

AUDIO VISUAL (AV) DESIGN, INSTALLATION AND
IMPLEMENTATION SERVICES FOR 5TH JUDICIAL CIRCUIT
COURTROOMS

25-RFP01060/CT

County of Hernando
15470 Flight Path Drive
Brooksville, FL 34604



County of Hernando
Audio Visual (AV) Design, Installation and Implementation Services for
5th Judicial Circuit Courtrooms

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Attachments:

- A - Fifth Judicial Circuit Court AV Network Standards 5.5.25
- B - Professional_Services_Agreement_Over_ABR_Task Order_ AV DESIGN AND INSTALL
- C - Non-Disclosure Hernando County 25-RFP01060

1. SOLICITATION

ISSUED BY:

BOARD OF COUNTY COMMISSIONERS

HERNANDO COUNTY, FLORIDA

Brian Hawkins, Chairman

Jerry Campbell, Vice Chairman

John Allocco, Second Vice Chairman

Steve Champion

Ryan Amsler

SUBMIT BID OFFER TO:

HERNANDO COUNTY

PROCUREMENT DEPARTMENT

via Hernando County's [eProcurement Portal](#)

Carla Rossiter-Smith

Chief Procurement Officer

SEALED OFFERS, FOR FURNISHING THE SERVICES, SUPPLIES OR EQUIPMENT DESCRIBED HEREIN WILL BE RECEIVED BY THE OFFICE OF PROCUREMENT, VIA THE COUNTY'S [eProcurement Portal](#) UNTIL 10:00 a.m., LOCAL TIME ON Monday, September 22, 2025. NO BID OFFERS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION AND THE RESPONDING BIDDERS WILL BE PUBLICLY READ AT 15470 FLIGHT PATH DRIVE BROOKSVILLE, FL 34604 IN THE ADMINISTRATIVE CONFERENCE ROOM AT 10:00 a.m. ON Monday, September 22, 2025. PURSUANT TO FS 119.071 SEALED BIDS, PROPOSALS, OR REPLIES RECEIVED BY AN AGENCY PURSUANT TO A COMPETITIVE SOLICITATION ARE EXEMPT FROM FINAL INSPECTION UNTIL SUCH TIME AS THE AGENCY PROVIDES NOTICE OF AN INTENDED DECISION OR UNTIL THIRTY (30) DAYS AFTER OPENING THE BIDS, PROPOSALS, OR FINAL REPLIES, WHICHEVER IS EARLIER.

Procurement Contact Information:

Joe Goulart, Purchasing Agent II

(352) 754-4020

jgoulart@co.hernando.fl.us

2. INTRODUCTION

2.1. ADVERTISEMENT

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Hernando County, Florida, is accepting Bids for:

REQUEST FOR PROPOSALS SOLICITATION # 25-RFP01060/CT

FOR

Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

Hernando County Board of County Commissioners is soliciting Vendors/Contractors that are active in remove existing audio visual system and design and build new audio visual system

Offers for furnishing the above will be received and accepted up to 10:00 a.m. (local time), Monday, September 22, 2025, via Hernando County's [eProcurement Portal](#). Only electronic submittals shall be accepted by the County.

The Board of County Commissioners of Hernando County, Florida reserves the right to accept or reject any or all bids and waive informalities and minor irregularities in offers received in accordance with the bid documents and the Hernando County Procurement Ordinance.

Interested firms may secure the bid documents and plans and drawings and all other pertinent information by visiting the County's eProcurement Portal. For additional project information, please visit the Hernando County Board of County Commissioners Procurement Department at www.hernandocounty.us, or by submitting a question via the Q&A Tab in the County's [eProcurement Portal](#).

Ex Parte Communication: Please note that to ensure proper and fair evaluation of a submittal, the County prohibits ex parte communication (i.e. unsolicited) initiated by the Proposer to the County Official or Employee prior to the time a Proposal decision has been made. Communication between Proposer and the County will be initiated by the appropriate County Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal. Ex parte communication may be grounds for disqualifying the offending Proposer from consideration or award of the Proposal then in evaluation or any future Proposal.

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the Professional Services Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit

qualifications, or have submitted qualifications, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification for this project.

The Procurement Department will post addenda on the County's [eProcurement Portal](#) to all questions in accordance with the Solicitation Instructions. It is the responsibility of prospective Bidders to visit the [eProcurement Portal](#) to ensure that they are aware of all addenda issued relative to this solicitation.

Pursuant to Florida Statutes, section 119.071 sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies whichever is earlier.

NOTICE TO PROPOSERS

To ensure that your proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Joe Goulart Purchasing Agent II, Procurement Department, via the County's [eProcurement Portal](#).

2.2. [MANDATORY PRE-PROPOSAL CONFERENCE SITE VISIT](#)

- A. A Mandatory Pre-Proposal Conference will be held Thursday, August 14, 2025 at 9:30 am at Hernando County Courthouse, 20 N. Main St., Brooksville, FL 34601. Representatives of Owner will be present to discuss the project. Bidders are required to attend and participate in the conference. **THIS CONFERENCE WILL BE HELD ONLY ONCE AND FAILURE TO ATTEND AND SIGN IN SHALL DISQUALIFY ANY PROPOSER NOT ATTENDING FROM SUBMITTING A PROPOSAL. ATTENDEES MUST BE PRESENT AT THE START OF THE PRE-PROPOSAL CONFERENCE. ARRIVAL AFTER THE START OF THE PRE-PROPOSAL CONFERENCE SHALL BE CAUSE FOR DISQUALIFICATION.**
- B. **PLEASE NOTE:** Project information for this solicitation is considered Sensitive Information and will be provided to interested Proposers at the Mandatory Pre-Proposal Meeting.
 1. Any Proposer interested in receiving the floor plans and viewing the internal work areas **MUST attend the Pre-Proposal meeting and sign both the Sensitive Information Packet Cover Page and Non-Disclosure Agreement (NDA) in the presence of the Sensitive Information Manager from Hernando County Procurement.**
 2. Interested Proposers should access the Sensitive Information Packet Cover Page and NDA attached to the Solicitation. Please bring the pre-filled, but unsigned, documents to the Pre-Proposal Meeting, along with a form of identification, e.g. Driver License. Please pre-fill your Company information, but **DO NOT SIGN THESE DOCUMENTS PRIOR TO THE MEETING** as these forms must be signed in the presence of the Sensitive Information Manager.

3. Once these documents have been signed by both the Proposer and the Sensitive Information Manager from Hernando County Procurement, the Sensitive Information Packet will be provided to the Proposer.
 4. THIS CONFERENCE AND SITE VISIT WILL BE HELD ONLY ONCE.
- C. **A Mandatory Site Visit will immediately follow the Pre-Proposal Conference.**
- D. Only Bidders/Proposers present at the Pre-Proposal Conference and Site Visit may submit a proposal for this solicitation.
- E. Attendees must be present at the beginning of the Pre-Bid Conference. Arrival after the start of the Pre-Bid Conference shall be cause for disqualification. A sign-in sheet will be provided at both locations to verify attendance. Bidders must be signed in to confirm their attendance.

3. DEFINITIONS

3.1. DEFINITIONS

- A. **"Addenda"** means a written or graphic instrument issued by the County prior to the execution of the Agreement which modify or interpret the Request for Proposals by additions, deletions, clarifications, corrections or other type of modifications. Addenda will become part of the Contract Documents when the Agreement is executed.
- B. **"Agreement"** means a legal document, executed by the County and the Successful Proposer, which supersedes all prior negotiations, representations, or agreements, either written or oral. The Agreement, as amended from time to time, forms the Contract between County and the Successful Proposer setting forth the roles, responsibilities and obligations of the parties including, but not limited to, the performance of the Services and the basis of payment.
- C. **"Contract Documents"** means the Request for Proposal, including Addenda to such, the Agreement, including Addenda to such, Proposer's Proposal, Scope of Services, Certificate(s) of Insurance, Notice of Intent to Award, Notice of Award, Proposer's Representation and Certification Form, Proposer's Hold Harmless Agreement, and any other documents mailed, e-mailed or otherwise transmitted to the Proposer prior to or after the submittal of their Proposal, and prior to or after Award, all of which are all to be treated as one in the form of the Contract Documents.
- D. **"Contractor"** means the Successful Proposer, in the context of the Request for Proposals. In the context of the Contract Documents, Contractor means any company, firm, partnership, corporation, association, joint venture, or other legal entity permitted by law to perform the Services in the State of Florida. Such legal entity shall be the entity that enters into a written Agreement with the County to perform the Services for the Project described in the Contract Documents. The Contractor will have sole responsibility for the performance of the Services covered under an Agreement that is awarded in conjunction with this Request for Proposals.
- E. **"County"** means Hernando County Board of County Commissioners, its officers, employees, agents and volunteers.
- F. **"F.S."** means the Florida Statutes, the version in effect on the effective date of the Agreement, unless otherwise indicated.
- G. **"Minor Irregularity"** means a variation from the Request for Qualifications terms and conditions which does not affect the price or give the Proposer an advantage or benefit not enjoyed by the other Proposers or does not adversely impact the interests of the County.
- H. **"Notice of Award"** means a written notice submitted by the County notifying the Successful Proposer that they have been awarded the project.

- I. **"Notice of Intent to Award"** means a written notice submitted by the County notifying the Successful Proposer that the County intends to award the project to them contingent upon the Successful Proposer executing the Agreement and submitting any outstanding documents.
- J. **"Notice to Proceed"** means a written notice issued by the County to the Successful Proposer fixing the date on which the Successful Proposer shall start the performance of the Services and the length of time for the completion of the Services, in accordance with the Contract Documents.
- K. **"Owner"** means Hernando County Board of County Commissioners, its officers, employees, agents, and volunteers.
- L. **"Payment and Performance Bonds"** means the approved forms of security furnished by the Vendor/Contractor and his surety as a guaranty on the part of the Vendor/Contractor to execute the work in accordance with the terms of the contract and to pay all obligations associated with the project.
- M. **"Pre-Proposal Meeting"** a meeting at which all Proposers gather to obtain additional information as to the scope of Services required under the Request for Qualifications.
- N. **"Proposal"** means the response to the Request for Proposals submitted by the Proposer.
- O. **"Proposer"** means the entity that submits a Proposal to the County in response to the Request for Qualifications. "Proposal" means the response to the Request for Qualifications submitted by the Proposer.
- P. **"Public Opening"** means the opening of the Proposals and the announcing of the Proposers who submitted a Proposal in response to the Request for Proposals in the presence of the public.
- Q. **"Recommendation of Award"** means a written notification sent by way of facsimile or electronic e-mail to those who submitted a Proposal in response to this Request for Qualifications advising them of the County's decision for its selection of the Successful Proposer and its intent to award to that Proposer.
- R. **"Procurement Selection Committee (PSC)"** is interchangeable with **"Evaluation Team"** and means County employees selected to evaluate and score the Proposals and Oral Presentation (if applicable) and recommend to the Board the Successful Proposer for an award.
- S. **"Request for Proposal"** means the contents of this solicitation and all supporting documents including Addendum to such, or other related information transmitted to Proposers.
- T. **"Responsible Proposer"** means a Proposer who shows that they have the capability in all respects to perform fully the Services outlined in the Request for Qualifications, and the integrity and reliability that will assure good faith performance.
- U. **"Responsive"** means a Proposal that conforms in all material respects to the Request for Proposals requirements.

