

Tallahassee Community College

Request for Information (RFI) for

WIRELESS INFRASTRUCTURE MODERNIZATION PROJECT

RFI 2019-04



Proposals Due: May 31, 2019 @ 1:45 p.m. EDST

Proposals Opening: May 31, 2019 @ 2:00 p.m. EDST

<http://www.tcc.fl.edu/about/college/administrative-services/purchasing/>

Proposal and Contact Information

Submit Proposals To:

Tallahassee Community College
Purchasing Department
Hinson Administration Building, Room 113
444 Appleyard Drive Tallahassee, FL 32304- 2895

Contact Information:

Bobby Hinson
Purchasing & General Services Director
Phone: 850-201-6071
E-mail: hinsonb@tcc.fl.edu

General Information:

RFI Title:	WIRELESS INFRASTRUCTURE MODERNIZATION PROJECT
RFI Number:	2019-04
Commodity Code:	43221700, 43223300, 250100
Proposal Issue Date:	April 17, 2019
Proposal Due Date and Time:	May 31 at 1:45 p.m. ESDT
Proposal Opening Date and Time:	May 31 at 2:00 p.m. ESDT

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General Conditions

Proposers: To insure acceptance of the proposal, follow these instructions.

SEALED PROPOSALS: The number of the proposal and the date of opening shall be shown on the envelope/box containing each proposal. Proposers are requested to show their name and address on the envelope/box. All proposals are subject to the terms and conditions specified herein and on the attached proposal documents.

Completed proposal must be submitted in a sealed envelope/box. **Telegraphic (fax, e-mail, telephone, telegraph) proposals will not be accepted.**

1. **EXECUTION OF PROPOSAL:** Proposals must contain an original manual signature of an authorized representative. Failure to properly sign the proposal may invalidate same, and it may not be considered. All proposals must be completed either handwritten in ink or typewritten. No erasures are permitted. If a correction is necessary, draw a single line through the entered information and enter the corrected information above it. Corrections must be initialed by the person signing the proposal. **Any illegible entries, pencil proposals or corrections not initialed may not be considered.** The original conditions and specifications cannot be changed or altered in any way. Altered proposals will not be considered. Clarification of proposals submitted shall be in letterform, signed by proposers and attached to the proposal.
2. **NUMBER OF COPIES:** Proposers must submit two (2) complete sets, one (1) original and one copy along with two (2) electronically on a USB flash media in PDF format). The USB must be identical to the original proposal with all original signatures and all supporting documentation and be uploaded as one document. The original, copies and USB are to be in a sealed envelope/box marked as stated in the Proposal Submission clause. This quantity is **required** so that a full and complete copy of your proposal can be provided to each member of the evaluation committee.
3. **PROPOSAL PREPARATION COSTS:** The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFI.
4. **PROPOSAL SUBMISSION:** The College will receive proposals at the Purchasing Office. The outside of the sealed envelope/box must be identified as follows:
 - Proposer's name
 - Return address
 - RFI number and title
 - Due date and time

5. **DUE DATE AND TIME:** The date and time will be carefully observed. Proposals received after the specified date and time shall be returned unopened. The College will not be responsible for late deliveries or delayed mail. The time stamp located in the Purchasing Office shall serve as the official authority to determine lateness of any proposal.

Receipt of the proposal in the Purchasing Department after the date and time specified due to failure by the proposer to provide the above information on the outside of the envelope/box shall result in the rejection of the proposer's proposal.

The proposer may submit the proposal in person or by mail/courier service. The College cautions proposers to assure actual delivery of mailed or hand delivered proposals prior to the deadline set for receiving proposals. Confirmation of receipt of proposal can be made by calling the College Purchasing Office.

6. **SUPPLIER REGISTRATION REQUIREMENTS:** Proposers who obtain RFI documents from other sources must officially register with the College's Purchasing Office in order to be placed on the mailing list for any forthcoming addenda or official communications. The College shall not be responsible for providing addendums to proposers who receive RFI documents from other sources.

Failure to register as a prospective proposer may cause your proposal to be rejected as non-responsive if you have submitted a proposal without an addendum acknowledgement for the most current and/or final addendum.

Prior to any award arising from this solicitation, supplier(s) must be registered in TCC's Workday Supplier database. If you previously submitted these forms and received your **TCC Workday Supplier ID** number, you will not need to re-submit, just reference this number on the **Proposal Response Form. Example of a Workday Supplier ID is SU 000000123**

If you are not a registered TCC supplier, prior to any award arising from this solicitation you will need to complete our online TCC Vendor Application Form and W-9 at: <http://www.tcc.fl.edu/about/college/administrative-services/purchasing/vendor-information/#>

These forms are submitted electronically which protects your information. Once your forms have been submitted and information has been processed by Purchasing, you will receive an e-mail containing your TCC Supplier ID Number.

If you are unsure about your registration status in TCC's database, please E-mail Edward Toliver at tollivee@tcc.fl.edu and include the company name and address.

7. **DELAYS:** The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Proposers of all changes in scheduled due dates by written addendum.
8. **REVISIONS AND AMENDMENTS:** The right is reserved, as the interest of the College may require, to revise or amend the specifications or drawings or both prior to the date set for opening of RFI, such revisions and amendments, if any, will be announced by an addendum to the RFI. If the revisions and amendments are of a nature which requires material changes in quantities or prices, the date set for the opening of the RFI may be postponed by such number of days as in the opinion of the Purchasing Director that will enable Proposers to revise their RFI. In such cases the addendum will include an announcement of the new RFI opening date. The proposers shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their proposal.
9. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the College. Further, all proposers must disclose the name of any Board employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.
10. **DISQUALIFICATION:** Any or all proposals will be rejected if there is reason to believe that collusion exists between proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.
11. **PROPOSAL WITHDRAWAL:** Proposers may withdraw their proposals by notifying the College in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of the College and will not be returned to the proposers.
12. **ADDITIONAL INFORMATION:** No additional information may be submitted, or follow-up performed by any proposer after the stated due date of a formal presentation to the evaluation committee, unless specifically requested by the College.
13. **CONTRACTUAL AGREEMENT:** This RFI may be included and incorporated in the final contract or purchase order. The order for contract precedence will be the contract (purchase order), proposal document and response. Any and all legal actions associated with this RFI and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida.

14. **PUBLIC RECORDS:** Upon award or ten (10) days after opening, whichever is earlier, proposals become “public records” and shall be subject to public disclosure consistent with chapter 119.07(3) (m), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the proposal, and must identify the data or other materials to be protected, and must state reasons why such exclusion from public disclosure is necessary. Any financial statements that are submitted are exempt from becoming public record [FS 119.07(3)(t)].

