and weight of an adult and weigh between 140 and 150 pounds. (b) When picking up and putting down the dummy, testees must bend their knees to protect lower back. (c) Stand behind the dummy and hold it under its arms.

		<p>(d) At the starting line, participants must move the dummy in a controlled manner for 25 feet and place the dummy on the ground safely at the completion of the event (dummy's feet must pass the 25-foot line).</p> <p>(e) Must complete the event without dropping the dummy in order to successfully pass this event.</p> <p>(f) Must complete the event in 15 seconds.</p>
Documentation	<p>Required Certifications, Licensing & Documents: Personnel must meet state licensing requirements prior to placement. Personnel must have completed all required training courses as mandated in state and locality of employment.</p> <p>Items (a), (b), and (c) must be maintained on person at all times while on duty.</p>	<p>(a) State of Florida AID= Guard Registration License</p> <p>(b) State of Florida AG=License authorizing individual use of a firearm or CW permit</p> <p>(c) State of Florida Drivers License</p> <p>(d) Social Security Card</p>
General Expectations	<p>Must maintain these general expectations on a routine/daily basis:</p>	<p>(a) Physically able to accomplish various tasks that must be performed including, but not limited to, quickly ascending or descending multiple flights of stairs and lifting weight of at least 40 pounds (unless written approval is obtained from the DMA Contract Manager).</p> <p>(b) Must have a well developed level of maturity necessary for professional interaction.</p> <p>(c) Possess and demonstrate the ability to meet and deal tactfully with governmental personnel and the general public.</p> <p>(d) Demonstrate poise, self-confidence and an ability to react quickly and make sound decisions under stress.</p> <p>(e) Must maintain a neat, clean and well-groomed appearance while providing services.</p>

5.3.6 Physical Demands: Security personnel must be physically able to accomplish various assignments resulting from this contract. These assignments may require prolonged standing or sitting, quickly ascending or descending multiple flights of stairs, etc. Occasionally, security personnel may be required to subdue violent or potentially violent individuals. Stamina and sensory capability (good sight, hearing, touch and smell) are basic physical requirements of the security personnel positions. In addition, good observational and reporting skills are required. Any individual who cannot meet the physical requirements of the position, including inability discovered through on-the-job performance will not be qualified to work under this contract.

5.4 MANDATORY BRIEFING

There will be a mandatory briefing for all prospective bidders/proposers. The briefing will be held on April 10, 2019 at **1:30 PM EST**, at the Camp Blanding Joint Training Center, 5629 State Road 16 W, BLDG 2300, HDQ Conference Room, Starke, Florida and will be conducted by the Contract Manager, or his designee. The purpose of the briefing is to provide an overview of DMA's needs and to give prospective bidders the opportunity to ask questions of the scope of work or to clarify concerns. Failure to attend the mandatory briefing shall preclude a prospective bidder from submitting a bid for this solicitation.

Vendors are encouraged to visit each Facility identified for security services by Exhibit "A". This will enable prospective bidders to have a clear understanding of the individual site requirements. Date and time schedule for site visits will be provided at the mandatory briefing. **For planning purposes:** Site Visits will be scheduled during April 11-17, 2019, excluding the CBJTC Site which will be conducted on the afternoon of April 10, 2019.

The Contract Manager or his designee will NOT answer any questions pertaining to this solicitation. Questions resulting from the briefing and verbal service descriptions will be addressed at the briefing. Any questions arising after the briefing shall be submitted in writing, identifying the submitter, to Mr. John Connor and Ms. Erin Lewis at the address specified in Section 1.3 above or by email to John.D.Connor2.nfg@mail.mil, Rannah.E.Lewis.nfg@mail.mil or by facsimile to (904) 823-0153 by 2:00 PM EST on April 17, 2019. Email inquiries are preferred; however a hard copy or facsimile is acceptable. All questions and/or changes to the solicitation will be posted on DMS Vendor Bid System (VBS). It is the prospective vendor's responsibility to periodically check the VBS. DMA bears no responsibility for any delays, or resulting impacts, associated with a prospective vendor's failure to obtain the information made available through the DMS Vendor Bid System.

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received via telephone shall not be binding on DMA and shall not be relied upon by any prospective bidder.

Failure by a bidder to attend or be represented at this scheduled briefing will constitute a non-responsive determination to their bid package. Bids found to be non-responsive will not be considered.