- V. **"Services"** means all supervision, labor, materials, equipment, supplies, Sub-Contractors, and incidental expenses required by the Proposer to execute and complete the requirements of the Services outlined in the Contract Documents, including those prescribed or implied.
- W. **"Sub-Contractor"** means an entity having a direct Contract with the Successful Proposer or with any other Sub- Contractor of the Successful Proposer who will provide product(s) or Services(s) for the performance of a part of the Services required under the Contract Documents under the sole control and direction of the Contractor.
- X. **"Successful Proposer"** means the Proposer who the County awards an agreement to based on County's evaluation of the Proposers' qualifications and pricing as hereinafter provided.
- Y. **SURETY:** Any person, firm or corporation which is bound by Public Construction Bond and Payment Bond with and for the Vendor/Contractor and which engages to be responsible for his acceptable performance of the work and for payment of all debts pertaining thereto.
- Z. **"Timeline"** means the list of critical dates and actions involved in the Request for Qualifications.

4. REQUEST FOR PROPOSALS

4.1. INSTRUCTIONS TO PROPOSERS:

- A. It is the intent and purpose of the Hernando County Board of County Commissioners (County) that this Request for Proposals promotes competitive Proposals. It shall be the Proposer's responsibility to advise the Procurement Department, if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Proposals to a single source. Such notification must be submitted in writing and must be received by the Procurement Department not later than ten (10) days prior to the Proposal due date.
- B. All Proposals will be publicly announced and only the names of all Proposers shall be read aloud.
- C. The Hernando County Board of County Commissioners is not responsible for expenses incurred prior to award. Hernando County officially distributes solicitation documents through the County's eProcurement Portal. Solicitation documents may be downloaded at NO COST using this electronic website. Copies of solicitation documents obtained from other sources are not considered official and must not be relied upon. Hernando County is not responsible for solicitation documents obtained from sources other than the County's eProcurement Portal via the Procurement Department. Only Consultant/Proposers who properly register and follow the project directly from the County's eProcurement Portal will receive addenda and other important information if issued.
- D. The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award a Contract to the next most qualified Proposer if a successful Proposer does not execute a Contract within thirty (30) days after approval of the selection by the Board of County Commissioners or other competent authority.
- E. Hernando County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Purchasing Ordinance.
- F. Any Proposal may be withdrawn until the date and time set above for the submission of the Proposals. Any Proposals not so withdrawn shall constitute an irrevocable offer, for a period of one hundred eighty (180) days, to provide to the County the services set forth in this Request for Proposals, or until one (1) or more of the Proposals have been awarded.
- G. Costs of preparation of a response to this Request for Proposals are solely those of the Proposer. The County assumes no responsibility for any such costs incurred by the Proposer. The Proposer also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

- H. Bidders/Proposers are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the County or the County's Board will not request documentation of or consider a Bidder's/Proposer's social, political, or ideological interests when determining if the Bidder/Proposer is responsible and may not give preference to a Bidder/Proposer based on the Bidder's/Proposer's social, political, or ideological interests.

4.2. QUESTIONS REGARDING THIS RFP:

- A. Proposers shall not direct any queries or statements concerning their Proposal to the Hernando County Procurement Review Committee or County staff during the selection process, from the time of submission of a Proposal until the execution of a Contract. Any Proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement.
- B. All questions or concerns regarding this Request for Proposals must be submitted in writing, via the County's eProcurement Portal no later than 5:00 pm, Wednesday, August 27, 2025 When required the Procurement Department will issue an addendum to the Request for Proposals. The addendum will be available on the eProcurement portal for access by potential Proposers. Proposers are instructed not to contact the initiating division directly. No oral interpretation of this Request for Proposals shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Chief Procurement Officer.
- C. This provision exists solely for the convenience and administrative efficiency of Hernando County. No Proposer or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Proposer or third party have any standing to sue or cause of action arising therefrom.
- D. If any PROPOSER contemplating submitting a Proposal for this solicitation is in doubt as to the true meaning of the terms, conditions, specifications or other solicitation documents or any part thereof, he may submit a request for clarification via the County's eProcurement Portal. Any interpretation of the terms, conditions and/or specifications, if made, will be only by Addendum duly issued. A copy of such Addendum will be posted to the County's eProcurement Portal. The COUNTY will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the Contract.
- E. Receipt of an Addendum to this solicitation by a PROPOSER must be acknowledged via the County's eProcurement Portal.

4.3. INSTRUCTIONS FOR PREPARING PROPOSALS, REQUIREMENTS AND RULES FOR PROPOSALS:

- A. The Proposal must name all persons or entities interested in the Proposal as principals. The Proposal must declare that it is made without collusion with any other person or entity submitting a Proposal pursuant to this RFP.
- B. Sub-Contractors/Sub-Consultants: The Hernando County BOCC reserves the right to approve all Sub-Contractors and/or Sub-Consultants for this Contract. If Sub-Contractors are to be utilized, their names and references must be included within this initial Proposal. Responsibility for the performance of the Contract remains with the awarded Contractor exclusively. Sub-Contractors may be added to this Contract during the Contract period only with PRIOR WRITTEN PERMISSION from the Hernando County BOCC.
- C. Proposer shall identify any work for this project that will be performed outside the United States of America. The company to perform the work, the country in which the work will be done, and the entity responsible for Quality Assurance/Quality Control for that work shall be identified.
- D. Pricing shall be firm for a period of one hundred and eighty (180) days or until award is made, whichever occurs first. Pricing shall include such amounts, as Proposer deems proper, for all labor, materials, equipment, Sub-Contractors, suppliers, insurance, overhead, profit and any other costs to provide the Services as noted in this Request for Proposals. Pricing shall include any sales or use taxes, if applicable.
- E. Miscellaneous Requirements:
 - 1. The Proposer/Contractor shall possess all the appropriate licenses, permits and tariffs required by various governmental agencies having jurisdiction over such services. A copy of all the required licenses will be required prior to award of a Contract, including certification of a Florida certified professional engineer.
 - 2. The Hernando County BOCC or its authorized representative reserves the right to obtain all documentation deemed appropriate to verify the Contractor is meeting all regulations and specification requirements.
 - 3. Any damage to facilities, equipment or property, due to purposeful actions, incompetence or negligence of the Contractor's personnel including Sub-Contractors that occurs, shall be responsibility of the Contractor. The Contractor shall reimburse the owner of the damaged facility, equipment or property for any cost to repair damage, beyond reasonable wear, caused by the Contractor.
 - 4. The Provider's and their Sub-Contractor's personnel who perform the work in connection with this Contract shall meet the requirements of the Hernando County BOCC drug policy.

4.4. PROPOSAL FORMAT:

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. Proposals must address the following questions and contain the following sections.

If multiple firms partner to submit a joint proposal, the proposal must identify one firm as the primary contact. This primary contact will be the primary point of contact throughout the procurement process and will be held responsible for the overall implementation of all partners included in the joint proposal.

As the pricing proposal will be scored mathematically, **REFRAIN** from including pricing in any of the Proposal sections below.

Proposal Introduction (Not to Exceed 2 Pages)

This section will summarize in a brief and concise manner, the Proposer's understanding of the need as described in this RFP and a brief narrative summarizing how the proposer will address the need. The letter must name all of the persons authorized to make representations for the Proposer, including the titles, addresses, and telephone numbers of such persons. An official authorized to negotiate for the Proposer must sign the Letter of Transmittal.

Proposal Section 1.0 — Ability, Capacity and Skill of Firm (Not to Exceed 30 Pages)

- Provide information as provided in Section 5-Evaluation Phases, Item 1-Ability, Capacity and Skill of Firm.
- At a minimum, one direct hire employee or subcontractor staff member must:
 - be onsite during the project construction and installation; and,
 - posses (a) current Crestron MCP and MTA certifications, (b) active QSYS Level 2 Certification, and (c) active Dante Mastery Technician.
- Resumes of key personnel and their licenses, as applicable, must be provided.
- Note: Organizational charts and graphs depicting your capacity may be included.

Proposal Section 2.0 — Proposer's Methodology, Technical Ability and Approach (Not to Exceed 40 Pages)

- Provide information as provided in Section 5-Evaluation Phases, Item 2-Proposer's Methodology, Technical Ability and Approach.

Proposal Section 3.0 — Relevant Experience (Not to Exceed 30 Pages)

- Provide information as provided in Section 5-Evaluation Phases, Item 3-Relevant Experience.
- At a minimum, include three (3) letters of reference for projects of similar scope and complexity, completed within the last seven (7) years.

4.5. PROPOSAL EVALUATION PROCESS:

- A. The Procurement Selection Committee (PSC) will review all Proposals received and establish a short list in order of preference of no fewer than three (3) Proposers deemed to be the most qualified to provide the service requested based on the Evaluation Criteria and the Proposal Evaluation Process. The county intends to award one (1) contracts through this RFP process, but may award to more than one proposer.
- B. The Professional Services Review Committee will evaluate each Proposer's written Proposal and assign a consensus score for each evaluation criteria based upon consensus scoring. The score can be zero to the maximum value, as noted in the Evaluation Criteria Section.
- C. The scores for all evaluation criteria for each Proposer will be summed and averaged by way of consensus scoring. For example, if a Proposer was given a perfect score, that Proposer would receive a total score of 100.
- D. If any Proposer claims "Local Preference", that Proposer will be assigned an additional five (5) percent of the points to their overall evaluation consensus score.
- E. Based on the overall total evaluation consensus score, the Proposers will then be ranked highest (favorable) to lowest (unfavorable).
- F. Alternatively, the Board may direct the Committee or the Committee may decide to establish a "short list" of no fewer than three (3) Proposers without establishing a priority order. The Committee or the Board of County Commissioners may request oral presentations from the Proposers when establishing the priority list. If three (3) or fewer Proposals are received, all Proposers shall be included in the selection process as described below.
- G. If short listed firms are elevated to the oral presentation evaluation phase. Each elevated firm will receive a Request for Clarification (RFC) letter seeking any necessary clarification of the initial proposal and presentation requirements.
- H. The oral presentation score for each Proposer will be added to their Proposal evaluation score to arrive at a total overall consensus score. Proposers will once again be ranked highest (favorable) to lowest (unfavorable).
- I. Once the short list of Proposers has been prepared by the Committee, either the Board or the Committee shall attempt to negotiate a Contract with the most qualified Proposer at compensation, which is fair, competitive and reasonable.
- J. If the Committee or the Board is unable to negotiate a satisfactory Contract with the first Proposer, negotiations with that Proposer shall be terminated and the Committee or the Board shall attempt to negotiate a Contract with the next most qualified Proposer. If these negotiations are not successful, negotiations shall be terminated with the second Proposer and attempted with the third most qualified. If the Board or the Committee is not successful in

negotiating a satisfactory Contract with any of the selected Proposers, the Board or the Committee shall select additional Proposers in order of their qualifications and continue negotiations until an agreement is reached or if no agreement can be reached the Board, Committee, or Chief Procurement Officer may reject all Proposals and may re-advertise for new Proposals. All Contracts negotiated by the Committee shall be subject to final approval by the Board unless such approval is waived by the Board.