1. **INQUIRIES/INTERPRETATIONS:** All proposers shall carefully examine the RFI documents. Proposers are expected to examine the terms and conditions, specifications, scope of work, delivery schedule, proposal prices, extensions and all instructions pertaining to supplies and services. Any interpretation of or changes to the RFI will be made in the form of a question and answer acknowledgement form or an addendum to the RFI if the technical specifications change and will be furnished to all proposers.

Such inquiries regarding this RFI outside a pre-proposal conference must be submitted in writing via email to the College’s Purchasing Office at tollivee@tcc.fl.edu. The College will provide written answers via email to the questions to all proposers who have received the RFI. The College will not be responsible for any oral instructions made by any employee(s) of the College in regard to this RFI.

15. **PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extended total. Prices must be stated in units of quantity specified in the proposal specifications. In case of discrepancy in computing the amount of the proposal, the Unit Price quoted will govern. All prices shall be F.O.B. destination, freight prepaid (unless otherwise stated in Special Conditions).

A. **TAXES:** The College does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use tangible personal property in the performance of contracts for the improvement of the College owned real property as defined in chapter 192 of the Florida Statutes.

B. **MISTAKES:** Proposers are expected to examine the specifications, delivery schedules, proposal prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at proposer’s risk. In the event of extension error(s), the unit price will prevail and the proposer’s extension and total offer will be corrected accordingly. In the

event of addition error(s), the unit price and extension thereof will prevail and the proposer's total offer will be corrected accordingly.

- C. **CONDITIONS AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this proposal shall be new (current production model at the time of this proposal) and that all containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
- D. **PROPOSER'S CONDITIONS:** The Board specifically reserves the right to reject any conditional proposal.
- E. **PRICES:** All proposal prices shall be valid for a minimum period of 90 days from date of submittal.

16. **EQUIVALENTS:** If proposer offers makes of equipment or brands of supplies other than those specified in the following proposal form, they must indicate so on their proposal. Specific article(s) of equipment/supplies shall conform in quality, design and construction with all published claims of the manufacturer.

Brand Names: Catalog numbers, manufacturers' and brand names, when listed are informational guides as to a standard of acceptable product quality level only and should not be construed as an endorsement or a product limitation of recognized and legitimate manufacturers. Proposers shall formally substantiate and verify that product(s) offered conform with or exceed quality as listed in the specifications.

Proposer shall indicate on the proposal form the manufacturer's name and number if proposing other than the specified brands, and shall indicate ANY deviation from the specifications as listed. Other than specified items offered requires complete descriptive technical literature marked to indicate detail(s) conformance with specifications and **MUST BE INCLUDED WITH THE PROPOSAL. NO PROPOSALS WILL BE CONSIDERED WITHOUT THIS DATA.**

Lacking any written indication of intent to quote an alternate brand or model number, the proposal will be considered as quotation in complete compliance with the specifications as listed in the proposal form.

17. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested for compliance with specifications. Items delivered, not conforming to specifications, may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in proposal and/ or purchase order may be purchased on the open market. Any increase in cost may be charged against the proposer. Any violation of these stipulations may result in:

- 1. Vendors name being removed from the vendor mailing list.
- 2. All departments being advised not to do business with vendor.

18. **SAMPLES**: Samples of items when required, must be furnished free of expense and if not destroyed, will upon request, be returned at the proposer's expense. Proposers will be responsible for the removal of all samples furnished within 30 days. Each individual sample must be labeled with the proposer's name, proposal number, and item number. Failure of proposer to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the proposal. Unless otherwise indicated, samples should be delivered to the office of the Purchasing Department. In addition, the College reserves the right at any reasonable time to inspect the proposer's facilities in order to determine that proposer has a bona fide place of business and is a responsible proposer.
19. **QUALITY**: All materials used for the manufacture or construction of any supplies, materials or equipment covered by this proposal shall be new. The items proposed must be new, the latest model, of the best quality, and highest grade workmanship.
20. **PROOF OF FUNCTIONAL CAPABILITIES**: It should be understood by the vendor that award of this contract may be subject to satisfactory proof of functional capabilities of the equipment, services, and items as specified under this solicitation. If required, the vendor will have to demonstrate these capabilities within seven (7) days after conditional award.
21. **SUBSTITUTIONS**: The College **WILL NOT** accept substituted shipments of any kind. Proposer(s) is expected to furnish the brand quoted in their proposal once awarded by the College. Any substitute shipments will be returned at the proposer's expense. The proposer shall bear sole responsibility for any and all costs of claims arising from any changes, adjustments, or deviations not properly executed as herein.
22. **SUB-CONTRACTING**: Where a vendor does not have the capability or the time to complete the work required under this proposal "in house", sub-contracting will be permitted only with the prior knowledge and approval of the College. Therefore, the name of any sub-contractor contemplated for use will be included as part of the proposal. This process is needed so that the college can be assured and in agreement that the sub-contractor(s) can complete the work to the desired quality and in a timely manner. The sub-contractor(s) must be identified in the proposal.
23. **PUBLIC OPENING/EVALUATION**: Proposals shall be publicly opened and recorded on the date and time specified herein unless changed by addendum. No other information or pricing will be read or discussed at the opening. All proposals received after the specified time will not be considered and will be returned to the proposer. Fax, e-mail, telegraph or telephone proposals will not be accepted. A proposal may not be altered after the opening of the proposals. Upon receipt of proposals, an evaluation committee if required will select qualified candidates based on criteria contained herein. The evaluation committee may contact

qualified responders to give oral presentations after the initial review of all proposals.

24. **ACCURACY OF PROPOSAL INFORMATION:** Any proposer which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
25. **ADVERTISING:** In submitting a proposal, the proposer agrees not to use the results there from as a part of any commercial advertising unless permission in writing is granted by the College.
26. **GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on the RFI prior to their performance, it shall be the responsibility of the proposer to notify the Purchasing Department at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The College reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the College.
27. **LIABILITY, INSURANCE, LICENSES AND PERMITS:** Where proposers are required to enter or go onto the College property to deliver materials or perform work or services as a result of a proposal award, the proposer will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance. The proposer shall be liable for any damages or loss to the Board occasioned by negligence of the proposer (or agent) or any person the proposer has designated in the completion of the contract as a result of his or her proposal.
28. **DRUG FREE WORKPLACE:** Whenever two or more proposals which are equal with respect to price, quality, and service are received by the College for the procurement of commodities or contractual services, a proposal received that has completed the Drug Free Workplace form, certifying that it is a drug free workplace, shall be given preference.
29. **CANCELLATION:** In the event the contractor violates any of the provisions of this proposal, the Board shall give written notice to the contractor stating the deficiencies and unless deficiencies are corrected within ten (10) days, recommendation will be made to the board for immediate cancellation. Tallahassee Community College reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days written notice to the other party.
30. **TERMINATION:** If a contract is awarded as a result of this RFI and is terminated or cancelled within the first year of the contract period, the College may elect to negotiate & award a new contract or to issue a new RFI, whichever is determined to be in the best interest of the College.