5.5 DMA Contract Manager Responsibilities: The Contract Manager, or his designee, will initiate communication with the Contractor to identify individual requirements for each site and determine the appropriate duties and responsibilities required for each site. The site requirements may vary at each site and throughout the term of the contract.

The Contract Manager, or his designee, will monitor contractor performance. This will include monitoring of the Contractor's timely response to new or changing site requirements, Contractor's ability to provide supervision/monitoring of assigned security staff, Contractor's ability to provide timely reporting requirements, and ability to provide and maintain ongoing communications.

The Contract Manager reserves the right to have security guard staff relieved of further service under this contract at the discretion of DMA for incompatibility with duty or assignment. No other reason need be given.

The Contract Manager will review invoice submissions and verify that services have been provided and billed correctly.

5.6 Performance and Consequences

The resultant contract of this solicitation is expected to be for a three year period from date of award, with an option for up to an additional three years. During the contract period, individual purchase orders will be issued to include site specific information/requirements and to encumber funds. These purchase orders will normally be issued through MyFloridaMarketPlace as Direct Orders to coincide with the fiscal year.

The Contractor will meet with the Contract Manager, or his designee, on a quarterly basis to for overall performance reviews. Specific dates, times and locations will be established following contract award.

The Contractor is required to have frequent communication and to closely coordinate with the DMA's Contact Manager, or his designee, to ensure the quality of the service being provided is resulting in the overall program objectives and incorporates any state and/or federal mandates during the life of the contract.

In the event the contractor fails to meet the minimum level of service identified in the Statement of Work, DMA will not pay invoices until the services are satisfactorily completed.

5.7 Invoicing and Payment

The contractor shall submit monthly invoices in arrears of service, for each purchase order to the DMA Contract Administrator (See Section 1.4) providing sufficient detail to determine the number of hours worked. The Contractor's representative (site-supervisor) shall maintain appropriate records to document the hours worked at each location by all security personnel.

Such records may include, but are not limited to sign-in/out sheets. The invoice shall contain the Purchase Order number, the Contract number, and the appropriate vendor identification number.

No payments will be made in advance. The Dept. of Financial Services currently requires that invoice submissions include assigned security officers name, dates and times worked.

Payment shall be made in accordance with 215.422 and 287.0585 of the Florida Statutes, which govern time limits for payment of invoices. Invoices that must be returned to the Contractor due to preparation errors will result in a delay in payment.

5.8 Special Considerations

All submittals, meeting minutes, correspondence, and reports are to be held in the strictest confidence. The release of information (written, electronic, or verbal) pertaining to any aspect of the project is not to be released to the public without written permission from the DMA Contact Manager.

6.0 Bid Submittal and Point Factors for Evaluation

6.1 Proposal:

Replies should be prepared simply and economically, providing a straightforward, concise description of the Vendor's ability to provide the services described in this solicitation. When responding to specific questions, it is recommended that vendors reprint each question in its entirety before the response. Provide an original and 3 copies, excluding training materials which shall be 1 copy. Replies shall be bound with a durable cover, include a cover letter and consist of the sections as listed below:

TAB A: Cover Letter, Executive Summary, Cross Reference Table and required forms.

- The letter shall be on the letter head of the entity submitting the response. Shall be addressed to the Purchasing Director and must be dated and signed by an individual who has the authority to bind the Respondent.
- Provide an executive summary written in non-technical language that summarizes the vendor's overall capabilities and approaches for accomplishing the services specified herein. Should include a brief statement of the vendor's understanding of the services required by the RFP and include applicable experience with various force protection condition levels (military, government, civilian). Vendors are encouraged to limit the summary to no more than three (3) pages. (Maximum 10 Points)
- Complete the cross reference table (Attachment F) identifying the location within your proposal of each of the components listed. Note: Exceptions to the mandatory requirements will result in a non-responsive determination.
- Pricing/Cost Information: Complete Attachment A as detailed in Section 6.3. (Maximum 40 Points)
- References: Complete Attachment B as detailed in Section 6.4.
- Drug Free Workplace: Complete Attachment C as detailed in Section 6.5.

TAB B: Vendor Qualifications:

- Profile: Describe the firm's organization and general background
- History and Experience: Describe any other similar involvement in which services proposed in the reply were delivered to other customers. Cite any important similarities or differences.
- Ability to Provide Services: Provide a detailed description of the vendor's ability to provide the services DMA requires specifically addressing planned corporate oversight. If multiple individuals will be involved, include specific detail regarding each individual and his or her relevant tasks.
- Other Information: Describe other relevant work experience and identify Florida locations available to provide support services.

