



CITY OF DELRAY BEACH
100 NW 1st AVENUE, DELRAY BEACH, FL 33444

Invitation to Bid No. 2016-131 Upgrade of Maximum Security Doors

MAYOR	- CARY D. GLICKSTEIN
VICE MAYOR	- AL JACQUET
DEPUTY VICE MAYOR	- JORDANA JARJURA
COMMISSIONER	- MITCH KATZ
COMMISSIONER	- SHELLY PETROLIA
CITY MANAGER	- DONALD B. COOPER

Purchasing Department ♦ (561) 243-7161 ♦ purchasing@mydelraybeach.com

**CITY
INVITATION TO BID
2016-131**

Title:	Upgrade of Maximum Security Doors
Bidder Name:	

Addenda Acknowledgement

Bidder hereby acknowledges the receipt of the following addenda, which were issued by the City and incorporated into and made part of this ITB. It is the sole responsibility of Bidder to ensure that all addenda have been received and receipt of each has been acknowledged. Failure to submit acknowledgement of each addendum issued may result in Bidder being deemed non-responsive.

ADDENDA NUMBER	ADDENDA DATE

Submission Deadline: August 12, 2016/2:00 P.M. ET

Submissions Accepted Via: BidSync, Mail or in Person

**Submit to: City of Delray Beach
Purchasing Division
100 N.W. 1st Avenue
Delray Beach, FL 33444**

Comments: A facsimile copy will not be accepted as a sealed Bid.

**City of Delray Beach
Confirmation of Receipt (Date/Time Stamp):**

CITY OF DELRAY BEACH
ITB No. 2016-131
Upgrade of Maximum Security Doors

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**CITY OF DELRAY BEACH
PURCHASING DEPARTMENT
TEL: (561) 243-7161
FAX: (561) 243-7166**

INVITATION TO BID INSTRUCTIONS

ITB NO: 2016-131

TITLE: Upgrade of Maximum Security Doors

ISSUE DATE: July 22, 2016

DEPARTMENT: Environmental Services

DUE DATE: August 12, 2016

TIME: 2:00 PM ET

The City of Delray Beach, Florida is soliciting proposals to upgrade and retrofit the Police Department's maximum security door locks, as identified in the Scope of Services herein. Any Bidder wishing to submit a bid must comply with the requirements contained in this Invitation to Bid (ITB).

1. **NOTIFICATION:** The City utilizes the following methods for notification and distribution of solicitation opportunities:

- Bidsync – www.bidsync.com
- City of Delray Beach [website](#)
- Request via email purchasing@mydelraybeach.com
- Hard copies are available at City Hall

These are the only methods of notification and distribution authorized by the City. The City shall not be responsible for receipt of notification and information from any source other than those shown above. It shall be the Proposer's responsibility to verify the validity of all RFP documents and solicitation information received by sources other than those listed.

These are the only methods of notification authorized by the City. The City shall not be responsible for receipt of notification and information from any source other than those shown above. It shall be the Proposer's responsibility to verify the validity of all RFP documents and solicitation information received by sources other than those listed.

2. **REQUIRED INFORMATION:** This RFP contain various sections which require completion. Responses to this RFP (Proposals) must be completed and returned prior to the Due Date and Time set for Proposal opening or the Proposer will be found non-responsive.
3. **CORRESPONDENCE:** The number of this RFP must appear on all correspondence, or inquiries, pertaining to this RFP.

4. **NOTICE OF PUBLIC DOCUMENTS:** Any and all materials initially or subsequently submitted as part of the solicitation process for this RFP shall become the property of the City, and shall be treated as City documents subject to typical practice and applicable laws for public records.
5. **ADDENDA:** Any interpretations, corrections or changes to this RFP will be made by addenda. Sole issuing authority shall be vested in the City Purchasing Department. Addenda will be posted and available through the City notification methods shown above.
6. **ELECTRONIC SUBMISSION:** Electronic Bids may be submitted through a secure mailbox at BidSync (www.bidsync.com) until the Due Date and Time as indicated in this Invitation to Bid (ITB). It is the sole responsibility of the Bidder to ensure their bid response (Bid) reaches BidSync before the ITB Due Date and Time. There is no cost to the Bidder to submit a response to a City of Delray Beach (City) ITB via BidSync. Electronic Bid submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.
7. **PAPER SUBMISSION:** Paper copies of Bidder's Bid can be submitted as an alternative method. All copies of the Bid must be received on or before the Due Date and Time (local time) at the City of Delray Beach, Florida at the City Hall Lobby Reception Desk located at 100 N.W. 1st Avenue, Delray Beach, Florida 33444 in a sealed container unless otherwise indicated. It is the sole responsibility of the Bidder to utilize the forms provided in this ITB and to ensure their Bid reaches the Purchasing Department on or before, the Due Date and Time. City business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays. The Bidder's name, return address, the ITB number, ITB title, Due Date and Time must be noted on the outside of the sealed container. Included in the sealed container shall be:
 - One (1) unbound original clearly marked "ORIGINAL".
 - Two (2) copies clearly marked "COPY" with all required information and identical to the original.
 - One (1) electronic copy with all required information, and identical to the original, on a universal serial bus (USB) portable flash memory card. Electronic copies should be in Adobe Acrobat® pdf format in one continuous file. Do not password protect or otherwise encrypt electronic copies
8. **BID OPENINGS:** All proposals submitted before the Due Date and Time shall be publicly opened by the Purchasing Department at the City Hall Building, located at 100 N.W. 1st Avenue, Delray Beach, FL or other designated City location as posted. The Purchasing Department will decrypt responses received in BidSync immediately following the designated Due Date and Time.
9. **LATE BIDS – PAPER SUBMISSION:** Bids received after the Due Date and Time shall be returned to Bidder unopened and will be considered non-responsive. The City is not responsible for the lateness due to weather conditions, delivery service, or any other reasons.
10. **EVALUATION OF BIDS:** The review process will be conducted in two phases. In Phase One, the Chief Purchasing Officer (CPO) or designee shall determine whether each Proposer is responsive and responsible. A responsive Bidder shall mean a Bidder that has