- K. Hernando County shall be the sole judge of its own best interests, the Proposals, and the resulting agreement. An award may be made to the most responsive and responsible firm whose Proposal is determined to be the most advantageous to the County. The County's decision shall be final and the County at all times reserves the right to:
 - 1. Reject any or all Proposals or parts thereof
 - 2. Issue subsequent Requests for Qualifications
 - 3. Cancel the entire Request for Proposals
 - 4. Remedy technical errors in the Request for Proposals
 - 5. Negotiate with any, all, or none of the Proposers
 - 6. Award a Contract to one or more Proposers or none at all
 - 7. Accept other than the lowest price
 - 8. Waive informalities and irregularities in Proposals
- L. Hernando County reserves the right to consider historic information and fact, whether gained from the Proposer's Proposal, question and answer conferences, references, and/or other sources in the evaluation process.
- M. The County reserves the right to conduct investigations as deemed necessary by the County to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Proposers, Sub-Contractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the Proposal documents.
- N. It is the Proposer's sole responsibility to submit information related to the evaluation categories. Hernando County is under no obligation to solicit such information if the Proposer fails to include it within their Proposal submittal. Failure to provide requested information may result in the rejection of the Proposal, or a deduction in evaluation points at the sole discretion of the evaluation committee.

4.6. DEBRIEFING OF PROPOSERS:

Not later than thirty (30) calendar days after the award of contract, a Proposer may submit a written request to the applicable Contract administrator or procurement agent for a debriefing on the evaluation of their Proposal. The procurement agent will schedule a meeting with the Proposer for the debriefing. However, at the Proposer's request, the debriefing may be conducted via telephone conference or the Proposer may request a copy of the digital recording of the selection on CD for \$15.00 fee. The debriefing shall include the following minimum information:

- A. Key requirements of the solicitation.
- B. The overall ranking of all Proposals.
- C. The significant weaknesses or deficiencies in the Proposal in response to the requirements of the solicitation.
- D. If requested, an explanation of the score received for each evaluation criteria will be provided, including costs, if applicable.
- E. If applicable, a summary of the rationale for award.
- F. Responses to any relevant questions of the Proposer.

4.7. TERMS AND CONDITIONS:

- A. The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award a Contract to the next most qualified Proposer if a successful Proposer does not execute a Contract within thirty (30) days after approval of the selection by the Board of County Commissioners or other competent authority.
- B. Hernando County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Purchasing Policy.
- C. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- D. The Contract that the County intends to use for award is attached for reference. Any exceptions to this standard Contract must be clearly indicated by return of the standard Contract with the Proposal, with exceptions clearly noted. The County has the right to require the selected Proposer to sign the attached Contract or to negotiate revisions to the Contract language prior to execution of the Contract, at its sole discretion.

- E. Information regarding Committee scheduling and Board approvals are available by calling the Procurement Department at (352) 754-4020.
- F. A person or affiliate who has been placed on the convicted Consultant/Firm 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, may not submit a Proposal on a Contract with 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 Consultant/Firm, supplier, Sub-Contractor or Consultant/Firm 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 Statute Section 287.017, for CATEGORY TWO (2) for a period of thirty-six (36) months from the date of being placed on the convicted Consultant/Firm list.
- G. The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the Board of County Commissioners.
- H. Proposers shall list all proposed Sub-Contractors to be used, regardless of racial or gender grouping. Include names, addresses, phone numbers, type of work Sub-Contracted (discipline, trade or commodity) and proposed percentage of work.

4.8. INDEMNITY, SAFETY AND INSURANCE PROVISIONS:

- A. INDEMNITY, SAFETY AND INSURANCE PROVISIONS:
 - 1. Indemnity: To the fullest extent permitted by Florida law, the Vendor/Contractor covenants, and agrees that it will indemnify and hold harmless the County and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any act, action, neglect, or omission by Vendor/Contractor during the performance of the contract, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that neither the Vendor/Contractor nor any of its subcontractors, or assignees, will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents, or employees.
 - 2. Protection of Person and Property:
 - a. The Vendor/Contractor will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under this Contract.
 - b. The Vendor/Contractor will take all reasonable precautions to prevent damage, injury or loss to: (a) all persons who may be affected by the performance of his operations, including employees; (b) all materials and equipment; and (c) all property at or

surrounding the work site. In an emergency affecting the safety of persons or property, the Vendor/Contractor will act, with reasonable care and discretion, to prevent any threatened damage, injury or loss.

- B. MINIMUM INSURANCE REQUIREMENTS: Vendor/Contractor shall procure, pay for and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to the County of a certificate(s) of insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies. The insurance requirements shall remain in effect throughout the term of this Contract.

1. Workers' Compensation: As required by law:

- a. State.....Statutory
- b. APPLICABLE FEDERAL.....Statutory
- c. EMPLOYER'S LIABILITY.....Minimum:
 - i. \$100,000.00 each accident
 - ii. \$100,000.00 by employee
 - iii. \$500,000.00 policy limit
- d. Exemption per Florida Statute 440: If a Vendor/Contractor has less than three (3) employees and states that they are exempt per Florida Statute 440, they must provide an exemption certificate from the State of Florida. Otherwise, they will be required to purchase Workers' Compensation Insurance and provide a copy of Workers Compensation Insurance.
<https://www.myfloridacfo.com/Division/WC/Employer/Exemptions/>

2. General Liability: Comprehensive General Liability including, but not limited to, Independent Contractor, Contractual Premises/Operations, and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death.

- a. Coverage as follows:
 - i. EACH OCCURRENCE.....\$1,000,000.00
 - ii. GENERAL AGGREGATE\$2,000,000.00
 - iii. PERSONAL/ADVERTISING INJURY.....\$1,000,000.00
 - iv. PRODUCTS-COMPLETED OPERATIONS AGGREGATE..\$2,000,000.00 Per Project Aggregate (if applicable)

- b. ALSO, include in General Liability coverage for the following areas based on limits of policy, with:
 - i. FIRE DAMAGE (Any one (1) fire).....\$50,000.00
 - ii. MEDICAL EXPENSE (Any one (1) person)..... \$5,000.00
3. Additional Insured: Vendor/Contractor agrees to endorse Hernando County as an additional insured on the Comprehensive General Liability. The Additional Insured shall read "Hernando County Board of County Commissioners." Proof of Endorsement is required.
4. Waiver of Subrogation: Vendor/Contractor agrees by entering into this Contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Vendor/Contractor enter into such an agreement on a pre-loss basis.
5. AUTOMOBILE LIABILITY: Comprehensive automobile and truck liability covering any auto, all owned autos, scheduled autos, hired autos, and non-owned autos. Coverage shall be on an "occurrence" basis. Such insurance to include coverage for loading and unloading hazards. Coverage as follows:
 - a. COMBINED SINGLE LIMIT (CSL)..... \$1,000,000.00
 - b. BODILY INJURY (Per Person)..... \$1,000,000.00
 - c. BODILY INJURY (Per Accident)..... \$1,000,000.00
 - d. PROPERTY DAMAGE.....\$1,000,000.00
6. BUILDERS RISK INSURANCE (if applicable it will be noted below separately):
7. CRIME PREVENTION – BOND (if applicable it will be noted below separately):
8. EXCESS/UMBRELLA LIABILITY (if applicable it will be noted below separately):
9. POLLUTION LIABILITY (if applicable it will be noted below separately):
10. SUBCONTRACTORS (if applicable): All subcontractors hired by said Contractor are required to provide Hernando County Board of County Commissioners a Certificate of Insurance with the same limits required by the County as required by the Contract. All subcontractors are required to name Hernando County Board of County Commissioners as additional insured and provide a Waiver of Subrogation in regards to General Liability.

11. RIGHT TO REVISE OR REJECT: County reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, County reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.

C. EACH INSURANCE POLICY SHALL INCLUDE THE FOLLOWING CONDITIONS BY ENDORSEMENT TO THE POLICY:

1. Vendor/Contractor agrees to provide County with a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and the Certificate of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Vendor/Contractor's insurer. If the Vendor/Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives noticed that coverage no longer complies with the insurance requirements herein, Vendor/Contractor agrees to notify the County by email within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder shall read: **Hernando County Board of County Commissioners, Attention: Human Resources/Risk Department, 15470 Flight Path Drive, Brooksville, Florida 34604**
2. Companies issuing the insurance policy or policies shall have no recourse against the County for payment of premiums or assessments for any deductibles which all are the sole responsibility and risk of Vendor/Contractor.
3. The term "County" or "Hernando County" shall include all authorities, boards, bureaus, commissions, divisions, departments, and offices of the County and individual members, employees and agents thereof in their official capacities and/or while acting on behalf of Hernando County.
4. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's Self-Insured Retentions of whatever nature.

D. The Vendor/Contractor shall be required to provide a current Certificate of Insurance to the County prior to commencement of services.

E. Bidders may, at the County's request, be required to provide proof that their firm meets the preceding insurance requirements, by submission of a Certificate Of Insurance coverage(s), prior to award of the Contract.

F. Failure of the Owner to demand such certificates or other evidence of full compliance with these insurance requirements or failure of the Owner to identify a deficiency from evidence provided shall not be construed as a waiver of Vendor/Contractor's obligation to maintain such insurance.

4.9. MAINTENANCE OF RECORDS:

The Vendor/Contractor will keep adequate records and supporting documents applicable to this contract. Said records and documentation will be retained by the Vendor/Contractor for a minimum of five (5) years from the date of final payment on this contract. The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary during the period of this contract and a period of five (5) years after completion of contract performance; provided however, such activity shall be conducted only during normal business hours. The County during the period of time defined by the preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Vendor/Contractor as concerns the aforesaid records and documentation. Pursuant to Section 119.0701, Florida Statutes, Vendor/Contractor shall comply with the Florida Public Records' laws and shall:

- A. Keep and maintain records required by the public agency to perform the service.
- B. Upon request from the public agency's custodian of public records, provide the public agency 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 this chapter 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 public agency.
- D. Upon completion of the Contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency 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 completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- E. Failure to comply with this section shall be deemed a breach of the Contract and enforceable as set forth in Section 119.0701, Florida Statutes.

IF THE VENDOR/CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR/CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-754-4020, PURCHASING@HERNANDOCOUNTY.US, WITH AN OFFICE LOCATED AT 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604.