TAB C: Officer Qualifications, Training, Reporting Plans, Project Manager/Supervisor Plan, Procedures, Staffing, and Vendor's Recruitment & Assignment Policies:

- Describe and document your company's Recruiting Strategy, employee benefits, and Standards of Conduct.
- Describe and document your company's total current and planned staff. If applicable, describe your company's policy regarding position availability to incumbent contractor's employees.
- Describe and document your company's current and proposed uniform and equipment policy. Include a detailed description of what type of equipment and uniforms are provided (whether a cost factor is applicable to the assigned security guard) and how often uniforms/equipment are provided or updated.
- Describe and document your company's current and proposed supervisor plan and policy.
- Describe and document your company's current and proposed security officer and supervisory training curriculum to include the number of hours for completion of each segment as well as the total number of hours required prior to placement at a facility.
- Provide a list of materials currently used and/or planned for use in providing the required training as defined in Section 5. Along with the list please provide a single copy of said materials for evaluation. The evaluation team will review the materials independently but want to limit the bidder's costs in providing materials.
- Describe and document your company's plan to meet DMA's requirements specifically addressing: staffing requirements, background checks, medical requirements, training goals and implementation of the PAT described in section objectives 5.2.5.
- Describe and document your company's current and proposed operational plan to provide increased security officers on a temporary or permanent basis on short notice. (Short notice is described as within 72 hours.)
- Describe and document your company's current and proposed reporting plans to include project management, supervisor plan and policy, time keeping and invoicing process.

TAB D: Financial Status Information:

- Financial Status Information: Provide information detailing the company’s current financial position as well as the financial position of any related companies. The information shall include the financial statements of the last three years, in accordance with Generally Accepted Accounting Principles. In addition, the company shall provide the most recent available Dun and Bradstreet reports (or equivalent) on itself, its partners and its proposed major sub-contractors (those expected to perform more than five percent of the Contract).
- In addition, the company is requested to provide the most recent available Dun and Bradstreet reports (or equivalent) on itself, its partners and its proposed major sub-contractors (those expected to perform more than five percent of the Contract).

TAB E: Other Information:

- Place here any other information deemed relevant or necessary for reply, but inapplicable to the required parts or sections. If a respondent attaches a publication or other document to provide required information, a specific reference to the document and the relevant page or pages must be given in the appropriate part or tabbed section of the reply. If the document is not specifically referenced in a part or tabbed section of the reply, it will not be considered as a response to the corresponding paragraph of this solicitation.

6.2 Reply Evaluation Criteria:

DMA will evaluate responsive replies and score them on a scale of 1 to 170. The criteria for each evaluated category is further described on Attachment F. Additionally information regarding evaluation roles is also provided in Section 4.13. A team of at least 3 members will be assembled to conduct proposal evaluations.

General Proposal Response Requirements (Includes Price Sheet (Attachment A))	50 points
Experience: Business Certifications, Years in Business, Managing Multiple Sites, Florida Locations, Employee Management, etc.	45 Points
Training, Reporting Plans, Project Manager/Supervisor Plan, Procedures, Staffing, Vendor’s Recruitment & Assignment Policies	60 Points
Financial Stability-Information Demonstrating Reliability & Stability	15 points
Maximum Total Points	170 Points

6.3 Price Sheet: Vendors shall complete the price sheet to proposal/bid (Attachment A). Only prices submitted on the supplied price sheet will be considered. The lowest bid price will receive a full 40 points. All other bids will be awarded points based on a percentage of the lowest price. Computed using the following formula– **Maximum 40 Points**

40 points x lowest bid price
Bid Price

6.4 Reference Sheet: Vendor shall provide three references. Vendors shall not include current or previous contracts with DMA on this form; but may describe previous experience in the body of their proposal when demonstrating qualifications and/or qualifications. DMA reserves the right to contact other known or identified sources and to consider performance or non performance on DMA and/or other State Agency existing or previous service experiences. (Attachment B) (Place under Tab A)

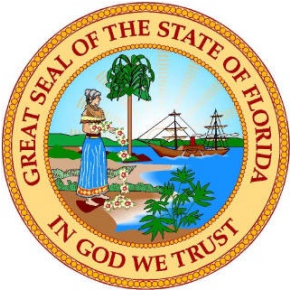
6.5 Drug Free Workplace: Attachment “C” Drug-Free Workplace Compliance Form must be signed and returned. (Place under Tab A)

