



Sophos Antivirus Renewal

Invitation for Bids # TS-20-09

| General Information | | |
|----------------------------------|--|-----------------|
| Project Cost Estimate | Not Applicable | Not Applicable |
| Project Timeline | Products shall be delivered within thirty (30) calendar days of the City's issuance of a Purchase Order. | See Section 1.4 |
| Evaluation of Proposals | Staff | See Section 1.7 |
| Pre-Bid Meeting | Not Applicable | See Section 1.8 |
| Question Due Date | November 23, 2020 | See Section 1.8 |
| Proposals will be accepted until | 2:00 p.m. on December 1, 2020 | See Section 1.8 |

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020



Table of Contents

| | |
|---|-----------|
| SECTION 1 - INSTRUCTIONS | 4 |
| 1.1 NOTICE | 4 |
| 1.1.1 VIRTUAL BID OPENING | 4 |
| 1.2 PURPOSE | 5 |
| 1.3 SCOPE OF WORK | 6 |
| 1.4 PROJECT TIMELINE | 6 |
| 1.5 PROPOSAL REQUIREMENTS | 6 |
| 1.5.1 Attachment A: Contact Information Form | 6 |
| 1.5.2 Attachment B: Non-Collusive Affidavit | 7 |
| 1.5.3 Attachment C: Proposer's Qualifications Statement | 7 |
| 1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS | 7 |
| 1.6.1 Vendor Information Form | 7 |
| 1.6.2 Form W-9 (Rev. October 2018) | 7 |
| 1.6.3 Sworn Statement on Public Entity Crimes Form | 7 |
| 1.6.4 Local Vendor Preference Certification | 8 |
| 1.6.5 Local Business Tax Receipts | 8 |
| 1.6.6 Veteran Owned Small Business Preference Certification | 8 |
| 1.6.7 Equal Benefits Certification Form | 8 |
| 1.6.8 Vendor Drug-Free Workplace Certification Form | 8 |
| 1.6.9 Scrutinized Company Certification | 8 |
| 1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION | 8 |
| 1.8 TENTATIVE SCHEDULE OF EVENTS | 9 |
| 1.9 SUBMISSION REQUIREMENTS | 9 |
| SECTION 2 - INSURANCE REQUIREMENTS | 10 |
| SECTION 3 - GENERAL TERMS & CONDITIONS | 16 |
| 3.1 EXAMINATION OF CONTRACT DOCUMENTS | 16 |
| 3.2 CONFLICT OF INSTRUCTIONS | 16 |
| 3.3 ADDENDA or ADDENDUM | 16 |
| 3.4 INTERPRETATIONS AND QUESTIONS | 16 |
| 3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES | 16 |
| 3.6 WARRANTIES FOR USAGE | 17 |
| 3.7 BRAND NAMES | 17 |



| | | |
|------|--|----|
| 3.8 | QUALITY | 17 |
| 3.9 | SAMPLES..... | 17 |
| 3.10 | DEVELOPMENT COSTS | 17 |
| 3.11 | PRICING..... | 17 |
| 3.12 | DELIVERY POINT | 17 |
| 3.13 | TAX EXEMPT STATUS | 17 |
| 3.14 | CONTRACT TIME | 17 |
| 3.15 | COPYRIGHT OR PATENT RIGHTS | 18 |
| 3.16 | PUBLIC ENTITY CRIMES | 18 |
| 3.17 | CONFLICT OF INTEREST | 18 |
| 3.18 | FACILITIES | 18 |
| 3.19 | ENVIRONMENTAL REGULATIONS | 18 |
| 3.20 | SIGNATURE REQUIRED..... | 19 |
| 3.21 | MANUFACTURER’S CERTIFICATION..... | 19 |
| 3.22 | MODIFICATION OR WITHDRAWAL OF PROPOSAL | 19 |
| 3.23 | PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS | 19 |
| 3.24 | RESERVATIONS FOR REJECTION AND AWARD..... | 20 |
| 3.25 | BID PROTEST | 20 |
| 3.26 | INDEMNIFICATION..... | 20 |
| 3.27 | DEFAULT PROVISION | 20 |
| 3.28 | ACCEPTANCE OF MATERIAL..... | 21 |
| 3.29 | LOCAL GOVERNMENT PROMPT PAYMENT ACT | 21 |
| 3.30 | SCRUTINIZED COMPANIES LIST..... | 21 |
| 3.31 | PUBLIC RECORDS; TRADE SECRET, PROPRIETARY AND CONFIDENTIAL SUBMITTALS | 22 |
| 3.32 | PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES.... | 23 |
| 3.33 | CONE OF SILENCE | 23 |

ATTACHMENTS

Attachment A: Contact Information Form

Attachment B: Non-Collusive Affidavit

Attachment C: Proposer’s Qualifications Statement

Attachment D: Sample Insurance Certificate



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

IFB # TS-20-09 Sophos Antivirus Renewal

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, December 1, 2020. Proposals must be submitted electronically at www.BidSync.com. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.1.1 VIRTUAL BID OPENING

At the time of writing of this notice, Florida Governor Ron DeSantis' Executive Order No. 20-69 (extended by EO 20-150, EO 20-179, EO 20-193, and EO 20-246) on the Coronavirus health alert, is due to expire on November 1, 2020. If the executive order is not extended then meetings may be a combination of in-person and virtual, all as provided by law, or as otherwise entered via an executive order of the governor. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**



In addition, at the time of writing this notice, the City will not be opening up the physical location for public access as **City offices are closed to the public**, due to the COVID-19 Coronavirus Pandemic.

Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date**.

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Benedit, Procurement Department
City of Pembroke Pines
8300 South Palm Drive,
Pembroke Pines, FL 33025
954-518-9022
purchasing@ppines.com

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide the requested Sophos renewal licenses for the City of Pembroke Pines, in accordance with the terms, conditions, and specifications contained in this solicitation.



1.3 SCOPE OF WORK

The City is seeking prices for the following:

| SKU | Product Description | Quantity |
|------------|---|-----------------|
| CAEJ1GTAA | Intercept-X Advanced with EDR - 1 YR | 850 |
| CSIG1GTAA | Intercept-X Advanced for Server with EDR - 1 YR | 50 |
| CAMK1CTAA | Central Email Advanced - 1 YR | 1,200 |
| CPTK1GTAA | Phish Threat - 1 YR | 1000 |

No substitutes, equivalences or alternate bids will be accepted.

1.4 PROJECT TIMELINE

Products shall be delivered within thirty (30) calendar days of the City's issuance of a Purchase Order.

1.5 PROPOSAL REQUIREMENTS

The www.bidsync.com website allows for vendors to complete, scan and upload their documents as part of the bidder's submittal on the website. Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

1.5.1 Attachment A: Contact Information Form

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal.
- b. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- c. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.



- d. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- e. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- f. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

1.5.2 Attachment B: Non-Collusive Affidavit

1.5.3 Attachment C: Proposer's Qualifications Statement

1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS

The City has implemented a new process that is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will require vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project.

Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.

These forms will be found under the "Vendor Registration" group of "Qualifications" on the BidSync website for the City of Pembroke Pines. Please note that the BidSync website requires bidders to complete all of these qualifications prior to being able to submit questions on any bids, therefore, please make sure to complete this information as soon as possible.

The following documents can be completed prior to the bidding process through the BidSync website and do not need to be attached to your submittal as the BidSync website will automatically include it.

1.6.1 Vendor Information Form

1.6.2 Form W-9 (Rev. October 2018)

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

1.6.3 Sworn Statement on Public Entity Crimes Form



1.6.4 Local Vendor Preference Certification

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

1.6.5 Local Business Tax Receipts

1.6.6 Veteran Owned Small Business Preference Certification

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

1.6.7 Equal Benefits Certification Form

1.6.8 Vendor Drug-Free Workplace Certification Form

1.6.9 Scrutinized Company Certification

1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.



1.8 TENTATIVE SCHEDULE OF EVENTS

| Event | Time &/or Date |
|---|--------------------------------------|
| Issuance of Solicitation (Posting Date) | November 10, 2020 |
| Pre-Bid Meeting | Not Applicable |
| Question Due Date | November 23, 2020 |
| Anticipated Date of Issuance for the Addenda with Questions and Answers | November 25, 2020 |
| Proposals will be accepted until | 2:00 p.m. on December 1, 2020 |
| Proposals will be opened at | 2:30 p.m. on December 1, 2020 |
| Evaluation of Proposals by Staff | TBD |
| Recommendation of Contractor to City Commission award | TBD |
| Issuance of Notice to Proceed | TBD |
| Project Commencement | TBD |
| Project Completion | TBD |

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before **2:00 p.m. on December 1, 2020**.

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.



CONTACT INFORMATION FORM

IN ACCORDANCE WITH TS-20-09 titled “Sophos Antivirus Renewal” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

B) Proposal Checklist

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

| | |
|---|----------|
| Attachment A - Contact Information Form | Yes_____ |
| Attachment B - Non-Collusive Affidavit | Yes_____ |



| | |
|---|----------|
| Attachment C - Proposer's Completed Qualification Statement | Yes_____ |
| Attachment F - References Form | Yes_____ |

Did you make sure to update the following documents found under the "Vendor Registration" group of "Qualifications" on the BidSync website for the City of Pembroke Pines?

| | |
|---|----------|
| Vendor Information Form | Yes_____ |
| Form W-9 (Rev. October 2018) | Yes_____ |
| Sworn Statement on Public Entity Crimes Form | Yes_____ |
| Local Vendor Preference Certification | Yes_____ |
| Local Business Tax Receipts | Yes_____ |
| Veteran Owned Small Business Preference Certification | Yes_____ |
| Equal Benefits Certification Form | Yes_____ |
| Vendor Drug-Free Workplace Certification Form | Yes_____ |
| Scrutinized Company Certification | Yes_____ |

C) Sample Proposal Form

The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

Base Option:

| Item # | SKU | Product Description | Quantity | Total Cost |
|--------|-----------|---|----------|--------------------------------------|
| 1) | CAEJ1GTAA | Intercept-X Advanced with EDR - 1 YR | 850 | Price to be Submitted Via BidSync |
| 2) | CSIG1GTAA | Intercept-X Advanced for Server with EDR - 1 YR | 50 | Price to be Submitted Via BidSync |
| 3) | CAMK1CTAA | Central Email Advanced - 1 YR | 1,200 | Price to be Submitted Via BidSync |
| 4) | CPTK1GTAA | Phish Threat - 1 YR | 1000 | Price to be Submitted Via BidSync |