Issue Date: May 20, 2016

INVITATION FOR BIDS #Y16-618-TA

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Orange County, Florida, henceforth referred to as the County is accepting sealed bids for:

Lenel Access Control System Upgrade for Orange County Corrections Booking and Releasing Center (BRC)

Sealed bid offers in an **original** and **three** (**3**) **copies** for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, June 21, 2016** in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

Copies of the bid documents may be obtained from the Orange County Procurement Division at the above address. Copies may be requested by phoning (407) 836-5635 or by download from the Internet at:

http://apps.ocfl.net/orangebids/bidopen.asp

A **Mandatory Pre-Bid Conference** and **Mandatory Site Inspection** will be held on Tuesday, June 7, 2016 beginning at 9:00 A.M. The Pre-Bid Conference will be held at Orange County Correction's Maintenance Meeting Room, located at **3723a Vision Blvd, Orlando, Florida 32839**. The mandatory site inspection will begin directly after completion of the mandatory pre-bid conference and will take place at Orange County's Booking and Releasing Center, located at **3855 South John Young Parkway, Orlando, Florida 32839**. Interested bidders are required to attend. **Bidders who fail to attend the mandatory pre-bid conference and mandatory site inspection shall be ineligible to compete for the award of a contract under this solicitation.**

Carrie Woodell, MPA, CFCM, CPPO, C.P.M., FCPM,
Acting Manager, Procurement Division

NOTICE TO BIDDERS

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Tracy.Attenasio@ocfl.net, Purchasing Agent at Tracy.Attenasio@ocfl.net.

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GENERAL TERMS AND CONDITIONS

1. **GENERAL INFORMATION**

These specifications constitute the complete set of requirements and bid forms. The bid response page(s), and all forms listed on the bid response page(s) shall be completed, signed, and sealed in an envelope bearing the bid number on the outside and mailed or presented to the Procurement Division on or before the specified time and date. **Failure to comply with the preceding requirements shall result in the rejection of the bid.**

Bids submitted by e-mail, telephone or fax shall not be accepted. An e-mailed or a faxed bid shall be rejected as non-responsive regardless of where it is received.

It is the sole responsibility of the Bidder to ensure that their bid reaches the Procurement Division. All bids, unless otherwise specified, must be delivered to the following address no later than the time and date specified in the solicitation:

Procurement Division
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, FL 32801

Bidders are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

The County shall not be responsible for delays caused by any occurrence. The time/date stamp clock located in the Procurement Division shall serve as the official authority to determine lateness of any bid. The bid time shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Late bids will be returned to the Bidder unopened. The decision to refuse to consider a bid that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections, or changes on any document must be initialed by the signatory of the bid.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, thirty (30) days after bid opening or upon recommendation for award, whichever occurs first. Bidders desiring to view these documents are urged to schedule an appointment.

For information concerning this bid, please contact the Procurement Division at the address listed above or by calling 407-836-5635. Please specify the bid number for which you are inquiring.

2. QUESTIONS REGARDING THIS SOLICITATION

All questions or concerns regarding this Invitation for Bids shall be submitted by email to Tracy.Attenasio@ocfl.net, no later than 5:00 PM Tuesday, June 14, 2016 to the attention of Tracy Attenasio, Procurement Division, referencing the IFB number. When required the Procurement Division shall issue an addendum to the Invitation for Bids. The addendum shall be available on the Internet for access by potential Bidders. Bidders are instructed not to contact the initiating division directly. No oral interpretation of this Invitation for Bids shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager, Procurement Division.

This provision exists solely for the convenience and administrative efficiency of Orange County. No Bidder or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Bidder or third party have any standing to sue or cause of action arising there from.

3. FEDERAL AND STATE TAX

The County is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Manager, Procurement Division will sign an exemption certificate submitted by the Contractor.

Contractors doing business with the County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Contractor be authorized to use the County's Tax Exemption Number in securing such materials.

4. ACCEPTANCE/REJECTION/CANCELLATION

The County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the County, will be in the best interest of and/or the most advantageous to the County. The County also reserves the right to reject the bid of any bidder who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the County's opinion, is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Award will be made to the lowest responsive and responsible bidder as determined by the County.

The County reserves the right, and the Manager, Procurement Division has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

5. NO BID

Where more than one item is listed, any items not bid upon shall be indicated as "NO BID".

6. CONFLICT OF INTEREST

The award is subject to provisions of applicable State Statutes and County Ordinances. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of Orange County. Further, all bidders must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Bidder's firm or any of its branches. Should the Contractor permanently or temporarily hire any County employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the County.

7. LEGAL REQUIREMENTS

All applicable Federal and State laws and County ordinances, that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility.

A. Contractors doing business with the County are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

B. Minority/Women Business Enterprises (M/WBE) indicates a business entity of which 51% or more is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are Black, Hispanic, Women, Native American, Asian-Pacific, Asian-Indian. Businesses wishing to participate in the County procurement process as an M/WBE are required to complete a certification application to attain recognition as such. You may contact the Procurement Division or the Business Development Division for information and assistance.

8. MISTAKES

In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly.

Bidders must check their bid where applicable. Failure to do so will be at the Bidder's risk. Bids having erasures or corrections must be initialed in ink by the Bidder.

9. AVAILABILITY OF FUNDS

The obligations of the County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Orange County Board of County Commissioners, or other specified funding source for this procurement.

10. EEO STATEMENT

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the Contractor shall abide by the following provisions:

A. The Contractor shall represent that the Contractor has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.

B. The Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.

The provisions of the prime contract shall be incorporate by the Contractor into the contracts of any applicable subcontractors.

11. BID TABULATION AND RESULTS

Bid tabulations shall be available thirty (30) days after opening on the Orange County website at: **http://apps.ocfl.net/orangebids/bidresults/results.asp** , or upon notice of intended action, whichever is sooner.

12. BID FORMS

All bids must be submitted on the County's standard Bid Response Form. Bids on Bidder's quotation forms shall not be accepted.

13. FLORIDA PREFERENCE

In the event this Invitation for Bids is to acquire personal property and the lowest responsive and responsible bid submitted in response to this Invitation for Bids, is by a bidder whose principal place of business is in a state other than Florida and such state or political subdivision thereof grants a preference for the purchase of personal property to a person whose principal place of business is in said state, then Orange County Florida may award a preference to the lowest responsive and responsible bidder having a principal place of business within the State of Florida. Such preference shall be equal to the preference granted by the state in which the lowest responsive and responsible bidder has its principal place of business. This section shall not apply to transportation projects in which Federal aid funds are used.

Any bidder whose principal place of business is outside the State of Florida must accompany any written bid documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. Reference Florida Statutes 287.084.

14. RECIPROCAL PREFERENCE

In the event the lowest responsive and responsible bid submitted in response to any Invitation for Bids is by a bidder whose principal place of business is in a county other than Orange County, and such county grants a bid preference for purchases to a bidder whose principal place of business is in such a county, then Orange County may award a preference to the next lowest responsive and responsible bidder having a principal place of business within Orange County Florida. Such preference shall be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business except as provided below.

Effective July 1, 2015 the reciprocal local preference shall not apply to construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.

15. POSTING OF RECOMMENDED AWARD AND PROTESTS

The recommended award will be posted for review by interested parties at the Procurement Division and at:

http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp prior to submission through the appropriate approval process and will remain posted for a period of five (5) full business days.

- **Orange County Lobbyist Regulations General Information**
  http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the Contractor. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The Board of County Commissioners may void any contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the black-out period restrictions of Ordinance No. 2002-15.

- **Orange County Protest Procedures**
  http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx

Failure to file a protest with the Manager, Procurement Division by 5:00 PM on the fifth full business day after posting, shall constitute a waiver of bid protest proceedings.

16. BID AND RELATED COSTS

By submission of a bid, the Bidder agrees that any and all costs associated with the preparation of the bid will be the sole responsibility of the Bidder. The Bidder also agrees that the County shall bear no responsibility for any costs associated with the preparation of the bid including but not limited to any administrative or judicial proceedings resulting from the solicitation process.

17. CONTRACTUAL AGREEMENT

This Invitation for Bids shall be included and incorporated in the final contract or purchase order. The order of contract precedence will be the contract (purchase order), bid document, and response. Any and all legal actions associated with this Invitation for Bids and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

18. PUBLIC ENTITY CRIME

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

19. DRUG-FREE WORKPLACE FORM

The Drug-Free Workplace Form is attached and shall be completed and submitted with your bid.

20. SUBCONTRACTING

Bidders subcontracting any portion of the work shall state name and address of subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors Form".

21. CONFLICT OF INTEREST FORM

Bidder shall complete the Conflict of Interest Form attached hereto and submit it with their bid.

