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| <p><b>Submit RFP response to:</b></p> <p style="text-align: center;"><b>TOWN OF OAKLAND</b><br/> 230 N. Tubb Street<br/> Oakland, Florida 34760<br/> <b>Attn: Darron Esan</b><br/> <b>Chief of Police</b><br/> <a href="mailto:desan@oaklandpd.com">desan@oaklandpd.com</a></p> <p style="text-align: center;"><b>CLEARLY MARK SEALED ENVELOPE WITH BID NAME AND NUMBER</b></p> | <p style="text-align: center;"><b>REQUEST FOR PROPOSALS</b><br/> <b>RFP#2025-01</b></p> <p style="text-align: center;"><b>SECURITY CAMERA REPLACEMENT, CLOUD-BASED STORAGE AND MAINTENANCE</b></p> |
| <p><u>Contact:</u><br/> Darron Esan<br/> Chief of Police<br/> Phone: (407) 656-9797 x5<br/> Fax: (407) 656-9515</p>   | <p>RESPONDENTS<br/> NAME: _____<br/> _____<br/> _____</p>  |
| <p><u>Response Due Date &amp; Time:</u><br/> <b>July 11, 2025 AT 3:00 P.M.</b></p>  | <p><b>MAILING ADDRESS:</b></p> <p>_____<br/> _____<br/> _____</p>  |
| <p><u>Location of Public Opening:</u><br/> Town of Oakland – 230 N. Tubb Street Oakland, Florida 34760, 3:00 P.M.</p>   |  |

**GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION**

These documents constitute the complete set of terms and conditions, specifications, requirements, and forms. Respondents shall complete and submit the additional required information together with the forms herein in the order as they are requested. All responses shall be submitted in a sealed envelope. The face of the envelope shall contain the Company’s name, return address, the due date and time, the RFP# and title. Companies shall submit **one flash drive and three typed copies and one unbound original (please do not use three ring binders)** of their response, complete with all supporting documentation. SUBMITTAL OF A RESPONSE TO THIS REQUEST FOR PROPOSALS CONSTITUTES AN OFFER BY THE COMPANY SUBMITTING RESPONSE. RFP responses which do not comply with these requirements may be rejected at the option of the Town.

**CONTACT:** All prospective Respondents are hereby instructed not to contact any member of the Town of Oakland Commission, Town Manager, or Town of Oakland Staff members other than the noted contact person regarding this Request for Proposals or their response at any time during the RFP process. Any such contact shall be cause for rejection of your response.

**DELAYS:** The Town, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the Town to do so. The Town will notify bidders of all changes in scheduled due dates by written addendum.

**EXECUTION OF RFP:** RFP must contain a manual signature, in ink, of an authorized representative, who has the legal ability to bind the Proposer in contractual obligations Responses must be typed or legibly printed in ink. Use of erasable ink is not permitted. The original bid conditions and specifications cannot be changed or altered in any way. Altered RFP's will not be considered. Clarification of RFP's submitted shall be in letter form, signed by proposers and attached to the RFP.

**RESPONDENT INFORMATION:** Firms shall complete the "Corporate Authority", "Joint Venture", "Sole Proprietorship", or "Partnership" portion of the RFP Information Sheet, whichever part applies, and include with their submittal.

**JOINT VENTURES:** Responses submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this Request for Proposals.

**RFP OPENING:** Shall be public, at the above address, on the date and at the time specified above where only the name of the responding firms will be read aloud. The date and time shall be scrupulously observed. Under no circumstances shall submittals delivered after the time specified be considered; such Submittals will be returned unopened. The Town will not be responsible for late deliveries or delayed mail. The time/date stamp clock located at the Town Hall Front Desk serves as the official authority to determine lateness of any response. It is the Respondent's sole responsibility to assure that his/her submittal is complete and delivered at the proper time and place of the RFP opening. Submittals which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are **not** acceptable. Proposals become public record upon intent to award or 30 days after due date, whichever comes first.

Persons with disabilities needing assistance to participate in the Public RFP Opening should contact the Town Clerk at least 48 hours in advance of the meeting at 407-656-1117 x 2110.

**TAXES:** The Town is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. If requested, the Purchasing Manager will provide an exemption certificate to the awarded Proposer. Vendors/contractors doing business with the Town shall **not** be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Town nor shall any Vendor/Contractor be authorized to use the Town's Tax Exemption Number in securing such materials.

