



**THE ESCAMBIA COUNTY SCHOOL DISTRICT
PROCUREMENT DEPARTMENT
75 NORTH PACE BOULEVARD
PENSACOLA, FL 32505**

FORM 470 PROPOSAL ACKNOWLEDGMENT

POSTING DATE:
November 28, 2023

PROCUREMENT CONTACT & TELEPHONE:
**Stephen Castleberry 850.469.6207
scastleberry@ecsdfi.us**

FORM 470 TITLE:
Campus Edge Switches and Supporting Equipment

FORM 470 APPLICATION NUMBER:
470 240004755

QUESTION SUBMISSION DEADLINE:
Thursday, December 7, 2023 at 5:00 p.m., CST

470 PROPOSAL SUBMISSION DEADLINE:
Friday, January 5, 2024 at 1:30 p.m., CST

NOTE: PROPOSALS RECEIVED AFTER THE STATED OPENING DATE AND TIME WILL NOT BE ACCEPTED.

The School District of Escambia County, Florida (the District) solicits your company to submit a Proposal on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. Proposals will not be accepted unless all conditions have been met. All Proposals must have an authorized signature in the space provided below. All Proposals must be sealed and received in the School District's Procurement Office located at: 75 North Pace Blvd., Pensacola, Florida 32505, by the "470 Proposal Submission Deadline" referenced above. All envelopes containing sealed Proposals must reference the "Form 470 Title", "Form 470 Application Number" and the "470 Proposal Submission Deadline". The School District is not responsible for lost or late delivery of Proposals by the U.S. Postal Service or other delivery services used by the Responder. **If submitting electronically, Responders shall submit their response on BidNetDirect.com/florida.** Proposals may not be withdrawn unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDER.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):

SPIN NUMBER:

TELEPHONE NUMBER: (EXT:)

EMAIL:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER RESPONDER SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS PROPOSAL AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS PROPOSAL FOR THE RESPONDER. SIGNING THIS ACKNOWLEDGEMENT ALSO AFFIRMS THAT THE ORIGINAL 470 PROPOSAL ACKNOWLEDGMENT DOCUMENT HAS NOT BEEN ALTERED IN ANY WAY.

TYPED OR
AUTHORIZED SIGNATURE:

PRINTED NAME:

TITLE:

DATE:

I. INTRODUCTION & GENERAL INFORMATION

A. PURPOSE: The purpose and intent of this Solicitation (“RFP”) is to solicit sealed proposals from qualified firms who are approved by the Universal Service Administrative Company (“USAC”) to provide E-rate goods and services as described further in this solicitation for the School District of Escambia County located within Escambia County, Florida (the “District”).

B. CALENDAR OF EVENTS:

Form 470 Proposal Posting (See Page 1)	Tuesday, November 28, 2023
Deadline for Questions (See Page 6, Section II.V. and Page 11, Section III.N)	Thursday, December 7, 2023 at 5:00 p.m., CST
Answers to Questions and Any Addendums Posted By (See Page 6, Section II.V. and Page 11, Section III.N)	Wednesday, December 13, 2023 at 5:00 p.m., CST
District Holiday Closure (No Deliveries or Mail)	Thursday, December 21, 2023 through Wednesday, January 3, 2024
Proposal Opening (See Page 1)	Friday, January 5, 2024 at 1:30 p.m., CST
Proposal Evaluation (subject to change)	Tuesday, January 16, 2024 at 9:00 a.m., CST
Anticipated School Board Approval Date	February 2024

C. GENERAL INFORMATION ABOUT DISTRICT SCHOOLS: The District and its governing board were created pursuant to Section 4, Article IX of the Constitution of the State of Florida. The District is an independent taxing and reporting entity managed, controlled, operated, administered, and supervised by the District’s School Board. The Board consists of five (5) elected officials responsible for the adoption of policies, which govern the operation of the District. The Superintendent of Schools is responsible for the administration and management of the schools within the applicable parameters of state and federal laws and regulations, State Board of Education Rules, and School Board Policies. The Superintendent is also specifically delegated the responsibility of maintaining a uniform system of records and accounts in the District. Additionally, the District is held to adhering to the provisions outlined in the Jessica Lunsford Act in Section III (Special Conditions), Letter E (Background Screening Requirements).

The District is coterminous with Escambia County, which covers eight hundred seventy-six (876) square miles. The District currently operates fifty-two (52) schools/centers which include thirty-two (32) elementary schools, nine (9) middle schools, seven (7) high schools, and four (4) specialized schools/centers.

As one of the largest school districts in the nation, the District serves approximately forty thousand one hundred (40,100) students (excludes private schools and the student population changes annually).

II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Responder", "Contractor", "Respondent" or "Vendor" as used within this Solicitation refers to the person, company or organization responding. The Responder is responsible for understanding and complying with the terms and conditions herein. The term "Parties", when used collectively, will apply to both the District and the Responder.

- A. GENERAL:** Upon award, the terms and conditions of this Solicitation or any portion thereof, may, upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect). Subject to the mutual consent of the parties, the pricing, terms and conditions of this Solicitation, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. SOLICITATION OPENING AND FORM:** Solicitation openings will be public on the date and time specified on the "Form 470 Proposal Acknowledgement" found on page 1. All proposals received after the time indicated will be rejected as non-responsive and retained by the District. Proposals by email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the proposals only; details concerning pricing or the offering will not be announced. All proposals submitted shall become public record upon an announcement of a recommended award or thirty (30) days after the opening date whichever occurs first. To protect any confidential information contained in their proposal, companies must invoke the exemptions to disclosure provided by law in response to the RFP, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- C. WARRANTY:** All goods and services furnished by the Responder(s), relating to and pursuant to this Solicitation will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Responder(s) will take all necessary action, at Responder's expense, to correct such breach in the most expeditious manner possible.
- D. PRICING:** All pricing submitted will include all packaging, handling, shipping charges, and delivery to any point within Escambia County, Florida to a secure area or inside delivery. The School Board is exempt and does not pay Federal Excise and State of Florida Sales Taxes.
- E. TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Responder's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.
- F. TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School District upon receipt and acceptance at the destination indicated herein. Until acceptance, the Responder retains the sole insurable interest in the goods; (2) The shipper will prepay all transportation charges. The District will not accept collect freight charges; (3) No premium carriers will be used for the District's account without prior written consent of the Director of Procurement.
- G. PACKING:** All shipments will include an itemized list of each package's content, and reference the District's Purchase Order Number. No charges will be allowed for cartage or packing unless agreed upon by the District prior to shipment.
- H. INSPECTIONS AND TESTING:** The District will have the right to expedite, inspect and test any of the goods or work covered by this Solicitation. All goods or services are subject to the District's inspection and approval upon arrival or completion. If rejected, they will be held for disposal at the Responder's risk. Such inspection, or the waiver thereof, however, will not relieve the Responder from full responsibility for furnishing goods or work conforming to the requirements of this Solicitation, and will not prejudice any claim, right, or privilege the District may have because of the use of defective or unsatisfactory goods or work.
- I. STOP WORK ORDER:** The District may, at any time by written notice to the Responder, stop all or any part of the work for this Solicitation award. Upon receiving such notice, the Responder(s) will take all reasonable steps to minimize additional costs during the period of work stoppage. The District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the RFP terms and conditions.

- J. INSURANCE AND INDEMNIFICATION:** The Responder(s) agrees to indemnify and save harmless the District, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Responder(s), its agents, employees, or representatives, or are arising from any Responder(s) furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the District. The Responder(s) will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the District. The Responder(s) will, at the request of the District, supply certificates evidencing such coverage.
- K. RISK OF LOSS:** The Responder(s) assumes the following risks: (1) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage to any property received by the Responder(s) or held by the Responder(s) or its suppliers for the account of the District, until such property has been delivered to the District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the District, from the time of shipment thereof to Responder(s) until redelivery thereof to the District.
- L. LAWS AND REGULATIONS:** Responder(s) will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, and the rules and regulations promulgated under these Acts. Responder(s) agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age or national origin.
- All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida. The parties agree that jurisdiction for the resolution of any legal issues arising out of this contract shall be solely with the Circuit Courts of Escambia County, Florida. The parties hereby waive venue in any other forum.
- M. PUBLIC ENTITY CRIMES:** A Responder, 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 on 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 or perform work as a contractor, supplier, subcontractor, 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 State Statute, Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- N. PATENTS:** Responder(s) agree to indemnify and save harmless the District, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this solicitation, and will assume the defense of any and all suits and will pay all costs and expenses thereto.
- O. CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Responders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent (5%) or more of the company.