22. ETHICS COMPLIANCE

The following forms are included in this solicitation and shall be completed and submitted as indicated below:

A. **Orange County Specific Project Expenditure Report** -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in **Section 2-351, Orange County Code.** This form shall be completed and submitted with all bid responses to an Orange County solicitation. Any questions concerning this form shall be addressed to the purchasing agent identified in the applicable solicitation.

B. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners. This form shall be completed and submitted with the applicable bid to an Orange County solicitation.

No contract award shall be made unless these forms have been completed and submitted with the bid. Any questions concerning these forms shall be addressed to the purchasing agent identified in this solicitation. Also, a listing of the most frequently asked questions concerning these forms is attached to each for your information.

23. SUBMISSION OF BID

The bid must be mailed or hand delivered in a sealed envelope to:

ORANGE COUNTY PROCUREMENT DIVISION
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, Florida 32801

Bidders must indicate on the sealed envelope the following:

A. Invitation for Bids Number
B. Hour and Date of Opening
C. Name of Bidder

Bids received after the time, date, and/or at the location specified, due to failure to identify the envelope with the above information shall be rejected.

24. COPIES

Copies of documents, records, materials, and/or reproductions requests will be charged in accordance with Orange County's fee schedule. Copyrighted materials may be inspected, but cannot be copied or reproduced per Federal law.

25. PROPRIETARY/RESTRICTIVE SCOPE OF WORK/SERVICES

If a prospective bidder considers the scope of work/services contained herein to be proprietary or restrictive in nature, thus potentially resulting in reduced competition, they are urged to contact the Procurement Division prior to bid opening. Specifications which are unrelated to performance will be considered for deletion via addendum to this Invitation for Bids.

26. ASSISTANCE WITH SCOPE OF WORK/SERVICES

Any prospective bidder who assisted the County in developing or writing the scope of work/services contained herein are requested to so note such on the bid response page.

27. PAYMENT TERMS/DISCOUNTS

The County's payment terms are in accordance with Florida Statute 218, Local Government Prompt Payment Act. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

28. PATENTS AND ROYALTIES

Unless otherwise provided, the Contractor shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this Invitation for Bids.

The Contractor, without exception, shall indemnify and save harmless the County 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 Contractor. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product.

If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

29. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County.

30. CLARIFICATIONS

It is the Bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this Invitation for Bids. Lack of understanding and/or misinterpretation of any portions of this Invitation for Bids shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidder's must contact the Procurement Division, at the phone number on the bid cover sheet **prior** to bid opening, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the Bidder and the County.

31. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,

C. No attempt has been made or shall be made by the Bidder to induce any other person or bidder to submit or not to submit a bid for the purpose of restricting competition.

32. SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

33. PRICING/AUDIT

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor’s cost of goods and use of funds. Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the services for at least five (5) years after completion of this contract. The County or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the Contractor or its subcontractors, as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the Contractor’s subcontractors used to procure services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

34. EMPLOYEES OF THE CONTRACTOR

All work under this contract shall be performed in a professional and skillful manner. The County may require, in writing, that the Contractor, remove from this contract any employee the County deems incompetent, careless, or otherwise objectionable.

35. TOBACCO FREE CAMPUS

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to Contractors and their personnel during contract performance on County owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

36. CONTRACT CLAIMS

"Claim" as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County, relating to a particular contract shall be submitted to the Manager, Procurement Division in writing clearly labeled "Contract Claim" requesting a final decision. The Contractor also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

Failure to document a claim in this manner shall render the claim null and void. No claim shall be accepted after final payment of the contract.

The decision of the Manager, Procurement Division shall be issued in writing and furnished to the Contractor. The decision shall state the reasons for the decision reached. The Manager, Procurement Division shall render the final decision within sixty (60) days after receipt of Contractor's written request for a final decision. The Manager, Procurement Division decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager, Procurement Division.

37. VERIFICATION OF EMPLOYMENT STATUS

Prior to the employment of any person under this contract, the Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term, and an express requirement that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at: http://www.uscis.gov/portal/site/uscis.

Only those employees determined eligible to work within the United States shall be employed under this contract.

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

38. CONFIDENTIAL INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as many be provided by other applicable State or Federal Law, all proposers should be aware that Invitation for Bids and the responses thereto are in the public domain. Bidders must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law**. If a Bidder fails to cite the applicable exempting law, we will treat the information as public.

39. FEDERAL REQUIREMENTS

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

All Contracts in excess of one hundred thousand dollars ($100,000) shall comply with all the requirements of Section 114 of the Clean Air Act (42 USC 7401 et seq.) as amended and Section 308 of the Federal Water Pollution Control Act (33 USC 1251 et seq.) as amended.

40. PUBLIC RECORDS COMPLIANCE

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.

2. Upon request from Orange County's custodian of public records, provide Orange County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from the 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 Contractor does not transfer the records to Orange County.

4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.

5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

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

   Teresa Miller, Procurement Public Records Liaison
   400 E. South Street, 2nd Floor, Orlando, FL 32801
   407-836-5897
   Teresa.Miller@ocfl.net

41. BRAND NAME OR EQUALS/DEVIATIONS

Unless otherwise specified, the mention of a particular manufacturer's brand name or number in the specifications does not imply that this particular good is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of good that will be acceptable. Equal offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with equal offers will result in the disqualification of the bid.

The determination as to whether any alternate good or service is or is not equal shall be made solely by the County and such determination shall be final and binding upon all bidders. The County reserves the right to request and review additional information to make such a determination.

Although the County provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the County. Award may not necessarily be given to the lowest bid offered.

The Bidder shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items bid upon. Unless the bid is in response to a “Brand Name or Equal” requirement, deviations from the specifications will only be considered if requested in writing prior to the date and time specified for receipt of bids. Deviations, if accepted, will be specifically addressed in writing via an addendum to this Invitation for Bids. Any goods or services that are not in compliance with the specifications will not be accepted.

SPECIAL TERMS AND CONDITIONS

1. MANDATORY PRE-BID CONFERENCE & MANDATORY SITE VISIT

All interested parties are invited to attend a **Mandatory Pre-bid Conference** and **Mandatory Site Inspection** beginning on Tuesday, **June 7, 2016 at 9:00 A.M.**

The Mandatory Pre-Bid Conference will be held at Orange County's Maintenance Room, located at 3733a Vision Blvd, Orlando, Florida 32839 on Tuesday June 7, 2016 at 9:00 A.M.

Upon completion of the mandatory pre-bid conference, Bidder and County representatives will walk together to the **County Correction's Booking and Releasing Center located at 3855 South John Young Parkway, Orlando, Florida 32839 to conduct the mandatory site inspection**. Bidders will need to check in with security prior to entering the Booking and Releasing Center and will be required to show a copy of their valid driver's license.

Once bidders have arrived at the Correction's Booking and Releasing Center, the County's designee will provide a site inspection of the facility. Bidders are advised to make a thorough inspection of the scope. At this time, the County's representative will be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

Bidders who fail to attend and complete both the mandatory Pre-bid Conference and Mandatory Site Visit will be ineligible to compete for the award of a contract under this solicitation. Site inspection requirement applies to ALL Bidders regardless of past knowledge and past visitations.

2. QUALIFICATION OF BIDDERS

This bid will be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. The Bidder shall submit the following information with the bid:

A. Provide a minimum of three (3) satisfactory references for accounts similar in size and scope of work within the last five (5) years where the Bidder has implemented a Lenel Access Control Upgrade or similar variation thereof. References shall indicate company name, address, contact phone number, email address, contract title, contract start and end date, contract award amount, type of facilities serviced, detailed description of work performed including if project deliverables were on schedule, and estimated square footage of facility and/or facilities serviced. Bidder shall use the reference sheets attached herein.

   Similar accounts shall equate to the references where the facility and/or facilities serviced by the Bidder were a minimum of 5,000 square feet.

B. Provide certification that Bidder is an authorized Value Added Reseller (VAR) and is authorized to sell Lenel hardware in the State of Florida at time of bid opening. Certification shall be valid at time of bid opening.

C. Provide a detailed list of all personnel contemplated to perform the work, by name and title.

1. All listed technicians shall be both Lenel and Identipass certified. Copies of both certifications for each listed technician shall be included with the bid response.

2. Detailed list shall also demonstrate that the Bidder has a staff that collectively holds a minimum of one (1) certification in the following categories:
   a) Lenel Certified Associate (LCA)
   b) Lenel Certified Professional (LCP)
   c) Lenel Certified Expert (LCE)
   d) Lenel Certified Design Architect(LCDA)

D. Provide assigned Project Manager's contact information including but not limited to: Name, title, comprehensive resume, office phone number, cell phone number, email address. Resume shall demonstrate that the assigned Project Manager has a minimum of five (5) years of similar work experience.