submitted a Bid that conforms in all material respects to the requirements in the ITB. Among other things, a Bid may be found non-responsive if the Bidder failed to provide the information requested in the Bid; failed to utilize or complete the required forms; provided incomplete, indefinite, or ambiguous responses; failed to comply with the applicable deadlines; provided improper or undated signatures; or provided information that is false, misleading, or exaggerated. A responsible Bidder means a Bidder meets the minimum qualification requirement(s) of this ITB.

In Phase Two, the Bid Tabulation will be completed for those Bidders that are deemed responsive and responsible.

11. **QUESTIONS:** Each Bidder must examine this ITB, which incorporates all its addenda, appendices, exhibits and attachments. All questions concerning this ITB, such as technical specifications, discrepancies, omissions and exceptions to any term or condition of the ITB documents, including the Sample Agreement, should be submitted in writing utilizing the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the Deadline for Delivery of Questions specified in the Solicitation Schedule for this ITB.

The City's response to questions and requests for information will be answered within the question/answer feature provided by BidSync. Additionally, all questions received and responses given will be provided via an addendum to this ITB and uploaded to BidSync. Material changes, if any, to the requirements, scope, specifications, or the solicitation process will be made by official written addendum issued by the City and uploaded to BidSync as an addendum to this ITB.

Submission of a Bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The questions submitted and answers provided in BidSync shall become part of any Agreement resulting from this ITB.

12. **SCOPE OF SERVICES:** The City is seeking bids from qualified firms for housing rehabilitation services that meets the specifications and requirements as stated herein.
13. **CITY'S ACCEPTANCE:** Unless otherwise specified herein, the Bidder will allow a minimum of ninety (90) days from the Due Date and Time for acceptance of its Bid by the City Manager and/or City Commission.
14. **AWARD:** The City reserves the right to waive minor defects, variations to specifications, informalities, irregularities and technicalities in any Bids, to reject any and all Bids in whole or in part, with or without cause, and/or to accept Bids that in its judgment will be for the best interest of the City. The City may also reject any or all Bids without cause prior to award.

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15. SOLICITATION SCHEDULE:

ACTIVITY	DATE
Issue ITB	July 22, 2016
Deadline for Delivery of Questions	August 5, 2016, 5:00PM ET
Due Date and Time (for delivery of Bids)	August 12, 2016, 2:00PM ET
Institute Cone of Silence	August 12, 2016, 2:00PM ET
Evaluation Complete(Responsive and Responsible)	By August 17, 2016
Bid Tabulation Complete	By August 17, 2016

[Remainder of page intentionally left blank]

SECTION 1: TERMS AND CONDITIONS
Bid 2016-131
Upgrade of Maximum Security Doors

1. SUBMISSION AND RECEIPT OF BIDS:

- A. To receive consideration, Bids must be received prior to the Due Date and time as designated in this ITB.
- B. Unless otherwise specified, Bidders must complete all questions and price blanks in the spaces provided in this ITB. Failure to do so may cause the Bid to be rejected. Bidders may attach supplemental information.
- C. Bids having any erasures or corrections must be initialed by Bidder in ink. Bids shall be signed in ink. All prices shall be typewritten or filled in with ink.
- D. All Bids must be signed with the Bidder's name and by an officer or employee having the authority to bind the Bidder by his/her signature.

2. BID PACKAGE: The following forms must be included with each Bid in the format specified in Section 2:

- Form 1. Bidder's Submittal Signature Page
- Form 2. Public Entity Crimes
- Form 3. Drug-Free Workplace
- Form 4. Conflict of Interest
- Form 5. Schedule of Pricing

3. QUANTITIES OR USAGE: Whenever a bid is solicited seeking a source for a specified time for materials or services with quantities or usage shown; these quantities are estimated only. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting Agreement(s). These estimated quantities are for Bidders' information only and will be used for tabulation purposes and presentation of Bids for award.