- P. TERMINATION: DEFAULT.** The District may terminate all or any part of a subsequent award by giving notice of default to Responder, if Responder: (1) refuses or fails to deliver the goods or services within the time specified; (2) fails to comply with any of the provisions of this Solicitation or so fails to make progress as to endanger performances, hereunder, or; (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the District's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination. **CONVENIENCE.** The District may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for convenience, the District's sole obligations will be to reimburse Responder for (1) those goods or services actually shipped/performed and accepted up to the date of termination, and (2) costs incurred by Responder for unfinished goods, which are specifically manufactured for the District and which are not standard products of the Responder, as of the date of termination, and a reasonable profit thereon. In no event is the District responsible for loss of anticipated profit nor will reimbursement exceed the Solicitation value.
- Q. DRUG-FREE WORKPLACE:** Whenever two (2) or more proposals are equal with respect to price, quality, and service, a proposal received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida Statutes, will be given preference in the award process.
- R. PERFORMANCE:** In an effort to reduce the cost of doing business with the District, and unless indicated elsewhere, no bid or performance bond is required. However, upon award and subsequent default by Responder, the District reserves the right to pursue any or all of the following remedies: (1) to accept the next lowest available proposal price or to purchase materials or services on the open market, and to charge the original awardees for the difference in cost via a deduction to any outstanding or future obligations; (2) the Responder in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two (2) years; (3) any other remedy available to the District in tort or law.
- S. AUDIT AND INSPECTION:** The District or its representative reserves the right to inspect and/or audit all the Responder's documents and records as they pertain to the products and services delivered under this Agreement. Such rights will be exercised with notice to the Responder(s) to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this Agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or subcontracts that directly or indirectly pertain to the transactions between the District and the Responder.
- T. SAMPLES AND BRAND NAMES: BRAND NAMES.** Specifications referencing specific brand names and models are used to reflect the kind and type of quality in materials and workmanship, and the corresponding level of performance the District expects to receive as a minimum. Responders offering equivalents or superior products to the brand/model referenced will: (1) reference in their proposal the manufacturer's name, brand name, model and/or part number; (2) next to the price, indicate "ALT" to reflect an alternate offering; (3) will enclose sufficient technical specification sheets and literature to enable the District to reach a preliminary evaluation when no sample is provided with the proposal; (4) agree to any request by the District for submission of a sample or to provide its product on-trial or demonstration, whichever the District may deem appropriate, at no charge to the District. The District reserves the right to determine the acceptability of any alternatives offered. **SAMPLES.** Any sample requested by this proposal or to be provided at the Responder's option, should be forwarded under separate cover to the attention of the Procurement Office of the District. The package or envelope will reference the Form 470 Proposal Acknowledgement number, Solicitation Title, and Solicitation Item Number and clearly marked "Samples". All samples will be provided free of charge, including transportation charges. Responders are responsible for notifying and making arrangements for pick up from the District if a return of samples is expected. All samples unclaimed for thirty (30) days will be disposed of at the discretion of the District.

- U. EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be price, quality, availability, vendor experience, references, and responsiveness. Other factors that may be used in the evaluation of proposals received will be: (1) administrative costs incurred by the District in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Responder's past performance. The District reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any proposal in its entirety or in part, and to waive minor irregularities if the proposal is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The District has sole discretion in determining testing and evaluation methods. The District may consider in conjunction to any award hereunder, those products, services and prices available to them through contracts from state, federal, and local government agencies or other school districts within the State of Florida.
- V. CLARIFICATIONS AND INTERPRETATIONS:** The District reserves the right to allow for clarification of questionable entries, and for the Responder to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the designated Procurement Specialist referenced on page 1. Any ambiguities or inconsistencies shall be brought to the attention of the designated Procurement Specialist, in writing, no later than **Thursday, December 7, 2023 at 5:00 p.m., CST**. Failure to do so, on the part of the Responder, will constitute an acceptance by the Responder of the consequent decision. An addendum to the Solicitation shall be issued and posted for those interpretations that may affect the eventual outcome of this solicitation. It is the Responder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the Solicitation. Therefore, oral statements given before the Solicitation opening date will not be binding. The District will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be posted to the District's Procurement website address at <https://www.escambiaschools.org/Page/1048> by **Wednesday, December 13, 2023 at 5:00 p.m., CST**. The Responder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their proposal.
- W. RFP TABULATIONS, RECOMMENDATIONS, AND PROTEST:** Solicitation tabulations with award recommendations will be posted for seventy-two (72) hours in the Procurement Office and are also posted to the District's Procurement website address at <https://www.escambiaschools.org/Page/1048>. Failure to file a protest within the time prescribed in Section 120.57(3) Florida State Statutes will constitute a waiver of proceedings under Chapter 120, Florida State Statutes and School Board Rules. Solicitation tabulations, recommendations or notices will not be automatically mailed.
- X. CONTACT:** All questions for additional information regarding this Solicitation **must be directed to the designated Procurement Specialist noted on page 1**. Prospective Responders shall not contact any member of the Escambia County School Board, Superintendent, or staff regarding this solicitation prior to posting of the final tabulation and award recommendation on the website and in the Procurement Office. Any such contact will be cause for rejection of your Proposal.
- Y. PROPOSAL PREPARATION COSTS:** Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this Solicitation.
- Z. AGREEMENT FORM:** All subsequent agreements as a result of an award hereunder ("Agreement"), shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.
- AA. ADDITIONAL TERMS AND CONDITIONS:** The District reserves the right to reject offers containing terms and/or conditions contradictory to those requested in this solicitation.

III. SPECIAL CONDITIONS

These "SPECIAL CONDITIONS" are in addition to or supplement Section II GENERAL TERMS AND CONDITIONS. In the event of a conflict these SPECIAL CONDITIONS shall have precedence.

- A. CONTRACT TERM OF AGREEMENT:** Upon approval from the School Board of Escambia County, FL, and subject to the allowances and requirements of the E-rate program, this award is to purchase equipment during the E-rate Funding Year (FY24-25) which would commence between July 1, 2024 to June 30, 2025. The purchase may be made as a single order or multiple orders during the stated time period.
- B. TERMINATION:**
1. The District reserves the right to terminate this Agreement and/or any purchase order in accordance with this Proposal, at any time and for any reason.
 2. The Contractor may terminate this Agreement at any time with ninety (90) days written notice to the Procurement Specialist listed on page 1 without penalty. Include the reason for the termination in the written notice.
 3. In the event that the Contractor breaches the Agreement, then the District reserves the right to seek any and all remedies in the law and/or in equity.
 4. All warranty provisions as it relates to services/parts purchased during this Agreement will survive any termination between the parties regardless of cause and the supplier agrees to be obligated to continue to provide warranty repair service when and where needed as if no termination has occurred.
 5. During the course of the Agreement, should the District encounter performance issues in the vendor's execution of their Proposal, the District will begin documenting information concerning those instances. After three (3) instances are recorded within the Agreement Term, a meeting will occur involving a representative from the Responder in question, the Procurement Department, and the Information Technology Department to address. If performance does not improve in accordance with the established benchmarks from the joint meeting, the District reserves the right to terminate the Agreement. Should an instance be of such severity that the District has reasonable concern for the safety or viability of the operational ability, then the District reserves the right to request an immediate meeting to address the issue without waiting for three (3) documented records.
- C. HARASSMENT/DISCRIMINATION:** Contractors doing business with the District are prohibited from harassing, sexually harassing, and/or discriminating against any employee, applicant, or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.
- D. EQUAL OPPORTUNITY:** Responders affirm by submitting their proposals that they are equal opportunity and affirmative action employers and shall comply with all applicable federal, state and local laws and regulations including, but not limited to: Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans with Disabilities Act; 41 CFR Part 60, 2 CFR Part 200 and any additions or amendments thereto.