The supplier will serve at the will and pleasure of the College. Either party may cancel the contract with thirty (30) days advanced written notice. However, at the College's sole option, a termination for convenience by the College may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole. The College shall be liable for goods or services delivered and accepted. In the event of termination by either party, the supplier will have, in no event, any claim against the College for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the College, the supplier shall:

- Stop orders/work on the date and to the extent specified.
- Terminate and settle all orders and/or sub-contracts relating to the performance of the terminated work. All costs incurred for canceled projects will be billed to the College.
- Transfer all work in progress, completed work, and other materials related to the terminated work as directed by the College.
- Continue and complete all parts of the work that have not been terminated.

31. **PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal or a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-proposer or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Chapter 287 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Note: By signing the proposal, the supplier attests they have not been placed on the convicted vendor list.

32. **ACCEPTANCES AND REJECTION:** The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award. The College reserves the right to inspect all facilities of proposer's in order to make a determination as to the foregoing.

33. **JOINT VENTURES:** Proposals submitted by firms under “joint venture” arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award based on this RFI.
34. **FAMILIARITY WITH LAWS:** All proposers are required to comply with all Federal, State, and Local laws, codes, rules and regulations controlling the action or operation of this RFI. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, Office of Education 6A-14, State Requirements for Educational Facilities (SREF), Florida Statute 1013 (K-20) Education Code (Educational Facilities), OSHA regulations, and all Civil Rights legislation.
35. **EQUAL OPPORTUNITY:** The College is committed to complying with all laws prohibiting discrimination on the basis of race, color, ethnicity, genetic information, national origin, religion, gender sexual orientation, marital status, age or disability in its programs and activities. The proposer agrees to make no distinction in its employment practices on the basis of race, color, ethnicity, genetic information, national origin, religion, gender sexual orientation, marital status, age or disability in such practices. Proposer agrees to adhere to any and all applicable State and Federal Civil Rights Laws.
36. **DEFAULT:** In the event of default on a contract, the successful proposer shall pay to the Board, as liquidated damages an amount equal to 25% of the unit price proposal, times the quantity (or) \$50.00, whichever amount is larger. In the event of default on a contract, the successful proposer shall pay all attorneys’ fees and court costs incurred in collecting any liquidated damages.
37. **INVOICING AND PAYMENT:** Payment will be made by the buyer after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect, properly invoiced and minimally meet the following conditions to be considered as a valid payment request:
 - A. Timely submission of a correct invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the purchase order or contract, and be submitted to Accounts Payable at the address indicated on the purchase order.
 - B. All invoices shall consist of an original and (1) copy; clearly referencing the subject purchase order number; provide a sufficient description to identify goods or services for which payment is being requested; and include date(s) of services.
 - C. The invoice shall also contain the proposer’s Federal Employer Identification Number (F.E.I.N.).

D. Tallahassee Community College's terms are "Net 30" after acceptance of goods or services and receipt of an acceptable invoice as described herein.

38. **ANTI-DISCRIMINATION:** The proposer certifies that he or she is in compliance with the non-discrimination clause in Section 202, Executive Order 11246, as amended by executive order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.
39. **OSHA:** The proposer warrants that the product supplied to the College shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract. (MSDS Statement)
40. **AFFIRMATION:** By submission of a proposal, the proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. **Proposer agrees to abide by all terms and conditions of this RFI and the resulting contract. No outside terms and conditions will be considered unless approved by the College.**
41. **INDEMNIFICATION:** To the fullest extent permitted by law, the proposer shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs such as those for paralegal, investigative, and legal support services, and the actual cost incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Contract, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the proposer or other person utilized by the proposer in the performance of the work. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the College as set forth in Section 768.28, Florida Statutes.

The proposer, without exemption, shall indemnify and hold harmless the College, its employees and/or any of its Board of Trustees Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or non-patented invention, process or item manufactured by the proposer. Further, if such a claim is made or is pending, the proposer may, at its option and expense, procure for the College the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the College agrees to return the article, on request, to the proposer and receive reimbursement. If the proposer used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the proposal prices shall include all royalties or cost

arising from the use of such design, device or materials in any way involved in the work.

42. **VERIFICATION OF EMPLOYMENT:** In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.
43. **PROHIBITION AGAINST CONTINGENT FEES:** Vendors/Suppliers are hereby notified that any contract entered into by Tallahassee Community College will contain a prohibition against contingent fees as follows: "The vendor warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement." For the breach or violation of this provision, the College shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration, and to disqualify the vendor from future contracts with Tallahassee Community College for a period up to five (5) years.
44. **SPECIAL CONDITIONS:** Any and all special conditions and specifications attached here to which vary from these general conditions shall have precedence.
45. **SUBMITTAL:** Proposals must be received by the TCC Purchasing Office by May 31, 2019 at 1:45 pm EDST.

Proposal Number: RFI 2019-04

Proposals will be opened: May 31, 2019 at 2:00 pm EDST

Proposals Will Be Opened in the TCC Purchasing Office (see address below)

Send Proposal to:

Tallahassee Community College
Purchasing Department
Building MR 57
444 Appleyard Drive
Tallahassee, Florida 32304-2895

GENERAL INFORMATION

1. **PRE-PROPOSAL CONFERENCE:**

- A. A pre-proposal conference, if indicated below, will be held at the address, date and time as specified, open to all interested parties, at which time the College purchasing staff will be present to answer questions and explain the intent of the RFI documents.
- B. At this meeting, any suggested modifications may be presented in writing to, or discussed with the College's representative(s) as a possible addendum to the RFI.
- C. Any conclusions reached at this conference which amend the RFI documents will be issued in the form of an addendum to all proposers.
- D. Even if attendance is not mandatory, it is strongly recommended.
- E. If applicable a brief tour of the facilities will be provided to all those in attendance following the pre-proposal conference.

2. **PURCHASING AGREEMENTS WITH OTHER PUBLIC AGENCIES:**

- A. All proposers submitting a response to this RFI agree that such response also constitutes an offer to all public entities within the State of Florida under the same conditions, for the same price, and for the same effective period, should the proposer feel it is in their best interest to do so.
- B. Each public agency desiring to accept these proposals, and make an award thereof, shall do so independently of any other public agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by the virtue of this RFI.

