



# Internet for Charter Schools

## Request for Proposals # TS-21-01

General Information		
Project Cost Estimate	Not Applicable	See Section 1.4
Project Timeline	Estimated Service Commencement Date: On or after July 1, 2021  This contract shall be for an initial three year (36 month) period.	See Section 1.4
Evaluation of Proposals	Evaluation Committee	See Section 1.7
Non Mandatory Pre-Bid Meeting	Not Applicable	See Section 1.8
Question Due Date	Feb 1, 2021	See Section 1.8
Proposals will be accepted until	2:00 p.m. on Feb 16, 2021	See Section 1.8
5% Proposal Security / Bid Bond	Not Applicable	Not Applicable
100% Payment and Performance Bonds	Not Applicable	Not Applicable
Grant or Federal Funding Information	E-Rate	Not Applicable

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



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## ATTACHMENTS

Attachment A: Contact Information Form

Attachment B: Non-Collusive Affidavit

Attachment C: Proposer's Qualifications Statement

Attachment D: Sample Insurance Certificate

Attachment E: Specimen Contract - **Contractual Services Agreement** *{Please note this specimen contract is only to provide bidders with an idea of the general contractual language the City uses. For this bid, the City foresees the likelihood of using the winning vendor's service contract in conjunction with an amendment to include the City's necessary language.}*

Attachment F: References Form



## **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:

#### **RFP # TS-21-01 Internet for Charter Schools**

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](http://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](mailto: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](http://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, Feb 16, 2021.** Proposals must be submitted electronically at [www.BidSync.com](http://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, 4<sup>th</sup> Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

#### **1.1.1 VIRTUAL BID OPENING**

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.

As a result, meetings may be a combination of in-person and virtual, all as provided by law. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**



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](mailto:purchasing@ppines.com)

## **1.2 PURPOSE**

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor/service provider to provide two Ethernet Dedicated Internet (EDI) services in accordance with the terms, conditions, and specifications contained in this solicitation.

One circuit is demarked at the City's AV campus and the other at the City's FSU campus.

AV's (5Gbps circuit) services are for four campuses (AV, Central, West, and East campuses). FSU's (1Gbps circuit) services are just for the FSU campus.



### **1.3 SCOPE OF WORK**

Service Provider will provide all necessary equipment for data transmission and/or internet access which include but are not limited to IP addresses, connections, etc. needed for Internet Access for all of the City's Charter School campuses. Line items for services requested are as follows:

Service Type	Service Location	Bandwidth Required	Unit of Measure	Quantity
Ethernet Dedicated Internet (EDI) Services (Monthly Charge)	Academic Village	5,000 Mbps	Monthly	36
Ethernet Dedicated Internet (EDI) Services (Monthly Charge)	FSU	1,000 Mbps	Monthly	36
Non-Recurring Charge(s)	Academic Village and FSU	N/A	Lump Sum	1
Custom Installation Charge(s)	Academic Village and FSU	N/A	Lump Sum	1
Initial Configuration	Academic Village and FSU	N/A	Lump Sum	1

### **1.4 PROJECT TIMELINE**

Service shall commence on or after July 1, 2021 and this contract shall be for an initial three year (36 month) period.

### **1.5 PROPOSAL SUBMISSION**

The [www.bidsync.com](http://www.bidsync.com) website allows for vendors to complete, scan and upload their documents as part of the bidder's submittal on the website. Proposals should be formatted as follows:

#### **Title Page:**

List the following:

Subject: **RFP # TS-21-01 "Internet for Charter Schools"**

1. Date
2. Name of the Firm
3. Contact Person (including title) authorized to represent your firm
  - i. Note: This contact person shall also be listed on **Attachment A: Contact Information Form**
4. Telephone Number
5. Email Address



### **Table of Contents:**

Include a clear identification of the material included in the proposal by tab number and page number.

### **Letter of Interest:**

Limit to two (2) pages.

1. Attach a letter of interest that explains your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm including:
  - a. Include the size, range of activities, financial history, strength, stability, experience, honors, awards, recognitions, etc.
  - b. Summary of abilities and experience of the firms' professional personnel
  - c. Summary of past performance of the firm on similar projects
  - d. Recent, current, and projected workload of the firm, and availability and access to the firms' top level management personnel.