E. BACKGROUND SCREENING REQUIREMENTS: The successful Responder will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, by certifying that the vendor and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to the school in advance of the vendor providing any services on campus while students are present. The vendor will bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to vendor and its employees. The vendor will follow the procedures for obtaining employee background screening as outlined on the Escambia County School District Website: [http://ecsd- https://www.escambiaschools.org/](http://ecsd-https://www.escambiaschools.org/). The parties agree that in the event that vendor fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling school to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Vendor agrees to indemnify and hold harmless school, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from vendor's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

F. THE RESPONDER AS AN INDEPENDENT CONTRACTOR: The Responder shall have sole control over the manner and means of providing the services performed under this Agreement. The Responder's relationship to the District under this Agreement shall be that of an Independent Contractor. The Responder will not be considered an agent or employee of the District for any purpose.

As an Independent Contractor, the Responder is responsible for all taxes incident to payments for services herein, including without limitation, all state and federal income taxes payroll and other taxes, and Workers' Compensation.

G. COMPLIANCE WITH LAWS: The Responder agrees to comply with all applicable laws, statutes, regulations, rulings, or enactments of any governmental authority under this Solicitation and Agreement, whether or not such is specified in the Agreement. The Responder shall obtain from third parties, including State and local governments, all licenses and permissions necessary for the performance of the work. Lack of knowledge by the successful Responder will in no way be a cause for relief from responsibility. The Responder warrants that it is a duly formed business entity organized and existing in good standing under the laws of the State of its formation and is entitled and shall remain licensed to carry on its business as required by the State of Florida.

H. GOVERNING LAWS: This Agreement is to be governed and construed in accordance with the laws of the State of Florida. The parties agree that jurisdiction for the resolution of any legal issues arising out of this contract shall be solely with the Circuit Courts of Escambia County, Florida. The parties hereby waive venue in any other forum.

The Agreement shall not be construed more strongly against any party regardless of who was more responsible for its preparation.

The Contractor will pay the District's reasonable attorneys' fees and costs for any matter arising as a result of failure to comply with the requirements specified in Escambia School District Public Records Addendum (Attachment G) of the Solicitation. It shall be the sole responsibility of the awarded Contractor to comply with all requirements of Chapter 119 regarding documents received or generated in direct relationship to any contract/agreement awarded by the District.

Should any provision of the Agreement be determined by the Courts to be illegal or in conflict with any laws of the State of Florida or of the United States Government, the remaining provisions shall not be impaired, and such provision shall be deemed to be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law. The remainder of the Agreement shall remain valid and in full force and effect.

It is the practice of the District to evaluate all Proposals in an open public forum pursuant to Florida Statute 286.011 and to make available for public inspection and copying any information received in response to a Solicitation, in accordance with Florida Statute Chapter 119, as such any information sent to the District is being sent into the public domain. Proposals received as a result of this Solicitation will not become public record until ten (10) days after the date of opening or until posting of a recommendation for award, whichever occurs first. No action on the part of the Responder(s) would create an obligation of confidentiality on the part of the District, including but not limited to, making a reference in the proposal to the trade secret statutes, Florida Statutes 812.081, 815.045. It is recommended that potential Responders exclude from their response any information that, in their judgment, may be considered a trade secret.

- I. INDEMNIFICATION:** Nothing set forth in any provision of an Agreement shall mean or be construed that the District has waived, altered, or amended in any manner whatsoever the limitations or provisions of Section 768.28, Florida Statutes, regarding the District's sovereign immunity.

The Contractor shall indemnify the Board and to the fullest extent permitted by law, protect, defend, indemnify, and hold harmless the Board, its agents, officers, elected officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), and costs arising out of any actual or alleged:

Bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Contractor or its subcontractor, or other party directly or indirectly employed by the Contractor for whose acts may be liable in performance of the work; or

Violation of law, statute, ordinance, governmental administration order, rule or regulation by the Contractor in the performance of the work; or

Liens, claims, or actions made by the Contractor, any subcontractor, or other party performing the work. The indemnification obligations hereunder shall not be limited to any extent on the amount, type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefit acts or any statutory bar.

Any cost or expense, including attorney's fees, incurred by the Board to enforce the Agreement shall be borne by the Contractor. The School Board of Escambia County, Florida agrees to indemnify the Contractor to the extent and only to the extent of the limits set forth in 768.28(5), Florida Statutes and then only for the negligent or wrongful act or omission of any officer or employee acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by 768.28(9), Florida Statute.

- J. EXAMINATION OF RECORDS:** The Responder agrees that the District, the Comptroller General of the United States of America and/or the Inspector General of the Federal Sponsoring Agency, and the Auditor General of the State of Florida or their duly authorized representatives shall have access to, and the right to examine, any directly pertinent books, papers, and records of the Responder involving transactions related to this Agreement until the expiration of ten (10) years after final payment under this agreement or if an audit has been initiated and audit findings have not been resolved at the end of ten (10) years, the records shall be retained until resolution of the audit findings.

K. EX PARTE COMMUNICATION:

1. Ex parte communication, whether verbal or written, by any potential Responders or representatives of any potential Responders to this solicitation with District personnel involved with or related to this RFP, other than as expressly designated in this document, is strictly prohibited. Violation of this restriction may result in the rejection/disqualification of the Responders' offer.

2. Ex parte communication, whether verbal or written, by any potential Responders or representative of any potential Responders to this solicitation with District Board members is also prohibited and will result in the rejection/disqualification of the Responders' offer.
3. Any current meetings the Responder has with District staff and administration, or instructional personnel, shall at no time include any conversation regarding the RFP.

L. COVENANT AGAINST CONTINGENT FEES: The Responder warrants that no person or agency has been employed or retained to solicit or secure a contract pursuant to this Proposal upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the District shall have the right to annul the contract without liability, or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

For purposes of this Section:

1. Bona fide agency means an established commercial or selling agency, maintained by a Responder for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain government contracts nor holds itself out as being able to obtain any government contract or contracts through improper influence.
2. Bona fide employee means a person, employed by a Responder and subject to the Responder's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain government contracts nor holds out as being able to obtain any government contract or contracts through improper influence.
3. Contingent fee, as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a government contract.
4. Improper influence, as used in this clause, means any influence that induces or tends to induce a government employee or officer to give consideration or to act regarding a government contract on any basis other than the merits of the matter.

M. INVOICING AND PAYMENTS: Invoices must detail the type of activity, by whom, and the 471 #. The Contractor must submit a detailed, itemized invoice within thirty (30) calendar days after inspection and acceptance by the District of work contracted for, which will include the Purchase Order number and the 471 number for this project. Should the District's Invoice Contact discover an error, the Contractor will have fifteen (15) business days to issue a corrected invoice for review. Failure by the Contractor to submit invoices to the District in accordance with this section may result in a denial of payment by the District, and in the event of an audit by USAC regarding invoicing and payment resulting in the return of funds, the Contractor may also be responsible and liable for payment.

Audits will be conducted at the discretion of the District. Responder agrees that all documentation necessary to validate pricing listed on invoice will be provided to the requesting District representative within ten (10) business days of the written request. In the event additional time is required to obtain the necessary documentation, the successful Responder will notify the District designee within five (5) business days of the District's written request and provide a specified date that the documentation will be ready, which will not exceed thirty (30) days from the date of the written request. Further, the Responder agrees that payment for the invoice in question will be held, without penalty to the District, until the requested documentation has been provided and reviewed by the District, which will not be unreasonably delayed.

Payments will be made on a per-delivery completion with no partial or incremental payments unless authorized in writing by the District's Procurement Department.

The District is exempt from federal and state taxes for tangible personal property. The Contractor doing business with the District will not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the District, nor will any Contractor be authorized to use the District's Tax Exemption Number in securing such materials.