E. Provide a detailed quality control plan to ensure all work performed is in accordance with all applicable standards, rules, and regulations and that all work is performed without delays.

F. Provide a detailed list of all equipment, material and parts used to complete the work specified. Detailed list shall include manufacturer, part number, description of item, and quantities to be supplied by Bidder.

Failure to submit the above requested information may be cause for rejection of your bid.

The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

3. AS SPECIFIED

All equipment delivered shall meet the specifications herein. Equipment not delivered not as specified shall be returned at no expense by Orange County. The County may return, for full credit, any unused goods received which fail to meet the County's performance standards. Replacement goods meeting specifications shall be submitted within a reasonable time after rejection of the non-conforming goods.

4. INFORMATION AND DESCRIPTIVE LITERATURE

For items bid in Lots B and C, Bidders shall furnish all information requested and in the space provided on the bid form. Each Bidder offering an equal to the brand(s) specified or if no brand is specified shall submit with their bid, descriptive literature and detailed specifications that allow for a side by side comparison covering each product offered for the County to determine if such item(s) meets or exceeds the brand being substituted for.

Reference to literature submitted with a previous bid shall not satisfy this provision. Bids which do not comply with these requirements may be rejected.

5. SAMPLES

For items bid in Lot B only, Bidders shall submit with their bid a sample of each proposed equivalent for a quality comparison without cost to the County. Each sample provided with bid shall identify the bid item number, brand, manufacturer and model number on the sample.

6. LICENSES AND PERMITS

A. Bidders to be considered for contract award under this Invitation for Bids shall be either "registered" or "certified" by the State of Florida, Department of Professional Regulation and licensed by all other federal, state, county or municipal agencies which may have jurisdiction over the type of work to be performed under this solicitation.

B. Required licenses shall be in the Bidder's name as it appears on the Bid Response Form. Bidder shall supply appropriate license numbers, with expiration dates, as part of their bid. Failure to maintain and provide proof of proper licensing, certification and registration may be grounds for rejection of the bid.

C. Upon notification, the Bidder shall provide copies of all applicable licenses.

7. BID ACCEPTANCE PERIOD

A bid shall constitute an irrevocable offer for a period of ninety (90) days from the bid opening date or until the date of award. In the event that an award is not made by the County within ninety (90) days from the bid opening date, the Bidder may withdraw their bid or provide a written extension of their bid.

8. AWARD

Award shall be made on an "All-or-None Total Bid", to the lowest responsive and responsible Bidder. Bidder shall bid on all Lots to be considered. If the Bidder fails to respond, they will be considered non-responsive.

9. POST AWARD MEETING

Within **Seven** (7) days after receipt of notification of award of bid, Contractor shall meet with the County's representative(s) to discuss the following:

- scheduling of services
- security procedures, including scheduling of background checks

10. PERFORMANCE

Timely performance is of the essence in the award of this Invitation for Bids. Performance shall be no later than fifty **(50)** calendar days from receipt of purchase order. Bids which fail to meet this requirement shall be rejected.

It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

Should the Contractor neglect, fail or refuse to provide the services within the time herein specified, then said Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay Orange County the sum extended by the County to contract for like services approved by the Procurement Division for the period from the required scheduled commencement date until performance of services covered in the Invitation for Bids is completed.

The Contractor shall, within **One (1)** calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

11. TERMINATION

A. Termination for Default:

The County may, by written notice to the Contractor terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

1. Provide services that comply with the scope of work/services herein or fails to meet the County's performance standards
2. Perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the County shall provide adequate written notice to the Contractor through the Manager, Procurement Division, affording the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) calendar days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the Contractor in accordance with the County's Procurement Ordinance. The Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

In the event of termination by the County for any cause, the Contractor shall have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Contractor shall:

1. Stop work on the date and to the extent specified.

2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work

3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.

4. Continue and complete all parts of that work that have not been terminated.

If the Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor the contract shall not be terminated for default. Examples of such causes include (1) acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3) fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

B. Termination for Convenience:

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for services rendered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) calendar days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

12. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH

By submission of a bid in response to this solicitation, the Bidder certifies that all material, equipment, etc., contained in their bid meets all OSHA requirements. Bidder further certifies that if they are the awarded Contractor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirements in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the Contractor.

13. CODES AND REGULATIONS

The Contractor shall strictly comply with all Federal, State and local codes and regulations.

14. PAYMENT

Partial payments for the value of services rendered and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Payment shall be made in accordance with Florida Statute 218, Local Government Prompt Payment Act. Payment for accepted services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Corrections Department
Fiscal Services
P.O. Box 4790
Orlando, Florida 32802-4970
Phone (407) 836-0208

In the event additional County Departments or other public entities utilize this contract, invoices are to be sent directly to the Department or entity placing the order.

15. DEBRIS

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

16. SAFETY AND PROTECTION OF PROPERTY

The Contractor shall at all times:

A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.

B. Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.

C. Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other Contractors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.

D. Comply with all ordinances, rules, regulations, standards and lawful orders from authority bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:

- Occupational Safety and Health Act (OSHA)
- National Institute for Occupational Safety & Health (NIOSH)
- National Fire Protection Association (NFPA)
- American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)

E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx

17. INSURANCE REQUIREMENTS

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.
(Note: State licenses can be checked via www.floir.com/companysearch/ and A.M. Best Ratings are available at www.ambest.com)

Required Coverage:

☒ Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than $500,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

☒ Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations

☒ Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

☒ Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than $500,000 (five hundred thousand dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

☒ Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than $100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

☒ Waiver of Subrogation- WC 00 03 13 or its equivalent

When a self-insured retention or deductible exceeds $100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a “Claims-Made” basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers’ compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).
The certificate holder shall read:

Orange County Board of County Commissioners
c/o Procurement Division
400 E. South Street, 2nd Floor
Orlando, Florida 32801

18. PRICING

The County requires a firm price for the entire contract period, or as otherwise specified. Invoices shall be reviewed to confirm compliance with contract pricing. Failure to hold prices firm shall be grounds for immediate termination of the contract.

19. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES

At the option of the Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

20. BID PREFERENCE

In accordance with the Minority Women Owned Business Enterprise (MWBE) Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible Orange County certified MWBE bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

A. 8% - Bids Up To $100,000
B. 7% - Bids Greater Than $100,000 to $500,000
C. 6% - Bids Greater Than $500,000 to $750,000
D. 5% - Bids Greater Than $750,000 to $2,000,000
E. 4% - Bids Greater Than $2,000,000 to $5,000,000
F. 3% - Bids Greater Than $5,000,000

In accordance with the Service Disabled Veteran Business Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible registered Service Disabled Veteran bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

A. 8% - Bids Up To $100,000
B. 7% - Bids Greater Than $100,000 to $500,000
C. 6% - Bids Greater Than $500,000 to $750,000
D. 5% - Bids Greater Than $750,000 to $2,000,000
E. 4% - Bids Greater Than $2,000,000 to $5,000,000
F. 3% - Bids Greater Than $5,000,000

In the event of a tie between an M/WBE and an SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.

21. CHANGES - SERVICE CONTRACTS

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

A. Description of services to be performed.

B. Time of Performance (i.e., hours of the day, days of the week, etc.).

C. Place of performance of the services.

If additional work or other changes are required in the areas described above, a price proposal shall be required from the Contractor. Upon negotiation of the proposal, execution and receipt of the change order, the Contractor shall commence performance of the work as specified.

The Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Procurement Division. If the Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at their own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

22. METHOD OF ORDERING

The County shall issue a Purchase Order against the contract for the services listed on the Bid Response Form.

23. REFERENCES

A contact person shall be someone who has personal knowledge of the Bidder's performance for the specific requirement listed. Contact person shall have been informed that they are being used as a reference and that the County may be contacting them. More than one person can be listed but all shall have knowledge of the project. The reference shall be the owner or a representative of the owner. Contractors who provided services under the referenced project (contract) shall not be accepted as references. **DO NOT** list principals or officers who shall not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the responsibility of the Bidder.

24. ESTIMATED QUANTITIES

The number of equipment and/or parts specified in the scope of work and/or the bid response form are only estimates. Bidders shall be responsible for their own measurements and shall submit a firm price accordingly. There shall be no adjustments, for increase or decrease, of the number of equipment and/or parts required for the job; therefore, the total offer shall be based on accurate quantities by Bidders during inspection. Failure to do so shall be at Bidder's risk. Any request for unit prices on the Bid Response Form is for information only. Award shall be based solely on "Total Bid", with no adjustments made for increased/decreased quantities after award.

