

Request for Proposal

Fencing

Proposals Due: April 26, 2018
No later than 4:30 p.m. CT

RFP #18-09



Panhandle Area Educational Consortium
— PURCHASING AGENCY —

Table of Contents

Section 1- Background and Project Overview

Section 2- Terms and Conditions

Section 3- Vendor Profile and Experience Requirements

Section 4- Scope/Statement of Work

Section 5- General Conditions

Section 6- Warranty

Section 7- Pricing

Section 8- Agreement to Participate in PAEC Florida Buy Program

Section 9- Method of Evaluation and Selection

Section 10- PAEC Rights to Withdraw

Section 11- Additional Information

Section 12- Proposal Format

Section 13- Cancellation for Non-Performance or Contractor Deficiency/Standard Cancellation

Section 14- Timetable for Response

Attachments

Attachment 1- Quality Requirement Form

Attachment 2- Reference Sheet

Attachment 3- Florida Buy Membership Acknowledgement Form

Attachment 4- Pricing Sheet

Attachment 5- Questionnaire

Attachment 6 - Contract Offer and Award Letter

Attachment 7- Proposal Checklist

Attachment 8- Evaluation Matrix

Section 1 – Background and Project Overview

- A. The Panhandle Area Educational Consortium (PAEC) is an organization created by Florida statutes to serve the small, rural school districts in the Florida Panhandle. The Consortium is governed by the 14 school superintendents in Walton, Washington, Holmes, Jackson, Gadsden, Jefferson, Madison, Taylor, Wakulla, Franklin, Gulf, Calhoun, Liberty and Florida A and M DRS. The Washington County, Florida School District is the fiscal agent for the consortium. The consortium works with the districts on a number of initiatives including purchasing and does so through the **PAEC Florida Buy** program. The program was created exclusively to serve the needs of member and participating school districts which include all 67 school districts in Florida as well as all public, private, and charter schools. The services and the commodities awarded through the program are also made available to public colleges, universities, cities, counties, state agencies, and non-profit organizations.
- B. In 2016, the Florida Legislature recognized the authority of “**Cooperative State Purchasing Programs managed through Regional Consortium Service Organizations**” (RCSO) to serve as an option for the purchase of “*commodities and contractual services*” for district school boards and the Florida College System. This new law, **F.S. 1010.04 (1) (b)** requires such institutions “*to review pricing through state term contracts*” or RCSO. Of the three RCSO’s in Florida, PAEC Florida Buy is the only such program offering a state-wide purchasing option.
- C. The PAEC Florida Buy program is seeking to receive proposals to establish a contract to furnish fencing to public and non-profit entities in the PAEC Districts wishing to purchase products through the PAEC Florida Buy Cooperative Purchasing program. Respondents should offer a catalog of fencing products capable of helping to secure schools, sports field government buildings, colleges, non-profit organizations, and other eligible entities and to control access and improve safety in designated areas.
- D. It is the intention of the PAEC Florida Buy Program to provide a comprehensive competitively solicited master agreement offering products and services to public agencies and other eligible entities. The objective is to achieve cost savings through a single competitive solicitation process that eliminates the need for multiple proposals while combining the purchasing power of multiple sources and reducing the administrative costs to both vendor partners and eligible buyers.

Section 2 – Terms and Conditions

- A. Delivery Date: Written responses must be delivered **no later than 4:30 p.m. CT on April 26, 2018. The respondent/s will provide one original and three copies to:**

**Larche Hardy
Panhandle Area Educational Consortium
753 West Boulevard
Chipley, Florida 32428**

- B. Mailing of Proposals: All bids and proposals submitted in response to the solicitation must be clearly identified as listed below with the solicitation number, title, name and address of the company responding. All packages must be clearly identified as listed below, sealed and delivered

to the Panhandle Area Educational Consortium office no later than the submittal deadline assigned for this solicitation. **Proposals received after this date will be rejected.**

From _____
Company _____
Address _____
City, State, Zip _____
Solicitation Name and Number _____

- C. Questions regarding this RFP will be submitted in writing to Larche Hardy at larche.hardy@paec.org. Request for information is due **no later than 4:30, April 5, 2018 p.m. central time.** The questions along with responses will be compiled and maintained in a folder under this announcement on the Florida Buy website at www.floridabuy.org.
- D. The contract will be in effect for one year from the date the award is executed with the option to renew for three subsequent years. Pricing must remain fixed during the first year of the agreement with options for adjustments on the anniversary of subsequent year renewals. However, the percentage discount will remain the same throughout the duration of the agreement.