3. **Pursuant to Section 1010.04, Florida Statutes, before purchasing nonacademic commodities and contractual services, greater than Category III, the College President or designee shall review the purchasing agreements and state term contracts available under Section 287.056, Florida Statutes, to determine whether it is in the Board of Trustees' economic advantage to use the agreements and contracts.**

For the purchase of nonacademic commodities and contractual services the State of Florida purchasing agreements and state term contracts available under Section 287.056, Florida Statutes, have been reviewed.

4. SCHEDULE OF RFI EVENTS:

Date	Time	Description
April 17, 2019		Release of RFI to Public, Posted on VBS & TCC Purchasing Website
April 25, 2019		Optional on-site tour and inspection of Main Campus
April 26, 2019		Optional on-site tour and inspection of Florida Public Safety Institute (FPSI) and Ghazvini Center for Healthcare Education.
May 3, 2019		Last Day to submit Notice of Intent to Propose and for Written Inquiries
May 14, 2019		Anticipated Date that answers to Written Inquiries in the form of an Addendum will be posted on VBS & TCC Purchasing website
May 31, 2019	1:45 PM ESDT	Proposals Due
May 31, 2019	2:00 PM ESDT	Proposal Opening
June 10, 2019		Invitations sent via email for on-site oral presentations
June 24 – 28, 2019		Vendor Presentations on-site at TCC
July 1 – 19, 2019		TCC Negotiations with selected Vendor(s)
July 24, 2019		Recommendation to President
August 19, 2019		District Board of Trustees Meeting (approval sought)
September 9, 2019		Project Kickoff Meeting (pending Board Approval)

PROPOSAL SPECIFICATIONS

WIRELESS INFRASTRUCTURE MODERNIZATION PROJECT

TALLAHASSEE COMMUNITY COLLEGE

Introduction and Purpose

Tallahassee Community College (hereinafter referred to as “TCC” or “The College”) is requesting qualified vendors (hereinafter referred to as “Respondent”, “Respondents”, “Vendor”, or “Vendors”) to submit responses to this Request for Information for Wireless Infrastructure Modernization Project (hereinafter referred to as “RFI”).

The College has determined that its present wireless infrastructure is no longer meeting the needs of the College and has not met the needs of the College for quite some time. The College is looking to upgrade and/or replace its aging wireless infrastructure at all eight campus locations as part of a multi-year project. The new wireless infrastructure must support all of TCC’s students and employees (currently 12,800 students and 1,600 faculty) and guests. Our expectation is that each wireless user will have on average three devices, and the proposed solution must provide a minimum of 5Mbps bandwidth for each of those members. The project encompasses eight campus locations and includes 256 classrooms, 244 labs and 1,326 offices. Additionally, the proposed solution must meet the bandwidth and authentication needs of other network devices including phone handsets, door locks, streaming devices, AV equipment, projectors and Internet of Thing (IoT) devices, etc. The solution must provide an easy to use, robust, and secure solution for the provisioning and configuration of the network.

The proposed solution must also address the following requirements:

- 1) Comprehensive management solution (heat maps, NetFlow)
- 2) Improved network visibility and accountability
- 3) Simplified guest onboarding
- 4) Intelligent channel switching (seamless transition between AP’s or channel switching due to detection of adjacent AP’s)
- 5) Identity management
- 6) Implementation of dynamic VLAN assignments based on AD/guest user criteria
- 7) Encryption tunneling to protect user data
- 8) Solution must support 802.3af standard power-over-ethernet (POE) while supporting further capacity operation under subsequent standards.
- 9) Minimum bandwidth for each user of 5Mbps

- 10) Sufficient bandwidth for each non-user device (such as handsets, door locks, streaming devices, AV equipment, projectors and Internet of Thing (IoT) devices, etc.)
- 11) Coverage for all classrooms, labs, offices and identified common areas at all eight campus locations
- 12) Intrusion detection/prevention
- 13) Quality of Services (QOS)
- 14) Clear presentation of support cycle including upgrades, support, end-of-sale, end-of-service, end-of-life, etc. The College expects to use the proposed hardware for 7-10 year's post-implementation and expects product support during that timeframe. The College expects a detailed list of all hardware that is being proposed that has a pending end-of-life within 12 months of purchase.
- 15) Implementation process including, but not limited to, methodology, timeline, integrations, etc.
- 16) Cost of hardware
- 17) Cost of implementation (must be listed separately from the cost of hardware)

The College will accept proposals for either the purchase of the necessary technology and/or the lease the necessary technology. Given limited funding at the College proposals should present options for a multi-year, phased implementation.

Note: The respondent must provide a proposal for all wireless vendors and product lines that they represent. Further, vendor must rank the proposed solutions with clear indication as to the reasoning of the ranking.

Current Infrastructure Background

TCC currently leverages redundant Cisco controllers and approximately 250 access points of various wireless standards. The wireless controllers reside at the main campus and all connected AP's traverse our "hub and spoke" network topology back to these controllers. Cisco ISE is leveraged for user authentication, guest onboarding, and security.

Wireless infrastructure is supported by a 10Gbps core network, 10Gbps capable next-generation firewall and all main campus buildings are supported by 1Gbps POE (mostly POE+) switches connected to the core via multi-mode or single mode fiber. External campus locations tie back across a 100Mbps-1Gbps WAN connections. All buildings are wired with Cat5e wiring, including wired devices and access points.

Procurement Process

The College is not required to solicit competitive offers for information technology (“IT”) related services pursuant to Florida Department of Education (“FDOE”) Rule 6A-14.0734. Nevertheless, the College believes that a competitive approach to procuring the technology and services described in this RFI will be in the best financial interests of the College. Accordingly, this RFI will enable the College to determine which Vendors, if any, are in the best position to provide the technology and services described in this RFI in a manner that serves the best interests, financial and otherwise, of the College. The College, at its sole discretion, may choose to engage in negotiations with any, all, or none of the Respondents to this RFI in order to obtain the best processes and pricing for the technology and services described in this RFI. The College, at its sole discretion, may also choose to engage in negotiations with technology and services providers who do not respond to this RFI.

For the avoidance of doubt: The College plans to procure the Wireless Infrastructure Modernization Project described in this RFI without a competitive solicitation based upon the exception available to the College in FDOE Rule 6A-14.0734(2)(g) for IT purchases. Since this is not a competitive solicitation process, the protest provisions stipulated in Florida Statute 120.57 are not applicable to this RFI.