Note: No work shall begin until a Purchase Order has been submitted to the Contractor.

Any bill, invoices, statement or other claim for funds due submitted more than ninety (90) calendar days after inspection and acceptance of the work contracted for may be deemed waived.

- N. COMMUNICATION AND QUESTIONS:** Due to time constraints, it is recommended Responders send any questions they may have regarding this solicitation to the designated Procurement Specialist below using a method that can be tracked (email, certified mail, overnight courier, etc.); email is preferred. The deadline for submitting questions concerning this Solicitation is **Thursday, December 7, 2023 at 5:00 p.m., CST.**

All changes in the specifications contained within this Solicitation will be made by Addendum. All Addendums concerning this Solicitation will be posted to the District's Procurement Department webpage located at <https://www.escambiaschools.org/Page/1048>. It is the sole responsibility of each Responder to contact the Procurement Specialist responsible for this solicitation or visit the District's website to determine if any Addendums have been issued in order to obtain said Addendum(s). Any applicable Addendums and/or responses to questions received will be posted to the Procurement Department's Current Bid Activity webpage by **Wednesday, December 13, 2023 at 5:00 p.m., CST.**

In order for the Escambia County School District, Florida to ensure fair and equal treatment of all participating Responders, the below named individual is the District's only designated representative for this RFP. Responders shall contact this representative for all information regarding this RFP. **Responders who contact any other District employee, staff, Board members, or plan developer regarding this RFP are subject to disqualification from participating in this solicitation.**

Stephen Castleberry, Procurement Specialist
Procurement Department
Escambia County School District, FL
75 North Pace Boulevard
Pensacola, FL 32505
Email: scastleberry@ecsdf.us

Both the Invoice and the Technical point of contact will be named following award. For questions concerning contract and performance, the Procurement Specialist on page 1 will remain the point of contact.

- O. FORCE MAJEURE:** A "Force Majeure Event" is defined as fire, flood, earthquake, acts of God, wars, riots, civil unrest, vandalism, acts of terrorism, or any other similar cause beyond the reasonable control of either Party (the District or the Responder) which make it illegal, impossible, or unreasonable for the Party to perform as originally contracted under this Agreement. Force Majeure does not apply where the non-performing Party is at fault in failing to prevent or causing the default or delay or if the default or delay cannot reasonably be circumvented by the non-performing Party through the use of alternate sources, workaround plans, or other means. In the event that a Force Majeure Event prevents the Responder from executing its responsibilities under this Agreement, the Responder must immediately notify the District. The District will not hold the Responder in default of this Agreement if the Responder's non-performance is directly caused by a Force Majeure Event. A strike, lockout, or labor dispute shall not constitute a Force Majeure Event and shall not excuse the Responder from its obligations under this Agreement.

P. PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: In accordance with Chapters 215 and 287, Florida Statutes, the District is prohibited from, or limited in its ability to, contract with companies on the Scrutinized Companies lists created pursuant to Ch. 215, Florida Statutes. This includes companies with activities in Sudan, with activities in the Iran Petroleum Sector, and/or companies which boycott Israel. "Companies" is defined to include "all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations that exists for the purpose of making profit." By submitting a response to this solicitation, a respondent certifies that it and all related entities of respondent as defined above are not on such Scrutinized Companies lists. The respondent is specifically required to complete the State of Florida Vendor Certification Regarding Scrutinized Companies Lists form included within this solicitation (Attachment C). Any multi-year agreement award resulting from this solicitation shall further require the awarded vendor to recertify prior to each renewal of the agreement that it and its related entities are not on statutory Scrutinized Companies lists. The School Board (or District) may terminate any agreement resulting from this solicitation if the vendor or a related entity as defined above is found to have submitted a false certification or been placed on a statutory Scrutinized Companies list. Notwithstanding the preceding, the District reserves the right to and may permit a company on such lists to be eligible for, bid on, submit a proposal for, or enter into or renew a contract, should the District determine, on a case-by-case basis and in its sole discretion, that the conditions set forth in Section 287.135(4) are met.

Q. PRICING:

1. All pricing will remain firm through the term of the Agreement as detailed in Section III (Special Conditions), Letter A (Contract Term of Agreement).
2. Responder agrees to hold pricing and Agreement terms following the award through the issuance of Purchase Orders by the District. In the event that the District does not receive a positive funding commitment letter through initial submission or following an appeal; the District will have sole and exclusive ability to revoke the award. In the event that the District wishes to proceed with the purchase of goods and services with an alternate payment source, the Responder and District will negotiate any changes.
3. Due to the possibility of program changes, the Parties agree to work in good faith to address any changes that may affect this solicitation, including cost and quantity.
4. Pricing will be offered in quantity-based tiers to allow for ordering fluctuations while maintaining the per-unit cost within the corresponding tier.
5. Pricing will reflect any additional delivery services required to offload the equipment and deliver inside the location(s). This may include lift-gate, transport via pallet, etc.
6. Responder agrees to provide pricing that would meet the program requirement of "Lowest Corresponding Price (LCP)" as defined by USAC as: "The lowest price that a service provider charges to non-residential customers who are similarly situated to a particular E-rate Program applicant (school, library, or consortium) for similar services."
7. Pricing must reflect a separation of eligible and ineligible costs. Anything that would be deemed "free", "promotional", etc. must be clearly identified with the value of the offering indicated.
8. During the performance of this Agreement, no allowances will be made for price increases, even if as a result of tariffs or government action or inaction.
9. In the event the price decreases or is found to be a lower cost for the same product or similar services, the District will receive price-matching to the lower cost.
Failure of the Responder to allow this may result in a material breach, subject to the provisions as stated in Section II (General Terms and Conditions), Letter R (Performance).
10. The District will not be liable for any costs not included in the Proposal and subsequent contracted-for-costs.

11. Pricing will not be given consideration until all proposals are determined eligible based on the items in Section VI (Submission Requirements). Further, Section V (Evaluation Criteria), Letter A (Questionnaire and Response) will be evaluated prior to giving consideration to price.

R. ADDITIONAL FEDERAL REQUIREMENTS: While not provided as separate certifications in this Solicitation, by signing the Form 470 Proposal Acknowledgement (Page 1 of this document), the signatory attests to the applicable certification provisions listed below:

1. Title VI of Civil Rights Act of 1964, as amended, USDA regulations implementing Title IX of the Education Amendments, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, 7 C.F.R. Parts 15, 15a and 15b, and FNS Instruction 113-1, Civil Rights Compliance and Enforcement-Nutrition Programs and Activities, and any additions or amendments.
2. The Clean Air Act (42 U.S.C. § 7401 et seq.), the Clean Water Act (33 U.S.C. § 1311–1330, § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1.1 et seq.).
3. Certification Regarding Lobbying pursuant to 31 U.S.C. 1352 (Appendix A: 7 C.F.R. Part 3018).
4. Disclosure of Lobbying Activities pursuant to 31 U.S.C. 1352 (Appendix A: 7 C.F.R. Part 3018).
5. Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871).
6. Contract Work Hours and Safety Standards Act (29 C.F.R. Part 5). 9
7. Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and Department of Labor Regulation (41 C.F.R. Chapter 60).
8. Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3).
9. Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
10. The vendor is subject to the provisions of Section 2209d of Title 7 of the United States Code due to the use of federal funds for the food service program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
11. Rights to Inventions Made Under a Contract or Agreement (2 CFR 200.326 Appendix II (F)).
12. Procurement of Recovered Materials and Solid Waste Act (2 CFR 200.322).
13. Breach of Contract [2 CFR Appendix II to Part 200 (b)].
14. Byrd Anti-Lobbying [2 CFR 200.326 Appendix II (J)].

Minority/Disabled Service Veteran Suppliers are encouraged to participate in this solicitation and to register with the Florida Department of Management Services Office of Supplier Diversity at: <https://osd.dms.myflorida.com>.