Section 3 – Vendor Profile and Experience Requirements

- A. Provide a cover letter outlining the specific experience and qualifications listed below:
1. Experience providing fencing to schools, governmental entities, and non-profit organizations.
 2. Experience in evaluating, consulting, and providing appropriate product recommendations to meet customer needs and expectations.
 3. Experienced staff with appropriate licensing and credentials to perform all work associated with the installation of fencing.
 4. Experience in management for large scale projects.
 5. Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements in Attachment 1 and submit it with your completed bid. The PAEC Florida Buy program will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1, 2, 3, 4, 5 or failure to respond to the Quality Requirements in Attachment 1 will disqualify the respondent from the RFP and the entry will be deemed unresponsive.**
 6. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations or certification.

- B. The vendor will provide a minimum of three references from schools, school districts, colleges, universities, or other eligible entities that have utilized services provided by the Respondent. **Please use Attachment 2** provided with this solicitation.
- C. Include a cover letter to your response that includes a statement that you have read and understood the RFP and are able to provide the services requested. Your letter should note any exceptions and must be signed by the individual who will have overall responsibility and accountability for all services to be provided. Provide a brief description of your company and its capabilities. **Complete the questionnaire in attachment 5.**

Section 4- Scope-Statement of Work

- A. PAEC Florida Buy is seeking proposals for fencing companies to offer a catalog of products and services to government and non-profit entities in Walton, Holmes, Washington, Jackson, Gadsden, Jefferson, Madison, Taylor, Wakulla, Franklin, Gulf, Calhoun, and Liberty Counties.

The primary purpose of the Request for Proposals is to seek fencing companies that can supply products to enhance the security of public properties including schools, parks, government buildings, and other areas where access is restricted or controlled.

PAEC will consider multiple awards. Respondents from specific regions (Northwest Florida, North Florida, Central Florida, Heartland, and Southwest, and South Florida) may be considered to provide products and services for their regions.

B. Specifications

1. The catalog of services or products shall include but not limited to:
 - a. Multiple heights of fencing, including chain link fencing, constructed with multiple options of material to include, galvanized, aluminum, permacoat or polymer coatings with color options, and other rust resistant finishes. Industrial steel fencing and wood fencing.
 - b. Associated hardware, fasteners, posts, concrete, and all other materials necessary to professionally install fencing.
 - c. Durable chain link fabric for both aesthetics, privacy, and wind control and pulled tightly with a tension bar at each end of fence section with color options.
 - d. Fencing options should include variety for multiple purposes such as security, athletic fields, stadium, perimeter, a variety of standard gate options including retractable gates for manual or automatic operation.
 - e. Services and solutions offered should integrate with existing security systems.
 - f. Other types of fencing such as wrought iron, vinyl, wood, bamboo, and farm fencing can be included in the catalog of products offered.

C. Installation

1. Installation shall be performed by certified installers and in compliance with state and local codes.
2. The times and dates of installation shall be at the sole discretion of the purchaser.
3. Installation and material costs shall be submitted in advance of work.

Section 5- General Conditions

A. The following conditions shall be adhered to:

1. The Contractor shall endeavor to provide a safe, healthful and productive work environment for its employees by supporting maintenance of a Drug-Free Workplace as defined by the Florida Drug-Free Workplace Act, Florida Statute 112.0455.
2. Occupational Health and Safety Administration (OSHA) standards must be in compliance.
3. The Contractor shall assure that its employees have received the necessary safety equipment required for the work described by the Contract Document. Personnel must be trained in the hazards associated with installation of electrical generating systems and provide appropriate personal protection and work procedures to minimize these exposed to employees and building occupants.
4. The Contractor shall maintain a copy of all current Material Safety Data Sheet (MSDS) documentation and safety certifications at the site at all times, as well as comply with all other site documentation requirements of the OSHA programs and this specification.
5. The Contractor shall adequately protect the client's property and shall be responsible for the cost arising out of any damage or injury due to neglect.
4. Employees, installers, or any other personnel involved with the project, while working on school campuses, will be subject to and must be in compliance with the Jessica Lunsford Act as described in Florida Statutes 1012.465.
5. Unless otherwise agreed to by the purchaser, the contractor will carry insurance with responsible carriers acceptable to the purchaser for Worker's compensation and Employer's Liability, Automobile Liability for owned, non-owned and hired vehicles, commercial General Liability, and Professional Liability.

Section 6- Warranty

- A. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Proposer has the primary responsibility to submit product specific warranty as required and accepted by industry standards. Dealer/Distributors agree to assist the purchaser in reaching a solution in a dispute over warranty's terms with the manufacturer.

- B. **Additional Warrants:** The Proposer warrants that all products/equipment and related services furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or standards. In addition, Proposer/Vendor warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended.