4. PRICING/PERIOD OF AGREEMENT:

- A. Bidder warrants by virtue of bidding that prices, terms, and conditions quoted will be firm for acceptance for a period of ninety **(90) days** from the Due Date unless otherwise stated by the City or Bidder.
- B. Bidders may offer a cash discount for prompt payment. However, such discounts will not be considered in determining the lowest net cost for bid evaluation purposes. Therefore, Bidders should reflect any discounts to be considered in the bid evaluation in the unit prices quoted.

5. COMPLIANCE WITH SAFETY STANDARDS:

- A. All equipment, machinery, electrical appliances, cords and apparatus shall comply with all safety provisions of the Occupational Safety and Health Act (OSHA) and other applicable regulatory agencies.
- B. Whenever a bid is sought and services secured for any type of on-site construction the Bidder(s) that is awarded the Agreement(s) (Successful Bidder) shall remove from the work site at the end of each working day all rubbish and waste debris resulting from its operations. The Successful Bidder shall also secure the work site before leaving at the end of each working day.

- 6. SIGNED BID CONSIDERED AN OFFER:** This signed Bid shall be considered an offer on the part of the Bidder, which offer shall be deemed accepted upon approval by the City Manager and/or City Commission of the City and in case of default on the part of the Bidder after such acceptance, the City may take such action as it deems appropriate including legal action for damages or specific performance.
- 7. INDEMNITY/HOLD HARMLESS AGREEMENT:** Successful Bidder shall at all times hereafter indemnify, hold harmless and, at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend the City, its offers, agents, servants, and employees from and against and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney fees, court cost, and expenses, caused or alleged to be caused by any intentional, negligent, or reckless act of, omission of, Successful Bidder, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Agreement including, without limitation, any and all claims, losses, liabilities, expenditures, demands or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. In the event any lawsuit or other proceedings is brought against the City by reason of any such claim, cause of action, or demand, Successful Bidder shall, upon notice from the City, resist and defend such lawsuit or proceedings by counsel satisfactory to City or, at City's option, pay for an attorney selected by the City Attorney to defend City. The obligations of this section shall survive the expiration or earlier termination of the Agreement. To the extent considered necessary by the Bidder, Administrator and the City Attorney, any sums due Successful Bidder under this Agreement may be retained by the City until all City's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved. Any amount withheld shall not be subject to payment of interest by City.
- 8. LIMITATIONS ON COMMUNICATIONS -- CONE OF SILENCE:** Bidders are advised that a Cone of Silence will be in effect during this Bid. The Cone of Silence is effective from the Due Date and Time until award is made by the City Manager and/or Commission. The Cone of Silence prohibits any communications, regarding this Bid, between the Bidders or any Person representing the Bidders, and any member of the City Commission, the Commission's staff, any City employee authorized to act on behalf of the City to award the Agreement under this Bid, or any member of the Selection Committee. All correspondence regarding this ITB must be in writing and must be directed to the Chief Purchasing Officer, who is the only Person authorized to receive such documents.

Section 36.13 of the City Code provides "any person participating in a competitive solicitation issued by the City shall comply with Section 2-355 of the Palm Beach County Code of Ordinances." The County Code provides as follows:

- A. 'Cone of Silence' means a prohibition on any communication, except for written correspondence, regarding a particular request for proposals, request for qualification, bid, or any other competitive solicitation between:
- i. Any person or person's representative seeking an award from such competitive solicitations; and
 - ii. Any county commissioner or commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a particular Agreement.

- B. For the purposes of this section, a person's representative shall include but not be limited to the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.
- C. The Cone of Silence shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation. The Cone of Silence applies to any person or person's representative who responds to a particular request for proposals, request for qualification, bid, or any other competitive solicitation, and shall remain in effect until such response is either rejected by the county or municipality as applicable or withdrawn by the person or person's representative. Each request for proposals, request for qualification, bid or any other competitive solicitation shall provide notice of cone of silence requirements and refer to this article.
- D. The provisions of this article shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, Bidder negotiations during any public meeting, presentations made to the board or local municipal governing body as applicable, and protest hearings. Further, the Cone of Silence shall not apply to Bidder negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence at any time with any employee, county commissioner, member of a local municipal governing body, mayor or chief executive officer that is not a member of the local municipal governing body, or advisory board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.
- E. The Cone of Silence shall not apply to any purchases made in an amount less than the competitive solicitation threshold set forth in the county purchasing ordinance (County Code, chapter 2, article III, division 2, part A, section 2-51 et seq.) or municipal ordinance as applicable.
- F. The Cone of Silence shall terminate at the time the board, local municipal governing body, or a county or municipal department authorized to act on behalf of the board or local municipal governing body as applicable, awards or approves an Agreement, rejects all Bids or responses, or otherwise takes action which ends the solicitation process.
- G. Any Agreement entered into in violation of the Cone of Silence provisions in this section shall render the transaction voidable.