4.10. PROTESTS AND LOBBYING

Any Proposer who protests the Request for Proposals or Award or Intent to Award, must file with the County a notice of protest and formal written protest in compliance with the Hernando County Procurement Manual, Section 22, which can be found at <http://www.hernandocounty.us/home/showpublisheddocument/9013>. Failure to timely file such documents will constitute a waiver of proceedings. Failure to file a protest within the time prescribed by, or failure to post the bond or other security in strict accordance with, the Hernando County Procurement Manual, Section 22, shall constitute a waiver of protest proceedings.

4.11. CONE OF SILENCE

This Solicitation falls under the Hernando County Procurement Ordinance 93-16. All Vendors and Bidders, and representatives of same, are hereby placed on formal notice that a lobbying cone of silence period shall commence upon issuance of this Solicitation until the Board selects the successful Bidder. If Board is not involved in selecting the successful Bidder, the cone of silence period commences upon issuance of Solicitation and concludes upon award of Contract. During the cone of silence period, no Vendor/Bidder, or representative of the Vendor/Bidder, to this Solicitation may seek information or clarification or in any way contact any official or employee of the County concerning this Solicitation with the exception of the Chief Procurement Officer, County Attorney, or an individual specifically designated in this document for dissemination of information. A copy of any written communication concerning this Solicitation shall be filed with the Procurement Department and shall be made available to the public upon request. A violation of the cone of silence renders any award voidable at the discretion of the Chief Procurement Officer with approval from the Board and may subject the Vendor/Bidder who violated it to debarment. Nothing in the Ordinance prevents a Vendor/Bidder or representative from taking part in a public meeting concerning the Solicitation.

Neither the members of the Board nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the evaluation team are to be lobbied, either individually or collectively, before or during the cone of silence concerning this project. Vendors/Bidders, or representatives of same, who intend to submit bids, or have submitted bids, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification of this project.

4.12. E-VERIFY

- A. Consultant/Firm is advised that the County has entered into an agreement with U.S. Immigration and Customs Enforcement (ICE) wherein the County will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your Bid/Proposal, Consultant/Firm represents and warrants (a) that the Consultant/Firm is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States, (b)

that all of the Consultant/Firm employees are legally eligible to work in the United States, and (c) that the Consultant/Firm has actively and affirmatively verified such eligibility utilizing the Federal Government's Employment Verification Eligibility Form (I-9 Form).

- B. A mere allegation of Consultant/Firm's intent to use and/or current use of unauthorized workers may not be a basis to delay the County's award of a Contract to the Consultant/Firm unless such an allegation has been determined to be factual by ICE pursuant to an investigation conducted by ICE prior to the date the Contract is scheduled to be awarded by the County.
- C. Legitimate claims of the Consultant/Firm's use of unauthorized workers must be reported to both of the following agencies:
 - 1. The County's Procurement Department at (352) 754-4020: and
 - 2. ICE (Immigration and Customs Enforcement) at 1-866-DHS-2-ICE
- D. In the event it is discovered that the Consultant/Firm's employees are not legally eligible to work in the United States, then the County may, in its sole discretion, demand that the Consultant/Firm cure this deficiency within a specified time frame, and/or immediately terminate the Contract without any cost or penalty to the County, and/or debar the Consultant/Firm from bidding on all County Contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.
- E. Consultant/Firm is required to incorporate the following IMAGE Best Practices into its business and, when practicable, incorporate verification requirements into its agreements with Sub-Contractors:
 - 1. Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.
 - 2. Use the Social Security Number Verification Service and make good faith effort to correct and verify the names and Social Security numbers of the current workforce.
 - 3. Establish a written hiring and employment eligibility verification policy.
 - 4. Establish an internal compliance and training program related to the hiring and employment verification process, to include, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.
 - 5. Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review as of each employee's verification to minimize the potential for a single individual to subvert the process.
 - 6. Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.

7. Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process
8. Establish a program to assess Sub-Contractors' compliance with employment eligibility verification requirements. Encourage Consultant/Firms to incorporate the IMAGE Best Practices contained in this Article and, when practicable, incorporate the verification requirements in Sub-Contractor agreements.
9. Establish a protocol for responding to letters received from Federal and State government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.
10. Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.
11. Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. Citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.
12. Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.

4.13. LOCAL PREFERENCE:

- A. Purpose and Findings: These provisions apply to purchases using Formal Bid, Request for Proposals or Quotes. The County annually spends significant dollars on purchasing personal property, materials, and services, and in constructing improvements to real property or existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees and utility revenues paid by businesses located within Hernando County, and the County Commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the County Commission has determined that it is in the best interest of the County to give a preference to local businesses in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of Bids and quotes received in relation to such expenditures.
- B. Application:
 1. In bidding for, or letting Contracts for procurement of supplies, materials, equipment, and services, as described in the purchasing policies of the County, the Board of County Commissioners may give a preference to local businesses in making purchases or awarding Contracts in an amount not to exceed:

- a. Five (5%) percent of the local business' total Bid price if the cost differential does not exceed \$10,000.00 for procurement activities in amounts over \$50,000.00.
2. The total Bid price shall include not only the base Bid price, but also all alterations to the base Bid price resulting from alternates which were both part of the Bid and actually purchased or awarded by the Board of County Commissioners.
3. In the case of requests for Proposals or qualification, letters of interest, or other solicitations and competitive negotiations and selections in which objective factors are used to evaluate the responses, local businesses shall be assigned five (5%) percent of the total evaluation points.

C. Definitions:

1. Local Vendor means a person or business entity which has maintained a permanent place of business with full-time employees within Hernando County for a minimum of twelve (12) months prior to the date Bids or Quotes were received for the purchase or Contract at issue, and which generally provides from such permanent place of business the kinds of goods or services solicited, and which at the time of the solicitation fully complies with the local vendor eligibility.
2. Local Vendor Affidavit of Eligibility shall accompany the Quotation or Bid submittal in order to be considered valid and shall include, but not be limited to, the following current information:
 - a. A physical business and location address.
 - b. Proof of payment of real property tax due to Hernando County.
 - c. A copy of the firm's most recent annual corporation report to the Florida Division of Corporations.
 - d. Any additional information necessary to verify local status.

D. Competitive Bids/Quotes:

1. The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and financial qualifications of all persons, firms, partnerships, companies or corporations submitting formal Bids or formal quotes in any procurement for goods and services when making an award in the best interests of the County.

E. Exemptions:

1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety, or welfare of the citizens of the County,

or where in the judgment of the County the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.

2. Purchases with any sole source supplier for supplies, materials, or other equipment.
3. Purchases made through cooperative purchasing arrangements utilized by the Procurement Department as identified in the Purchasing Policy.
4. Purchases that are funded in whole or in part by assistance from any federal, state, or local agency where the program guidelines do not permit local preference.
5. Purchases with an estimated cost of less than \$10,000.00 or less.

F. Appeal:

1. If an application for a “Local Contractor/Vendor” designation is denied, the applicant may appeal such decision to the County Administrator for review and further consideration.

4.14. CONTRACT AWARD

Award will be made at the earliest possible Hernando County BOCC Board meeting subsequent to the evaluation process. It is incumbent on Proposers to contact the Procurement Department to determine the successful Proposer(s). This Request for Proposals is issued in accordance with and shall be governed by the provisions of the County’s Purchasing Policy.

4.15. CONTRACT TERM/RENEWAL:

The Contract resulting from this Request for Proposal shall commence effective upon execution by both parties and extend for a period of **three (3) years**. The Contract may be renewed for **two (2) additional one (1) year** periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this Contract and such amendment shall be executed by both parties. Renewal of the Contract shall be subject to appropriation of funds by the Board of County Commissioners, satisfactory performance.

4.16. SIGNING OF THE AGREEMENT:

When the County gives a Notice of Intent to Award to the Successful Proposer, it will be accompanied by an unsigned Agreement. Within ten (10) calendar days thereafter the Successful Proposer shall execute and deliver to the County the Agreement, along with a certificate of insurance that shows policies, limits and other conditions in compliance with that outlined in the Request for Proposal. Upon award and execution of the Agreement

4.17. RESPONSIVENESS OF THE PROPOSAL AND DISQUALIFICATION:

- A. A responsive Proposal is one that complies with and conforms to the requirements of this Request for Proposal. A Proposal requiring changes to any portion of this Request for Proposal may be considered non-responsive. A Proposal that fails to comply with the criteria outlined in this Request for Proposal may be deemed non-responsive.

- B. A Proposal may be rejected if found to be conditional, irregular, incomplete or not in conformance with the requirements and instructions contained herein, such as, but not limited to: (1) failure to strictly comply with and satisfactorily address the prerequisite criteria, (2) failure to provide the required forms or other documentation, (3) incomplete, indefinite or ambiguous language, (4) failure to submit the information needed to evaluate the Proposals based on the Evaluation Criteria, (5) incomplete, indefinite or ambiguous language, and (6) improper and/or undated signatures.
- C. Other conditions, which shall cause rejection of the Proposal, include, but are not limited to: (1) an individual firm, partnership, corporation or combination thereof, under the same or different names submitting (as the Proposer) more than one Proposal, (2) evidence of collusion among Proposers, (3) obvious lack of experience or expertise to perform the Services, (4) failure to perform or meet financial obligations for previous Contracts, (5) falsification of any form required by the County, (6) evidence that a Proposer has a financial interest in another firm who is submitting a Proposal, (7) not having a valid and appropriate local, state or federal certifications and/or licenses necessary to perform the Services, or (8) an investigation by the Chief Procurement Officer finds the Proposer delinquent on a previously awarded Contract or in litigation with a Hernando County involving a previously awarded Contract.
- D. County may conduct such investigations as County deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of the Proposer and their proposed sub-Contractors. County reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of Proposals from all Proposers. Failure to provide requested information may result in rejection of the Proposal.

4.18. List of Proposers

A list of Proposers will be posted on the County's eProcurement Portal within two (2) business days after the Public Opening date. The list of Proposers can also be obtained by contacting the Contact Person. The County will not provide a list of Proposers by telephone.

4.19. EXAMINATION OF PROPOSAL DOCUMENTS:

- A. It is the responsibility of each Proposer before submitting a Proposal, to (1) examine the Solicitation Documents thoroughly, (2) consider Federal, State and Local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work, (3) study and carefully correlate Proposer's observations with the Solicitation Documents, and (4) notify the Contact Person of all conflicts, errors or discrepancies in the Solicitation Documents prior to submitting a formal Proposal.
- B. Before submitting a Proposal, it shall be the Proposer's responsibility to submit to the County a request for any additional information and data which pertains to the Project covered under this Request for Proposal which the Proposer deems necessary to develop their Proposal for performing the Services in accordance with the terms and conditions noted herein.

- C. The submission of a Proposal in response to this Request for Proposal shall be considered as a representation that the Proposer; (1) has carefully investigated all conditions that affect, or may at some future date, affect the performance of the Services covered by this Request for Proposal, (2) is fully informed concerning conditions to be encountered, the character, quality and quantity of the Services to be performed and the work product to be furnished, and (3) is familiar with what is required to perform the Services covered by this Request for Proposal. The contents of the Proposer's Proposal shall become a Contractual obligation if the Proposer is awarded the Contract. Failure to accept these obligations in a Contractual agreement shall result in cancellation of the Award.