SCOPE OF SERVICES

I. OVERVIEW

The County requires an upgrade to the existing Identicard/IdentiPass Access Control System to a Lenel OnGuard Manufactured Access Control System Version 7.0 for Orange County's Corrections Booking and Releasing Center.

Orange County's Corrections Booking and Releasing Center includes four floors, with a total of fourteen (14) communications rooms and nine (9) elevator controls to be upgraded.

The Contractor shall perform the following services, as further specified herein:

1. Replace obsolete Identipass access control System with a new Lenel Mercury based access control system with utilizing Lenel Onguard 7.0.
2. Replace existing Identipass infrastructure with new Lenel Onguard Mercury based infrastructure equipment;
3. Existing proximity card readers shall remain in use;
4. Existing wiring shall be used for the new Lenel Access Control System;
5. Existing wiring shall be used for the new Lenel Access Control System;
6. Programming the new access control system panels into the new Access Control System;
7. Add corresponding floor plans to the Access Control System that will be provided by Orange County

Orange County has standardized on the Lenel Onguard security platform for access control.

The Contractor shall furnish all labor, supervision, equipment, licensing, and provide all operations for a complete Lenel access control system upgrade.

II.SCHEDULING REQUIREMENTS

A. Working Hours

All work performed by the Contractor and/or the Contractor's staff shall be conducted during normal business hours, Monday through Friday, 8:00 A.M through 5:00 P.M, EST. No additional compensation will be paid by the County for any overtime work performed by Contractor personnel or for any work performed outside normal business hours, as defined above.

The Contractor shall maintain office hours of 8:00 A.M to 5:00 P.M Monday through Friday with office personnel capable of coordination of services.

B. Project Manager

The Contractor shall assign a project manager with a minimum of five (5) years of similar work experience to oversee all work performed as a result of this contract and the quality of said work. The assigned project manager shall make all necessary inspections and/or corrections. The assigned project manager will act as a liaison for the Contractor and will act as the main point of contact for any questions or concerns regarding work provided by Contractor.

The assigned project manager shall be available Monday through Friday, 8:00 A.M. to 5:00 P.M and have a readily available communication device.

C. Inspection and Direction

The work shall be conducted under the general direction of Laura Bibb, Network Services Provider.

D. Project Schedule

During the post award meeting, as outlined under paragraph 6 of the Special Conditions, the Contractor shall provide a complete sequence of the work by activity and show the beginning and completion of each major element identified below.

The schedule to be provided shall include the critical path for time required for:

a. submittal of drawings
b. ordering
c. delivery
d. installation
e. inspections of all materials or equipment to complete the work on time.

An updated schedule, if the progress of work changes, shall be submitted to the designated County representative for review and approval. Any changes to the schedule that will cause time for completion to extend beyond fifty (50) days (as referenced in paragraph 10 of the Special Conditions) will require a contract modification to be signed by both parties.

E. Coordination of Work

Orange County Corrections Booking and Releasing Building is located at 2450 33rd St, Orlando, FL 32839. There are a total of four (4) floors with fourteen communication (14) rooms that will require site work as specified herein.

In addition to aforementioned work sites, the Contractor shall also work on any other areas in the vicinity requiring modifications in order to provide for a complete Lenel Access Control System Upgrade including but not limited to elevator systems.

It is the County's intent for work to be completed one floor at a time, starting with the fourth (4th) floor. Upon completion of all work to be completed on the 4th floor, the Contractor shall then begin work on the third (3rd) floor and so forth. In the event there is other work to occur in the vicinity of the work site(s) during the course of the performing the work under this contract, the Contractor shall cooperate fully so as to eliminate or minimize the creation of conflicts. Adjustments from time to time may be required in the Contractor's work location and/or schedule provided a reasonable notice is given by the County project manager.

Installation shall not begin until drawings are submitted and approved by County Project Manager or authorized designee. At a minimum, drawings shall indicate the location of equipment to be installed.

III.PERSONNEL REQUIREMENTS

A. Background Checks

The Contractor's assigned technicians and/or subcontractors shall be required to undergo Level II background checks prior to start of work. Background checks will be performed by Orange County Corrections. The Contractor shall be responsible for any costs associated with performing the required background checks and shall be arranged during the post award meeting, as outlined in paragraph 9 of the Special Conditions.

B. Supplied Equipment

The Contractor's assigned technicians shall be supplied all necessary equipment to perform specified services proficiently at the Contractor's expense. Examples may include but not be limited to personal protective equipment.

C. Certifications

All assigned technicians to perform services shall be both Lenel and Identipass certified to allow for migration between the two systems. The Contractor shall have and maintain for the life of this contract a staff that collectively holds a minimum of one (1) certification in the following categories:

a) Lenel Certified Associate (LCA)
b) Lenel Certified Professional (LCP)
c) Lenel Certified Expert (LCE)
d) Lenel Certified Design Architect(LCDA)

IV. EQUIPMENT AND WORK PERFORMANCE STANDARDS

All equipment and materials provided shall be new and unused and of the most current model or revision. All components of this system shall be installed in a workmanlike manner, following security industry "best practices" and in strict adherence to the manufacturer's specifications and applicable codes.

The Contractor shall have a quality control program in place whereas to ensure all work is performed in accordance with the requirements outlined in this Invitation to Bids and that all work is performed without delays.

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

V.WARRANTY PROVISIONS

A. Equipment and Labor

The Contractor shall warrant all equipment, materials, and labor furnished or performed under this Contract, against defects in design, materials and workmanship for a period of twelve (12) months (unless longer guarantees or warranties are provided elsewhere by the equipment manufacturer, in which case the longer periods of time shall prevail) from and after Final Completion of Work under the Contract, regardless of whether the same were furnished or performed by Contractor or by an of its subcontractors of any tier.

Upon receipt of written notice by the County of any defect in any such equipment, materials, or labor during the applicable warranty period, due to defective design, materials, or workmanship, the affected item or parts thereof shall be redesigned, repaired, or replaced by the Contractor at a time and in a manner acceptable to the County at no additional costs, including work performed outside normal business hours or during nationally recognized holidays.

The Contractor shall respond to such notifications within four (4) hours from time of receipt and schedule a site visit to be performed within twenty-four (24) hours.

In the event there is a critical situation where the public safety is at risk as solely determined by the County, the Contractor shall respond to such notifications and be on County site to review the critical matter within four (4) hours from time of receipt.

The Contractor warrants such redesigned, repaired, or replaced work against defective design, materials, and workmanship for a period of twelve months from and after the date of acceptance thereof. Should the Contractor fail to promptly make the necessary redesign, repair, replacement and tests, the County may perform or cause to be performed the same at the Contractor's expense.

B. Software Maintenance and Support

1. Minimum Warranty Requirements

The Contractor warrants all software furnished under this Contract, against defects in design, materials and workmanship for a period of twelve months from and After Final Completion of Work under the Contract, regardless of whether the same were furnished or performed by Contractor or by an of its subcontractors of any tier.

The Contractor shall provide maintenance and support services as covered under the warranty period to include but not be limited to OnGuard software configuration, application assistance, database properties and basic operating system functionality.

Upon receipt of written notice by the County of any defect in any such equipment, materials, or labor during the applicable warranty period, due to defective design, materials, or workmanship, the affected item or parts thereof shall be redesigned, modified, enhanced, corrected, or replaced by the Contractor at a time and in a manner acceptable to the County at no additional costs, including work performed outside normal business hours or during nationally recognized holidays.

2. Specific Performance Items during Warranty Period

The Contractor shall notify County by email of new versions of OnGuard software (major and minor releases; cumulative and incremental hot fixes) as they become available during the warranty period. The Contractor shall inform the County of potential software and/or firmware flaws that may lead to system instability or unreliable configurations. The Contractor shall make recommendations to resolve and/or mitigate these potential flaws.

3. Level of Support/Warranty

The Contractor shall adhere to Lenel's Normal Call Process (Call Workflow). Software support and maintenance shall include on-site and/or telephone service as needed.

VI. SPECIFICATIONS

The Contractor shall supply and furnish all installation, programming, mobilization, and licensing of all hardware, software, equipment, materials, and any other ancillary items necessary for a complete Lenel Access control upgrade. Unit Bid Prices shall be inclusive of all required equipment, parts, and/or materials to complete the upgrade project.

Where Lenel manufactured equipment and/or parts are specified, no equivalents and/or substitutes will be accepted. All other equipment bid shall be in accordance with Paragraph 4 and 5 of the Special Conditions.