- 9. LIABILITY, INSURANCE, PERMITS AND LICENSES:** Where the successful Bidder is required to enter or go onto City property to deliver goods, materials, or perform work or services as a result of a Bid award, the successful Bidder will assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, and insurance and assure all work complies with all Federal, State, Local, Palm Beach County and Delray Beach ordinances, orders, codes, laws, rules, regulations, directives, and guidelines. The successful Bidder shall be liable for any damages or loss to Delray Beach occasioned by negligence of the successful Bidder (or agent) or any person the successful Bidder has designated in the completion of the Agreement as a result of the Bid of this Bid.

The successful Bidder shall supply proof of insurance, detailing terms and provisions of coverage, which must be received and approved by the City Risk Manager within 10 days of final execution of the Agreement.

Successful Bidder shall carry the following minimum types of insurance:

- A. Workers' Compensation: with the statutory limits;

- B. Employers' Liability insurance: with a limit of not less than \$100,000 for each accident, \$100,000 for each disease, and \$500,000 for aggregate disease.
- C. Comprehensive General Liability Insurance: with limits of not less than one million (\$1,000,000) dollars per occurrence and two million (\$2,000,000) in the aggregate for Bodily Injury and Property Damage. The insurance policy must include coverage that is not more restrictive than the latest edition of the Comprehensive General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Offices, and the policy must include coverage's for premises and/or operations, independent Bidders, products and/or completed operations for Bidders, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, and personal injury. Personal injury coverage shall include coverage that has the Employee and contractual Exclusions removed.
- D. Professional Liability Insurance: with limits of not less than one million (\$1,000,000) dollars per occurrence.
- E. Commercial Crime Insurance: with limits of not less than one million (\$1,000,000) dollars per occurrence.

All insurance policies shall be issued by companies that (a) are authorized to do business in the State of Florida; (b) have agents upon whom service of process may be made in Palm Beach County, Florida; and (c) have a Best's rating of B+VIII or better. All insurance policies shall name the City as an additional insured. The Successful Bidder agrees to notify the City within (5) business days of coverage cancellation, lapse or material modification. All renewal or replacement certificates of insurance shall be forwarded to the City Risk Management Division.

- 10. AWARD OF BID:** The City reserves the right to accept any Bid or combination of Bid alternates which, in the City's judgment will best serve the City's interest, reject any and all Bids, to waive any and all informalities and/or irregularities, and to negotiate terms with the Successful Bidder, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional Bids. The City reserves the right to reject any or all Bids, or any part of any Bid, to waive any informality in any Bid, and to award the purchase in the best interest of the City. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 11. BILLING INSTRUCTIONS:** Invoices must show the purchase order number and shall be submitted electronically to accountspayable@mydelraybeach.com or mailed to Accounts Payable, 100 N.W. 1st Avenue, Delray Beach, FL 33444.
- 12. TAXES:** The City is exempt from any sales tax imposed by the State and/or Federal Government. State Sales Tax Exemption Certificate No. **85-8012621559C-4** appears on each purchase order.
- 13. EXCEPTIONS TO CONDITIONS:** In the event Bid Specifications differ from the Terms and Conditions and any other Special Provisions, the Bid Specifications will prevail.
- 14. TERMINATION:** The City reserves the right, in its best interest as determined by the City, to cancel the Agreement by giving written notice to the Successful Bidder thirty (30) days

prior to the effective date of such cancellation. In the event of such termination, any completed services performed by the Successful Bidder under the Agreement shall, at the option of the City, become the City's property and the Successful Bidder shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City.

15. ANTI-COLLUSION:

- A. Bidder certifies that its Bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a Bid for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.
- B. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from the supplier bid list(s).

16. CONFLICT OF INTEREST:

- A. Bidder declares and certifies that no officer, employee or person whose salary is payable in whole or part from the City is directly or indirectly interested in this bid or in the supplies, materials, equipment or services to which it relates or in any portion of the profits thereof; and
- B. The award is subject to provisions of Florida State Statutes and City Ordinances.

17. CITY POLICIES: Awarded Bidder shall comply with the City Equal Employment Opportunity Policy, Violence in the Workplace Policy, Drug and Alcohol Free Workplace Policy, General Complaint Policy and Sexual Harassment Policy. Copies of these policies may be obtained from the City Human Resources Division. Violations of these policies may result in cancellation/termination of the Agreement.

18. NON-DISCRIMINATION: The Bidder shall not discriminate against employees or applicants for employment because of race, creed, color, religion, sex, age, handicapped status, disabilities, or national origin. The Bidder will endeavor to ensure that applicants are employed and that employees are treated during employment, without regard to their race, creed, color, religion, sex, age, handicapped status, disabilities, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. These provisions apply to all subcontractors and it is the responsibility of the subcontractors to be in compliance.

19. DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory supplier list may not submit a Bid on an Agreement to provide goods or services to a public entity, may not submit a Bid on an Agreement with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not award or perform work as a Bidder, supplier, subcontractors, or consultant under Agreement with any public entity, and may not transact business with any public entity.