**CERTIFICATES:** The Town reserves the right to require proof that the bidder is an established business and is abiding by the Ordinances, Regulations, and Laws of their Community and the State of Florida such as but not limited to: Occupational Licenses, Business Licenses, Florida Sales Tax Registration, and Federal Employee Identification Number.

**MISTAKES:** Proposers are expected to examine the terms and conditions, specifications, delivery schedule, proposed prices, extensions and all instructions pertaining to supplies and services.

**FAILURE TO DO SO WILL BE AT PROPOSER'S RISK.** In the event of extension error(s), the unit price will prevail, and the Proposer's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition errors(s), the unit price, and extension thereof, will prevail and the Proposer's total offer will be corrected accordingly. RFP's having erasures or corrections must be initialed in ink by the Proposer.

**AWARD TERM** The term of the award will run through the duration of this project and will remain open for a period of five years for any additional related work that might be needed.

**PRICE REDETERMINATION** The Contractor may petition the Finance Manager for price redetermination within forty-five (45) days of the expiration of each term of the contract. Any price redetermination will include all items awarded. If the Town and the Contractor cannot agree on any price redetermination, then the contract will expire.

**INVOICING AND PAYMENT:** Payment for any and all invoice(s) that may arise as a result of a contract issued pursuant to this specification shall minimally meet the following conditions to be considered as a valid payment request:

- a. A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract, and be submitted to the Finance Department, P.O. Box 98/230 N. Tubb Street, Oakland, FL 34760.
- b. All invoices submitted shall consist of an original; clearly reference the subject contract; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed delivery receipt including both manual signature and printed name of a designated Town employee or authorized Agent; be clearly marked as "partial", "complete" or "final" invoice. The Town will accept partial deliveries.
- c. The invoice shall contain the Proposer's Federal Employer Identification Number (F.E.I.N.).
- d. The Town's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any discounts must be offered on the RFP Response Form.

**GENERAL:** The Town of Oakland, having limited storage facilities, requires the service of private firms to provide materials, supplies and/or services on an as needed basis, as indicated herein, to support the Town's needs.

**ADDITIONAL TERMS AND CONDITIONS:** Unless expressly accepted by the Town, the following conditions shall apply: No additional terms and conditions included with the response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this request if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Documents are the only conditions applicable to this RFP and the Proposer's authorized signature on the RFP Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

**INTERPRETATIONS:** All Respondents shall carefully examine the RFP Documents. Any ambiguities or inconsistencies shall be brought to the attention of the Town in writing prior to the opening of submittals; failure to do so, on the part of the Respondent, will constitute an acceptance by the Respondent of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP Documents shall be requested in writing by email to [desan@oaklandpd.com](mailto:desan@oaklandpd.com), and received by the Town at least seven (7) calendar days prior to the RFP Opening. Inquiries shall be addressed to the attention of the Contact person as indicated on Page 1. No person is authorized to give oral interpretations of, or make oral changes to, the RFP. Therefore, oral statements given before the RFP opening will not be binding. Any interpretation of, or changes to, the RFP will be made in the form of a written Addendum to the RFP and will be furnished to all Respondents through the Town of Oakland's website ([www.oaklandfl.gov/bids.aspx](http://www.oaklandfl.gov/bids.aspx)). Receipt of all addenda shall be acknowledged by the Respondents by signing and enclosing said addenda or addendum acknowledgement with their response.

**ADDENDUM:** The Town will record its responses to inquiries, any supplemental instructions, and/or necessary revisions to RFP Documents, in the form of a written addendum. Should revisions to the RFP Documents become necessary, the Town will post a written addendum to the Town website ([www.oaklandfl.gov/bids.aspx](http://www.oaklandfl.gov/bids.aspx)). It is the vendor's responsibility to check the Town website at [www.oaklandfl.gov/bids.aspx](http://www.oaklandfl.gov/bids.aspx) in order to be sure the latest addendum and any prior addendum have been received.

**PROTESTS:** Any Respondent who disputes the RFP selection or contract award recommendation shall file such protest according to the bid protest procedures. These procedures are available upon request from the Town.

**CONFLICT OF INTEREST:** All Respondents must disclose with their RFP the name of any officer, director, or Agent who is also an employee of the Town. All Respondents must disclose the name of any Town employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches.