6.6 Minimum Qualifications Statement: Attachment “D” – This form is not required for an RFP. However, submission of the form may assist in the initial review (See 4.13) in determining that the requirements of 4.5.1 have been met. (Place under Tab B)

6.7 Vendor Certification Regarding Scrutinized Company Lists- Attachment E- Must be completed, signed and returned. (Place under Tab A)

6.8 Cross Reference Table-Attachment F- Must be completed providing page number(s) and sections/part of applicable requirements, then signed and dated. (Place under Tab A)

6.9 Vendor Checklist: Provided for convenience



**ATTACHMENT A
BID SHEET**

Initial Contract Period

Hourly Rate (Armed Security Guards)	Contract Period
	July 1, 2019 – June 30, 2020
	July 1, 2020 – June 30, 2021
	July 1, 2021 – June 30, 2022

Optional three year renewal pricing

Hourly Rate (Armed Security Guards)	Contract Period
	July 1, 2022 – June 30, 2023
	July 1, 2023 – June 30, 2024
	July 1, 2024 – June 30, 2025

Acknowledgment: 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.

Company Name: _____

FED ID#: _____

Street Address: _____

City, State & Zip _____

Telephone No. _____ **Fax No.** _____

Email Address: _____

Signature: _____ **Date:** _____

Printed name: _____

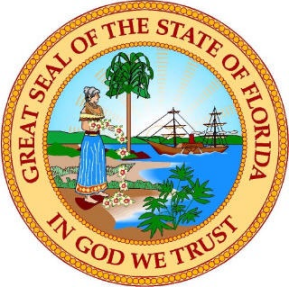
**ATTACHMENT B
Reference Sheet**

The Respondent must list a minimum of three (3) separate and verifiable clients of the Respondent, other than the DMA **which have been in place for at least one (1) continuous year**. Any information not submitted on this attachment shall not be considered. **The clients listed shall be for services similar in nature to that described in this solicitation.** The same client may not be listed more than one (1) reference (for example, if the Respondent has completed one project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one (1) of the projects may be listed because the client, the Florida Department of Transportation, is the same). DMA reserves the right to contact other known or identified sources and to consider performance or non-performance on DMA and/or other State Agency existing or previous service experiences. **DO NOT LIST DMA WORK ON THIS FORM.** (Please provide at least two (2) Contact Names.) **DO NOT LIST DMA WORK ON THIS FORM.** (Please provide at least two (2) Contact Names.)

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates: Dates must demonstrate at least one (1) continuous year	to
Approximate Contract Value:	\$

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates: Dates must demonstrate at least one (1) continuous year	to
Approximate Contract Value:	\$

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates: Dates must demonstrate at least one (1) continuous year	to
Approximate Contract Value:	\$



**ATTACHMENT C
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

Procurement No. DMA-RFP-244- Security Guard Service

I, _____,
(Name) (Title)

of, _____ hereby certify that this firm has implemented
(Name of firm)
a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes.

(Signature) Date: _____

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' 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.

ATTACHMENT E
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 over \$1,000,000, 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 (print Name and Title): _____
who is authorized to sign on behalf of the above referenced company.
Authorized Signature: _____

ATTACHMENT F- CROSS REFERENCE TABLE THE COMPLETION OF THIS TABLE IS A MANDATORY REQUIREMENT				
RFP DOCUMENTATION (TO BE COMPLETED BY DMA)			LOCATION IN PROPOSAL (TO BE COMPLETED BY PROSPECTIVE PROVIDER)	
Subject	Mandatory Criteria (X for YES)	Maximum Evaluation Points Available	Page Number(s)	Sections/Parts
<p>Please Note: Lines that are checked as Mandatory Criteria must be provided by the prospective Provider to be considered responsive to this RFP. Failure to provide the mandatory documentations listed under General Proposal Response Requirements will result in a proposal not being evaluated and rejected as non-responsive.</p> <p>Point Scale: Technical Proposal Points as designated below in each section for Exceptional, Good, Satisfactory, Fair, Poor, and Omitted. Evaluators may use numbers between those identified in the point scales, (The evaluators’ scores will be totaled and divided by the number of evaluators to determine the average score for the evaluated category.)</p> <p>Pricing points formula: 40 points x lowest proposed bid price/percentage divided by proposer’s bid price/percentage</p> <p>Maximum Points Available for this Solicitation-170</p>				
GENERAL PROPOSAL RESPONSE REQUIREMENTS (Maximum 50 Points)				
Transmittal Letter/Cover Letter- The letter shall be on the letter head of the entity submitting the response. Shall be addressed to the Purchasing Director and must be dated and signed by an individual who has the authority to bind the Respondent.	X	0		
Executive Summary of the vendor’s overall capabilities and approaches for accomplishing the services specified in this solicitation. Identify proposed transition plan. Point Scale: 10- Exceptional, 8- Good, 6-	X	10		