20. BID PROTEST: PROTEST OF AWARD / PROTEST BOND: Parties that are not actual Bidders including, but not limited to, subcontractors, material and labor suppliers,

manufacturers and their representatives, shall not have standing to protest or appeal any determination made.

After the notice of intent to award and agreement is posted, any actual Bidder who is aggrieved in connection with the pending award of the agreement or any element of the process leading to the award of the agreement may file a protest with the CPO by close of business on the third business day after posting (excluding the day of notification) or any right to protest is forfeited. It shall be the sole responsibility of such Bidder to verify the operating hours of City Hall. Notice of Intent to Reject all Bids is subject to the protest procedure.

Note: Any Bidder filing a protest shall simultaneously provide a Protest Bond to the City in the amount of fifteen thousand dollars (\$15,000). If the protest is decided, in the protester's favor the entire protest bond is returned. If the protest is not decided in the protester's favor the protest shall be forfeited to the City. The protest bond shall be in the form of a cashier's check. Ord.No.29-13, Section 36.04

Protest shall be addressed to:

City of Delray Beach
Chief Purchasing Officer
100 N.W. 1st Avenue
Delray Beach, FL 33444

21. PUBLIC RECORDS:

IF THE SUCCESSFUL BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF DELRAY BEACH, CITY CLERK, 100 N.W. 1ST AVE., DELRAY BEACH FLORIDA. THE CITY CLERK'S OFFICE MAY BE CONTACTED BY PHONE AT 561-243-7050 OR VIA EMAIL AT CITYCLERK@MYDELRAYBEACH.COM.

Successful Bidder shall comply with public records laws, specifically to:

- i. Keep and maintain public records required by the City to perform the service.
- ii. Upon request from the City's custodian of public records, provide the City 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 Florida Statute or as otherwise provided by law.
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Successful Bidder does not transfer the records to the City.
- iv. Upon completion of the Agreement, transfer, at no cost, to the City all public records in possession of the Successful Bidder or keep and maintain public

records required by the City to perform the service. If the Successful Bidder transfers all public records to the City upon completion of the Agreement, the Successful Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Bidder keeps and maintains public records upon completion of the Agreement, the Successful Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

- v. If the Successful Bidder does not comply with this section, the City shall enforce the contract provisions in accordance with the contract and may unilaterally cancel this contract in accordance with state law.

22. PUBLIC ENTITY CRIMES INFORMATION STATEMENT: Any person or affiliate who has been placed on the convicted supplier list following a conviction for a public entity crime may not submit a Bid on an Agreement to provide any goods or services to a public entity, may not submit a Bid on an Agreement with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a Bidder, supplier, subcontractor, or consultant under an Agreement with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted supplier list.

23. OFFICE OF THE INSPECTOR GENERAL: Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present and proposed city Agreements, transactions, accounts and records. The City has entered into an Inter-local Agreement for Inspector General Services. This agreement provides for the Inspector General to provide services to the City in accordance with the City functions and powers set out in the Palm Beach County Office of Inspector General Ordinance. All parties doing business with the City and receiving City funds shall fully cooperate with the Inspector General, including providing access to records relating to the Agreement. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and audit, investigate, monitor, and inspect the activities of the Bidder, its officers, agents, employees, and lobbyists in order to ensure compliance with Agreement specifications and detect corruption and fraud.

Failure to cooperate with the Inspector General, or interference with or impeding any investigation shall be a violation of Ordinance 2009-049, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

24. LOCAL PREFERENCE: In accordance with the City Code of Ordinances Sec. 36.14, the City shall give preference to a Local Business if the Local Business' bid is determined to be within five percent (5%) or five thousand dollars (\$5,000.00), whichever is less, of the lowest responsible and responsive Bidder.

25. METHOD OF ORDERING: A Purchase Order(s) will be issued for this purchase.

SECTION 2: BID FORMAT

1. **INFORMATION:** Any process questions in regard to the submission of Bids should be submitted via email to: purchasing@mydelraybeach.com.
2. **MINIMUM QUALIFICATIONS:** Bidder must submit the requested information for verification it meets the following minimum qualification requirements:

- A. Bidder must be registered with the State of Florida, Division of Corporations to do business in Florida.

No documentation is required. The City will verify registration.

- B. Must have been in the business of providing and installing detention equipment, systems, and controls for a minimum of three years prior to the Due Date and Time of this ITB.

Provide supporting documentation (e.g. business licenses from county or city; occupational licenses from county or city) for 2013, 2014, 2015 and/or 2016 that confirms Bidder has been in business for three years (since August 1, 2013) and indicates a classification or type of business that reflects installing detention equipment, systems, and controls.

- C. Must have completed a minimum of two projects involving retrofitting of Roanoke Iron & Bridge Works door locking devices prior to the Due Date and Time of this ITB.