**LEGAL REQUIREMENTS:** Respondents are required to comply with all provisions of Federal, State, Town and local laws and ordinances, rules and regulations that are applicable to the items being bid. Lack of knowledge by the Respondent shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

**DRUG-FREE WORKPLACE:** Preference shall be given to business with Drug-Free Work Place (DFW) programs. Whenever two or more RFP's which are equal with respect to price, quality, and service are received by the Town for the procurement of commodities or contractual services, a RFP received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

**POSTING OF BID AWARD:** Recommendation for award will be posted for review by interested parties on the Town website ([www.oaklandfl.gov](http://www.oaklandfl.gov)). Failure to file a protest to Purchasing within the time prescribed in the Town's Purchasing Manual, shall constitute a waiver of proceedings.

**AWARD:** As the best interest of the Town may require, the right is reserved to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all Submittals, or waive any minor irregularity or technicality in Submittals received, award or eliminate an portion of the submittal, and may, at its sole discretion, request a re-bid, or

abandon the project in its entirety. Respondents are cautioned to make no assumption until the Town has entered into a contract.

**EEO STATEMENT:** The Town is committed to assuring equal opportunity in the award of contracts, and, therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.

**CONTRACTUAL AGREEMENT:** The contents of this RFP and all provisions of the successful firm's submittal deemed pertinent by the Town may be incorporated into a contract and become legally binding. At a minimum, the contract shall include a Town of Oakland Standard Contract Addendum (copy attached), which is subject to revision or modification as deemed necessary in the Town's sole discretion. A separate contract document, may or may not be issued. Any and all legal action necessary to enforce a contract will be interpreted according to the laws of Florida. The venue shall be County of Orange, Florida.

**GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this RFP prior to their delivery, it shall be the responsibility of the Respondent to notify Purchasing at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The Town reserves the right to accept such alteration or to cancel the contract at no further expense to the Town.

**PERMITS/LICENSES/FEES:** Any permits, licenses, or fees required will be the responsibility of the Contractor, no separate or additional payment will be made.

Adherence to all applicable code regulations (Federal, State, Town, Town) are the responsibility of the Contractor.

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

**ADVERTISING:** In submitting a RFP, Respondent agrees not to use the results there as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the Town.

**ASSIGNMENT:** Any contract issued pursuant to this Request for Proposals and the monies which may become due hereunder are not assignable except with the prior written approval of the Town, through the Finance Department.

**COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH:** Respondent certifies that all material, equipment, etc., contained in his/her proposal meets all applicable O.S.H.A. requirements. Respondent further certifies that, if he/she is the successful Respondent, and the material, equipment, etc., delivered is subsequently found to be defective in any applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Respondent.

**RESPONSIBILITY:** A Respondent must have at the time of the RFP opening, a company in operation, (if applicable) or be a fully authorized Agent or representative of the product proposed, and capable of producing or providing the items proposed, and follow-up parts and service, including any warranty services as applicable, and so provide such certification upon request.

**FACILITIES:** The Town reserves the right to inspect the Respondent's facilities at any reasonable time, during normal working hours, to determine that Respondent has a bona fide place of business, and is a responsible Respondent.

**DISQUALIFICATION OF RESPONDENT:** More than one response from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Respondent is involved in more than one proposal submittal will be cause for rejection of all RFP's in which such Respondents are believed to be involved. Any or all Submittals will be rejected if there is reason to believe that collusion exists between Respondents. RFP's in which the prices obviously are unbalanced will be subject to rejection.

**ADJUSTMENTS / CHANGES / DEVIATIONS:** No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a RFP expressly so provide. Any other adjustments, changes or deviations shall require prior written approval, and shall be binding **ONLY** if issued by the Town's Finance Department. The Respondent shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.

**PUBLIC RECORDS:** Upon award recommendation or ten (10) days after opening, whichever is earlier, RFP's become "public records" and shall be subject to public disclosure consistent with Chapter 119.07(3)(o), Florida Statutes. Respondents must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

RFP's may be reviewed at Town Hall, 230 N Tubb St., Oakland, FL 34760.

**RFP PREPARATION COSTS:** Neither the TOWN nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposals. Respondents should prepare their submittals simply and economically, providing all information and prices as required.