S. MISCELLANEOUS:

1. Any Proposal may be withdrawn until the date and time set for the opening of the Solicitation. Any Proposal not so withdrawn will constitute an irrevocable offer to provide the District the services/products set forth in this Solicitation.
2. The District reserves the right to use other existing contracts when determined to be in their best interest. The District also reserves the right to bid separately any item(s) or service(s) covered under this Solicitation if deemed to be in the best interest of the District at any time during the term of this Agreement.

3. No work shall begin without first receiving a Purchase Order for the specific job.
4. Responder(s) must be a certified E-rate provider, shall have a "Service Provider Information Number" (SPIN) from the Schools and Libraries Division of the USAC, and be responsible for complying with all rules and regulations of the E-rate program. This certification must be maintained throughout the term of the Agreement. Evidence of Responder's certification and annual recertification by the Federal Communication Commission/Schools and Library Division ("FCC/SLD") must be provided as part of the submitted proposal. Failure of Responder to maintain this certification or have certification revoked by FCC/SLD shall constitute a breach of contract. Further, Responder shall reimburse the District for the full amount of any and all invoices resulting from the services provided by Responder under the pending or current contract that is not reimbursed by the FCC/SLD because of Responder's lack of certification, failure to recertify or revocation of certification, as required by the FCC/SLD.
5. All equipment and material will be new. Used, refurbished, damaged or deteriorated equipment and material is NOT acceptable.
6. The Agreement may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of both parties.
7. The headings used herein are for reference and convenience only and shall not enter into the interpretation hereof.
8. The Agreement is entered into solely between, and may be enforced only by, the District and the Contractor, and the Agreement shall not be deemed to create any rights in third parties, including suppliers and customers of a party, or employees of either party, or to create any obligations of a party to any such third parties.
9. All media releases, public announcements, and public disclosures by either party relating to the Agreement or the subject matter of the Agreement, including promotional or marketing material, shall be coordinated with and approved by the other party prior to release.
10. Following award, if any date of significance hereunder falls upon a Saturday, Sunday, or Federal holiday, such date shall be deemed moved forward to the next day which is not a Saturday, Sunday or Federal holiday. Saturdays, Sundays and Federal holidays shall not be considered business or working days. It is expressly understood by the Responder that the "28-Day Waiting Period" as required by USAC is by calendar with no allowances for holidays, Saturdays, or Sundays.
11. By returning a signed and completed Proposal, the Responder attests that there has been no collusion with any other Responder. In addition, there has been no divulging, discussion, or comparison of this Solicitation during the preparation or submission of a Proposal in order to gain an unfair advantage in the award of this Solicitation.
12. The Contractor herein shall not assign payments under the Agreement without the prior written consent of the District.
13. As part of the requirement for Responders to remain in compliance with federal, state, local, and program laws and regulations; it is understood and accepted by Responders that any Proposal including equipment or services provided that are affiliated with Huawei, ZTE, Hytera, Hangzhou Hikvision, and Dahua are otherwise prohibited under FCC rules 47 CFR, Sections 54.9 and 54.10, and will not be considered.

T. DEFINITIONS: For the purposes of this Solicitation, the following definitions apply:

1. **Data Communications:** Data communications is a designation referring to any stand-alone or bundled equipment, systems, or services (including but not limited to: all cable types; wireless and hardwired electronics; transport and monitoring protocols; operating systems; miscellaneous components, materials, and supplies; and certified personnel) that facilitate and/or maintain the capacity to transfer data, voice, or video over the District's LAN's, MAN, closed Circuits, and Telephony networks.

2. **Inside Plant:** Inside plant is a designation applied to any data communications equipment, systems, or services located on District property. Predominantly, but not exclusively, inside plant refers to data communications equipment, systems, and services providing connectivity within individual District facilities (LAN's, Local Area Networks).
3. **Outside Plant:** Outside plant is a designation applied to any data communications equipment, systems, or services located outside District property. Predominantly, but not exclusively, outside plant refers to data communications equipment, systems, or services providing connectivity among District facilities (collectively referred to as the District MAN, Metropolitan Area Network).

IV. SUBMISSION REQUIREMENTS

Proposals not conforming to the instructions provided herein may be subject to disqualification at the sole discretion of the District. Proposals **must** be submitted in hardcopy format or electronically via BidNetDirect.com/florida. Fax and/or email submissions will be considered “non-responsive”. Any disqualified Proposals will be retained by the District.

All documents listed below must be returned in their entirety. **Failure to return all pages of the entire document or any of the listed items will subject your Proposal to disqualification as indicated below.** Once accepted, all originals and any copies of Proposals become the sole property of the District and may be retained or disposed of by the District in any manner which the District deems fit. Modifications or alterations to this RFP document are prohibited and may result in the rejection of your Proposal.

- A. **The entire RFP document (Pages 1 - 30) must be returned.** The first page of this document must have a signature. No faxed or emailed documents will be accepted. In the event that the Responder makes an error on entering any information and enters a correction, the Responder shall initial the change(s). Any Proposal submitted with strike over or white out corrections that are not initialed may be rejected as a non-responsive Proposal.
- B. **Return your original Proposal and six (6) copies.** The copies must be a photocopy of your original Proposal and there shall be no differences in the RFP document or attached enclosures. Any difference or failure to include RFP attachments in both sets may cause your Proposal to be rejected. **Please mark all copies as “COPY”. Hardcopy RFP documents may be printed double-sided with left margin, book-style binding.** Your original Proposal and copies, excluding your Price Proposal, must be submitted in a sealed envelope which must be clearly labeled “**RFP #470 240004755 – ECSD – Campus Edge Switches and Supporting Equipment**” on the outside of the package.
- C. Failure to return the following items WILL result in your Proposal being deemed “disqualified” and not eligible for further consideration:
 1. **Form 470 Proposal Acknowledgement:** This acknowledgement must be completed in its entirety, signed, and returned with the Responder’s Proposal. (Page 1 of this document)
 2. **Conflict of Interest Disclosure Form:** This form must be completed in its entirety, signed, and returned with the Responder’s Proposal. (Attachment A)
 3. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:** This form must be completed in its entirety, signed, and returned with the Responder’s Proposal. (Attachment B)
 4. **Vendor Certification Regarding Scrutinized Companies Lists:** This form must be completed in its entirety, signed, and returned with the Responder’s Proposal. (Attachment C)
 5. **Vendor Certification Regarding E-Verify:** This form must be completed in its entirety, signed, and returned with the Responder’s Proposal. (Attachment D)
 6. **E-Rate Certification Form:** This form must be signed and returned with the Responder’s Proposal. (Attachment E)

7. **Service Provider Identification Number (“SPIN”):** Acceptable documentation for proof of SPIN will be a copy of FCC Form 498 or a screen print from the E-File System. SPIN numbers will be verified by District personnel.
8. **Price Proposal:** Pricing will not be given consideration until all proposals are determined eligible based on the items in this Section. Further, Section V (Evaluation Criteria), Letter A (Questionnaire and Response) will be evaluated prior to considering price proposals.

A Price Proposal must be **signed, dated, and submitted**. The original Price Proposal and a photocopy must be provided in a **separate, sealed envelope** which must be clearly labeled **“PRICE PROPOSAL: RFP #470 240004755 – ECSD – Campus Edge Switches and Supporting Equipment.”**

- D. Failure to return the following items MAY result in your Proposal being deemed “disqualified” and not eligible for further consideration, at the sole discretion of the District:
1. **Entire Proposal Document:** All pages of this Proposal document should be submitted with your proposal. (Pages 1 - 30)
 2. **Escambia School District Risk Management Addendum:** This form must be initialed and returned with the Responder’s Proposal. (Attachment F)
 3. **Escambia School District Public Records Addendum:** This form must be initialed and returned with the Responder’s Proposal. (Attachment G)
 4. **Drug Free Workplace:** This form while not required, will be a determining factor in award between two (2) Proposals equal in price, quality, and service. If submitting, this form must be signed and returned with the Responder’s Proposal. (Attachment H)
 5. **“Red Light Status”:** Utilize <https://apps.fcc.gov/redlight/login.cfm> or <https://apps.fcc.gov/cores/userLogin.do> to obtain a print-out showing the company name, FRN (FCC Registration Number), status, and the date/time the information was obtained. See the example provided in Exhibit 1 of this Proposal.
 6. **Response to Questionnaire Attachments:** The following items must be provided and attached to the Responder’s Proposal.
 - a. **Warranty Information:** This information must be provided per Section VIII.A.
 - b. **Timeline:** This information must be provided per Section VIII.B.
 - c. **Documentation and Invoicing:** This information must be provided per Section VIII.C.