Satisfactory, 4-Fair, 2-Poor, 0-Omitted				
Completed Attachment A-Price Sheet Points computed using above formula.	X	40		
Completed Attachment B-Vendor References	X	0		
Signed Attachment C-Certification of Drug Free Workplace	X	0		
Signed Attachment E- Vendor Certifications	X	0		
Completed Attachment F-Cross Reference Table	X	0		
Experience: Business Certifications, Years in Business Managing Multiple Sites, Florida Locations, Employee Management, etc. (Maximum 45 Points)				
Provide detail identifying the age of the company, business certifications, corporate organizational structure and leadership staff qualifications (resume or job descriptions) that demonstrate sufficient management capability to perform or provide oversight of the services required. Point Scale: 10- Exceptional, 8- Good, 6- Satisfactory, 4-Fair, 2-Poor, 0-Omitted	X	10		
Describe any similar involvement in which services proposed in the reply were delivered to other customers. (Note: These may include or be in addition to provided references.) Point Scale: 15- Exceptional, 12- Good, 9- Satisfactory, 6-Fair, 3-Poor, 0-Omitted	X	15		
Describe company's current and planned corporate oversight. Describe Company's experience implementing force protection conditions. Provide a detailed description of the vendor's ability to provide the services DMA requires. If multiple individuals will be	X	15		

involved, include specific detail regarding each individual and his or her relevant tasks. Point Scale: 15- Exceptional, 12- Good, 9- Satisfactory, 6-Fair, 3-Poor, 0-Omitted				
Identify Florida service locations. Point Scale: 5- Exceptional, 4- Good, 3- Satisfactory, 2-Fair, 1-Poor, 0-Omitted	X	5		
Training, Reporting Plans, Project Manager/Supervisor Plan Procedures, Staffing, Vendor's Recruitment & Assignment Policies (Maximum 60 Points)				
Describe staffing, company's recruitment and assignment policies. (Include what type of testing and/or background checks are done with initial hires as well as recruitment and assignment policies.) Describe your company's plan to increase officers at DMA facilities within 72 hours of notification, including facilities not currently staffed with security officers should the need arise. Point Scale: 20- Exceptional, 15- Good, 10- Satisfactory, 5-Fair, 3-Poor, 0-Omitted	X	20		
Describe employee training (including assigned site supervisors), standard of conduct, and benefits. Describe experience in the managing employee relations, problem resolutions and removal/termination process of unacceptable employees. Describe your company's internal quality improvement process utilized to identify problems and improve processes. Point Scale: 10- Exceptional, 8- Good, 6- Satisfactory, 4-Fair, 2-Poor, 0-Omitted	X	10		
Provide a list of all training and materials planned for use. This list shall provide a brief	X	15		

<p>description of the subject matter detail for assigned security staff and on-going training for assigned security and/or supervisor staff. Also describe how DMA/DOD required training and annual physical agility testing will be implemented. Point Scale: 15- Exceptional, 12- Good, 9- Satisfactory, 6-Fair, 3-Poor, 0-Omitted</p>				
<p>Describe reporting plans to include project manager, supervisor plan and policy, procedures, uniform and equipment policy, documents and staffing. Point Scale: 15- Exceptional, 12- Good, 9- Satisfactory, 6-Fair, 3-Poor, 0-Omitted</p>	X	15		
Financial Stability: Information Demonstrating Reliability and Stability (Maximum 15 points)				
<p>Provide information detailing the company's current financial position as well as the financial position of any related companies. The information shall include the financial statements of the last three years, in accordance with generally accepted accounting principles or if applicable for a privately held corporation or other business entity that does not have audited financial statements, then financial statements that are reviewed in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants shall be provided. Point Scale: 10- Exceptional, 8- Good, 6- Satisfactory, 4-Fair, 2-Poor, 0-Omitted</p>	X	10		