All information submitted in response to the RFI is subject to the Public Records Law of Chapter 119 F.S. If you provide any information that you believe is confidential and proprietary, please mark it accordingly, provided that marking such information in itself will not exempt it from the public records law if such information does not fall within any exemptions available under the Public Records Law.

Evaluation Process

EVALUATION METHOD

If necessary, an evaluation committee composed of TCC staff members, selected by the College's Vice President for Information Technology, will provide the initial evaluation of all responses and make a recommendation which will be in the best interests of the College. The District Board of Trustees shall make the final award(s).

The College shall be the sole judge of its own best interests, the proposals, and approval of any resulting contract. The College's decisions will be final.

The evaluation committee will evaluate all responsive written proposals to determine which proposals, if any, best meet the needs of the College based on the evaluation criteria.

As part of the proposal evaluation process, the College intends to make inquiries and investigations, including verbal or written references from Respondent's customers. In addition to considering the ability of the Respondent to provide the proposed services, the Evaluation Committee will consider additional factors such as the Respondent's qualifications, familiarity with the requirements of colleges, and experience with wireless deployment.

The College reserves the right to reject any proposal for any reason.

Respondents will be evaluated based on the information provided in response to this RFI, inquiries and investigations performed by the College, and if invited, on an oral presentation.

The College plans to conduct the evaluation and selection process in four steps:

Step 1. Analysis of RFI Responses

The first step will consist of a review of the vendor response to validate that the Minimum Qualifications are met. Minimum Qualifications are outlined in this RFI. Vendor responses not meeting Minimum Qualifications may be eliminated at the discretion of the Evaluation Committee. If the Minimum Qualifications are met, the Evaluation Committee will:

- Analyze the RFI responses from each Respondent.
- Make a determination regarding which, if any Respondents will be further evaluated.

Step 2. Oral Presentations and Reference Checks

One or more vendors may be asked to participate further, and will be evaluated on:

- Performance on oral presentations.
- Suitability of the proposed solution(s)
- Answers and responses to questions during evaluation
- Reference checking results
- Cost

For the on-site presentations, RFI respondents *must* bring with them staff that will be assigned to TCC as the on-site project manager and any other project managers who will be assigned to our account. In addition, TCC would also like to have present any other members of the team that will be assigned to our account. While having team members present is not mandatory, it is mandatory that respondents have the manager(s); we want to be able to talk to the person/people who we will be interacting with the most.

Oral presentations *must* also include a representative(s) of the hardware manufacturer.

Step 3. Recommendation

The results from steps 1 and 2 will be used to recommend the finalist or finalists, if any, who the College feels would be a best-fit partner for wireless infrastructure for the College. These finalists will be selected for Negotiations.

Step 4. Negotiations

The College will enter into negotiations with the respondent(s) it deems most likely to meet all of the needs of the College, including any concessions that the College may choose to seek from the respondent(s) and/or vendor(s). Regardless of any negotiations, the College will procure a solution for wireless infrastructure as described in the section titled "**Procurement Process.**"

MINIMUM QUALIFICATIONS FOR RESPONDENTS

The College will evaluate the Respondent's ability to fulfill its proposed solution based upon specified qualifications, quality of references, company viability, staff and overall viability of the company or companies. The minimum qualifications are:

- Meet defined expectations described in the section titled “**Introduction and Purpose,**” within higher education in particular or education and government sectors in general.
- Have a track record of meeting the needs of comparable higher education institutions of like mission, size, and complexity as the College.

EVALUATION FACTORS AND CRITERIA

The College will evaluate the Respondents to this RFI based on the information provided in Respondent's proposal, references, and, if invited, their in-person presentation among other factors. The evaluation will be conducted by an Evaluation Committee and the following will be considered:

Technical fit, including:

- Appropriateness of proposed solutions to meet current and future needs
- Implementation strategy, including a phased, multi-year deployment approach
- Integration within existing network infrastructure
- Lifecycle of proposed solution
- Upgrade and enhancement processes of the solution
- Processes for upgrades and enhancements
- End of Life, End of Support
- Training strategy and plan
- Quality Assurance and Testing
- Knowledge transfer to client support staff
- Production go live strategy and plan
- Post-implementation support strategy

Project Management, including:

- Project planning
- Project governance management
- Resource planning
- Resource management
- Scope and requirements management
- Issues management
- Schedule management
- Project communication
- Status reporting
- Account management

Project Staffing, including:

- Experience of key personnel
- Number and types of project managers
- Sample and Specific account assignments prior to contracting
- Commitments of resources prior to and during implementation
- On-site staffing
- Sub-contractor use

Reliability, including:

- Commitment to higher education
- Commitment to community colleges
- Commitment to Florida colleges
- Commitment to specific, proposed technologies and technology vendors
- The number and quality of similar implementations
- Track record and ability to deliver on time
- Risk to the College versus vendor if milestones are missed

Viability, including:

- Overall financial stability and viability of the respondent and vendor(s)
- Use of third parties in bid
- Willingness to guarantee rates
- Willingness to fix-fee all or portions of work

On-Site Presentation, including:

- Implementation strategy
- Recommended timeline
- Methodology details
- Risk Management
- Project Management
- References
- Cost
- Quality
- Overall Satisfaction
- Similarity to higher education institutions of like mission, size, and complexity as the College

Total Costs, including:

- Hardware and software
- Implementation Services

- Training
- Utilization of College personnel

NON-RESPONSIVE PROPOSALS:

Non-responsive proposals will be rejected by the Purchasing Department, and will not be distributed to the evaluation committee for consideration. Additionally, the evaluation committee may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:

- Failure to sign the proposal
- Failure to acknowledge addenda
- Failure to provide required submittals/documentation/**Mandatory Forms**
- Submission of a late proposal
- Submission of a proposal that contains conflicting terms and conditions than those listed by the College
- Proposer does not meet minimum requirements

STATEMENT OF QUALIFICATION:

To insure that all RFIs are fairly evaluated, scored and ranked, it is very important that the RFIs are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

INSURANCE REQUIREMENTS

1. REQUIREMENTS:

During the performance of the services under this contract, contractor shall maintain the following insurance policies reflecting at least the minimum amounts and conditions as follows:

A. **Minimum Limits:**

1. General Liability Insurance with all of the following:
 - a. Bodily injury limits of not less than \$1,000,000 for each occurrence/\$2,000,000 aggregate
 - b. Property damage limits of not less than \$1,000,000 for each occurrence/\$2,000,000 aggregate
2. Automobile Liability Insurance with all of the following:
 - a. Bodily injury limits of not less than \$500,000 for each person
 - b. Not less than \$500,000 for each incident
 - c. Property damage limits of not less than \$500,000 for each accident
3. Workers' Compensation Insurance in accordance with statutory requirements, as well as the following:
 - a. Employer's liability insurance with limits of not less than \$100,000 for each accident
 - b. \$100,000 for each disease
 - c. \$500,000 aggregate
4. Professional Liability, when applicable for services provided, not less than \$1,000,000 per occurrence/\$2,000,000 aggregate

B. **Conditions:**

1. Policies must be written by an insurance company authorized to do business in Florida.
2. Policies other than Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a rating of "A" or better and a Financial Size Category of "VII" or better according to the A.M. Best Company. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.