**ACCEPTANCE / REJECTION:** The Town of Oakland reserves the right to accept or reject any or all Submittals and to make the award to that Respondent, who in the opinion of the Town will be in the best interest of and/or the most advantageous to the Town. The Town of Oakland also reserves the right to reject the response of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the Town's opinion, is not in a position to perform properly under this award. The Town of Oakland reserves

the right to inspect all facilities of respondents in order to make a determination as to the foregoing. The Town of Oakland reserves the right to waive any irregularities, informalities, and technicalities in offers received, and may, at its discretion, request a re-bid, or abandon the project/procurement in its entirety.

**ANY AND ALL SPECIAL TERMS AND CONDITIONS, TECHNICAL REQUIREMENTS, SCOPE OF WORK OR SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**

**SCOPE OF SERVICE**  
**RFP # 2025-01**  
**SECURITY CAMERA REPLACEMENT,**  
**CLOUD-BASED STORAGE AND MAINTENANCE**

The Town of Oakland is requesting proposals from qualified vendors for the procurement, installation and configuration of an updated cloud-based security video camera management system, to include a maintenance contract, cloud-based storage of video footage with pricing included for 30, 60 and 90 days of cloud retention. The current existing cameras are to be removed and replaced with a minimum of indoor/outdoor 4K cameras with similar function and viewing ability as the cameras currently installed provide new mounting brackets and installed by the chosen vendor. Existing cabling will be reused and internet access will be provided to all current locations. The replacement cameras should mimic the current accepted view and no panoramic or fisheye cameras are acceptable.

The primary goal of this Request for Proposals (RFP) is to acquire the services of a qualified vendor able to provide a modern security video camera management system complete with adequate cloud-based storage and viewing capabilities both on-premises and via the Cloud. The cameras **MUST** be National Defense Authorization Act (NDAA) compliant, and not listed as prohibited in FCC-84 - Protecting Against National Security Threats to the Communications Supply Chain through the Equipment Authorization Program. (See: <https://www.fcc.gov/supplychain/coveredlist>)

The existing Town of Oakland security cameras are outdated, the current data storage system is a server-based system and currently exceeds the mandatory retention periods.

**SCOPE OF WORK** The scope of work required under this RFP includes the replacement of the current security cameras and associated mounting brackets, design, installation, implementation, configuration, testing and training. The selected vendor will be responsible for recommending cloud-based security cameras that exceed the current specifications and any other applicable equipment, hardware and software associated with the new security camera solution. The selected vendor must ensure it has adequate resources to provide these services to meet the needs of the Town

The security video camera management system recommended by the vendor for these facilities must have the following features:

- Provide video security, access control and flexible cloud management under one centralized and scalable solution
- Cameras should have the ability to be viewed from a computer via a web browser or cell phone
- Camera management solution should have logging and notification capabilities for Town staff to view events such as power loss, video recording errors and loss of signal
- Can be utilized with our current access control system in the future
- Provide advance video analytics i.e.: motion, object and facial recognition
- Recommended cameras need to have onboard storage (SD Card) and provide an RTSP stream simultaneously
- Cameras need to be capable of viewing historical video while recording and hold historical data for a minimum of 30, 60 or 90 days depending on suggested pricing
- Record on motion, adjust to daylight and nighttime vision automatically

- Monitor the entire identified area at each location and have the ability to mask out items that do not need to be archived
- Allow future growth of the system to accommodate additional cameras and locations
- Minimum of 4K resolution High-Definition cameras capable of viewing fine details
- Include an optional maintenance contract for term not less than five (5) years, nor more than ten (10) years
- Cameras suggested should be a standardized model throughout the Town unless another model is needed for a specific purpose ie: License plate camera or a low profile is being replaced
- System should provide secured access for authorized staff only, with the internal ability to set access permissions and varied selection of camera access to users
- Non-proprietary system to ensure secured access during and beyond the life of the contract
- Unlimited cloud archiving with a minimum 30-day retention on site. The Town will consider any additional updated features suggested by the Vendor
- A solution provided for audio recording in customer-facing areas in Town Hall.

The selected Bidder will provide a spreadsheet with serial numbers, item name/description of all purchased hardware by location as part of the project closeout document.

The Town reserves the right to continue with the Vendor selected or has the option to conduct a new selection process for future services beyond those services identified in this RFP. The Town of Oakland IT team will work with the selected Bidder to determine optimal angles during installation and will view and test equipment for functionality. If it is determined that the installation results do not perform to requested specifications, the selected Bidder will be required to reinstall and/or adjust a device or devices until functionality and performance are in working order, no change orders will be accepted.