Section 7-Pricing

- A. A separate pricing sheet is attached and shall be completed by the respondent. The respondent must submit a percentage discount from catalog pricing. **Attachment 4 must be completed.**
- B. It is expected and understood that the pricing offered under this award is compatible with the lowest unit rates available under any other cooperative agreement utilized by the awardee.
- C. Please list any other contracts and the pricing formulas for any other contracts you possess with other purchasing cooperatives or agencies. **(See Attachment 5, number 22.)**
- D. Pricing will be based off of a percentage discount from Manufactures Retail Price (MSRP) or standard list pricing and cover the cost of both materials, installation, and cleanup. Respondent must provide verifiable evidence to support the discount compared to list pricing.

Section 8- Agreement to Participate in the Panhandle Area Educational Consortium's Florida Buy Cooperative State Purchasing Program.

- A. The Awardee/Contractor agrees to sign an Affiliation Agreement with the PAEC Florida Purchasing Cooperative and pay an administrative fee for sales and services generated from this contract. This fee is not to be added to the invoice of any entity choosing to use this agreement and will be equal to 2% of the invoice and be paid to PAEC on a quarterly basis. The contractor will be provided a template for reporting sales and it will include the entity using the contract, the date of service, and the savings to the school district and other eligible users. PAEC extends the authority for the contractor to use the contract for eligible entities outside of Florida provided PAEC is paid the 2% administrative fee.
- B. The PAEC Florida Buy Purchasing Cooperative will promote the products and services consistent with all other entities enrolled and contracted through the program and provide information on www.floridabuy.org which will contain general information about the services performed along with contact information of the awardee.
- C. The Awardee/Contractor will provide any state, county, special district, local government, school district, private K-12 school, charter school, technical or vocational school, higher education institution, (including community colleges, colleges and universities, both public and private), other government agencies, non-profit organizations, and other eligible entities under contract to perform services on behalf of an eligible entity that is required contractually to follow state procurement regulations, with the option to purchase at the same terms, conditions, and pricing submitted with this proposal. It is further understood that PAEC Florida Buy, as the awardee, hereby grants the utilization of this agreement, as permitted by applicable law, to any of the aforementioned entities.

- D. The Awardee/Contractor shall **sign an acknowledgement form (Attachment 3)** stating full understanding of the relationship between the respondent and the Florida Buy program.

Section 9- Method of Evaluation and Selection

- A. Responses will be weighed on the experience and references provided.
- B. The Contractor will be evaluated on the capacity in which the scope of work and specifications can be performed as well as the quality of the workers who perform the work.
- C. The Contractor will be evaluated based on warranty information.
- D. The Contractor will be evaluated based on certifications and compliance with national standards.
- E. The Contractor will be evaluated based on the variety products/services offered.
- F. The Contractor will be evaluated by the lowest prices offered based on the standards established in the scope of work and the greatest discounts offered.
- G. The RFP will be opened as soon as possible following the deadline, organized and distributed to four evaluators consisting of at least one member of the purchasing staff and at least two reviewers from other departments or school districts. The reviews will be conducted independently and not in conjunction with other reviewers. The award will be based on the average number of points that are submitted by each independent evaluator.

Section 10- PAEC Rights to Withdraw

- A. PAEC reserves the right to withdraw this RFP notwithstanding anything contained herein to the contrary; to find that any or all of the Respondents are qualified to provide the services; to reject any or all Responses, in whole or in part; to refrain from awarding any contract for services; and/or to exclude any or all Respondents from inclusion in any Request for Proposals, or any other form of solicitation for the provision of the services.
- B. PAEC reserves the right to request clarification on any response to the RFP.
- C. PAEC reserves the right to award multiple vendors.

Section 11-Additional Information

- A. PAEC reserves the right to accept modification and clarifications of the responses when PAEC determines such action would be in the best interest of PAEC. PAEC further reserves the right to waive any non-conformity in a response.
- B. Questions regarding the RFP should be address to Larche Hardy at larche.hardy@paec.org. **The last day for questions will be April 5, 2018. In the subject line, please write: Questions regarding RFP #18-08.** Responses will be posted along with the questions on our website at www.floridabuy.org.

- C. PAEC prohibits harassment and discrimination on a basis of race, color, religious creed, age, marital status, or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, and all applicable state laws.
- D. Contractor and staff will be required to comply with Florida laws (Jessica Lunsford Act under Section 1012.465, 1012.467, and 1012.468 Florida Statutes) requiring background checks for workers performing tasks on school campuses.
- E. Sign the **Contract Offer and Award Letter (attachment 6)** and include it with your response.

Section 12-Proposal Format

- A. Responses must be provided in a three-ring binder or report cover using **8.5 x 11 paper** clearly identified with the name of the Respondent's company and the solicitation name and number on both the outside front cover and vertical spine. Type set should be **Times New Roman 12pt**. All responses should be delivered using standard carriers or hand delivered. **No electronic submissions (e-mail) will be accepted.**
- B. Include a copy of the entire RFP document that you are responding to, prior to your tabulated response. Tabs should be used to separate the proposal into sections. Must include an electronic version of your response on a CD or flash drive.