3. The College's Purchasing Director/Risk Manager may verify ratings at A.M. Best's website: www.ambest.com/ (regarding item 1B2 above)
4. Deductible amounts shall not exceed 5% of the total amount of required insurance in each category. Should any policy contain any unusual exclusion, said exclusions shall be so indicated on the Certificate(s) of Insurance.
5. Contractor shall furnish the College Certificates of Insurance that shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to the College.
6. Contractor shall include the College as an additional insured on the General Liability and Automobile Liability insurance policy required by the contract. All of the contractor's sub-contractors shall be required to include the College and contractor as additional insured on their General Liability insurance policies.
7. If an "ACCORD" Certificate of Liability Insurance form is used by the contractor's insurance agent, the words "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" in the "cancellation" paragraph of the form shall be deleted.
8. The contractor shall not commence work under this contract until all insurance required as stated herein has been obtained and the College has approved such insurance.
9. "Claims made" insurance policies are not acceptable.

2. MISREPRESENTATION:

Misrepresentation of any material fact, whether intentional or not, regarding the proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing contract.

3. GOVERNMENTAL ENTITIES:

In the event the proposer is a governmental entity, different insurance requirements may apply.

Response Guidelines

For ease of evaluation:

- It is suggested that a 3-ring binder be used
- The proposal should be submitted on 8 ½ x 11 paper
- Portrait Orientation
- With headings and sections numbered
- The sections should be separated by using divider tabs for easier reference
- Ensure all information is typewritten
- Information loaded onto the USB's must be identical to the information shown on the original copy of the bid and be in the same format with signatures.
- The proposal should be divided by tabs into sections with references to parts of the RFI done on a section-by-section basis.

All Respondents are **required** to format their proposals in a manner consistent with the following guidelines:

Address All Items

Each item must be addressed in the Respondent's response using the corresponding numbers in this RFI or the response may be rejected.

Conditional Clauses, Alterations, Irregularities

RFI responses that are qualified with conditional clauses, alterations, or irregularities of any kind, are subject to disqualification by the College at its option. All assumptions made by Respondents must be clearly stated in the proposal and qualifiers must be placed in context.

Failure to Comply

Failure to comply with the requirements in this RFI may result in rejection of Respondent's response.

Required Response Format

Each response **must** consist of the following sections, numbered according to the specific sections below:

1. Letter of Intent
2. Proposal Response Form
3. Proposal Certification Form
4. Proposed Solution(s)
5. Qualifications
6. References
7. Viability
8. Implementation approach and timeline
9. Knowledge transfer
10. Project management
11. Change Management
12. TCC and Respondent Roles and Responsibilities
13. Respondent Project Assumptions
14. Responses to Specific Questions
15. Prior Work
16. Project Team
17. Project Budget
18. Cost Minimization
19. Statement of Work
20. Contract Terms and Conditions
21. Additional Contract Items
22. Any additional information that you feel will help TCC make its decision.
23. Drug Free Workplace
24. Minority, Woman & Veteran Owned Business Declaration Form
25. Addendum Acknowledgement Form
26. Corporate Information
27. Subsidiaries
28. Bankruptcy

1) Letter of Intent:

This letter will summarize in a brief concise manner, the proposer understands the Terms and Conditions, Scope of Work and will make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with

the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.

2) Proposal Response Form

3) Proposal Certification Form

4) Proposed Solution(s)

- 4.1 Provide a detailed description of the proposed solution(s). The solution(s) must specifically address each of the functional and technical requirements described above in "Introduction and Purpose."
- 4.2 Respondent must provide a complete listing of all hardware and software, including model and/or version numbers, for the proposed solution(s).
- 4.3 Respondent may also provide any additional information that would help the College fully understand and appreciate the proposed solution(s) and how they will meet our present and future needs.

5) Qualifications

Provide evidence for each of the following qualifications. If Respondent has no documentable qualifications for a specific area, state "No Qualification":

- 5.1 Respondent is certified by Vendor to implement the solution(s) described in the section titled "Introduction and Purpose," using any Vendor required methodology, within higher education in particular or education and government sectors in general.
- 5.2 Respondent has prior experience implementing all or part of the Vendor solution(s), preferably in comparable higher education institutions of like mission, size, and complexity as the College. State which specific Vendor solution(s) that you have implemented.
- 5.3 Evidence that the proposed solution(s) have been successfully implemented with other client(s), preferably in comparable higher education institutions of like mission, size, and complexity as the College

6) References

- 6.1 Provide your top five higher education customers for whom you have implemented the proposed solution(s). For each client, provide details of the solution(s) that you have implemented and details that may be helpful for the College, along with contact information for each client. If you have less than five higher education customers, please provide additional

references to total five using the following order: Tallahassee customers, Florida customers, Southeastern customers.

- 6.2 Provide your most recent 5 customers for whom you have implemented the proposed solution(s). For each client, provide details that may be helpful for the College, along with contact information for each client.
- 6.3 Provide your most recent 5 higher education customers for whom you have implemented the proposed solution(s). For each client, provide details that may be helpful for the College, along with contact information for each client.
- 6.4 List any clients within the last five (5) years on which you were replaced during project implementation with another competitive implementer. Provide a description of the solution(s) that were implemented and state the reason(s) why the client replaced your organization(s).

7) Viability

- 7.1 Provide a description of your organization type (public corporation, Private Corporation, private company, limited liability corporation (LLC), etc.).
- 7.2 Provide a brief description of your corporate history, market segment(s), client base, and employee base.
- 7.3 Provide a disclosure of any judgments, including but not limited to: pending or expected litigation or other real or potential financial reversals that might affect the viability or stability of the corporations; or warrant that no such condition is known to exist.