PRE-PROPOSAL SITE VIST A non-mandatory site visit can be held, Vendors will be provided an opportunity to tour all the facilities with Town Staff.

#### Required information

- References to include any public agencies worked with in the past five (5) years
- Include three (3) or more references with the following information: name of clients with similar projects within the past five (5) years, scope of work, location, and the name and telephone number of the project manager
- Provide list of sub-contractors, if any, and the services they will provide
- Provide written specification documents for all equipment proposed as part of this RFP
- Provide an itemized list of all costs and fees associated with the project separated by location. Indicate any recurring license fees. Include a price list for standard services and equipment, software (including licensing fees), maintenance fees, warranties, and technical support costs after initial installation and sign off
- Describe training to be provided for Town staff that includes managing user accounts, data retrieval and maintenance. The vendor may include any additional information that is believed to be pertinent and helpful, but not specifically requested in this RFP.

**PROPOSAL EVALUATION** The Town's designated staff will evaluate proposals received. During the review process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from those that submit proposals, or allow clarifications, corrections of errors, or omissions.

Proposals will be judged on the Vendor's ability to provide the experience, equipment and services that meet the requirements set forth in this RFP as described in their submitted proposal. The Town reserves the right to make such investigations as it deems necessary to determine the ability of the Vendor to provide services meeting a satisfactory level of performance in accordance with the Town's requirements. Interviews and presentations by one, several, or all the Vendors may be requested by evaluators if deemed necessary to fully understand and compare the vendor's proposals, capabilities, and qualifications. The adequacy, depth, and clarity of the proposal will influence, to a considerable degree, its evaluation. Contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the Town. After evaluating the proposals, the Town reserves the right to further negotiate the proposed work and/or method and amount of compensation.

**VENDOR REQUIREMENTS** The selected Vendor is expected to comply with all applicable federal, state, and local regulations. If the Vendor outsources any work or job to a sub-contractor, it will be the Vendor's responsibility to ensure all sub-contractors meet the requirements stated in this RFP. The Town will require the successful Vendor to provide Certificates of Insurance evidencing required coverage types and the minimum limits. The Vendor must warrant, at a minimum, the system shall be free of all defects in equipment, material, and workmanship for the duration of the maintenance contract and have the ability to troubleshoot and remedy any situation that arises. Vendor must identify any warranty conditions and periods in the proposal.

**PROJECT PROGRESS** The Contract must begin upon approval by the Town, and the selected Vendor shall commence work after notification to proceed by the Town. The selected Vendor is advised that any recommendation for contract award is not binding on the Town until the Agreement is fully executed and approved by the Town Commission.

**VENDOR'S UNDERSTANDING OF RFP** In responding to this RFP, the Vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the Town as necessary to gain such understanding. The Town reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the Town reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the Town.

**GOOD FAITH STATEMENT** All information provided by the Town in this RFP is offered in good faith. Individual items are subject to change at any time. The Town makes no certification that any item is without error. The Town is not responsible or liable for any use of the information or for any claims asserted there from.

INSTALLATION LOCATIONS – proposal pricing to be listed per park

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| Oakland Ave. Charter School 456 E. Oakland Ave    | (16)-10 Dome Cameras, 5 Multi Sensor Cameras,1 Outdoor Bullet Camera |
| Oakland Police Department 540 E. Oakland Ave      | (11)-7 Dome Cameras, 2 Multi Sensor cameras, 2 Viewing Stations      |
| Public Works Facility 50 E. Gulley Ave. Oakland   | (6)-6 Dome Cameras   |
| Oakland Meeting Hall 221 N. Arrington Ave Oakland | (5)-5 Dome Cameras   |
| Heritage Museum 126 Petris Ave Oakland            | (6)-5 Dome Cameras, 1 Multi Sensor Camera                            |
| Speer Park 331 N. Tubb St Oakland                 | (1)-1 Multi Sensor Camera  |
| Pollard Park 425 W. Hull Ave Oakland              | (1)-1 Multi Sensor Camera  |
| Oakland Nature Preserve 747 Machete Tr Oakland    | (16)-16 Dome Cameras   |
| Longleaf (Oakland Ave/Sarsaparilla) Oakland       | (1)-1 Multi Sensor Camera  |
| ABC Water Tank 17469 W. Colonial Oakland          | (1)-1 Multi Sensor Camera  |

Require audio for some camera locations by customer service area

|                                  |                    |
|----------------------------------|--------------------|
| Town Hall 230 N. Tubb St Oakland | (10)- Dome cameras |
|----------------------------------|--------------------|

\*\*Some camera sites will be utilizing a cellular link as opposed to being on the Town Network and will require the vendor to recommend the minimum bandwidth needed per camera to be provided by the Town of Oakland

## EVALUATION OF PROPOSALS

### 1. METHOD OF SELECTION AND NOTICES

The Town will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Responsiveness to Town's issues.
- Potential to benefit the Town.
- Experience of the firm providing similar services to other municipalities.
- Cost effectiveness.
- Quality of proposed staff.