A Submission Checklist has been provided in Attachment I to assist Responders in ensuring that their respective Proposal includes all of the required documents and attachments. **All Proposals and pricing must be received no later than Friday, January 5, 2023 at 1:30 p.m., CST.** Any Proposal received after the stated time and date or received at any other location will not be considered.

V. EVALUATION CRITERIA

Points will be awarded based on the responses in each proposal received. The number of points in parenthesis is the total potential points for award. Points awarded by each member of the evaluation committee will be averaged and rounded to the next whole point to determine the total quantity of points awarded in each of the below categories.

A. QUESTIONNAIRE AND RESPONSE (25 POINTS):

Responses to each paragraph in Section VIII shall be awarded some number of points up to the maximum number stated.

- B. **PRICE PROPOSAL (75 POINTS):** The maximum total points will be awarded to the Responder with the most responsive and competitive Price Proposal. All other Responders will be awarded less than the total maximum points based on their comparison to the most responsive and competitive Price Proposal.

Lack of a response for any item above may result in zero (0) points for that item. All attachments shall be clearly marked and reference the appropriate item. Additional information may be submitted by the Responder; however, the evaluation committee shall be solely responsible for determining the weight such information will be assigned, if any. Responses received which do not contain ALL items listed in this section may be considered non-responsive at the sole discretion of the District. An Agreement will be awarded to the Responder(s) deemed to be, overall, the most responsive and capable to meet and perform according to the RFP's specifications and scope of work for services.

C. PROPOSAL EVALUATION PROCESS AND DISTRICT'S RIGHTS AND RESERVATIONS:

1. Proposals are received and publicly opened. Only the names of the Responders are read at the proposal opening.
2. An Evaluation Committee will convene, review, and evaluate all Proposals submitted based on the factors set forth in the RFP. The District reserves the right to waive any irregularities and technicalities. The District reserves the right to accept or reject any or all Proposals. Procurement personnel will participate in an administrative and advisory capacity only.
3. The Evaluation Committee reserves the right to interview any or all Responders and to require a formal presentation with the key people who will administer and be assigned to work on the contract before recommendation of award. This interview is to be based upon the written Proposal received. The District will not be liable for any costs incurred by the Responder in connection with such interviews (i.e., travel, accommodations, etc.).
4. All Proposals will be evaluated in accordance with the evaluation criteria specified in this document. Information derived by investigation and overall due diligence of District staff will be considered. Based on the Proposals received, the District may elect to proceed based on any of the following options, but will not necessarily be limited only to these options: (1) Award to the best initial Proposal without any further discussion or negotiation; (2) Negotiate with the highest ranked Responder; or, (3) Allow the top ranked Responders to make oral presentations.
5. Responders are advised to provide their best offer with the initial Proposal because the District reserves the right to award a Contract based on initial Proposals without further discussion or negotiation. The District reserves the right, before awarding the Contract, to require Responder(s) to submit additional evidence of qualifications or any other information the District may deem necessary.
6. The District, in its sole discretion, will select the Proposal(s) most advantageous to the District. The District reserves the right to negotiate out unacceptable clauses or restrictions incorporated within an otherwise acceptable Proposal. The District reserves the right to further negotiate any Proposal, including price. In the event that a mutually acceptable contract between the District and the selected Responder(s) cannot be successfully negotiated and executed, the District reserves the right to discontinue negotiations with such Responder(s) and to negotiate and execute a Contract with the next-ranked Responder(s).
7. The District reserves all rights, in its sole discretion, not to issue an award to any Responder, to cancel this RFP at any time, to reissue this RFP for any reason, or a combination of any or all of the above. The District will not be liable to any Responder for any costs incurred in connection with this RFP as a result of any of the above stated actions taken by the District.
8. The Procurement Department will prepare and submit a recommendation agenda item to the Superintendent of Schools, Escambia County, Florida. The Superintendent will then recommend the award(s) to the School Board. The School Board will then approve or reject the recommendation.

VI. DISPUTE

Any person or company whose substantial interests are directly and adversely affected by the award or intended award of a bid, RFP, or contract may file a protest in accordance with the rules set forth herein.

- A. The District reserves the right to reject all Proposals submitted and re-solicit at any time during the solicitation process.
- B. Solicitation award recommendations and tabulations will be posted for seventy-two (72) hours in the Procurement and Business Services Department and on its website. Failure to file a "Notice of Protest" during this seventy-two (72) hour period, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under School Board Rule and Florida Statutes. It is the Contractor's responsibility to ensure timely filing and receipt of protest by the Procurement and Business Services Department.
- C. Within ten (10) days, not including Saturdays, Sundays and Federal holidays, of filing the Notice of Protest, the Protester shall file a formal written protest with the Procurement and Business Services Office. The formal written protest shall state with particularity the facts and law on which the protest is based. At the time of filing the formal written protest, the Protester shall post a Protest Bond to defray the costs incurred by the Board in considering the protest. The Bond, payable to the Board, shall be in the amount equal to five percent (5%) of the estimated amount of the contract or ten thousand dollars (\$10,000.00), whichever is greater, not to exceed twenty-five thousand dollars (\$25,000.00).
 1. The Protest Bond shall be in the form of a surety bond, cash, or certified funds, and shall be conditioned upon payment of all costs and charges which may be incurred by the Board in considering the protest if the Board prevails. In the event the Protest is withdrawn prior to a formal hearing or the Protester prevails as determined by the findings of an independent Hearing Officer, the Bond will be refunded to the Protester.
 2. Failure to file the Notice of Protest, formal written protest, and/or Protest Bond within the time permitted shall constitute a waiver of proceedings under Board Rules and Florida Statutes. The Protester has the responsibility to ensure timely filing of the Notice of Protest, formal written protest and/or Protest Bond and receipt of same by the Procurement and Business Services Office.
- D. Communications shall continue between the Protester and the Procurement and Business Services Department and/or their legal counsel for seven (7) days, not including Saturdays, Sundays and Federal holidays from filing the formal written protest in an effort to mutually resolve the protest. The Parties may mutually extend the seven (7) workday time period. If the subject of a protest is not resolved by mutual agreement within seven (7) days, excluding Saturdays, Sundays, and state holidays, after receipt of the formal written protest, the Board shall refer the protest to the Florida Division of Administrative Hearings (DOAH).
- E. The Florida Division of Administrative Hearings (DOAH) will assign an Administrative Law Judge (ALJ) to serve as an impartial Hearing Officer. A date, time and location will be set for an administrative hearing within thirty (30) days.
 1. The Parties shall arrange to have all witnesses and evidence present at the time and place of hearing. Subpoenas will be issued by the ALJ upon request of the Parties. All Parties have the right to present oral argument and to cross-examine opposing witnesses. All Parties have the right to be represented by counsel or other qualified representative, in accordance with Florida Administrative Code Rule 28-106.106. Failure to appear at this hearing may be grounds for closure of the file without further proceedings.
 2. The ALJ shall render his findings of fact and ruling of law. Each Party shall be allowed ten (10) days in which to submit written exceptions to the recommended order. A final order shall be submitted within thirty (30) days of the entry of the recommended order to the School Board to be adopted for resolution and disposition of the protest.
 3. If the Protester prevails, the Board shall return the Protest Bond to the Protester.

If the Board prevails, the Protester will submit payment for all costs and charges, such as ALJ and court reporter fees. Each Party will be responsible for their own attorney fees regardless of the findings of the ALJ. Upon settlement of all costs and charges, the Protest Bond will be returned to the Protester.

VII. EQUIPMENT TO BE PURCHASED

A. Purpose:

Add multi-gigabit POE++ connectivity for 802.3bz capable access points, or equivalent. Support up to four (4) 10Gbps uplinks via SFP+ transceivers. Support for 50Gbps SR Transceivers, or equivalent.