Provide contact information for reference(s) that are agreeable to respond to a request from the City to confirm that Bidder has completed a minimum of two projects involving retrofitting of Roanoke Iron & Bridge Works door locking devices. Contact information should include the following:

Contact's Name
Contact's Company Name
Contact's Phone Number
Contact's Email Address

- D. Bidder must warranty the Roanoke Iron & Bridge Works retrofit installation for a minimum of one year.

Provide a statement on company letterhead confirming Bidder will warranty the Roanoke Iron & Bridge Works retrofit installation for a minimum of one year.

- E. Bidder must check the box under Item B Background Check, on Form 5 Schedule of Pricing.
- F. Bidder has no reported conflict of interests in relation to this ITB.

Disclose the name of any officer, director or agent who is also an employee of the City. Disclose the name of any City employee who owns, directly or

indirectly, any interest in the Bidder's firm or any of its branches. If no conflicts of interests are present, Bidder must submit a statement to that affect.

3. BID FORMAT: Bids must adhere to the following format:

Chapter 1	Letter of Intent and Form 1, Bid Submittal Signature Page
Chapter 2	Bidder's Statement of Organization
Chapter 3	Form 2, Public Entity Crimes Form 3, Drug-Free Workplace Form 4, Conflict of Interest
Chapter 5	Form 5, Schedule of Pricing

A. **Letter of Intent:** Provide a brief statement of Bidder's understanding of the services to be rendered and/or goods to be provided and a statement of Bidder's commitment to perform according to the requirements stated in this ITB. Include the contact information for Bidder's primary representative during this ITB process to include name, title, phone number, email address, and mailing address. Letter should be limited to no more than two (2) pages.

B. **Bidder's Statement of Organization:** Include the following information regarding Bidder:

- i. Full legal name including any dba
- ii. Address, City, State, Zip
- iii. Telephone number
- iv. Facsimile number
- v. E-mail address
- vi. Website URL address
- vii. Type of organization (e.g. corporation, partnership, LLC)
- viii. Years in business
- ix. Address of corporate headquarters
- x. Address of local office and/or servicing center (if any)
- xi. Any additional information that Bidder wishes to supply to augment its Statement of Organization.

[Remainder of page intentionally left blank]

SECTION 3: SCOPE OF WORK
ITB 2016-131
Upgrade of Maximum Security Doors

- A. **PURPOSE:** The City is seeking bids from qualified firms to upgrade the Police Department's Roanoke Iron and Bridge Works maximum security door locks per the specifications and requirements of this ITB as detailed in Exhibit A, Shop Drawings and Pictures.
- B. **SCOPE:**
1. Upgrade and retrofit two Roanoke Iron & Bridge Works maximum security door locks as follows:
 - i. Remove and dispose the internal components of the existing locking devices
 - ii. Provide and install two new Grade 1, Maximum Security retrofit locking devices in existing steel housing
 - iii. Modify door hangers to accommodate the new locking devices
 - iv. Modify existing manual release mechanisms to accommodate the new locking devices
 - v. Provide, configure, and install electrical and control connections, as necessary
 - vi. Perform final adjustments and testing
 2. Verify new retrofit devices and components operate with existing controls
 3. Provide maintenance training to staff
- C. **SPECIFICATIONS:**
- New Grade 1, maximum security locking devices shall:
1. Retrofit Roanoke Iron & Bridge Works maximum security door locking devices
 2. Be designed for three or four point locking, as depicted in Exhibit A
 3. Be chain-driven or rack & pinion
 4. Have a 120 VAC drive motor
 5. Have passed the ASTM F1643 cycle test of at least 500,000 cycles for Grade 1 locking device

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SECTION 4: FORMS FOR BID

Each Bidder must complete and submit the forms included in this Section 4.

- Form 1. Bidder's Submittal Signature Page
- Form 2. Public Entity Crimes
- Form 3. Drug-Free Workplace
- Form 4. Conflict of Interest
- Form 5. Schedule of Pricing

Form 1
Bid Submittal Signature Page

By signing this Bid, the Bidder certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name: _____

Street Address: _____

Mailing Address (if different from Street Address): _____

Telephone Number(s): _____

Fax Number(s): _____

Email Address: _____

Federal Identification Number: _____

Signature _____ Date _____

Printed Name and Title _____

By signing this document, the Bidder agrees to all terms and conditions of the ITB and the resulting agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS BID. FAILURE TO SUBMIT THIS FORM EXECUTED BY AN AUTHORIZED REPRESENTATIVE WHERE INDICATED SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS BID.

Form 2
Public Entity Crimes

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted Bidders list following a conviction for a public entity crime may not submit a Bid on a Bidder to provide any goods or services to a public entity; may not submit a Bid on a Bidder with a public entity for the construction or repair of a public building or public work; may not submit Bids on leases or real property to a public entity; may not be awarded or perform work as a Bidder, supplier, sub-Bidder, or consultant under a Bidder with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted Bidders list.