4.20. ADDENDA

Any Addenda issued in relation to this Request for Proposal will be posted on the County's eProcurement Portal. It is the Proposer's responsibility to be aware of any addenda that might have bearing on their Proposal before their Proposal is due. The Proposer will acknowledge receipt of any and all such addenda on the Proposal Pricing Form. In the event a Proposer fails to acknowledge receipt of such addenda, their Proposal will be construed as though they have received such addenda, and the submission of a Proposal will constitute acknowledgement of the receipt of same. All addenda will become a part of the Proposal Documents and Proposer will be bound by such, whether or not received by Proposer.

4.21. MODIFICATION/WITHDRAW OF PROPOSAL:

- A. Proposers have the right to modify or withdraw their Proposal without cause or without liability whatsoever at any time prior to the stipulated submittal date and time. Such requests must be made to County in writing.
- B. Modified or withdrawn Proposals may be resubmitted in accordance with the instructions in this Request for Proposal prior to the stipulated submittal date and time. If applicable, any changes in pricing shall be so worded as not to reveal the pricing that was noted in the original Proposal.
- C. No Proposal shall be modified or withdrawn by the Proposer after the Proposal Due Date.

4.22. LESS THAN TWO (2) PROPOSALS RECEIVED:

If less than two (2) Proposals are received, the County may negotiate the best terms and conditions with that Proposer or reject the Proposal and re-solicit the Services.

4.23. REVIEW OF PROPOSER'S FACILITIES AND QUALIFICATIONS:

After the Request for Proposal due date and prior to award of an Agreement, the County reserves the right to perform or have performed an on-site review of Successful Proposer's facilities and qualifications, as well as documentation provided in their Proposal. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer is qualified and experienced and has the resources to perform the Services outlined in the Request for Proposal. The review may also serve to verify whether the Proposer has adequate financial capability to meet the County's requirements. Should the County determine that the Proposals, or subsequent

documentation submitted by the Proposer, has material misrepresentations or that the size or nature of any of Successful Proposer's resources are not adequate to ensure satisfactory performance, or ascertains other bases for concern as to the Successful Proposer's ability to perform the Services, the County has the right to reject their Proposal and not make an award.

4.24. FINANCIAL STRENGTH:

Prior to award of a Contract, the County reserves the right to request financial information from the Successful Proposer to assist the County in further review of that Proposer's capabilities. Financial information provided shall be for the current and previous two years, to include, but not be limited to a financial statement prepared by a Certified Public Accountant (i.e., balance sheet and income and cash flow statements) or a Supplier Qualifier Report prepared by Dun & Bradstreet.

4.25. CLARIFICATIONS

Before Contract award, the County reserves the right to seek clarification from the Proposer with whom County is contemplating award to properly evaluate their Proposal. Failure to provide requested information may result in not making such award to the Proposer.

4.26. PUBLIC RECORDS ACT:

- A. **Proposers should make themselves familiar with Chapter 119 of the Florida Statutes concerning availability of public records. Thirty (30) days after the Proposal Opening date OR Notice of an intended decision, whichever is earlier, Proposals shall be made available for public viewing. Proposals and associated Proposal Documents may be viewed during normal business hours (which is Monday through Friday; 8:00 AM to 5:00 PM) at 15470 Flight Path Drive, Brooksville, Florida. Copies of the Proposals and associated Documents are available for a charge of fifteen cents (\$0.15) per page, plus cost of copying.**
- B. Florida law generously defines what constitutes a public record and, under Chapter 119 of the Florida Statutes, all Proposals are to be made available by County for viewing by the general public. If a Proposer believes that their Proposal contains information that should not be a public record, the Proposer shall clearly segregate and mark that information as "Confidential" and describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption.
- C. Any documents given to the Successful Proposer as part of performing the Services covered under this Request for Proposal shall not be sold or distributed to third parties without the written consent of County. The Successful Proposer will be required to retain a copy of these documents for a minimum of five (5) years from completion of the Agreement. All documents, papers, letters, e-mails or other material made or received by the Successful Proposer in conjunction with the Services, unless exempt from Section 24(a) of Article I of the Florida Constitution and Section 119.071 of the Florida Statutes, shall be made available for public access. Should the Successful Proposer refuse to allow such access, County has the unilateral right to cancel the Award.

- D. Proposers should consult an attorney as to their duties under the records and information laws (Section 257.36 of the Florida Statutes) and public records laws (Chapter 119 of the Florida Statutes) of the State of Florida. Significant judicial sanctions can be imposed for violation of these Statutes.

4.27. JOINT VENTURES:

- A. Two (2) or more firms may submit a Proposal under a joint venture arrangement. Joint ventures shall be considered as a single entity in the evaluation of a Proposal. That is, the traits of individual firms shall be blended in arriving at an overall Proposal evaluation score and oral interview score for the joint venture.
- B. A firm who submits a Proposal under a joint venture arrangement may satisfy the technical certification requirements outlined in this Request for Proposal as the prime Proposer through one or more of the firms comprising the Joint Venture. The Joint Venture shall at a minimum comply with the following additional requirements:
 - 1. The Joint Venture shall, in its own name, be registered with the State of Florida Division of Corporations prior to submittal of a Proposal.
 - 2. Each individual Firm comprising the Joint Venture shall, in its own name, be qualified in their respective areas of expertise prior to submittal of a Proposal.
 - 3. Full compliance with the requirements set forth above is required, as well as properly documented compliance with any other certification and additional requirements set forth in the Request for Proposal.

4.28. PAYMENT

Payment to Proposer/Contractor by Electronic Payment Solution: ACH (Direct Deposit): If the Vendor/Contractor is enrolled in the County's ACH electronic payment solution, all payments will be made using the direct deposit which may or may not include a pre-note transaction. The Vendor/Contractor's bank account information will remain confidential to the extent provided by law and necessary to make direct deposit payments. Once the County has approved payment, an electronic remittance advice will be sent to the Vendor/Contractor via e-mail.

4.29. SCRUTINIZED COMPANIES PURSUANT TO FLORIDA STATUTE 287.135 AND 215.473

Proposer/Contractor must certify that the company is not participating in a boycott of Israel. Proposer/Contractor must also certify that Vendor/Contractor is not on the Scrutinized Companies that Boycott Israel List, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in State law, the County will not contract for the provision of goods or services with any scrutinized company referred to above. Vendor/Contractor must submit the certification form included as an attachment to this solicitation. Submitting a false certification shall be deemed a material breach of contract. The County shall provide

notice, in writing, to the Vendor/Contractor of the County's determination concerning the false certification. The Vendor/Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Vendor/Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Vendor/Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

4.30. FOREIGN COUNTRIES OF CONCERN:

Pursuant to 287.138 F.S., effective July 1, 2023, the County may not enter into contracts which grants the Vendor/Contractor access to personal identifiable information if: a) the Contractor is owned by the government of a Foreign Country of Concern (as defined by the statute); (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern.

Bidders/Proposers must provide a response to the section titled VENDOR QUESTIONNAIRE, Foreign Countries of Concern included in this solicitation.

Beginning July 1, 2025, a governmental entity is prohibited from extending or renewing a contract with an entity meeting the requirements of (a) to (c) above, if the contract would give such entity access to an individual's personal identifying information.

5. EVALUATION PHASES

5.1. Phase I: Written Evaluation

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Ability, Capacity, and Skill of Firm	Points Based	25 (25% of Total)
	<p>Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project. Include organizational chart.</p> <ul style="list-style-type: none"> ● Knowledge of the local labor and material markets. ● Are the lines of authority and coordination clearly identified? ● Are essential management functions identified? ● Are the functions effectively integrated (e.g., subconsultants' roles delineated?) ● Current and projected work load. ● Firm's familiarity with the project area. ● Credentials, qualifications and relevant individual experience of firm employees. <ul style="list-style-type: none"> ○ At a minimum, one direct hire employee or subcontractor staff member must: <ul style="list-style-type: none"> ■ be onsite during the project construction and installation; and, ■ posses (a) current Crestron MCP and MTA certifications, (b) active QSYS Level 2 Certification, and (c) active Dante Mastery Technician. ● Unique knowledge, credentials of key team members relating to the project. ● Experience on projects as a team. 		

	<ul style="list-style-type: none"> • Key staff involvement in project management and on-site presence. • Time commitment of key staff. • Credentials, qualifications and relevant subconsultant experience. <p>Note: Organization charts and graphs depicting your capacity may be included.</p>		
2.	<p>Proposer's Methodology, Technical Ability and Approach</p> <p>For the project and services outlined in the RFP document, describe how your firm plans to accomplish the following to meet the needs and requirements as noted in the RFP. May include an estimated timeline or phasing plan:</p> <ul style="list-style-type: none"> • Proposed approach to meeting County's stated needs and objectives. • Value Engineering/cost control. • Quality control methodology. • Schedule maintenance methodology. • Explain technical approach, methodology, and specific tasks and activities that will be performed to address the specific issues, scope, and specifications. • <u>Provide parts list per Attachment ## - TITLE. which provides detail on Proposer's plan of which parts they will provide.</u> 	Points Based	35 (35% of Total)

3.	<p>Relevant Experience</p> <p>Describe experience similar to the needs and requirements noted in the RFP:</p> <ul style="list-style-type: none">• Experience of the key staff and firm with projects of similar scope and complexity.• Demonstrated success on past projects of similar scope and complexity.• Verifiable courtroom experience in the Circuit and State Courts of the State of Florida within the previous five (5) years.• Letters of Reference - no less than three (3) references that indicate your firm successfully completed projects of similar scope and complexity within the last seven (7) years).○ Include at a minimum: Name and Location of Each Reference, Name, Phone Number, and Email Address of Contact Person (familiar with project); Contract Amount; Scope of Work; and Contract Start and End Dates.	Points Based	20 (20% of Total)
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4.	Pricing Proposal The maximum points assigned for pricing is twenty (20) points. Please see Pricing Proposal for explanation of Market Basket Pricing Approach. The lowest cost pricing proposal will receive all twenty (20) points. The next lowest pricing will receive a portion of the twenty (20) points, and so on. For example, each pricing proposal will be evaluated by taking the lowest pricing proposal price and dividing it by the price of the pricing proposal being evaluated. The result is then multiplied by the weight of the price factor for the price score. The formula is: Lowest Price = \$100.00 ÷ \$100.00 = 20 points 2nd Lowest Price = \$120.00 ÷ \$100.00/\$120.00 = 0.833 x 20 points = 16.67 points 3rd Lowest Price = \$145.00 ÷ \$100.00/\$145.00 = 0.689 x 20 points = 13.79 points	Points Based	20 (20% of Total)
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5.2. Phase 2: Oral Presentation Evaluation (if required)

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Requirements per the Request for Oral Presentations Letter Presentation addresses the needs and requirements noted in the Request for Oral Presentations Letter.	Points Based	10 (50% of Total)
2.	Presentation Team Presentation Team successfully demonstrates knowledge, experience, and teamwork.	Points Based	10 (50% of Total)

6. SCOPE AND SPECIFICATIONS

6.1. Project Background Information

- A. The Hernando County Board of County Commissioners is seeking an Authorized Crestron Dealer or equivalent to provide an Audio Video solution for 2 existing courtrooms (Courtrooms D and E), to replace existing older equipment.
- B. CURRENT SYSTEM CONFIGURATION - Courtrooms D and E each have a self-contained analog audio system with limited video routing options that are mobile.