The Town may apply the above evaluation criteria as deemed appropriate by the Town and in the Town's sole discretion.

### 2. INFORMATION TO BE SUBMITTED

#### 1. Include a *Cover Letter*

Each proposal will include a cover letter that identifies the firm, address, phone number and contact person. The cover letter must include acknowledgement of all addenda and provide a statement that the proposal is valid for 90 days after the RFP submittal deadline. The cover letter must include the original signature of an individual with the authority to negotiate on behalf of, and to contractually bind, the proposer. The cover letter should highlight major elements of the proposer's qualifications and proposal. (5 POINTS)

#### 2. Include a *Proposal Costs Sheet and Rates Section*

In this section, include the proposed costs to provide the equipment and services desired. Include any other cost and price information that would be contained in a potential agreement with the Town. In addition, include the costs for any other services that are considered optional additions. (15 POINTS)

#### 3. Include a *Proposal Summary Section*

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them. (15 POINTS)

#### 4. Include a *Profile of the Proposing Firm(s) Section*

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, organizational structure of the responsible division, etc. (20 POINTS)

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

5. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the Firm's adherence to the schedule and budget for each project. (15 POINTS)

6. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the Town's objectives and work requirements and the Firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value). (20 POINTS)

7. Include a *Project Staffing* Section

In this section, discuss how the Firm would propose to staff this project. Firm's key project team members shall be identified by name, specific responsibilities on the project and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. (10 POINTS)

## **SELECTION**

The Town Manager shall approve the Competitive Selection Committee (the "Committee"). The Committee will review all proposals received and establish a list in order of preference of no fewer than three Proposers deemed to be the most qualified to provide the service requested based on the criteria set forth above. The Committee may request oral presentations from the Proposers when establishing the priority list. If three or fewer proposals are received, all Proposers shall be included in the selection process.

## **INTERVIEWS**

The Town of Oakland reserves the right to interview some, all or none of the firms responding to this RFP based solely on the Town of Oakland's judgment as to the firm's qualifications and capabilities.

## **COMMISSION APPROVAL**

The recommendation for the award shall be brought to the Town Commission for approval to hire the firm chosen.

## **ACCEPTANCE/REJECTION/MODIFICATIONS TO PROPOSALS**

The Town of Oakland reserves the right to negotiate modifications to the proposals that it deems acceptable, to reject any and all proposals, to request and consider additional information from any firm, and to waive minor irregularities and technical defects. The Town of Oakland reserves the right to seek new proposals when it determines that it is in its best interest to do so.

## **SEPARATE RESPONSES FROM PROPOSERS UNDER COMMON CONTROL**

Proposers under common control may only submit a single proposal. The Town of Oakland reserves the right to reject separate proposals from proposers under common control.

Any questions regarding this RFP or requests for available materials should be addressed to:

[desan@oaklandpd.com](mailto:desan@oaklandpd.com)

### Contact Information:

Darron Esan  
Chief of Police  
Town of Oakland  
540 E. Oakland Ave.  
Oakland, FL 34760  
(407) 656-9797  
(407) 656-9515 Fax

*Any questions should be addressed as described in this RFP. The Town of Oakland requests that you do not contact any Commission Members, Town Manager or Town of Oakland other than the individual listed above after issuance of this RFP. The Town of Oakland reserves the right to disqualify any firm that makes such unauthorized contacts during this process*

## **ADDENDUM ACKNOWLEDGEMENT**

The Respondent shall acknowledge obtaining all addenda issued to this formal solicitation from by signing and returning any addendum issued with your proposal. Failure to do so may be cause for rejection of your submittal.

Qualifications Statement  
RFP #2025-01

**Security Camera Replacement, Cloud-Based Storage and Maintenance  
PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render the proposal non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

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Contact Person's Name and Title: \_\_\_\_\_

PROPOSER'S Telephone and Fax Number: \_\_\_\_\_

PROPOSER'S License Number: \_\_\_\_\_

(Please attach certificate of status, and/or state registration.)