B. Existing Equipment:

Each location has OM4 multimode fiber from each edge switch to each campus core switch. Each location will have 802.3bz capable access points in classrooms.

C. Design Requirements:

New equipment must be fully manageable, to include configuration and reporting, by the District's existing AirWave Management Platform 8.3.0.1 (or current) and Aruba ClearPass Policy Manager.

24x ports SmartRate 100M/1G/2.5G/5G/10G BaseT Class 6 PoE ports supporting up to 60W per port, or equivalent.

Must support Class 6 802.3bt POE ++ on all RJ-45 ports.

Must support multi-gigabit 802.3bz ethernet on all RJ-45 ports.

Must support per user tunneled node, providing the capability to tunnel traffic on a per-user client basis.

Requested equipment is Aruba Networks R8S89A Aruba CX 6300M Switch with 24port HPE Smart Rate 1G/2.5G/5G/10G Class 6 PoE and 2port 50G and 2port 25G, with the Aruba Networks JL087A 1050W Power Supply and Aruba Networks J9150D SFP+ 10Gb SR optics, or equivalent.

If offering an alternative item, sufficient technical specifications must be submitted to show: equivalency of and integration with existing solution.

D. Quantity Estimates:

- An estimated quantity of twelve (12) Aruba Networks R8S89A Aruba CX 6300M Smart Rate POE++ switch, or equivalent
- An estimated quantity of twelve (12) Aruba Networks JL087A 1050W Power Supply, HPE JL087A#ABA Aruba X372 Hot Plug Power Supply, or equivalent
- An estimated quantity of forty-eight (48) Aruba Networks J9150D SFP+ 10Gb SR optics, or equivalent

VIII. QUESTIONNAIRE AND RESPONSE (MAXIMUM – 25 POINTS)

Responder shall provide the information requested in this section as an attachment – Response to Questionnaire Attachments and submit it in the manner prescribed in Sections IV (Submission Requirements) and V (Evaluation Criteria). (Pages 15 – 17)

A. **Warranty Information (Maximum – 10 Points)**

1. Provide the manufacturer's warranty information.
2. Describe your warranty/return/exchange policy should equipment not perform as specified or arrives damaged. Specifically provide information on:
 - a. Damaged equipment upon delivery;
 - b. Damaged/malfunctioning equipment upon install;

- c. Number of days from date of delivery to return equipment; and
- d. Number of days from date of delivery to exchange equipment (if different from return).

B. Timeline (Maximum – 10 Points)

1. Provide an estimated lead time from issuance of a Purchase Order to delivery to the designated location(s).
2. Provide information on whether the items are commercially available and on hand or manufactured on demand, transit times (include any overseas container shipment times), and planning in the event the project is disrupted due to severe weather or other Force Majeure events.

It is understood by the District that many factors can influence delivery; however, the Responder should provide a reasonable estimate, as timelines that are unrealistic or prove to be unverifiable in the event of delays may result in material breach. It is at the sole discretion of the District to determine if provided timelines are unrealistic or are unverifiable.

C. Documentation and Invoicing (Maximum – 5 Points)

1. Indicate acceptance of Service Provider Invoice (SPI).
2. State the maximum Service Provider Invoice (SPI) percentage Responder will allow.
3. Indicate acceptance of invoice submission in accordance with Section III (Special Conditions), Letter M (Invoicing and Payments).
4. Indicate acceptance of pricing requirements in accordance with Section III (Special Conditions), Letter Q (Pricing).
5. State whether the District may order and/or pay invoices with a District Visa Purchasing Card with no additional fees.
6. Submit sample invoice(s) for both the District and USAC (if formatted differently).

IX. PRICE PROPOSAL (MAXIMUM – 75 POINTS)

Responder shall provide pricing in the following format and follow all of the additional guidelines.

- A.** Pricing will be arranged in quantity tiers as indicated below:

Quantity Tier	Price per Unit within specified Tier
1-10	
11-20	
21-30	
31-40	

- B.** Pricing should be displayed in a manner that is easily understood, such as in a table or quote format, for example, and must clearly show the brand, part number, short description, and pricing.
- C.** Pricing will be based on a Firm Fixed Price of new, OEM parts and equipment, and any required licensing and/or software to operate the equipment.
- D.** If your Proposal is for equivalent equipment, clearly show any and all additional equipment, licensing, and/or software, as required, to provide equivalency to the requested equipment.
- E.** Indicate and identify if any pricing includes ineligible costs per E-rate rules.
- F.** Include any use of consortium or cooperative agreements to offer pricing. If used, the contact name, number, and cooperative name must be provided. If not used, please provide an answer stating this information.



Red Light Display System (RLDS)



Red Light Display System

[FCC](#) | [Fees](#) | Red Light Display System

< [FCC Site Map](#)

Logged in as FRN: Vendor name (FRN#) [Log Out](#)

[Back](#) | [Print](#) | [Help](#)

Current Status of FRN (#)

STATUS: Green

You have no delinquent bills which would restrict you from doing business with the FCC.

The Red Light Display System checks all FRNs associated with the same Taxpayer Identification Number (TIN). A green light means that there are no outstanding delinquent non-tax debts restricting business with the Commission by any FRN associated with requestor's TIN. The Red Light Display System was last updated on 12/14/2020 at 6:32 AM; it is updated once each business day at about 7 a.m., ET.

Customer Service

[Red Light HelQ](#)

[FCC Debt Collection](#)

[CC Fee](#)

[WLO Request](#)

Red Light Display System Help Line: (877) 480-3201, option 6; TTY (202) 414-1255 (Mon.-Fri. 8 a.m.-6:00 p.m. ET)

Red Light Display System has a dedicated staff of customer service representatives standing by to answer your questions or concerns. You can email us at arnc@fcc.gov or fax us at (202) 418-7869.

ATTACHMENT A
Conflict of Interest Disclosure

Conflict of Interest and Ethical Considerations. The Responder affirms that, to the best of his or her knowledge, there exists no actual or potential conflict between the Responder's business or financial interests and its services under the proposed RFP. In the event there may be an actual or potential conflict, the Responder will notify the Procurement Specialist on page 1, of the possible conflict(s) of interest which may arise as a result of such charge.

Examples of potential conflicts of interest are listed below:

- A. Recent firing or in-process consideration for employment of persons that are currently or have been with the Responder (last three (3) years).
- B. Recent termination (voluntary or otherwise) of Responder's employee(s) to be gainfully employed by the District in connection with the Information Technology Department.
- C. Current RFP submission directly or as a subcontractor with the District.
- D. Holding a consulting, advisory, or other similar position with the Responder outside of direct correlation of authorized work.
- E. Holding any current membership on a committee, board, or similar position with the Responder.
- F. Having a relationship with District personnel specifically connected to Information Technology or Procurement Departments. Additionally, having a relationship specifically connected with School Board personnel or School District Administration, inclusive of the Superintendent, Deputy Superintendent and Assistant Superintendents. This includes any affiliation or relationship by marriage or through family membership, any business or professional partnership, close personal friendship, or any other relationship.