### **1.5.1 Proposal Requirements**

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.

### **Tab 1 – Price of the Eligible Products and Services (50 points):**

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](http://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.

**Tab 2 – Ability to Meet Technical Requirements (35 points):**

1. **Please confirm your compliance and provide documentation supporting your claims for the items below.**

- a. **Required Bandwidth**

The required bandwidth is for upstream and downstream (synchronous bandwidth). **Received bids need to specify both upstream and downstream bandwidth if they are different or asynchronous.** Each location listed has a specific bandwidth required. Any bid received should include pricing levels for this specified bandwidth via the line items on BidSync.

- b. **Vendors must also supply the following:**

- Ability to provide required bandwidth with reliable service
- Static IP address allocation
- Ability to service all campuses
- Provide usage reports, such as bandwidth usage, total data used, etc.
- Ability to provide additional bandwidth above required requirements

- c. **Monitoring, Technical Support and Maintenance**

The vendor will be responsible for all service, maintenance, and support and monitoring of Internet connections. Prompt response and restoration standards for service interruption(s) are required.

- d. **Network Monitoring**

Service provider must provide on a 24x7x365 basis.

- e. **Maintenance**

Scheduled maintenance must be coordinated with Pembroke Pines Charter Schools and provide a minimum of seven (7) days' notice for service impacting planned maintenance.

- f. **Data Transmission**

Please detail if you lease or own the data transmission line through which you will be providing our service. **In the event you lease or rent the transmission lines, please specify from whom you rent or lease.**

- g. **Technical Support**



Service provider must provide a toll-free trouble reporting telephone number operating on a 24x7x365 basis. **Additionally, provider must provide the mean response and restoration information for the categories below:**

Category
Mean Time to Respond telephonically to call
Mean Time to Restore onsite equipment
Mean Time to Restore offsite equipment
Mean Time to Restore onsite services
Mean Time to Restore offsite services

**Tab 3 - Previous Experience (12.5 points):**

Provide specific examples of similar School and/or Government contracts delivered by your company. Provide details on related projects (preferably where the services were the same). References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein.

As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. This category can include a score that is affected by customer experience, such as poor customer service, issues with billing or service, responsive or timely service, etc. Customer experience may come from other clients (Charter Schools) of similar size and complexity. The City is the sole judge in determining Proposers qualifications. Details should include the following:

1. **Attachment F: References Form**

**Tab 4 – Veteran Owned Small Business (2.5 points):**

Please provide this information as part of your vendor registration and qualification document (Section 1.6 below).

**Tab 5 – Other Completed Documents:**

1. Attachment B: Non-Collusive Affidavit
2. Attachment C: Proposer's Qualifications Statement

**1.5.2 Additional Information**



Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

## **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 Business Tax Receipts**

### **1.6.5 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.



**1.6.6 Equal Benefits Certification Form**

**1.6.7 Vendor Drug-Free Workplace Certification Form**

**1.6.8 Scrutinized Company Certification**

**1.6.9 E-Verify System Certification Statement**

- a. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security (“DHS”).
- b. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

**1.6.10 Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds**

- a. **Lobbying:**
  - i. As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the Contractor must complete the **Certification Regarding Lobbying**.
  - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall also complete and submit the **Standard Form - LLL, “Disclosure Form to Report Lobbying,”** in accordance with its instructions.
- b. **Debarment, Suspension and Other Responsibility Matters:**
  - i. Where the Contractor is unable to certify to any of the statements in the certification for **Debarment, Suspension and Other Responsibility Matters**, he or she shall **provide an explanation**.

**1.6.11 Minority-Owned Business Enterprise**

**1.6.12 Woman-Owned Business Enterprise****1.6.13 HUBZone-Certified Small Businesses / Labor Surplus Area Firms****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 RFP. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the Proposal should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.**
- B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate proposals based on the following criteria

<b>Evaluation Criteria</b>	<b>Points Available</b>
Cost of service (price):	50
Ability to meet technical requirements:	35
Previous experience:	12.5
Veteran Owned Small Business:	2.5
<b>TOTAL</b>	<b>100</b>

*\*Please note that the Veteran Owned Small Business (VOSB) is used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to the Veteran Owned Small Businesses. Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points.*

*All other vendors shall receive zero (0) points.*

- C. The Evaluation Committee shall have the option to short-list the proposers based on the criteria listed above. In addition, the Evaluation Committee may schedule a meeting for the firms to make presentations and answer questions of clarification as part of its evaluation. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.
- D. The Evaluation Committee will make a recommendation to the City Commission for award of contract. The contract shall be awarded to the most responsive/responsible proposer whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria.