PROPOSER'S Federal Identification Number: \_\_\_\_\_

Number of years your organization has been in business \_\_\_\_\_

State the number of years your firm has been in business under your present business name \_

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State the number of years your firm has been in business in the work specific to this RFP: \_\_\_ \_

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Names and titles of all officers, partners or individuals doing business under trade name:

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The business is a:           Sole Proprietorship \_           Partnership \_\_\_           Corporation \_\_\_

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the Town and shall render the Proposer RFP submittals non-responsive.

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At what address was that business located?

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Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of the proposal. Please attach certificate of competency and/or state registration:

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Have you ever failed to complete work awarded to you. If so, when, where and why?

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List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

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List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

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List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

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Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

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State the names, telephone numbers and last known addresses of three businesses with the most knowledge of work you have performed, and to which you refer. (Governmental entities are preferred as references)

1. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact, phone number: \_\_\_\_\_  
Services provided: \_\_\_\_\_
  
2. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact, phone number: \_\_\_\_\_  
Services provided: \_\_\_\_\_
  
3. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact, phone number: \_\_\_\_\_  
Services provided: \_\_\_\_\_

**The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by the Town in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the Town to reject the Proposal, and if after the award, to cancel and terminate the award and/or contract.**

\_\_\_\_\_  
(Signature)

***Failure to complete and sign this form shall deem your response non-responsive.***

**TOWN OF OAKLAND  
FIRM INFORMATION FORM**

The information below is required to complete your bid packet. Type or print only.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Project Contact: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Remittance (Payment) Mailing Information**

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Project Contact: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

Tax ID Type:  Federal Tax ID  Social Security Number

***This Form Must Be Completed and Returned with your Submittal.***

## **DRUG FREE WORKPLACE FORM**

The undersigned Respondent, in accordance with Florida Statute 287.087 hereby certifies that does: (Name of Business)

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 bid a copy of the Drug-Free statement.
4. Notify the employees that as a condition of working on the commodities or Contractual services that are under bid, employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no lo contendere to, any violation of Chapter 1893 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 business complies fully with the above requirements.

\_\_\_\_\_  
(Authorized signature)

\_\_\_\_\_  
(Date)

**NON-COLLUSION AFFIDAVIT OF PRIME RESPONDENT**

STATE OF ( \_\_\_\_\_ ) TOWN OF ( \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says that:

- (1) He/she is of \_\_\_\_\_ firm, Respondent that has submitted the attached response.
- (2) He/she is fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such solicitation.
- (3) Such solicitation is genuine and is not a collusive or sham solicitation.
- (4) Neither the said Respondent nor any of its officers, partners, Town's, agent representatives, employees or parties in interest including this affiant, has in any way, colluded, conspired, or agreed, directly or indirectly, with any other Respondent or person, to submit a collusive or sham response in connection with the Agreement for which the attached response has been submitted or to refrain from bidding in connection with such Agreement, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached solicitation or of any other Respondent, or to fix any overhead, profit or cost element of the proposed price or the proposed price of any other Respondent, or to secure through any collusion, conspiracy, connivance or unlawful Agreement any advantage against the Town of Oakland, Florida, or any person interested in the proposed Agreement.
- (5) The price or prices quoted in the attached response are fair and proper and are not tainted by any collusion, conspiracy, or unlawful Agreement on the part of the Respondent or any of its agents, representatives, Town's, employees, or parties of interest, including affiant.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

STATE OF FLORIDA TOWN OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Name of Notary Typed, Printed or Stamped) Notary Public \_\_\_\_\_  
(Commission Number)

## **INSURANCE REQUIREMENTS**

The Contractor/Respondent agrees to provide and maintain at all times during the term of any agreement resulting from this RFP, or for such longer periods as may be required, without cost or expense to the Town of Oakland, policies of insurance insuring the Contractor/Respondent against any and all claims, demands, or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the Contractor under the terms and provisions of this agreement. The awarded vendor shall secure and maintain, at its sole cost and expense during the contract term, the following minimum insurance coverage:

**Commercial General Liability** – Shall have minimum limits of \$100,000 Per Occurrence. Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises and/or Operations, Independent Contractors and Products and/or completed Operations, and a Contractual Liability Endorsement.