A. First Floor- Communications Room # 1, Room # 1110 (IDentiPass Com 8)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with seven (7) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufacturer Dual Reader Boards, MFR: Lenel, Part/Item No: LNL-1320, and install Junction Blocks for an additional three (3) Card Reader & Access Control Points. Junction blocks to shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Part/Item No: LNL-1320, and install Junction Blocks for an additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by be Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with seven (7) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for an additional three (3) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent brand.
7	IDentiPASS Panel # 4	Remove 9000 Controller and Optional Reader Board, with four (4) readers.
8	IDentiPASS Panel #4	Install two (2) Lenel Manufactured Dual Reader Boards, MFR: Lenel, Part/Item No: LNL-1320.
9	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosures with ten (10) slots for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety (Item/Part No: E8 and E4) or approved equivalent.
10	Main System Controller	Install one (1) manufactured Lenel Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
11	Additional Boards to support readers in Panel # 1 and #3	Install three (3) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1 and #3,MFR: Lenel, Item/Part No:LNL-1320.
12	Additional Boards to support readers in Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2., MFR: Lenel, Part/Item No: LNL-1320.

B. First Floor- Communications Room # 2- Room #1255 (IDentiPASS Com 6)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Part/Item No: LNL-1320, and install Junction Blocks for an additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for an additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with three (3) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards. MFR: Lenel, Item/Part No: LNL-1320.
7	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosures with ten (10) slots for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
8	Main System Controller	Install one (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
9	Additional Boards to support readers in Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
10	Additional Boards to support readers in Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2. MFR: Lenel, Item/Part No: LNL-1320.

C. First Floor- Communications Room # 3- Room #1312 (IDentiPASS Com 5)

Item No.	Description	Requirement
1	Input/Output Enclosure # 1	Remove 9000 I/O Board.
2	Input/Output Enclosure # 1	Install one (1) MFR: Lenel, Item/Part No: LNL-1100 Input Control Module and quantity one (1) MFR: Lenel, Item/Part No: LNL-1200 Output Control Module.
3	Input/Output Enclosure #2	Remove 9000 I/O Board.

4	Input/Output Enclosure # 2	Install one (1) Lenel manufactured Input Control Module, MFR: Lenel Item/Part No: LNL-1100 and quantity one (1) Lenel Output Control Module, MFR: Lenel, Item/Part No: LNL-1200.
5	Input/Output Enclosure #3	Remove 9000 I/O Board.
6	Input/Output Enclosure # 3	Install one (1) Lenel manufactured Input Control Module, MFR: Lenel Item/Part No: LNL-1100 and quantity one (1) Lenel Output Control Module, MFR: Lenel, Item/Part No: LNL-1200.
7	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
8	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 and install Junction Blocks for an additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
9	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) readers.
10	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 and install Junction Blocks for an additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
11	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
12	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards MFR: Lenel Item/Part No: LNL-1320, and Junction Blocks for an additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent brand.
13	Power Supply Enclosures with slots for mercury hardware	Install power supply enclosures with ten (10) slots for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
14	Main System Controller	Install one (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
15	Additional Boards to support readers in Panel # 1	Install two (2) Lenel Manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
16	Additional Boards to support readers to Panel #2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320.
17	Additional Boards to support readers in Panel # 3.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 3, MFR: Lenel, Item/Part No: LNL-1320.

D. First Floor- Communications Room #4- Room #1466 (IDentiPASS COM 7)

Item No.	Description	Requirement
1	Input/Output Enclosure # 1	Remove 9000 I/O Board.
2	Input/Output Enclosure # 1	Install one (1) Lenel manufactured Input Control Module, MFR: Lenel, Item/Part No: LNL-1100 and quantity one (1) Lenel manufactured Output Control Module, MFR: Lenel, Item/Part No: LNL-1200.
3	Input/Output Enclosure #2	Remove 9000 I/O Board.
4	Input/Output Enclosure # 2	Install one (1) Lenel manufactured Input Control Module MFR: Lenel, Item/Part No: LNL-1100 and quantity one (1) Lenel manufactured Output Control Module, MFR: Lenel, Item/Part No: LNL-1200.
5	Input/Output Enclosure #3	Remove 9000 I/O Board.
6	Input/Output Enclosure # 3	Install one (1) Lenel manufactured Output Control Module, MFR: Lenel, Item/Part No: LNL-1200.
7	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with seven (7) Readers.
8	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 and Install Junction Blocks for additional three (3) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
9	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
10	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Part/Item NO: LNL-1320, and Install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
11	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
12	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 and junction blocks for Additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
13	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosure with ten (10) slots for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
14	Additional Boards to support readers in Panel #1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.

15	Additional Boards to support readers in Panel # 2.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320.
16	Additional Boards to support readers in Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 3, MFR: Lenel, Item/Part No: LNL-1320.

E. Second Floor- Communications Room # 1- Room #2152 (IDentiPASS Com 8)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 and Install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) readers
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 and Install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with three (3) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards MFR: Lenel, Item/Part No: LNL-1320.
7	Power Supply Enclosures with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety Power Supplies, (Item/Part No: E8 and E4) or approved equivalent.
8	Main System Controller	Install one (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
9	Additional Boards to support readers in Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
10	Additional Boards to support readers in Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320.
11	Additional Boards to support readers in Panel # 3	Install one (1) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 3, MFR: Lenel, Item/Part No: LNL-1320.

F. Second Floor- Communications Room # 2- Room #2203 (IDentiPass Com 6)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with three (3) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320.
7	Power Supply Enclosures with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
8	Main System Controller	Install one (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
9	Additional Boards to support readers in Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
10	Additional Boards to support readers in Panel # 2.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320

G. Second Floor-Communications Room # 3- Room # 2334 (IDentiPASS Com 5)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with six (6) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional two (2) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.

4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with three (3) Readers
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320.
7	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
8	Main System Controller	Install one (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
9	Additional Boards to support readers in Panel # 1.	Install one (1) Lenel manufactured Dual Reader Board for IDentiPASS Panel # 1. MFR: Lenel, Item/Part No: LNL-1320.
10	Additional Boards to support readers in Panel # 2.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320.
11	Additional Boards to support readers in Panel # 3.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel #3, MFR: Lenel, Item/Part No: LNL-1320.

H. Second Floor- Communications Room #4-Room #2409 (IDentiPASS Com 7)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) readers
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with six (6) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.

7	Power Supply Enclosure with slots for mercury hardware	Install power supply cabinet with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
8	Main System Controller	Install one (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
9	Additional Boards to support readers in Panel # 1	Install one (1) Lenel manufactured Dual Reader Board for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
10	Additional Boards to support readers in Panel # 2.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320.
11	Additional Boards to support readers in Panel # 3.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 3, MFR: Lenel, Item/Part No: LNL-1320.

I. Third Floor- Communications Room # 1- Room # 3108 (IDentiPASS Com 8)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with six (6) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
7	IDentiPASS Panel # 4	Remove 9000 Controller and Optional Reader Board with seven (7) Readers.
8	IDentiPASS Panel # 4	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and junction blocks for additional three (3) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
9	IDentiPASS Panel # 5	Remove 9000 Controller and Optional Reader Board with four (4) Readers.

10	IDentiPASS Panel # 5	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320.
11	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
12	Main System Controller	Install one (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
13	Additional Boards to support readers in Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel #1, MFR: Lenel, Item/Part No: LNL-1320.
14	Additional Boards to support readers in Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel #2, MFR: Lenel, Item/Part No: LNL-1320.
15	Additional Boards to support readers in Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel #3, MFR: Lenel, Item/Part No: LNL-1320.
16	Additional Boards to support readers in Panel # 4.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel #4, MFR: Lenel, Item/Part No: LNL-1320.

J. Third Floor- Communications Room # 2- Room # 3205 (IDentiPASS COM 6)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with six (6) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
7	IDentiPASS Panel # 4	Remove 9000 Controller and Optional Reader Board with eight (8) Readers.

8	IDentiPASS Panel # 4	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
9	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be life manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
10	Main System Controller	Install and supply (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
11	Additional Boards to support readers in Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel #1, MFR: Lenel, Item/Part No: LNL-1320.
12	Additional Boards to support readers in Panel # 2.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel #2, MFR: Lenel, Item/Part No: LNL-1320.
13	Additional Boards to support readers in Panel # 3.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 3, MFR: Lenel, Item/Part No: LNL-1320.
14	Additional Boards to support readers in Panel # 4.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 4, MFR: Lenel, Item/Part No: LNL-1320.

K. Third Floor- Communications Room #3- Room # 3337 (IDentiPASS COM 5)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320 Dual Reader Boards, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with six (6) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
7	IDentiPASS Panel # 4	Remove 9000 Controller and Optional Reader Board with two (2) readers.

8	IDentiPASS Panel # 4	Install one (1) Lenel manufactured Dual Reader Board, MFR: Lenel, Item/Part No: LNL-1320
9	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be life manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
10	Main System Controller	Install one (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
11	Additional Boards to support readers in Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
12	Additional Boards to support readers in Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320.
13	Additional Boards to support readers in Panel 3	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 3, MFR: Lenel, Item/Part No: LNL-1320.