6.2. Problem, challenge or issue, and desired outcome(s).

The scope of services includes the removal of the old system, design and build the new system to include: purchase of new equipment, configuration, programming and installation of a network-based audio /video distribution and control system in two (2) existing courtrooms to facilitate all court proceedings including, but not limited to functionality for evidence presentation, video conferencing, video remote interpreting, and telephonic hearings, as well as providing clear audio to all locations in Courtroom. This includes providing audio and/or video streams to and from various courtroom locations, court recording systems, media feed connections, and any additional endpoints as required by the court.

This work is expected to integrate seamlessly with the four (4) brand new courtrooms in the Hernando County Courthouse in both equipment and programming. The work is to be completed in cooperation with Fifth Circuit Court Technology staff to ensure 100% interoperability with existing equipment and configurations with matching programming to ensure circuit wide standardization of installed devices and support methodology as well as match the Hernando Board of County Commissioners' Chambers. Such work shall deliver a turnkey solution.

6.3. Performance Requirements-Responsibilities

The Vendor/Contractor will provide:

- A. Equipment, installation labor, programming, cabling, necessary hardware, and configuration required for the system to meet the above specifications and requirements unless explicitly specified as provided by the County.
- B. Coordination with Fifth Judicial Circuit Court technology staff and other staff as well as with Hernando County technology staff.
- C. Vendor/Contractor provided equipment which may include, but is not limited to microphones, speakers, mixers, amplifiers, podium furniture, video conference codecs, document cameras, projectors, LCD displays, touchscreens, control processors, video matrix processors, cameras, wireless display bridge, cabling, patch panels, floor boxes, mounting hardware, IP audio bridges, and IP video bridges.

- D. Supplying all network equipment and hardware.
- E. Six (6) Structured cabling cross connect cables between AV Rack and Enterprise rack per courtroom.
- F. Twenty-four (24) strands single mode fiber between room 140 and room 242.
- G. Three (3) Enterprise drops in courtroom locations. (Tables and primary podiums.)
- H. All network equipment and cabling must adhere to **Fifth Judicial Circuit Court AV Network Standards**.
- I. At the conclusion of the project, complete as-built wiring diagrams in AutoCAD and PDF format, all component configuration files, cable test certification results, training on operation, troubleshooting for _____ (duration), as well as uncompiled programming files.

6.4. County-Responsibilities

The Fifth Judicial Circuit Court will be responsible for:

- A. Configuration of required network switches, routers, and firewalls. (See **Fifth Judicial Circuit Court AV Network Standards**.)
- B. Oversight and approval for all aspects of the installation and design.

6.5. Technical Specifications for the New AV System

A. General Specifications

- 1. Audio processing is to be facilitated by a full featured, network capable audio mixer with Multi-channel AEC capability, matrix processing, IP telephony, as well as analog, digital, and network audio connectivity.
- 2. Audio is to be distributed via the DANTE or equivalent network protocol wherever feasible and bridged appropriately as needed for connections to analog equipment (e.g., Microphones, hearing assist devices, telephony, etc.)
- 3. Each Courtroom will have a dedicated QSC Q-Sys Audio Processor or equivalent to drive all aspects of audio routing and processing for that room.
- 4. Each Courtroom will have gooseneck microphones for Judge, Witness, 4 Attorney locations, and the podiums. There will be 2 hanging microphones for the Jury and a minimum of 2 for the Gallery. Additionally, a low-profile boundary style microphone located on top of judge's bench for sidebar.
- 5. Additionally, each Courtroom will have an integrated Shure or equivalent ceiling array microphone. The ceiling array microphone shall feature the ability to limit coverage to a specific area while rejecting pickup of sounds in other areas. Ceiling array microphones shall be recessed into lay in ceiling or hard deck to provide minimum 20ft by 20ft coverage area to include entire well area as well as Judges bench, Jury box, and all attorney tables. Ceiling array microphones shall be only routed to recording system and codec.
- 6. In-room audio reinforcement is to be accomplished via an amplifier capable of providing a minimum of 70 watts each to 4 or more channels and 4 or more zones of overhead and/or spot

- speakers. Each Courtroom will have 4 zones of flush mount in-ceiling speakers for the Judge, Jury, Well, and Gallery. Speaker quantities may vary by room depending on coverage area needed.
7. Each Courtroom will have a Williams AV assisted listening system or equivalent with ten (10) rechargeable stethoscope-style IR receivers and a charging station. This system is also capable of sending audio via Wi-Fi to free android and iOS applications so participants can stream audio using personal devices (phone, tablet, etc.)
 8. Each Courtroom should have a paging system with one desktop microphone that will seamlessly integrate with the existing 70v system. In areas where there is no current system, additional speakers and amplifiers may be required.
 9. Each Courtroom shall include a DANTE or equivalent routable court recorder / transcriptionist location near the front of the judge's bench or podium with headphone connections
 10. Each Courtroom should include an interpreter station at the podium allowing 2-way communication to Limited English Proficiency (LEP). Headphone and mic set to be provided by integrator
 11. Video is to be distributed by standards based, modern, bandwidth efficient network protocols (e.g., h.264, h.265) as appropriate and bridged appropriately for connections to video input/output devices. Video must be capable of streaming 1080p30 via 1 Gbps link.
- B. Video Routing and Processing
1. Primary AV switching and transport in all rooms will be via the Crestron NVX AV or equivalent over IP system. Each Courtroom will have two (2) programable multi-view processors, one for recording and media feeds and one as the input to the video conferencing system. This will allow selection of any combination of cameras and presentation content to be displayed.
 2. End user accessible HDMI and USB-C Audio and Video input connections to be available at all attorney tables and podium locations with tabletop mounted pass through or termination points. A floor box at each of these locations is to be installed to provide power and connectivity as needed.
 3. AV Sources in each Courtroom will include at the minimum:
 4. HDMI and USB-C retractors in attorney tables
 5. HDMI and USB-C connections in Podium
 6. Blu-Ray Player or equivalent in Podium
 7. Document camera in Podium
 8. Wolfvision Cynap device or equivalent that provides audio and video switching and wireless presentation capability at primary podium location or equivalent. Device must have two (2) network connections and capable of network isolation.
 9. Poly G7500s videoconferencing system
 10. Video – Displays
 11. Each Courtroom will have a minimum of three (3) 75" Displays or larger. AV Integrator will coordinate exact display location and mounting specification during programming meetings.
 12. Video – Camera Systems
 13. Each Courtroom will have four (4) Pan, Tilt, and Zoom (PTZ) cameras to cover Judge, Witness, and both Attorney tables. All camera mounting locations to be approved by 5th Circuit Court prior to installation.

14. Cameras will be controllable from a touch panel.
15. Video – Recording
16. Each Courtroom will have a DANTE or equivalent Virtual Soundcard license to send eight (8) channels of audio to the ECR recording computer. They will also have an H.264 video encoder to send the recording Multiview feed to the recording computer
17. Cabling for Blue Recording light.
18. Control – Processing
19. Each Courtroom will have a Crestron control processor or equivalent as well as a three (3) year license of XIO Cloud or equivalent for monitoring and management.
20. Control - Interfaces
21. Each Courtroom will have a 10" touch panel on the judge's bench and on the podium for presentation source selection. Touch panels will have a custom user Interface, and the 5th Circuit Court Information Technology teams will review and sign off on the UI design prior to deployment.
22. All integrator-specified or substituted equipment must be validated and approved by Fifth Circuit Court Information Technology staff prior to proposal acceptance.
23. Each Courtroom will have media feed wall plate inside the room. This plate will have an Serial Digital Interface (SDI) feed from the courtroom AV system as well as XLR Audio. Additionally, the integrator will provide fiber optic connections to an exterior location. Including a direct SDI run from the courtroom wall plate to the exterior location so media agencies can send their camera directly to their truck. It will also be required to send a courtroom quad feed with audio to exterior location.
24. All Contractor proposed structural mounting locations and electrical requests must be validated and approved by County Facilities staff prior to proposal acceptance.

C. Project Components

1. Infrastructure
 - a. Power outlets and Core Drilling to be provided by County Facilities at Contractor and Fifth Circuit Court agreed to locations. Additional electrical circuits may be required for load handling. Dedicated Category 6 plenum rated structured cabling to be provided at all applicable locations.
 - b. Each data location cabled to provide at minimum one (1) spare Category 6 cable after the connection of any existing or installed equipment at that location.
 - c. All connections to be sequentially ordered and labeled clearly.
 - d. All data connections to be certified to the Category 6 standard, certification report to be delivered to 5th Circuit Court.
 - e. Data connections for attorney tables and podium locations are to be mounted in a subfloor enclosure. All locations to be field verified by Information Technology staff prior to core drilling.
 - f. Accessible pathways maintained (conduit and floor or wall boxes) for future technological improvements

- g. All network equipment needed to support the installed AV equipment.
 - h. Video and power access plates to be installed in Attorney tables, Conference Tables, and podiums.
 - i. Podiums to be provided by integrator with room matching millwork.
 - j. Each courtroom will have two (2) Millers Radius Series Lecterns or current equivalent series. One Lectern will be configured as an inmate podium with only a microphone built in. The Primary Lectern will have a cutout for touch panel, cable cubby, power outlets, document camera drawer, rack section, Blu-ray player, keyboard /mouse drawer, UPS backup, and LED Light.
 - k. Primary Podium will be connected with a color-coded snake for easy removal and re-connection when necessary. Wood finish options will be submitted to the owners' representatives for approval prior to ordering
 - l. All IP addressing scopes and designs are to be coordinated with Fifth Circuit Court Information Technology staff to ensure no conflicts with existing customer IP space prior to configuration.
 - m. All four (4) post Racks and rack mounted equipment for audio video infrastructure to be installed. All four (4) post racks should have casters installed.
- A. Courtroom requirements
- 1. Video inputs
 - a. User accessible inputs to facilitate HDMI and USB-C connections at the attorney tables
 - b. User accessible inputs to facilitate HDMI and USB-C connections at the podium
 - c. Document camera at podium
 - d. Blu-ray/DVD player at podium
 - e. Cameras that record the entirety of the courtroom excluding the Jury box area
 - f. Wireless display bridge
 - g. Video Conferencing endpoint
 - 2. Video Outputs
 - a. Permanently fixed displays 75" or larger (Minimum 3)
 - b. Personal monitor for Judge (32") (To be included on an as needed basis). Infrastructure shall be wired in all courtrooms
 - c. Court recording system
 - d. Available output for mobile display cart
 - e. Video Conferencing endpoint
 - f. Media feed
 - g. Available output for mobile display cart in Jury Deliberation Room
 - 3. Audio Inputs
 - a. Judge Mic
 - b. 2X Witness Mic