**Workers Compensation** – Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$100,000 each accident.

Requirements for Contractors that qualify for an exemption under the Florida Worker's Compensation law in Chapter 440 Florida Statutes are detailed below: Incorporated or unincorporated Contractors with one or more employees shall be required to provide a copy of their "Notice of Election to be Exempt," along with valid proof of coverage for non-exempt employees.

The Town reserves the right to request a copy of the complete insurance policy(ies) and any endorsements for the insurance referenced above. A certificate of insurance indicating that the respondent has coverage in accordance with the requirements herein set forth shall be furnished prior to the execution of the contract and annually upon renewal thereafter. **The respondent shall either cover any sub-Contractors on its policy or require the sub-Contractors to conform to all requirements for insurance contained herein.**

Respondent agrees that Town will make no payments pursuant to the terms of the contract until all required proof or evidence of insurance has been provided to the Town Representative. Respondent agrees that the insurer shall waive its rights of subrogation, if any, against the Town on Commercial General Liability and Workers Compensation.

Insurance - **Town of Oakland shall be named and endorsed as an additional insured on the General liability policy.** The Service Provider shall not commence work under the Agreement until Town has either waived the requirements or received an acceptable certificate or certificates of insurance and endorsement evidencing the required insurance, which is as follows:

(A) General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage limits fully available during the entire contract period:

|                                   |                       |
|-----------------------------------|-----------------------|
| General Liability                 | \$1,000,000           |
| Each Occurrence/General Aggregate | \$500,000/\$1,000,000 |
| Disease (Policy Limit)            | \$500,000             |
| Disease Each Employee             | \$500,000             |

(B) Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage:

|                              |           |
|------------------------------|-----------|
| Combined Single Limit        | \$300,000 |
| Or                           |           |
| Bodily Injury (per person)   | \$300,000 |
| Bodily Injury (per accident) | \$300,000 |
| Property Damage              | \$100,000 |

1. Such coverage shall be primary to the extent of contractor's negligent acts or omissions or willful misconduct, and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. In addition, a waiver of subrogation by the commercial liability insurer shall be provided that lists or names the additional insured as subject to the waiver. Coverage shall be on an "occurrence" basis and not "claims made".
2. Failure of Service Provider to comply with any section of this Agreement shall render this Agreement null and void.
3. In the event any litigation or controversy arises out of or in connection with this agreement between the parties hereto, the Town shall be entitled to recover all reasonable attorney fees from the Service Provider.
4. In the event a dispute arises as a result of the implementation of this Agreement both parties agree that Orange County courts shall have jurisdiction over all disputes related to this agreement.
5. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the Town and the Service Provider, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof, with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
6. Either party may terminate this Agreement at any time without cause upon a 60-day written notice thereof.

7. This Agreement may not be assigned or transferred in any manner by the Independent Official and any such assignment is expressly prohibited. Any attempt to assign this agreement shall render this agreement null and void.
8. The Service Provider acknowledges that the Town may retain other Service Providers to provide the same types of services for the Town. The Service Provider acknowledges that the Town does not guarantee any minimum amount of work under the terms of this Agreement.
9. Public Records. The Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Contractor in conjunction with this Agreement. Specifically, the Contractor shall:
  - (a) Keep and maintain public records that ordinarily and necessarily would be required by the Town in order to perform the service.
  - (b) Upon request of the Town's custodian of public records, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in state law or as otherwise provided by law.
  - (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 the Town.
  - (d) Meet all requirements for retaining public records and transfer, at no cost, to the Town all public records in possession of the Contractor upon termination of the Agreement and destroy and duplicate public records that are exempt or confidential and exempt.

## E-VERIFY FORM

|  |                       |  |
|--|-----------------------|--|
| ACKNOWLEDGEMENT  | Project Name:         |  |
|  | Project No.:          |  |
| <p><b>Definitions:</b></p> <p>“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.</p> <p>“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.</p> <p>Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:</p> <ul style="list-style-type: none"> <li>a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and</li> <li>b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the Town of Coconut Creek; and</li> <li>c) <i>Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be</i></li> </ul> |                       |  |
| COMPANY CONTACT INFORMATION  | Company Name:         |  |
|  | Authorized Signature: |  |
|  | Print Name:           |  |
|  | Title                 |  |
|  | Date:                 |  |
|  | Phone:                |  |
|  | Email:                |  |
| Website:   |                       |  |