L. Third Floor- Communications Room # 4- Room # 3425 (IDentiPASS COM 7)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with six (6) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
7	Power Supply enclosure with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be life manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
8	Main System Controller	Install and supply (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
9	Additional Boards to support readers in Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.

10	Additional Boards to support readers in Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
11	Additional Boards to support readers in Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.

M. Fourth Floor- Communications Room # 3 – Room # 1312 (IDentiPASS COM 5)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with six (6) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional two (2) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) Readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with seven (7) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional three (3) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
7	IDentiPASS Panel # 4	Remove 9000 Controller and Optional Reader Board, with five (5) Readers.
8	IDentiPASS Panel # 4	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320.
9	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be life manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
10	Main System Controller	Install and supply (1) Lenel Manufactured Intelligent Controller MFR: Lenel, Item/Part No: LNL-3300.
11	Additional Boards to support readers in Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
12	Additional Boards to support readers in Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320.
13	Additional Boards to support readers in Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel #3, MFR: Lenel, Item/Part No: LNL-1320.

N. Fourth Floor- Communications Room # 4-Room #1466 (IDentiPASS COM 7)

Item No.	Description	Requirement
1	IDentiPASS Panel #1	Remove 9000 Controller and Optional Reader Board, with six (6) Readers.
2	IDentiPASS Panel # 1	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional two (2) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
3	IDentiPASS Panel # 2	Remove 9000 Controller and Optional Reader Board, with eight (8) readers.
4	IDentiPASS Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install Junction Blocks for additional four (4) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
5	IDentiPASS Panel # 3	Remove 9000 Controller and Optional Reader Board, with seven (7) Readers.
6	IDentiPASS Panel # 3	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320, and install junction blocks for additional three (3) Card Reader & Access Control Points. Junction blocks shall be manufactured by Eaton, Cooper, or approved equivalent.
7	IDentiPASS Panel # 4	Remove 9000 Controller and Optional Reader Board, with five (5) Readers.
8	IDentiPASS Panel # 4	Install two (2) Lenel manufactured Dual Reader Boards, MFR: Lenel, Item/Part No: LNL-1320.
9	Power Supply Enclosure with slots for mercury hardware	Install power supply enclosure with ten (10) slops for Mercury Hardware and a maximum of two (2) power supply boards. Enclosures shall be life manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
10	Main System Controller	Install and supply (1) Lenel manufactured Intelligent Controller, MFR: Lenel, Item/Part No: LNL-3300.
11	Additional Boards to support readers in Panel # 1.	Install one (1) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 1, MFR: Lenel, Item/Part No: LNL-1320.
12	Additional Boards to support readers in Panel # 2	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 2, MFR: Lenel, Item/Part No: LNL-1320
13	Additional Boards to support readers in Panel # 3.	Install two (2) Lenel manufactured Dual Reader Boards for IDentiPASS Panel # 3, MFR: Lenel, Item/Part No: LNL-1320

O. Elevator Controls

Item No.	Description	Requirement
1	Power Supply Enclosures with slots for mercury hardware	Install nine (9) Power Supply Enclosures each with six (6) Slots for Mercury Hardware and power Supply Boards for all nine (9) elevators. Enclosures shall be life manufactured by Life Safety Power Supplies (Item/Part No: E8 and E4) or approved equivalent.
2	Conversion	Install one (1) MFR: Lenel, Item/Part No: LNL-2220, for each elevator shall be converted.
3	Conversion	Install eighteen (18) Lenel manufactured Dual Reader Boards to cover readers for each elevator, MFR: Lenel, Item/Part No: LNL-1320.
4	Conversion	Attach Data to Input/Output Boards in Converted IDentiPASS Enclosures for each of the nine (9) elevators.

P. Licensing

The Contractor shall supply licensing services for all access card readers.

Q. Clarifications

1. Two (2) 12vdc 7ah Batteries shall be provided in each power supply, for a total of forty-six (46) shall be supplied by Contractor.
2. County Personnel will be extracted from IDentiPass for use in the Lenel OnGuard System. Name and Card Number Data will be imported into Lenel OnGuard for Orange County Administrator to create access rights.
3. Low voltage wiring shall be installed in open cable tray or conduit near panels by the Contractor.
4. The County will be provide static IP addresses and network connections at panel locations.
5. The County will provide a secured staging and storage area for project related materials upon request by the Contractor.

VII.FINAL ACCEPTANCE TESTING

A. A minimum of forty-eight (48) hour notice will be provided to County's representative before final testing occurs. Scheduling of final testing will occur during normal business hours, Monday-Friday, 8:00 A.M through 5:00 P.M., E.S.T. Testing of elevator card access system shall be as required by state and local authorities having jurisdiction. The Contractor shall identify required testing, coordinating, scheduling, and conducting tests before final acceptance. Tests shall include the following at a minimum:

1. Operation of all delivers
2. Operation of all system features under normal operation
3. Before energizing the cables and wires, check for correct connections and test for short circuits, ground faults, continuity, and insulation
4. Open and short (wire only) network communications and verify that signals are received at network nodes or terminals
5. Check all alert tones and visual indications

B. Software modifications:

The Contractor shall provide the services of a trained and authorized technician to perform system software modifications, upgrades or changes if system fails or does not meet the operational requirements during testing as specified herein.

C. Deliverables Upon Final Acceptance

Upon completion of installation and final acceptance testing, the Contractor shall provide and/or perform the following:

1. Provide to County Project Manager a signed written statement and/or certificate confirming that the equipment was installed in accordance with the specifications, shop drawings, instructions and directions provided by the manufacturer.

2. Remove all rubbish, debris, and waste materials and legally dispose of project site.

D. Training

The Contractor shall provide one (1) training session on County site for five (5) County staff members. The training session shall be for a minimum of four (4) hours and include but not be limited to topics concerning access levels, card holder creation, time zones, and holiday schedules.

Unit Price for training shall include all costs associated with providing training services identified herein including but not limited to labor, equipment, and materials. No reimbursement for mileage or travel will be allowed.

Exact date and time of the training session to be scheduled during post award meeting, as outlined in paragraph 9 of the special conditions.

E. Manuals

The Contractor shall provide the following manuals at a minimum upon Final Acceptance and testing:

1. three (3) paper copies and one (1) electronic copy of software O&M manuals
2. three (3) paper copies and one (1) electronic copy of hardware O&M manuals

Costs of providing manuals shall be at no additional cost to the County.

BID RESPONSE FORM
IFB #Y16-618-TA

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of work/services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs.

Bidder shall bid on all Groups to be considered responsive. Failure to bid all Groups and items will result in the Bid being deemed non-responsive.

LOT A: FURNISH AND SUPPLY OF EQUIPMENT – No equivalents or substitutes will be accepted for LOT A, Items 1-5. Bids shall only be equipment as specified. No descriptive literature and/or samples are to be submitted for items in LOT A.

Item No.	Description	MFR	Model or Part Number	Estimated Quantity		UOM		Unit Cost		Extended Total
1	Controllers for Main System, Intelligent System Controller	LENEL	LNL-3300	14	x	EA	x	$_____	=	$_____
2	Controllers for Elevator, Intelligent Dual Part Controller	LENEL	LNL-2220	9	x	EA	x	$_____	=	$_____
3	Input Control Module(ICM)	LENEL	LNL-1100	5	x	EA	x	$_____	=	$_____
4	Output Control Module(OCM)	LENEL	LNL-1200	5	x	EA	x	$_____	=	$_____
5	Reader Boards, Dual Reader Interface Module	LENEL	LNL-1320	174	x	EA	x	$_____	=	$_____

GRAND TOTAL OF LOT A (Items 1-5) $_____

Name of Bidder: _____

LOT B: SUPPLY AND FURNISH OF EQUIPMENT- Equivalent or substitute products may be bid for Lot B, Items 1-3. For items in Lot B only, Bidders shall submit with their bid a sample of each proposed equivalent for a quality comparison without cost to the County. Each sample provided with bid shall identify the bid item number, brand, manufacturer and model number on the sample. Bidder to also submit with their bid descriptive literature and detailed specifications that allow for a side by side comparison covering each product offered for the County to determine if such item(s) meets or exceeds the brand being substituted for.