Acknowledged by:

Firm Name (print)

Signature

Date

Printed Name and Title

Form 3
Drug-Free Workplace

If identical tie bids exist, preference will be given to the vendors who submit a certification with their bid/Bid certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

IDENTICAL TIE BIDS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

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

- 1) This firm publishes 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) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) This firm gives each employee engaged in providing the commodities or Bidderual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or Bidderual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) This firm imposes a sanction on or requires 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) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Firm Name (print)

Signature

Date

Printed Name and Title

Form 4
Conflict of Interest Disclosure Form

The award of this ITB is subject to the provisions of Chapter 112, Florida Statutes and Palm Beach County Ordinance Section 2-443. All Bidders/bidders/Bidders must disclose: the name of any officer, director, or agent who is also an employee or relative of an employee of the City.

Furthermore, all Bidders must disclose the name of any City employee or relative(s) of a City employee who owns, directly or indirectly, an interest in the Bidders firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for key personnel involved in the award of this ITB.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Select the statement below which applies to Bidder and, if applicable attach supporting information:

☐ To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

Acknowledged by:

Firm Name (print)

Signature

Date

Printed Name and Title

Disclose the name of any officer, director or agent of Bidder who is also an employee of the City. Disclose the name of any City employee who owns, directly or indirectly, any interest in the Bidder's firm or any of its branches. If no conflicts of interests exist enter N/A.

Form 5
Schedule of Pricing
Bid 2016-131
Upgrade of Maximum Security Doors

- A. PRICE:** Bidder must submit pricing per the requirements and specification detailed in this ITB. Pricing must be inclusive of all labor and materials, as well as travel and other expenses.

Qty	Description	Unit Price	Extended Price
2	New Grade 1, Maximum Security Retrofit Locking Device <input type="checkbox"/> Chain-Driven OR <input type="checkbox"/> Rack & Pinion Manufacturer _____ Model _____	\$ _____	\$ _____
1	Removal and disposal of internal components from existing locking devices	Flat Fee	\$ _____
1	Installation of New Grade 1, Maximum Security Retrofit Locking Device	Flat Fee	\$ _____
1	Modification of door hanger	Flat Fee	\$ _____
1	Modification of existing manual release mechanism	Flat Fee	\$ _____
1	Provision, configuration, and installation of electrical and control connections	Flat Fee	\$ _____
1	Perform final adjustments	Flat Fee	\$ _____
1	Perform testing	Flat Fee	\$ _____
1	Provision of maintenance training	Flat Fee	\$ _____
TOTAL FEE			\$ _____

[Remainder of page intentionally left blank]

C. SUPPORTING DOCUMENTATION:

Submit the following supporting documentation with your Schedule of Pricing:

1. Specifications sheet for New Grade 1, Maximum Security Retrofit Locking Device
2. Warranty information

D. BACKGROUND CHECK:

- ☐ By checking this box, you acknowledge that all of your firm's personnel working at the Delray Beach Police Department for this project will be required to complete and pass a background check performed by the Delray Beach Police Department prior to the individual beginning any work.

E. JOINT BIDDING, CO-OPERATIVE PURCHASING AGREEMENT: Will extend same price, terms, and conditions of this bid to other Palm Beach, Martin and Broward County Governmental agencies?