- c. Left Attorney Mic 1
- d. Left Attorney Mic 2
- e. Right Attorney Mic 1
- f. Right Attorney Mic 2
- g. Sidebar Mic
- h. 2X Left Gallery Mic
- i. 2X Right Gallery Mic
- j. Jury Mic 1
- k. Jury Mic 2
- l. Playback
- m. 2X Podium 1
- n. 2X Podium 2
- o. Telephony in
- p. Video Conference in
- q. Interpreter in
- r. LEP in
- s. Clerk Mic
- t. Ceiling Array Mic

4. Audio Outputs

- a. Court Recording Channel 1
- b. Court Recording Channel 2
- c. Court Recording Channel 3
- d. Court Recording Channel 4
- e. Court Recording Channel 5
- f. Court Recording Channel 6
- g. Court Recording Channel 7
- h. Court Recording Channel 8
- i. Court Recording Backup to be 8 Channels
- j. Judge PA (To Amplifier Zone 1)
- k. Well PA (To Amplifier Zone 2)
- l. Jury PA (To Amplifier Zone 3)
- m. Gallery PA (To Amplifier Zone 4)
- n. Hearing Assist CH1
- o. Hearing Assist CH2
- p. Defendant Headphone
- q. Interpreter Out
- r. Media Feed
- s. Telephony out
- t. Court Reporter
- u. Video Conference out

5. Control system

- a. Full featured touch panel control surface at Judge's bench.
 - b. Limited featured touch panel control surface at podium location.
 - c. Web based control capability served from the control processor.
 - d. Modern, intuitive panel design, graphics and UI layout required.
 - e. Control processor fully programmed and configured to operate all functions of the audio/video system on demand including volume, audio routing, video routing, VoIP dialing, video dialing, and camera control.
 - f. Control system capabilities, restrictions, and UI design must seamlessly match with existing courtrooms to maintain consistency in documentation and operational processes and will need to be validated by Fifth Circuit Technology staff prior to implementation.
- E. Media Feed
- 1. Audio and video outputs to an external location to provide access for the media. HD-SDI output preferred.
 - 2. Pass through audio and video pathways to above location from the Courtroom for connection of media supplied equipment during in room media coverage.
- F. Shipping - all equipment and materials are to be shipped F.O.B. Destination: Hernando County Courthouse, 20 N. Main Street, Room 217, Brooksville Florida, 34601.
- G. Future courtroom A/V upgrade project work will be assigned utilizing Task Orders.

6.6. PERFORMANCE BOND AND PAYMENT BOND:

- A. Payment and Performance Bond:
- 1. In accordance with Florida Statutes, Section 255.05(1)(a), a Performance and Payment Bond is required of anyone entering into a formal contract for the construction or repair of a building or public works project that exceeds \$200,000. Accordingly, if the amount on the project assignment by the awarded bidder exceeds \$200,000.00, a Payment and Performance Bond will be required in the amount of the awarded bidder's project assignment or in such other amount as may be directed by the City in writing within fifteen (15) days of the award of any project assignment resulting from this contract. No work shall be done prior to the delivery of a Payment and Performance Bond meeting the requirements of this Section to the County. Performance and Payment Bond issued in a sum equal to one hundred percent (100%) of the total awarded project amount by a surety company considered satisfactory by the County and otherwise authorized to transact business in the State of Florida. This bond will be required from the successful Bidder for purposes of insuring the faithful performance of the obligations imposed by the resulting project and for purposes of protecting the County from lawsuits for non-payment of debts as might be incurred during the successful Bidder's performance under such project.
 - 2. The County reserves the right to waive the requirement at any time for any project assignment of \$200,000.00 or less.

- a. In the event that the awarded project assignment amount is less than \$200,000.00, a Payment and Performance Bond will be required thereafter in such amount as determined by the County if at any time, for any reason, including but not be limited to increased quantities, the value of the project assignment exceeds \$200,000.00 as determined by the County. Such bond shall be acquired and delivered to the County within fifteen (15) days of notice from the County that a bond is required. Upon notice from the County that a bond is required no further work under the contract shall be undertaken until such time as a bond in conformance with this Section has been delivered to the County.
3. If, within fifteen (15) calendar days after notification by the County of the County's intent to award a project, the successful Bidder refuses or otherwise fails to furnish the required performance and payment bond, the amount of the Bidder's bid security (check or Bid Bond) shall be forfeited and the same shall be retained by the County. No plea of mistake in the Bid or misunderstanding of the conditions of forfeiture shall be available to the Bidder for the recovery of his bid security or as a defense to any action based upon the neglect or refusal to furnish the required performance and payment bond.
4. The surety company must provide an Increase Rider to the Performance and Payment Bond or execute the Consent of Surety and Increase of Penalty form provided by the County if the project is increased by change order.

7. PRICING PROPOSAL

- A. Proposers **MUST** provide unit costs for all line items.
- B. Hourly rates **MUST** remain firm for the duration of the contract.
- C. The County reserves the right to amend the awarded Contract to include additional hourly rates and descriptions, as future needs require.
- D. **Market Basket Pricing Approach** - means representative pricing and may be subject to negotiation during the term of the Contract. Market Basket Pricing Approach is a representative sample of the anticipated more frequently used items.
- E. County will assign individual courtroom project work utilizing Task Orders.
- F. Proposers should familiarize themselves with the attached Sample Contract.
- G. Pricing Proposal will be evaluated per the aggregate of the Pricing Table, however, awarded Vendor/Contractor will be bound to percentage discounts as provided in the Equipment Pricing table.

PRICING

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
Demolition: May include HEPA vacuum for dust control, remove in truck or dumpsters, and clean-up.					
1	Remove any existing electronics in a courtroom such as speakers, displays/monitors, cameras, microphones, assisted listening, existing wall plates, existing cabling, racks, and racked equipment.	1	SY		
2	Removed equipment will be inventoried and palatized.	1	CY		
Design New AV System and Planning					
3	Senior AV System Designer	1	HR		
4	AV System Designer	1	HR		
5	Prepare and provide installation and shop drawings.	1	HR		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
6	Complete As-Builts for Construction and Wiring Diagrams	1	HR		
FIT-OUT and INSTALL EQUIPMENT AND ALL COMPONENTS OF COMMUNICATIONS AND AUDIO-VISUAL SYSTEMS					
Installation, termination, and testing of all low voltage cable as it relates to the audio visual equipment.					
7	Lead Installation Technician	1	HR		
8	Installation Technician	1	HR		
Computer Network Components - these services may be requested to offset County staff workload. Includes assembly of equipment only and does not include programming.					
9	Foreman	1	HR		
10	Installer	1	HR		
11	Helper	1	HR		
Audio-Visual System Programming					
12	Senior AV System Programmer	1	HR		
13	Programmer	1	HR		
MATERIALS TO FIT-OUT, INSTALL, and TEST EQUIPMENT AND ALL COMPONENTS OF COMMUNICATIONS AND AUDIO-VISUAL SYSTEMS					
14	Single-Sided Horizontal Cable Managers	1	EA		
15	44U Equipment Rack with Casters	1	EA		
16	24 Port, Category 6 Patch Panel	1	EA		
17	Rack Mounted, Fiber Optic Cable Enclosure	1	EA		
18	6" Category 6 Patch Cables With Boots	1	EA		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
19	5' Category 6 Patch Cables With Boots	1	EA		
20	10' Category 6 Patch Cables With Boots	1	EA		
21	1000' Category 6 Plenum Rated Twisted Pair Unshielded Cable	1	EA		
22	1000' Category 6 Non-Plenum Rated Twisted Pair Unshielded Cable	1	EA		
23	Single Mode 12 Strand Fiber Optic Cable	1	EA		
24	Single Mode 6 Strand Fiber Optic Cable	1	EA		
25	Single-Sided Horizontal Cable Managers	1	EA		
26	Double-Sided Horizontal Cable Managers	1	EA		
27	Single-Sided Vertical Cable Managers	1	EA		
28	Double-Sided Vertical Cable Managers	1	EA		
29	Micro-Adjustable Tilt Wall Mount for display	1	EA		
30	Adjustable Ceiling Mount for display	1	EA		
31	Telescoping Rack shelf	1	EA		
32	Fixed Rack shelf	1	EA		
33	Category 6 Modular jack	1	EA		
34	2 port Modular faceplate	1	EA		
35	1U cable management with Brush Grommet	1	EA		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
TRAINING AND TECH SUPPORT					
36	On-Site Technical Support	1	HR		
37	Remote Technical Support	1	HR		
38	Training	1	HR		
39	Post-Installation Technical Support (Response within 72 hours)	1	HR		
40	Post-Installation Technical Support (Response within 24 hours)	1	HR		
41	Post-Installation Technical Support (Response within 4 hours)	1	HR		
42	Post-Installation Technical Support (Response within 1 hour)	1	HR		
PROJECT MANAGEMENT AND OVERSIGHT					
43	Project Manager	1	HR		
44	Project Coordinator	1	HR		
45	Administrative Assistnat	1	HR		
TOTAL					

EQUIPMENT PRICING

Proposers shall provide percentage discount off manufacturer's suggested retail price. County reserves the right to utilize additional equipment not included on this equipment pricing list. Pricing for additional equipment will be negotiated at time of Task Order preparation.