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

Responder's Printed Name: _____

Responder's Signature: _____

ATTACHMENT B

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions below before completing Certification)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

SPONSOR AGREEMENT NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE(S)

DATE

1. By signing and submitting this form, the prospective lower tier participant is providing the certification above in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT C
State of Florida
Vendor Certification Regarding Scrutinized Companies Lists

Respondent Vendor Name: _____

Vendor FEIN: _____

Vendor's Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____

Email Address: _____

Section 287.135, Florida Statutes prohibits or limits agencies from contracting with companies, for goods or services, that are participating in a boycott of Israel, are on the Scrutinized Companies that Boycott Israel list, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Both lists are created pursuant to Section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the sector entitled "Respondent Vendor Name" is not participating in a boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and has not been engaged in business operations in Cuba or Syria. I understand that pursuant to Section 287.135, Florida Statutes, the submission of false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: _____

VENDOR'S AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____

ATTACHMENT D
State of Florida
Vendor Certification Regarding E-Verify

Respondent Vendor Name: _____
Vendor FEIN: _____
Vendor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone Number: _____
Email Address: _____

Contractor hereby certifies compliance with the following:

Pursuant to § 448.095(2) Florida Statutes (2020), Contractor shall register with and use the E-Verify system operated by the United States Department of Homeland Security to verify the work authorization status of all new employees hired by Contractor prior to entering into a Contract involving labor or providing goods or services to the Escambia County School District (ECSD) or Escambia County School Board (ECSB). ECSD or ECSB may request or require evidence of registration with E-Verify. Contractor shall also include in any related subcontracts a requirement that subcontractors performing labor or providing goods or services for ECSD or ECSB on its behalf, register with and use the E-Verify system to verify the work authorization status of all new employees hired by the subcontractor while performing labor or providing goods or services for ECSD or ECSB. Additionally, Contractor shall include in any related subcontracts a requirement that subcontractors performing labor or providing goods or services for ECSD or ECSB on its behalf provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with any unauthorized alien as defined in 8 U.S.C. § 1324a(h)(3). Contractor shall maintain a copy of such affidavit for the duration of its contract with ECSD or ECSB and will furnish a copy of such affidavit as may be required or requested. Further, it is understood and accepted that a Contract may be terminated for failure to comply with the requirements of § 448.095 Florida Statutes and the Contractor shall be ineligible for award for a period of at least one (1) year.

Certified By: _____ VENDOR'S AUTHORIZED SIGNATURE
Print Name and Title: _____
Date: _____

ATTACHMENT E
E-Rate Certification

Responder(s) must be a certified E-rate provider, shall have a "Service Provider Information Number" (SPIN) from the Schools and Libraries Division of the Universe Service Administrative Company, and be responsible for complying with all rules and regulations of the E-rate program.

This certification must be maintained throughout the term of the contract. Evidence of Responder's certification and annual re-certification by the Federal Communication Commission/Schools and Library Division ("FCC/SLD") must be provided no later than thirty (30) calendar days following the start or renewal of an Agreement term.

Failure of Responder to maintain this certification, re-certify annually, or have certification revoked by FCC/SLD shall constitute a breach of contract. Further, Responder shall reimburse the District for the full amount of any and all invoices resulting from the services provided by the Responder that is not reimbursed by the FCC/SLD because of Responder's lack of certification, failure to re-certify, revocation of certification, or failure to comply with rules and regulations of the E-rate program, including but not limited to, failure to comply with supply chain orders as found in the CFR, Sections 54.9 and 54.10, as required by the FCC/SLD. Any audit that results in the repayment of funds received by the Responder as a result of the Responder's failure to comply will not be the responsibility of the District. In addition, any amount owed by the District will be paid by the Responder in the event repayment is a result of the Responder's failure to comply with the rules/regulations of the E-rate program.

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

Responder's Printed Name: _____

Responder's Signature: _____

ATTACHMENT F

ESCAMBIA SCHOOL DISTRICT RISK MANAGEMENT ADDENDUM (REGULAR)

Anything in the foregoing agreement to the contrary notwithstanding, each Signer thereof (other than the School Board, the Superintendent of Schools, the School District, their officers, agents and employees) hereby agrees to:

A. HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

1. Save and hold harmless, pay on behalf of, protect, defend, and indemnify the School Board, (including the Superintendent of Schools, the School District, their officers, agents, and employees) from and against any demand, claim, suit, loss, expense, or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of any person arising out of, or in any way related to, any action or inaction of the Signer (including its sub-contractors, officers, agents, and employees) in the performance or intended performance of this agreement, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to the performance of this agreement. The obligations of the Signer pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Signer.

B. REQUIRED INSURANCE:

- 1. Maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of general liability and auto liability insurance in an amount not less than \$1,000,000 with an insurance company rated not lower than "A" by A. M. Best and Company. The School Board shall be named as an additional insured. The policy and evidence of such insurance shall be endorsed so as to provide coverage for all liability hereby contractually assumed by the Signer and a copy thereof shall be delivered to the undersigned before beginning performance of this agreement. Such insurance shall not be subject to cancellation, non-renewal, reduction in policy limits or other adverse change in coverage, except with 45 days prior written notice to the School Board, which notice shall be given by U.S. Certified Mail with return receipt requested to the undersigned. No other form of notification shall relieve the insurance company, or its agents, or representatives of responsibility.
- 2. If this agreement involves performance by officers, employees, agents or sub-contractors of the Signer, the Signer shall also maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of workers' compensation insurance in the amount required by Florida Statutes Chapter, 440, and Employer Legal Liability Insurance in the amount of \$100,000.

Approved:
Signer:

Initials of each
Signer:



Kevin T. Windham, CFE, CSR, M,
Director-Risk Management
Escambia School District
75 North Pace Boulevard
Pensacola, FL 32505

ATTACHMENT G

ESCAMBIA SCHOOL DISTRICT PUBLIC RECORDS ADDENDUM

CONTRACTOR’S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES. Section 119.0701(1)(a), F.S. defines a “contractor” as “an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2).” To the extent CONTRACTOR fits within the foregoing definition, pursuant to Section 119.0701, F.S., CONTRACTOR agrees to comply with all public records laws, specifically to:

A. Keep and maintain public records required by the School Board to perform the service.

1. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies and GS7 for Public Schools. (See <http://dos.myflorida.com/library-archives/records-management/general-records-schedules>)

2. Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the School Board. Contractor’s records under this Agreement include but are not limited to supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.

B. Upon request from the School Board’s custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. If a Contractor does not comply with the School Board’s request for records, School Board shall enforce the provisions in accordance with the contract.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to School Board.

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

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE SCHOOL BOARD OF ESCAMBIA COUNTY, CUSTODIAN OF PUBLIC RECORDS AT (850)469-6131, SPAYNE2@ECSDFL.US, OR 75 NORTH PACE BLVD., PENSACOLA, FL 32505.

A Contractor who fails to provide the public records to the School Board within a reasonable time may also be subject to penalties under Section 119.10, Florida Statutes.

Approved:

Initials of Each Signatory:



Ellen D. Odom, General Counsel
Escambia County, School Board
75 N. Pace Blvd., Pensacola, FL 32505
05/17/21

ATTACHMENT H
DRUG FREE WORKPLACE

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

- 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 under contract 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 contract, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Vendor's Signature _____

ATTACHMENT I Submission Checklist

Use this checklist to ensure that you have included all required items in your Proposal. For specific submission instructions, refer to Section VI.

ENVELOPE 1

_____ Complete Proposal (Refer to Section VI) – **One (1), Manually or Electronically-Signed Original and Six (6) Copies**

_____ Form 470 Proposal Acknowledgement (Page 1)

_____ Attachment A - Conflict of Interest Disclosure (Page 22)

_____ Attachment B – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (Page 23)

_____ Attachment C – Vendor Certification Regarding Scrutinized Companies Lists (Page 24)

_____ Attachment D – Vendor Certification Regarding E-Verify (Page 25)

_____ Attachment E – E-Rate Certification (Page 26)

_____ Attachment F – District Risk Management Addendum (Page 27)

_____ Attachment G – Public Records Addendum (Page 28)

_____ Attachment H – Drug Free Workplace (Page 29)

_____ Proof of Service Provider Identification Number (“SPIN”)

_____ Proof of current “Red Light Status”

Questionnaire and Response (Refer to Section VIII)

_____ 1. Warranty (10 Points)

_____ 2. Timeline (10 Points)

_____ 3. Documentation and Invoicing (5 Points)

_____ a. SPI Acceptance Acknowledgement

_____ b. Maximum SPI Percentage

_____ c. Invoice Submission Acknowledgement

_____ d. Pricing Requirements Acknowledgement

_____ e. District Visa Purchasing Card Use

_____ f. Sample Invoices

_____ District

_____ USAC

ENVELOPE 2

_____ Price Proposal (Refer to Section IX. on Pages 20) – **One (1), Manually or Electronically-Signed Original and One (1) Copy**