☐ Yes

☐ No

B. BID INFORMATION WAS OBTAINED FROM:

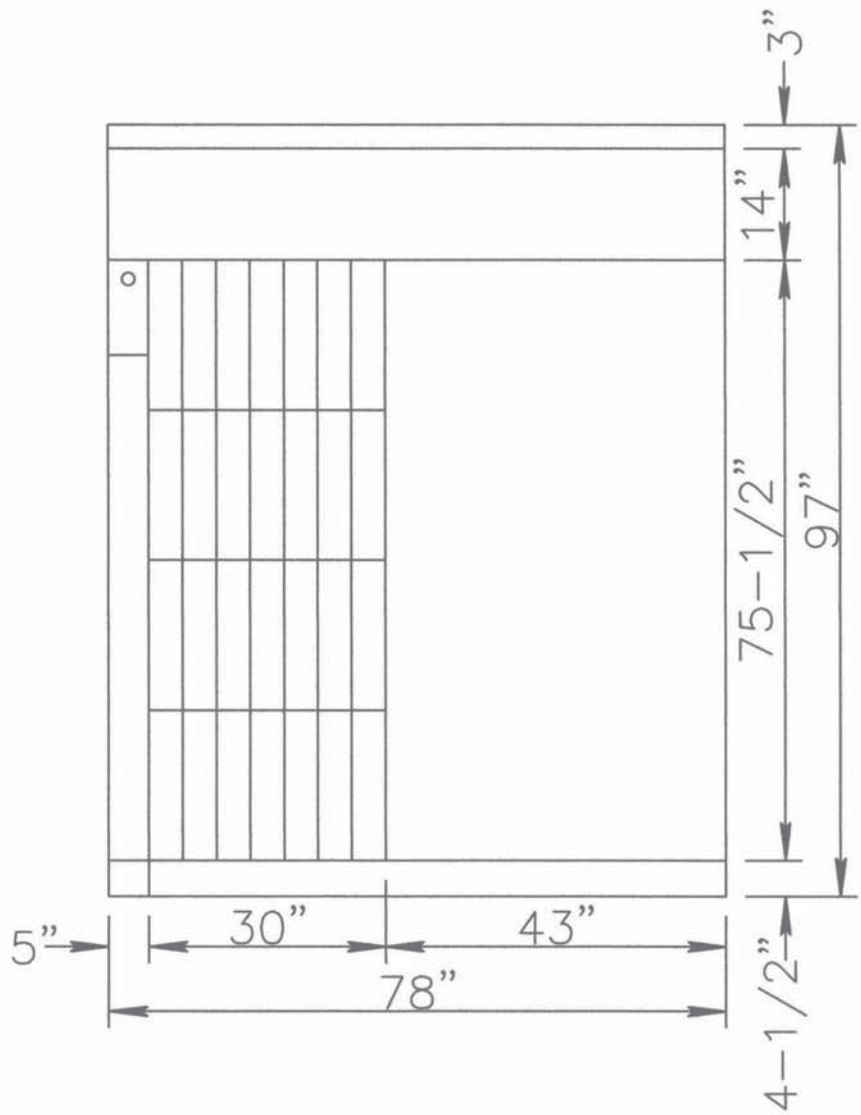
☐ BidSync

☐ Newspaper Ad

☐ City Hall

☐ Other (specify) _____

[Remainder of page intentionally left blank]

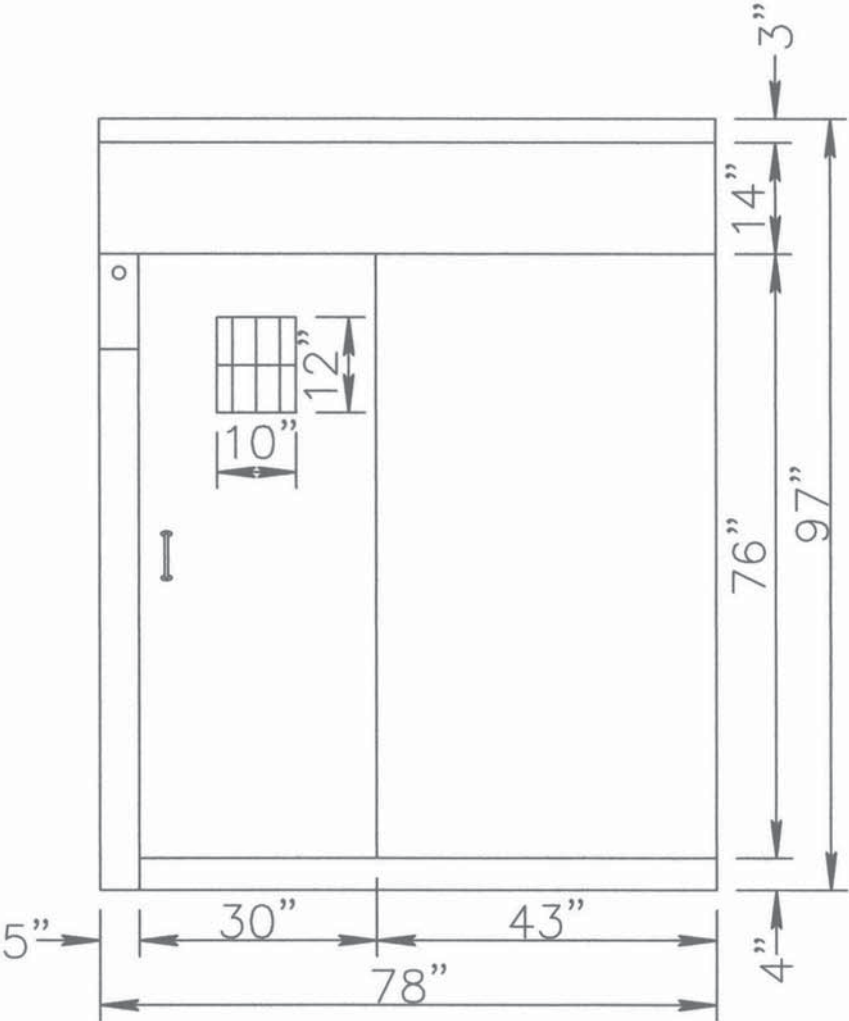


CITY of DELRAY BEACH
ENVIRONMENTAL SERVICES DEPARTMENT
434 SOUTH SWINTON AVENUE, DELRAY BEACH, FLORIDA 33444

CITY OF DELRAY BEACH
POLICE DEPARTMENT
INNER DOOR (SOUTH SIDE)

DATE: 06/22/2016

2016-200



NOTE: WINDOW HAS A HINGED DOOR OVER IT.
HINGE IS AT THE TOP OF THE DOOR
WITH A SELF LOCKING MANUAL HARDWARE.





Exhibit A



Exhibit A