### **1.7.1 SCORING FOR PROJECT COST CRITERIA**

The Evaluation Committee will utilize the following when calculating the weighted score of each vendor related to the **Project Cost** criteria.

The **Project Cost** for each proposer will be multiplied against the City's estimated amounts, to determine the Proposal amounts for each proposer.

Then the **Lowest Proposal** will be divided by **Proposer "X" Cost Proposal** times the **Maximum Available Points for the Pricing Criteria = Proposer "X" Cost Score**.

**Example:**

Firm "A" cost proposal is \$10,000 and is the lowest cost proposal

Firm "B" cost proposal is \$15,000

Firm "C" cost proposal is \$20,000

Maximum Points Available for the "Project Cost" criteria: 25

Calculation:

Firm "A": Lowest price and receives 25 points

Firm "B":  $\$10,000/\$15,000 \times 25$  points = 16.67 points

Firm "C":  $\$10,000/\$20,000 \times 25$  points = 12.50 points

### **1.8 TENTATIVE SCHEDULE OF EVENTS**

<b>Event</b>	<b>Time &amp;/or Date</b>
Issuance of Solicitation (Posting Date)	<b>January 19, 2021</b>
Non Mandatory Pre-Bid Meeting	<b>Not Applicable</b>
Question Due Date	<b>February 1, 2021</b>
Anticipated Date of Issuance for the Addenda with Questions and Answers	<b>February 4, 2021</b>
Proposals will be accepted until	<b>2:00 p.m. on February 16, 2021</b>
Proposals will be opened at	<b>2:30 p.m. on February 16, 2021</b>
Evaluation of Proposals by Staff	<b>February 24, 2021</b>
Recommendation of Contractor to City Commission award	<b>March 17, 2021</b>

### **1.9 SUBMISSION REQUIREMENTS**

Bids/proposals **must be submitted electronically** at [www.bidsync.com](http://www.bidsync.com) on or before 2:00 p.m. on February 16, 2021.



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-21-01 titled “Internet for Charter Schools” 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](http://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 &amp; 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?

Title Page	Yes_____
Table of Contents	Yes_____
Letter of Interest, signed by a corporate officer.	Yes_____
Tab 1 – Price of the Eligible Products and Services	Yes_____
1. Attachment A - Contact Information Form	Yes_____
Tab 2 – Ability to Meet Technical Requirements	Yes_____
Tab 3 – Previous Experience	Yes_____
1. Attachment F - References Form	Yes_____
Tab 4 - Veteran Owned Small Business	Yes_____
Tab 5 – Other Completed Documents	Yes_____
1. Attachment B - Non-Collusive Affidavit	Yes_____
2. Attachment C - Proposer’s Qualification Statement	Yes_____
Additional Information	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 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_____
E-Verify System Certification Statement	Yes_____
Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds	Yes_____
Minority-Owned Business Enterprise	Yes_____
Woman-Owned Business Enterprise	Yes_____
HUBZone-Certified Small Businesses / Labor Surplus Area Firms	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.*

Service Type	Service Location	Bandwidth Required	Unit of Measure	Quantity	Cost
Ethernet Dedicated Internet (EDI) Services (Monthly Charge)	Academic Village	5,000 Mbps	Monthly	36	Price to be Submitted Via BidSync
Ethernet Dedicated Internet (EDI) Services (Monthly Charge)	FSU	1,000 Mbps	Monthly	36	Price to be Submitted Via BidSync
Non-Recurring Charge(s)	Academic Village and FSU	N/A	Lump Sum	1	Price to be Submitted Via BidSync
Custom Installation Charge(s)	Academic Village and FSU	N/A	Lump Sum	1	Price to be Submitted Via BidSync
Initial Configuration	Academic Village and FSU	N/A	Lump Sum	1	Price to be Submitted Via BidSync