8) Implementation Approach

- 8.1 Implementation tasks. Give an overview of your implementation strategy, and then describe the implementation tasks required, complete from contract signing to installation and acceptance. Include the process proposed for installation, testing and pilot as appropriate for all technologies identified in your proposal.
- 8.2 Project Schedule. Provide a projected implementation schedule, including timeline, milestones, and deliverables.
- 8.3 Total Hour Requirements. Provide “total hour requirements” with details broken out for each component of the project. Respondent should note expectations regarding travel time for consultants or others who will work on the project.
- 8.4 Definition of hours worked. Describe exactly what will be included and considered “hours worked.” Respondent should confirm the understanding that TCC will pay only for hours used.

- 8.5 Alternative implementation strategies. Discuss any alternative implementation strategy you considered, outlining the pros and cons of each approach for TCC.
- 8.6 Implementer staffing. Provide breakdown of consultant type, level/skills including experience level, accreditation, or certification required for each task.
- 8.7 TCC staffing. Provide detailed information about what staffing you expect the TCC to contribute, including skill levels, knowledge sets, hours, and timing of hours. If a TCC employee will need to be dedicated to the implementation more than 25% of their time over any period during the implementation, identify this obligation and when you expect it to occur.
- 8.8 Consultant Qualifications. Provide resumes, client references and the most recent work histories of the primary consultants/staff you will assign to TCC.
- 8.9 Right of refusal. Respondent should validate TCC's right of refusal of individual consultants and staff proposed or assigned to the implementation.

9) Knowledge Transfer

- 9.1 Training Strategy. Describe your strategy and methodology for training on the proposed solution(s). Please also discuss alternative training strategies targeting lower cost of execution with associated implications. Differentiate your proposed training solutions in terms of technical team training and end user training.
- 9.2 Detailed Methods. Include detailed recommendations for training methods, materials, troubleshooting resources, benchmarks to monitor progress, and a proposed time-line.
- 9.3 Training of Replacement employees. Explain how you will provide training for TCC employees who replace those trained during the implementation.

10) Project Management

- 10.1 Project Management and Implementation Methodology. Respondent should include a complete and detailed description of its overall approach to the management of this effort, including cost containment, schedule management, project leadership, change management practices, risk management, and other typical project management tools and processes that may be employed in this effort.
- 10.2 Dealing with Subcontractors. Discuss your philosophy and approach for dealing with subcontractor relationships.

11) Change Management

Respondent should include a complete and detailed description of its overall approach to change management for this effort, including but not limited to communications management, training, surveying, cost containment, change management methodology, change management strategy, and other typical change management tools and processes that may be employed in this effort.

12) TCC and Respondent Roles and Responsibilities

12.1 Roles and Responsibilities. Identify the critical project roles that will be needed to implement successfully the selected solution(s). Describe the responsibilities for each role.

12.2 Project Organization. Propose the most likely project organization structure for implementing the proposed solution(s).

12.3 TCC Responsibilities. Outline the time commitment needed from various TCC personnel throughout the implementation.

13) Respondent Project Assumptions

Respondent should present any project assumptions which in any way impacts Scope, Schedule, or Cost. Include information about the hours your traveling employees who will be working on-campus will work, and how many vacation/training hours they receive per year. TCC will not accept or acknowledge any assumptions that are not included in this section.

14) Responses to Specific Questions:

Each of the following questions must be specifically addressed in your written response:

14.1. Please describe your experience implementing the proposed solution(s) in general, and please provide detailed information on each higher education customer for whom you have implemented the proposed solution(s).

14.2. Please provide information on your implementation methodology with respect to sequencing the implementation (for example, does your methodology require implementing certain components before others. This is just an example; please provide an overview of the methodology you would likely use for our entire project.)

14.3. Provide detailed documentation stating what hardware in the proposed solution(s) is pending end-of-life or end-of-support within 12 months of purchase. The College plans to use the proposed hardware for a period of 7-10 years post-implementation with product support during that time frame.

- 14.4. Please describe how you would phase the project to cover institutional funding that will be spread over multiple fiscal years.
- 14.5. Please describe how you would phase the project over multiple campus locations.
- 14.6. What percentage of your work will be performed by employees of your company, and what percentage will be done by contractors and subcontractors that you hire?
- 14.7. Please be sure to clearly state all assumptions included in your proposal; any assumptions not listed may be rejected by the College.
- 14.8. Please list all wireless networking vendors for which your company performs implementations (e.g., Cisco, HP Aruba, etc.).
- 14.9. Describe any prior work product that your firm has developed which you propose to deliver on this project. Explain how the work product will benefit the College financially, or otherwise.
- 14.10. Describe the total number of staff who are qualified and capable of implementing the proposed solution(s) as of the time of this RFI submission.
- 14.11. Describe the total number of staff who are qualified and capable of supporting the proposed solution(s) post implementation as of the time of this RFI submission.
- 14.12. What percentage of the overall business of your company is represented by higher education customers.
- 14.13. What percentage of the overall business of your company is represented by vendor whose solution(s) you are proposing?
- 14.14. How many implementations has your company performed overall using the proposed vendor(s) solutions?
- 14.15. How many implementations has your company performed in higher education using the proposed vendor(s) solutions?
- 14.16. Have you implemented the proposed solution(s) for any schools in Florida? If yes, please list school, date implemented, and school contact.
- 14.17. Provide a staffing plan that you anticipate using for the project at the College.
- 14.18. Provide a detailed excel spreadsheet outlining the project costs including breakdowns for hardware, software, staffing, implementation, etc. If any sub-contractors are proposed, clearly state which hours are subcontractors versus employees of your company
- 14.19. How do you utilize the proposed vendor's implementation methodology as a part of your implementation process? Please describe any areas where you deviate from the vendor's methodology, where you modify or change the vendor's methodology, or where you augment the vendor's methodology.

15) Prior Work

Describe any prior work product(s) that your firm has developed that relates specifically to any or all of the work described in this RFI, and whether or not you propose to deliver that product(s) on this project. Explain how the work product(s) will benefit TCC.

16) Project Team

- 16.1 Describe the skills and abilities required of staff hired into your company to support the proposed solution(s).
- 16.2 Describe the total number of staff in your company certified by the vendor on the proposed solution(s) as of the time of the RFI submission. How many staff are planned by the end of 2020? How many consultants are planned by the end of 2021?
- 16.3 Describe the total number of staff in your company trained by the vendor on the proposed solution(s) as of the time of the RFI submission. How many staff are planned by the end of 2020? How many consultants are planned by the end of 2021?
- 16.3 Describe in detail how your practice supporting the proposed vendor is organized including reporting structure, business unit, size of practice and any other details which make it possible for TCC to determine how your practice functions within your organization.
- 16.4 Provide a TCC staffing plan with your proposal response.
- 16.5 Provide a detailed list outlining your project staffing resources including on-site, off-site, and offshore if applicable.
- 16.6 Please provide a complete organizational chart for the project team that will be deployed on this project, with each person's role, title and reporting structure clearly described.
- 16.7 For each member of the project team, please provide a summary of their specific qualifications, certifications, and training specifically indicating the details of their work implementing all or part of the proposed solution(s) and the customers for which that work was performed
- 16.8 Do you plan to use any sub-contractors or consultants not employed by your company? If so, for each subcontractor or consultant, please explain your rationale, the specific expertise for why they are needed and their costs. Also provide complete biographical information for each that clearly shows the expertise for which you wish to engage them.