<p>Provide the most recent available Dun and Bradstreet reports (or equivalent) on itself, its partners and its proposed major sub-contractors (those expected to perform more than five percent of the Contract). Point Scale: 5- Exceptional, 4- Good, 3- Satisfactory, 2-Fair, 1-Poor, 0-Omitted</p>		<p>5</p>		
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The bid opening will be held promptly at the posted date and time. Late submissions will not be accepted unless determined to have been on DMA grounds/property and received by DMA staff prior to the opening time. The purchasing staff will open and read the name and address of all proposals. Pricing information is not normally provided at the opening of an RFP or ITN. The purchasing staff will also conduct a basic review of the proposals submitted prior to providing copies to the evaluation team. This review will verify that all proposers meet the requirement specified in section 4.5.1 of the solicitation. Any proposal not meeting the requirement of 4.5.1 will be determined non-responsive and will not be further evaluated. In addition, proposals that do not include the mandatory Cross Reference Table (Attachment F) or take exception to any mandated element listed on the table will be determined to be non-responsive and will not be further evaluated.

The Evaluation team is normally appointed prior to solicitation issuance. The team will consist of a minimum of three individuals, one from the procurement office and the others nominated by the applicable Agency stakeholders. The actual number of team members may increase based on the preference or the recommendation of DMA technical or legal staff.

The Evaluation Process: The Purchasing Director or his designee will provide basic instructions to the evaluation team. These instructions are generic in nature explaining that all bid submissions stay in the confined area, all notes and handouts stay in the confined area and will become part of the procurement file, the office business hours, location of break areas, etc. Each team member is provided a folder that includes specific sections of the solicitation document (4.5.1, all of sections 5 & 6 and a copy of all attachments), questions/responses provided during the advertised posting period, an evaluation/score form, a bid tab form listing the names of respondents, and scratch paper. Team members are instructed to read through the provided documents prior to starting the evaluation and to direct any questions to the Purchasing Director or his designee. All questions are documented and become part of the procurement file. This event is open to the public and as it will start immediately following the bid opening no additional date or time is provided on the schedule of events.

Acknowledgment: 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/proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Signature: _____ **Printed Name:** _____
Date: _____

ATTACHMENT G**VENDOR CHECKLIST**

For your convenience, we offer the following checklist of items that must be returned by the proposal/bidding deadline. Bidder shall submit the original and three (3) copies of the bid/proposal. This checklist does not relieve the respondent of the responsibility of ensuring that all requirements of this Bid are included with their Bid submittal.

- ____ 1. Attachment A – Price Sheet
- ____ 2. Attachment B – Vendor References - Mandatory
- ____ 3. Attachment C - Certification of Drug Free Workplace, signed - Mandatory
- ____ 4. Attachment D – Minimum Qualifications Statement
- ____ 5. Attachment E – Vendor Certification Regarding Scrutinized Companies - Mandatory
- ____ 6. Attachment F – Cross Reference Table- Mandatory
- ____ 7. Attachment G – Vendor Checklist

NOTE: Address your Bid submission to the point of contact specified in section 4.13, and write the following: DMA- RFP-244, Security Guard Service, Proposal/Bid due May 2, 2019, and opening time 2:00 PM on the envelope, package or courier delivery document. **DMA does not currently accept electronic submissions.**

Exhibit “A”

Florida Army National Guard (FLARNG) Facilities / Locations / Security Services Requirements

- **Camp Blanding Joint Training Center (CBJTC)**
5629 State Road 16 W, Starke, Florida. 32091-9708
* 525 Hours per week

- **Military District of Saint Augustine (MDS)**
2305 State Road 207 Saint Augustine, Florida. 32086-9329
* 310 Hours per week

- **Army Aviation Support Facility Number One (AASF # 1)**
Building 860 13650 Aerospace Way, Jacksonville, Florida. 32221-8194
* 412 Hours per week

- **Army Aviation Support Facility Number Two (AASF # 2)**
16388 Helicopter Drive, Brooksville, Florida. 34604-6821
* 340 Hours per week

- **Armed Forces Reserve Center (AFRC)**
2801 Grand Avenue, Pinellas Park, Florida. 33782-6140
* 185 Hours per week

* All hours shown are average and may vary based on local requirements.