Line Item	Description	Unit of Measure	Manufacturer and Technical Description	Percentage
1	Audio DSP	1 per courtroom	QSYS Full featured DSP with all licensing.	
2	Courtroom Recording System Camera	4 per courtroom	Birdog PTZ Camera	
3	Large Format Display	3-4 per courtroom	Sony large format commercial display	
4	Video Endpoint	1 per courtroom	Poly Modular video conferencing system for large conference rooms	
5	Document Camera	1 per courtroom	Wolfvision Native 4K UHD Visualizer system	
6	Control Processor	1 per courtroom	Crestron Control Processor	
7	Hearing Assist System	1 per courtroom	Williams AV Infrared System with Dante	
8	Array Microphones	1 per courtroom	Shure Ceiling Array Microphone with Loudspeaker	
9	Network Switches	3 per courtroom	Netgear Pro AV line	
10	Podium	1 per courtroom	Millers Radius Series	

Line Item	Description	Unit of Measure	Manufacturer and Technical Description	Percentage
11	Rack Mounted battery backups	3 per courtroom	Liebert/Vertiv GXT 5 line	



ADDENDA REPORT
RFP No. 25-RFP01060/CT
Audio Visual (AV) Design, Installation and Implementation Services for 5th
Judicial Circuit Courtrooms

RESPONSE DEADLINE: September 22, 2025 at 10:00 am

Monday, October 27, 2025

Addenda Issued:

Addendum #1

Sep 2, 2025 4:34 PM

Addendum #1, Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms / 25-RFP01060/CT

Attachments:

· [Addendum 1 25-RFP01060 - Audio Visual \(AV\) Design Installation and Implementation Services for 5th Judicial Circuit Co FINAL](#)

Addendum #2

Sep 4, 2025 4:42 PM

Addendum 2 for 25-RFP01060/CT Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

*****PLEASE NOTE THE PROPOSAL SUBMISSION DEADLINE HAS BEEN REVISED*****

Attachments:

· [Addendum 2 25-RFP01060 - Audio Visual \(AV\) Design, Installation and Implementation Services for 5th Judicial Circuit Co](#)

Addenda Acknowledgements:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
AVI-SPL	X	Sep 11, 2025 12:22 PM	Bill Strupp
Clark Productions	X	Sep 3, 2025 3:45 PM	Brian Morrison

ADDENDA REPORT

RFP No. 25-RFP01060/CT

Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial Circuit Courtrooms

Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
AVI-SPL	X	Sep 11, 2025 12:22 PM	Bill Strupp
Clark Productions	X	Sep 16, 2025 9:57 AM	Brian Morrison



PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ♦ BROOKSVILLE, FLORIDA 34604
P 352.754.4020 ♦ F 352.754.4199 ♦ W www.HernandoCounty.us

ADDENDUM # ONE (1)

TO
THE CONTRACT DOCUMENTS
FOR THE

**Audio Visual (AV) Design, Installation and Implementation Services for 5th Judicial
Circuit Courtrooms**

IN
HERNANDO COUNTY, FLORIDA
SOLICITATION NO. 25-RFP01060/CT

Bidders are required to acknowledge receipt of this Addendum via OpenGov prior to the time of the Bid Opening.

The following changes, additions are hereby made a part of the Contract Documents for the above-referenced Solicitation as fully and completely as if the same were fully set forth therein:

A. QUESTIONS AND ANSWERS

1.Q. Is there a cost estimate or budget associated with the work involved in this project?

1.A. The budget for this project is \$600,000.00.

2.Q. What is the intended start and end date of installation?

2.A. Project timeline: commencement post-contract signing, approximately 60 days thereafter.

3.Q. Are both courtrooms intended to be installed at the same time, or will the courtrooms be installed sequentially one after the other?

3.A. Yes, simultaneous booking is feasible for both rooms.

4.Q. Is there a requirement for onsite support for any period of time after the installation? If so, how many hours or days are desired?

4.A. A warranty period was included in the agreement. Additionally, a contract rate should be established to ensure transparent pricing.

5.Q. How many (hours or days) of training is required?

5.A. A period of 5 hours.

6.Q. Does this bid need to include a service contract? Section 7 seems to indicate that a service contract with specific response times is necessary.

6.A. No, Section 7 mandates the setting of an hourly rate for tech support services unless they fall under the warranty coverage.



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7.Q. Are there any liquidated damages or other financial penalties associated in the bid?

7.A. No, this solicitation does not specify liquidated damages.

8.Q. Where is the location of the AV Racks Mentioned in 6.3 E and F?

8.A. The rack for Courtroom D is situated in room 140, while the rack for Courtroom E is located in room 242.

9.Q. Please confirm the location of each AV rack in relation to the Enterprise rack mentioned in 6.3.E

9.A. There is an enterprise-grade 2 post rack situated within each room, approximately 15 feet from one another.

10.Q Section 6.3 G: what is an “enterprise drop”?

10.A. Any cables listed as terminating in the enterprise rack and/or that provide connectivity to non-AV court systems are enterprise drops.

11.Q. 6.5.B.17: Can you please clarify the functionality of the blue light and where does it land?

11.A. The presence of blue light signifies the monitoring or recording of proceedings within the courtroom. Consequently, the cables in question must be directed through the respective courtroom's rack, specifically in rooms 140 and 242, and ultimately terminated in room 349.

12.Q. 6.5.B.23: Where is the exterior location? How many press trucks will be supported? What is a quad feed? “Courtroom Quad Feed”

12.A. The media pedestal is situated across the driveway from the main entrance. We require only one feed at the pedestal, but it needs to be a split feed. If you could provide a quad feed, encompassing the 4 courtroom cameras or 3 cameras and codec feed, that would be ideal. All AV equipment should be converted and transmitted to the pedestal. We have already established a fiber connection to the pedestal. The patch panel for the AV setup can be found in room 242.

13.Q. 6.5.C. Is network cabling mentioned in this bullet specific to AV system or is vendor required to pull LAN to floor boxes?

13.A. The vendor undertakes the installation of all low voltage cabling.

14.Q. 6.5.C.D: Cable Testing: is there a specific set of metrics or cable testing specification that is required to use in order to validate fiber and copper cabling?

14.A. Reference the attached "Fifth Judicial Circuit Court AV Network Standards" document as per Request for Proposals No.25-RFP01060/CT.

15.Q. Is it within scope to provide floor boxes or is third party providing and installing floor boxes?



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- 15.A. The awarded contractor assumes responsibility for the installation of all necessary floor boxes. Consequently, it is the County's obligation to undertake the execution of core drilling and ensure the completion of high voltage installation.
- 16.Q. 6.5.C.m: 4-post rack w/ casters is called out – are freestanding enclosed cabinet racks on casters acceptable?**
- 16.A. Yes, the doors and sides are designed with removability for optimal maintenance access.
- 17.Q. Multiview processors are mentioned in several parts of scope—what is the intended use of the Multiview processors? Is the media feed fed by the Multiview processor? How many inputs does the Multiview processor need to support?**
- 17.A. We require a minimum of two Multiview processors. Each processor should be configured to handle four video sources, merging them into a singular 2x2 image. This setup necessitates four assignable inputs. For our Court Recording system, we need one Multiview processor, while the other will be dedicated for Media feed and video conferencing. Other design options will be considered accordingly.
- 18.Q. If the Polycom Conferencing system is end of life or approaching end of life, is there a preferred replacement?**
- 18.A. In order to ensure compatibility and equivalence in features, it is essential to specify an H.323 / Zoom capable device by our Audio-Visual Vendor.
- 19.Q. Are you able to describe how the video conferencing system should behave, and what it's inputs and outputs are?**
- 19.A. Each panel input should be selectable and assignable. The setup includes a 2x2 quad view with courtroom cameras, judge camera, presentation input, and a quad with 3x courtroom cameras + presentation. Outputs are far end video, and the unit must be zoom capable.
- 20.Q. Are we required to provide Mobile TV Carts (referenced in Courtroom Requirements for the Jury Room and Courtroom)? If so, how many?**
- 20.A. No, the awarded contractor is required to provide structured cabling, connections, and appropriate decoders.
- 21.Q. Are outputs to support the mobile carts intended to be installed in floor boxes or on walls?**
- 21.A. The output inside the courtroom is to be mounted as a plate on the side of the podium. All others locations specified will be wall mounted low voltage plates.
- 22.Q. For the Interpreter Station, are you able to disclose the preferred communication platform used in recent courtroom upgrades? Do the headsets live in the Miller's Lectern, and at what location is the assistive interpreter situated?**
- 22.A. The Dante audio is to be connected to a RedNet X2P, which is conveniently housed within the podium. This setup enables County staff to utilize the device throughout the room, with the flexibility to extend patch cables to suit varying positions.



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- 23.Q. Where is the PC/User who will manage Multiview production and Audio processing (referencing the PC that will have Dante Soundcard installed) located?**
- 23.A. The owner furnished court recording personal computer is situated within the AV rack. Audio-visual processing and recording are managed through software that is locally installed on this device.
- 24.Q. Please provide electronic copies of the following documents: Architectural Set including reflected ceiling plan and furniture layout Electrical set (MEP) containing network drop indications, rack locations, locations of floor boxes, AV connections One Line Diagrams / As-Built from recent courtroom upgrades**
- 24.A. Following the award, additional documents will be supplied to the contractor to ensure alignment with specific requirements of each task order.

BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY, FLORIDA

Felicia Holmes, CPPB, NIGP-CPP, FCCM, Procurement Manager

For: Carla Rossiter-Smith MSM, PMP, GPC
Chief Procurement Officer



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ADDENDUM # TWO (2)

TO
THE CONTRACT DOCUMENTS
FOR THE

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A. QUESTIONS AND ANSWERS

1.Q. Is this project exempt for state and local sales tax?

1.A. No, according to Section 4.3, INSTRUCTIONS FOR PREPARING PROPOSALS, REQUIREMENTS AND RULES FOR PROPOSALS, paragraph D, "Pricing shall include any sales or use taxes, if applicable."

2.Q. Section 6.6 discusses a payment and performance bond. In section 6.6 Item 3 there is a reference to a "Bidder's bid security", however there does not appear to be a specific provision requiring a bid bond as part of the RFP response. Is a bid bond required as part of the RFP response?

2.A. No, a Bid Bond is not required for this RFP.

3.Q. In Section 7 Pricing Proposal, in the table under unit of measure there is a reference to SY and CY. Please define these short hand units of measure?

3.A. The units of measure SY and CY equate to Square Yards and Cubic Yards, respectively.

4.Q. In Section 7 Pricing Proposal, should the hourly rate for onsite workers include travel expenses or is that separate cost covered by Section 5.3.7 Travel and Subsistence of the Professional Services Agreement?

4.A. Please include all travel costs in Section 7 Pricing Proposal.



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- 5.Q. Can you explain the use case for the paging system, are we tying into an existing paging system throughout the bldg OR is this paging just local to the room itself? If we are tying into existing can please provide the make/model of the hardware.**
- 5.A. Paging system is to be local to rooms and adjacent hallways.
- 6.Q. Will a dumpster on-site be available for general construction waste?**
- 6.A. Yes, however it is not a dedicated construction dumpster and we will not be able to place a high volume of construction waste as it would interfere with regular dumpster useage. We can provide space for a construction dumpster if awarded vendor provides one.
- 7.Q. Will a Nationally recognized AV Certification (CTS-I, D, E) supersede the Florida License for professional engineer?**
- 7.A. No. The RFP requires a Florida certified professional engineer.

B. CHANGES

1. OVERVIEW is revised as follows:

Timeline

Release Project Date: August 6, 2025
Pre-Proposal Meeting (Non-Mandatory): August 14, 2025, 9:30am
Hernando County Courthouse, 20 N. Main St., Brooksville, FL 34601
Question Submission Deadline: August 25 August 25, 2025, 5:00pm
Question Response Deadline: August 27, 2025, 5:00pm
Proposal Submission Deadline: ~~September 15, 2025~~ **September 22, 2025**, 10:00am
Administrative Conference Room at 15470 Flight Path Drive Brooksville, FL 34604

BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY, FLORIDA

Felicia Holmes, CPPB, NIGP-CPP, FCCM, Procurement Manager

For: Carla Rossiter-Smith MSM, PMP, GPC
Chief Procurement Officer