17) Project Budget

Please provide a complete line-item budget for the proposed work. Please provide clear details and summaries for all major aspects of the project including hardware, software, staffing, support, etc.

The fees proposed shall remain firm and shall include all charges that may be incurred in fulfilling a contract awarded as a result of this RFI.

Clearly indicate deliverables linked to progress payments.

If travel costs are not included in your proposed price schedule, be advised that the college will not pay travel costs in excess of those set by the State of Florida.

18) Cost Minimization

- 18.1. Do you plan to bid for this work on a flat-fee, do-not-exceed basis; or a time and materials basis; some combination of the two; or some alternative approach? Explain how your pricing decision helps minimize costs for the College.
- 18.2. Please describe what specific steps you will take to leverage work done for other companies or educational institutions, whether by you or by others, that is applicable to this project and that will minimize the cost of this project to TCC.
- 18.3. Please describe how you will minimize the travel costs associated with this project.
- 18.4. Please indicate how you handle requests for work to determine whether the request is in-scope or out-of-scope.
- 18.5. Please indicate your understanding that consultants and others travelling for this project will be reimbursed for food and lodging according to TCC reimbursement policies.

19) Statement of Work

Please include a complete and executable Statement of Work that reflects your response to this proposal.

20) Contract Terms and Conditions

Please include a complete list of Contract Terms and Conditions that reflects your response to this proposal and that ties to your Statement of Work.

21) Additional Contract Items

If there are any additional items that would be required for TCC to sign or acknowledge to enter in a contract with you for this work, please include them here in executable form. Should TCC choose to engage your services, TCC will not sign or acknowledge any additional documents that are not included in your response to this RFI.

22) Any additional information that you feel will help TCC make its decision.

Please include any additional information that you feel will assist TCC in making its decision.

23) Drug Free Workplace:

If applicable provide a statement concerning the proposer's status as a drug free workplace. Whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

24) Minority, Woman & Veteran Owned Business Declaration Form:

The proposer shall complete and return Minority & Women Owned Business Declaration Form of this RFI.

25) Addendum Acknowledgement Form:

Include the signed and dated acknowledgement page of the last/final addendum issued by the College, if applicable.

26) Corporate Information:

If proposer is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying proposer's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the State of Florida.

27) Subsidiaries:

Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company.

28) Bankruptcy:

Indicate whether your firm has filed for bankruptcy within the previous seven (7) years.

[PROPOSAL RESPONSE FORM](#)

Proposers are required to complete and submit this form. Proposers shall submit two (2) complete sets, one (1) original and one (1) copy of proposal and (2) electronically on a USB flash media in PDF format of the proposal complete with all supporting documentation, in a sealed envelope/box marked as noted in the General Conditions of the RFI. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation committee.

Company Name: _____

Address _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____

Company Toll Free Telephone Number: _____

E-Mail Address: _____

Type of Business: Corporation Partnership

Sole Partnership Joint Venture

Incorporated in State of _____ Date: _____

Number of Years _____

SSN (If Sole Proprietorship or Partnership): Only required if FEIN is not provided _____

I have submitted the required TCC vendor application and W9 form online and have obtained my TCC Workday Supplier ID # which is SU- _____ .

Name of Company Representative:

Printed _____ Signature _____

Title _____ Date _____

PROPOSAL CERTIFICATION

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read, understand and will comply with all of the terms and conditions of the Invitation to Bid.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum _____ Dated _____

Addendum _____ Dated _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Proposer _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Date _____

NOTE: Please return to Tallahassee Community College with your proposal.

DRUG FREE WORKPLACE

Drug-Free Workplace: _____ Yes _____ N/A

If Yes please complete this form.

The undersigned Proposer in accordance with Florida Statute 287.087 hereby certifies

that _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state 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 an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

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

Vendor's Signature

Date

[Minority, Woman & Veteran Owned Business Declaration](#)

Minority/Woman/Veteran Owned Business: Yes _____ N/A _____

If **Yes** please complete the form.

Minority, Woman & Veteran Owned Business Declaration Form

Proposer hereby declares that it is a Minority/Woman/Veteran Owned Business Enterprises, as defined by section 288.703. Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- () African American () Hispanic American () Native American () Asian American
() American Woman () Veteran

Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.

Proposer:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statues 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) “Small business” means an independently owned and operated business concern that employee 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

- (2) “Minority Business Enterprises” means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51% owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender make-up or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under the group’s control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term “related immediate family group” means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.
- (3) “Minority person” means a lawful, permanent resident of Florida who is:
- a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
 - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
 - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
 - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
 - e. An American woman.
- (4) “Certified minority business enterprise” means a business which has been certified by the certifying organization or jurisdiction in accordance with s. [287.0943](#)(1) and (2).
- (5) “Department” means the Department of Management Services.
- (6) “Ombudsman” means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing proposals for changes in state agency rules.
- (7) “Financial institution” means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) “Secretary” means the secretary of the Department of Management Services.
- It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

ADDENDUM ACKNOWLEDGEMENT FORM

RFI 2019-04
ADDENDUM #1

TALLAHASSEE COMMUNITY COLLEGE
444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.201.8520
www.tcc.fl.edu

Sample

Bid No: RFI # 2019-04
Bid Title: Wireless Infrastructure Modernization Project
Opening Date: October 8, 2014 @ 2:00 p.m.

ADDENDUM NO: One (1) Date: XXXXXXXX, 00, 2019

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFI:

This addendum includes the following:

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFI.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

RESPONDENT: _____ BY: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____

DATE: _____

AUTHORIZED SIGNATURE:

[Appendix A - Drawings](#)

The following pages contain drawings of TCC buildings indicating the location of wireless networking equipment. While every attempt has been made to ensure that the information presented is accurate and up to date, TCC does not warrant that the information is either accurate or complete. Respondents to this RFI are responsible for verifying any information that they feel is necessary to provide a response to this RFI. Opportunities have been provided to respondents to attend on site tours as well as to ask questions.