Item No.	Description	MFR	Model or Part Number	Estimated Quantity		UOM		Unit Cost		Extended Total
1	Main System Power Supply Enclosures	LIFE SAFETY Is Bidder offering the above MFG Yes □ No □ If no, Bidder to indicate proposed equivalent below: MFG:_____ MODEL/PART NO:_____	E8 and E4	14	x	EA	x	$_____	=	$_____
2	Elevator System Power Supply Enclosures	LIFE SAFETY Is Bidder offering the above MFG Yes □ No □ If no, Bidder to indicate proposed equivalent below: MFG:_____ MODEL/PART NO:_____	E8 and E4	9	x	EA	x	$_____	=	$_____

Name of Bidder: _____

Item No.	Description	MFR	Model or Part Number	Estimated Quantity	UOM	Unit Cost	Extended Total
3	Double Height Junction Block.	EATON or COOPER Is Bidder offering one of the above MFG? Yes □ No □ If no, Bidder to indicate proposed equivalent below: MFG:_____ MODEL/PART NO:_____	E8 and E4	1000 x	EA x	$_____ =	$_____

GRAND TOTAL OF LOT B, (Items 1- 3) $_____

LOT C- FURNISH AND SUPPLY OF EQUIPMENT AND PARTS- No brand is specified for equipment in Lot C, Items 1-8. Bidder to indicate MFG and Part/Model bid for each item in Lot C and submit descriptive literature and detailed specifications for the indicated equipment. No samples are to be submitted for items in Lot C.

Item No.	Description	MFR	Model or Part Number	Estimated Quantity	UOM	Unit Cost	Extended Total
1	Batteries, 12vdc 7AH SLA Battery	Bidder to indicate MFG: _____	Bidder to indicate Part/Model No _____	46 x	EA x	$_____ =	$_____
2	Double Height Junction Block (DDP) Stop/Spacker Bracket for Junction Block	Bidder to indicate MFG: _____	Bidder to indicate Part/Model No _____	150 x	EA x	$_____ =	$_____

Name of Bidder: _____

Item No.	Description	MFR	Model or Part Number	Estimated Quantity		UOM		Unit Cost		Extended Total
3	Double Height Junction Block (DDP) End Cover	Bidder to indicate MFG: _____	Bidder to indicate Part/Model No _____	150	x	EA	x	$_____	=	$_____
4	Din Rail-1 Meter	Bidder to indicate MFG: _____	Bidder to indicate Part/Model No _____	20	x	EA	x	$_____	=	$_____
5	Reader Junction Cables, 22-06 Shielded Stranded Plenum White and Yellow Strip	Bidder to indicate MFG: _____	Bidder to indicate Part/Model No _____	7	x	EA	x	$_____	=	$_____
6	Device Junction Cable 22-06, Unshielded Stranded Plenum White and Gray Strip	Bidder to indicate MFG: _____	Bidder to indicate Part/Model No _____	46	x	EA	x	$_____	=	$_____
7	Power/Data Cable, 22-04 Shielded Stranded Plenum White with Brown Strip	Bidder to indicate MFG: _____	Bidder to indicate Part/Model No _____	3	x	EA	x	$_____	=	$_____
8	Network Cable, 24-4p Unshielded Solid Plenum C5E Blue	Bidder to indicate MFG: _____	Bidder to indicate Part/Model No _____	2	x	EA	x	$_____	=	$_____

GRAND TOTAL LOT C (Items 1-8) $_____

Name of Bidder:_____

LOT D: LICENSING

Item No.	Description	Estimated Quantity		Unit of Measure		Unit Pricing		Extended Total
1	64 access readers upgrade for all PRO systems, no maximum on number of readers	46	x	EA	x	$_____	=	$_____
Grand Total Lot D (Item 1)								$_____

LOT E- INSTALLATION, PROGRAMMING, AND TRAINING SERVICES

Item No.	Description	Estimated Quantity		Unit of Measure		Unit Price		Extended Total
1	Installation services to provide complete Lenel access control upgrade as specified herein	1	x	LOT	x	$_____	=	$_____
2	Programming Services to provide complete Lenel access control upgrade as specified herein.	1	x	LOT	x	$_____	=	$_____
3	Onsite Training Session for five (5) County Personnel for a minimum of four (4) hours.	1	x	LOT	x	$_____	=	$_____
GRAND TOTAL LOT E(Items 1-3)								$_____

Name of Bidder: _____

IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.

Performance shall be not later than fifty (50) calendar days After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for Bids may be directed to Tracy Attenasio, Purchasing Agent, at Tracy.Attenasio@ocfl.net

Bid Response Documents - The following documents constitute your bid:

A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**

B. Qualifications of Bidders information, per Special Terms and Conditions.

C. Completed attached reference documentation.

D. **Descriptive literature and detailed specifications for equivalent/proposed substitutions and/or no brand specified equipment submitted in accordance with Paragraph 4 and 5 of the Special Terms and Conditions.**

THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:

Company Name: _____

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID.

TIN#: _____ D-U-N-S® # _____

_____

(Street No. or P.O. Box Number) (Street Name) (City)

_____

(County) (State) (Zip Code)

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

EMERGENCY CONTACT

Emergency Contact Person: _____

Telephone Number: _____ Cell Phone Number: _____

Residence Telephone Number: _____ Email: _____

ACKNOWLEDGEMENT OF ADDENDA

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No._____, Date_____ Addendum No._____, Date_____

Addendum No._____, Date_____ Addendum No._____, Date_____

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following **principals** are authorized to sign bids, negotiate and/or sign contracts and related documents to which the bidder will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email

_____ _____
(Signature) (Date)

_____
(Title)

_____
(Name of Business)

The Bidder shall complete and submit the following information with the bid:

Type of Organization

____ Sole Proprietorship ____ Partnership ____ Non-Profit

____ Joint Venture ____ Corporation

State of Incorporation: _____

Principal Place of Business (Florida Statute Chapter 607): _____
City/County/State

THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.

Federal I.D. number is _____

REFERENCES

Provide a minimum of three (3) satisfactory references for accounts similar in size and scope of work within the last five years where the Bidder has successfully migrated two systems and implemented an upgrade for Lenel access control system. References shall indicate Company name, address, contact phone number, email, contract title, contract start and end date, contract award amount, type of facilities serviced, detailed description of work performed including if project deliverables were on schedule, and estimated square footage.

Reference 1

Company/Agency Name: _____

Address: _____

Contact Phone Number: _____Contact Email_____

Contract Name/Title: _____

Contract Start Date: _____ Contract End Date: _____

Contract Award Amount: _____

Type of Facility and/or Facilities serviced: _____

Estimated Square Footage of the Facilities serviced: _____

Summary of Work Performed: _____

_____

_____

_____

_____

Project deliverables completed in accordance with schedule:
_____

Reference 2

Company/Agency Name: _____

Address: _____

Contact Phone Number: _____Contact Email_____

Contract Name/Title: _____

Contract Start Date: _____ Contract End Date: _____

Contract Award Amount: _____

Type of Facility and/or Facilities serviced: _____

Estimated Square Footage of the Facilities serviced: _____

Summary of Work Performed: _____

_____

_____

_____

_____

Project deliverables completed in accordance with schedule:

_____

Reference 3

Company/Agency Name: _____

Address: _____

Contact Phone Number: _____Contact Email_____

Contract Name/Title: _____

Contract Start Date: _____ Contract End Date: _____

Contract Award Amount: _____

Type of Facility and/or Facilities serviced: _____

Estimated Square Footage of the Facilities serviced: _____

Summary of Work Performed: _____

_____

_____

_____

Project deliverables completed in accordance with schedule:

_____

DRUG-FREE WORKPLACE FORM

The undersigned Bidder, in accordance with Florida Statute 287.087 hereby certifies that _____ does:
Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.

4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under 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 Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug 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 Paragraphs 1 thru 5.

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

_____
Bidder's Signature

_____
Date

SCHEDULE OF SUBCONTRACTING

IFB NO. Y16-618-TA

As specified in the General Terms and Conditions and the Bid Preference Clause in the Special Terms and Conditions, bidders are to present the details of subcontractor participation.

Name Of Subcontractor	Address	Type of Work to be Performed	Percent of Contract Amount to be Subcontracted

Company Name: _____

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

[ ] To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

[ ] The undersigned bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

[ ] The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[ ] The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

_____
COMPANY NAME

_____
AUTHORIZED SIGNATURE

_____
NAME (PRINT OR TYPE)

_____
TITLE

Failure to check the appropriate blocks above may result in disqualification of your bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your bid.

E VERIFICATION CERTIFICATION

Contract No.Y16-618-TA

I hereby certify that I will utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing the use of the system to confirm the employment eligibility of the individuals classified below. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida statutes.

All persons, including subcontractors and their workforce, who will perform work under **Contract No.Y16-618-TA, Lenel Access Control System Upgrade for Orange County's Booking and Releasing Center**, within the state of Florida.

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

_____

_____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

RELATIONSHIP DISCLOSURE FORM
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY IS THE PRINCIPAL OR PRIMARY PROPOSER

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Bidder and shall be submitted to the Procurement Division by the Bidder.

In the event any information provided on this form should change, the Bidder must file an amended form on or before the date the item is considered by the appropriate board or body.

Part I

INFORMATION ON BIDDER:

Legal Name of Bidder:

_____

Business Address (Street/P.O. Box, City and Zip Code):

_____

_____

Business Phone: ( )_____

Facsimile: ( )_____

INFORMATION ON BIDDER'S AUTHORIZED AGENT, IF APPLICABLE:
(Agent Authorization Form also required to be attached)

Name of Bidder's Authorized Agent:

_____

Business Address (Street/P.O. Box, City and Zip Code):

_____

_____

Business Phone: ( )_____

Facsimile: ( )_____

Part II

IS THE BIDDER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

____ **YES** ____ **NO**

IS THE MAYOR OR ANY MEMBER OF THE BCC THE BIDDER'S EMPLOYEE?

____ **YES** ____ **NO**

IS THE BIDDER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

____ **YES** ____ **NO**

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

_____

_____

_____

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

_____ _____

Signature of Bidder Date

Printed Name and Title of Person completing this form:

_____

STATE OF _____:
COUNTY OF _____:

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20___ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

_____
Signature of Notary Public
(Notary Seal) Notary Public for the State of _____
My Commission Expires: _____

_____
Staff signature and date of receipt of form

_____
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
RELATIONSHIP DISCLOSURE FORM

Updated 6-28-11

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term

includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

Relative means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the

BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

This is the initial Form: _____
This is a Subsequent Form: _____

Part I

Please complete all of the following:

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls):

_____

Name and Address of Principal's Authorized Agent, if applicable: _____

_____

List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)

1. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes ___ or No___

2. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes ___ or No___

3. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes ___ or No___

4. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes ___ or No___

5. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes ___ or No___

6. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes ___ or No___

7. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes ___ or No___

8. Name and address of individual or business entity:_____
   Are they registered Lobbyist? Yes ___ or No___

Part II

Expenditures:

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- Any other contribution or expenditure made by or to a political party;
- Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, Contractors, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under $50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditure	**Name of Party Incurring Expenditure**	**Description of Activity**	**Amount Paid**
		TOTAL EXPENDED THIS REPORT	$

Part III

Original signature and notarization required

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

_____ _____

Date Signature of ⌂ Principal or ⌂ Principal's Authorized Agent
(check appropriate box)

Printed Name and Title of Person completing this form:

_____

STATE OF _____:
COUNTY OF _____:

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20___ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

_____
Signature of Notary Public
(Notary Seal) Notary Public for the State of _____
My Commission Expires: _____

_____
Staff signature and date of receipt of form

_____
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
SPECIFIC PROJECT EXPENDITURE REPORT

Updated 3-1-11

WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

WHO NEEDS TO FILE THE SPR?

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Expenditure means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

Lobbying means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating "indirectly with the County Mayor or any other member of the [BCC]" by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

Principal means "the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist." *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal's project or item.

CONCLUSION:
We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

AGENT AUTHORIZATION FORM

I/We, (Print Bidder name) _____, Do hereby authorize (print agent's name), _____, to act as my/our agent to execute any petitions or other documents necessary to affect the CONTRACT approval PROCESS more specifically described as follows, (IFB NUMBER AND TITLE)_____, and to appear on my/our behalf before any administrative or legislative body in the county considering this CONTRACT and to act in all respects as our agent in matters pertaining TO THIS CONTRACT.

_____ _____

Signature of Bidder Date

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20___ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

_____

Signature of Notary Public

(Notary Seal)

Notary Public for the State of _____

My Commission Expires: _____

EXHIBIT A

LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: _____

Signature of Owner/Officer: _____

Title: _____ Date: _____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
1. Name of Agent or Broker Street Address City, State, Zip	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A :	
INSURED	INSURER B :	
2. Name of Insured	INSURER C : 3.	
Street Address	INSURER D :	
City, State, Zip	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	8. LIMITS	
3.	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	4.	5.	6.	7.		EACH OCCURRENCE	$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
							PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS 9.						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 10. Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
11.								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Orange County Government is additionally insured on the General Liability Policy. A waiver of subrogation applies in favor of Orange County Government, it's agents, employees, and officials on the Worker's Compensation Policy.

CERTIFICATE HOLDER	CANCELLATION
13. Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, Florida 32801	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 14.

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ORANGE COUNTY CERTIFICATE OF INSURANCE REVIEW GUIDE

1. PRODUCER: Agent's name and address must be shown along with contact name phone, fax, and email address.

2. INSURED: Legal name and address of the entity entering into the contract or agreement

3. INSURERS AFFORDING COVERAGE & NAIC #: Name of the insurance company that is insuring the line of coverage. The INSURER and applicable letter will be used throughout the certificate to indicate the lines of coverage placed with a particular insurance company. A letter must be shown in the INSUR L TR section for each coverage line listed on the certificate.

4. ADDL INSR: Signifies whether coverage includes additional insured status. Very few agents use this section. Additional insured status is usually discussed in the Description of Operations/Locations/Vehicles section.

5. SUBR WVD: Signifies that a waiver of subrogation is in valid for each line of coverage as indicated.

6. POLICY NUMBER: A policy number should be listed for each line of coverage for which commercial insurance is being provided.

7. POLICY EFFECTIVE/EXPIRA TJON DATES: Effective and expiration dates should fall within the time frame of the inception of the contract or agreement.

8. LIMITS: As required in the written agreement. The general aggregate should be at least twice the per occurrence limit for all continuing service contracts. If the aggregate limit applies separately then the PROJECT box should be marked.

9. AUTOMOBILE LIABILITY: The ANY AUTO box is preferable however; some organizations do not own vehicles so the other boxes may be marked.

10. WORKERS' COMPENSATION: Look closely to see if any proprietor, partner, or executive officer is excluded. If so, please contact Risk Management for waiver approval. The WC STATUTORY LIMITS box must be selected.

11. OTHER: This section is used for other coverage such as professional liability and employee dishonesty. The same rules apply with regards to policy numbers, effective and expiration dates and limits.

12. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES: This section typically contains any special or qualifying language such as additional insured status or waivers of subrogation. If additional space is needed an ACORD 101 should be attached. Please note that these certificates are for information only and do not confer any rights upon the certificate holder. This is why we also ask for the specific policy language or endorsement specifying that these provisions are in place.

13. CERTIFICATE HOLDER: Orange County Board of County Commissioners should be listed as the certificate holder. Individual departments and divisions should not be listed as the primary certificate holder.

14. AUTHORIZED REPRESENTATIVE: This section should contain the signature of the person authorized to issue the certificate on behalf of the insurance company.

EXHIBIT B

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
The following are additional insured under the Professional Liability section of this policy (already included under the GL by form #86571).
YOUR MEDICAL DIRECTORS AND ADMINISTRATORS, INCLUDING PROFESSIONAL PERSONS, BUT ONLY WHILE ACTING WITHIN THE SCOPE OF THEIR DUTIES FOR THE NAMED INSURED AS MEDICAL DIRECTORS AND ADMINISTRATORS;
AN INDEPENDENT CONTRACTOR IS AN INSURED ONLY FOR THE CONDUCT OF YOUR BUSINESS AND SOLELY WHILE PERFORMING SERVICES FOR A CLIENT OF THE NAMED INSURED, BUT SOLELY WITHIN THE SCOPE OF SERVICES CONTEMPLATED BY THE NAMED INSURED;
STUDENTS IN TRAINING WHILE PREFORMING DUTIES AS INSTRUCTED BY THE NAMED INSURED;
ANY ENTITY YOU ARE REQUIRED IN A WRITTEN CONTRACT (HEREINAFTER CALLED ADDITIONAL INSURED) TO NAME AS AN INSURED IS AN INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF YOUR PREMISES OR OPERATIONS:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of you ongoing operations; or

B. In connection with your premises owned by or rented to you.

EXHIBIT C

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ATTN: PROCUREMENT DIVISION 400 E. SOUTH STREET, 2nd FLOOR ORLANDO, FL 32801
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily Injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of you ongoing operations; or

B. In connection with your premises owned by or rented to you.

EXHIBIT D

WORKERS COMPENSTION AND EMPLOYEES LIABILITY
INSURANCE POLICY WC 00 03 13

2ND Reprint *Effective April 1, 1984* Advisory

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 2nd FLOOR
ORLANDO, FL 32801

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EXHIBIT E

POLICY NUMBER: **COMMERCIAL GENERAL LIABILITY**
CG 24 04 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 2nd FLOOR
ORLANDO, FL 32801

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right to recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “Products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.