Section 13- Cancellation for Non-Performance or Contractor Deficiency/Standard Cancellation

- A. PAEC Florida Buy may terminate the agreement with the awarded respondent/s if awardee/s have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Furthermore, PAEC Florida Buy reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract.
- B. Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

Section 14- Timetable for Response

- A. PAEC anticipates proceeding in a manner consistent with the following timetable. The timetable is subject to change at PAEC's sole discretion.
 - 1. RFP advertised and released **March 16, 2018**
 - 2. Last day for questions: **April 5, 2018**
 - 3. Response deadline: **April 26, 2018**
- B. Award information will be made available to school districts and municipalities on **May 15, 2018** via the PAEC Cooperative Purchasing web page.

Attachments

**Panhandle Area Educational Consortium
PAEC Florida Buy Purchasing Agency**

QUALITY REQUIREMENT FORM

Attachment 1

Quality Requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. Please complete the Quality Requirement form and submit it with your response. This form **MUST** be submitted with your response.

Quality Requirements		Yes	No
1	Minimum of 5 years of experience in providing multiple options for fencing		
2	Minimum of 5 years working with schools, universities and other public facilities.		
3	The Respondent has clearly demonstrated that the company has the staff with the skills and certifications necessary to install and supply chain link fencing and other fencing products.		
4	The Respondent has provided evidence that the products offered comply with the most current standards.		
5	The Respondent has provided a list of references that will attest to the quality of the work performed.		
6.	The Respondent has provided evidence of all required licenses, including certification in any relevant construction or fencing installation codes as well as those necessary to conduct business in the State of Florida.		

Attachment 2
Reference Form

Respondent: _____

Provide references from no less than three (3) schools, school districts, or other eligible entities.

Reference _____ Contact _____

Address: _____ Phone _____

Email: _____

Description and date(s) of services provided: _____

Reference _____ Contact _____

Address: _____ Phone _____

Email: _____

Description and date(s) of services provided: _____

Reference _____ Contact _____

Address: _____ Phone _____

Email: _____

Description and date(s) of services provided: _____

Attachment 3- Florida Buy Membership Acknowledgement Form

I fully understand and agree that an award of the RFP requires enrollment in the PAEC Florida Buy Purchasing Cooperative and a 2% Administrative Fee for sales generated off of this contract will be paid quarterly to PAEC, along with a sales report (a template of which will be provided by PAEC) for contract management, marketing, and facilitation of this agreement. The fees will be based off the actual amount invoiced to the entity utilizing the contract and the 2% fee is not to be added to the invoice or otherwise passed to any entity choosing to use this agreement.

I fully understand that the award and contract are approved by a single governmental entity, the Washington County, Florida School District as PAEC’s fiscal agent (and lead agency), and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, all other governmental entities and other entities contractually performing work on behalf of an eligible entity provided all state and local public procurement regulations are followed).

I also understand that the contract/agreement may be utilized for eligible entities outside of the state of Florida provided it is allowed under such state’s procurement laws and under the same terms and conditions of this agreement.

Print Name _____

Signature _____

Date _____

Attachment 4- Pricing Sheet-PAEC Florida Buy Purchasing Agency
Chain Link Fencing
General Comparison Worksheet

Please use this worksheet to list pricing proposals. It may be expanded to add other options/products but the format should remain the same. This is for comparative analysis only.

Company Name:						
	Commercial Grade Chain Link Fencing	Quantity	Labor	MSRP or List Price	Contract Price	Percentage Discount
A	11.5 ga. Galvanized fencing, 16 ga Galvanized steel posts. 17 ga steel rails. Include cost of waste overage, material for repair and local delivery.	106 Linear ft.	Basic labor to install, layout post locations, dig holes up to 3ft deep. Install 6ft chain link fabric between post. Price should include planning, equipment and material, acquisition, area prep , setup and cleanup			
B	Same as above	Same as above	8ft. Chain link fabric, post, etc.			
C	Same as above	Same as above	10ft. Chain link, fabric post, etc.			
D.	Same as above except with rubberized coating	Same as above	8 ft Chain link, fabric, post, with rubberized coating			
E.	Same as above except with rubberized coating	Same as above	10 ft Chain link, fabric, post, with rubberized coating			

Attachment 5 – Questionnaire

Instructions. Please complete the questionnaire below by placing your company's answers in the correlating response column.

Responding Company's Name:	
Instructions: For those responding to the RFP, please respond to the questions below.	
Question	Response
1. As you envision it, what is your company's role in this partnership? Please include sales and marketing strategies.	
2. Does your company have the capability to provide training seminars?	
3. How many staff members are dedicated to customer service?	
4. Describe your company's ordering process and what methods can be used by members to place or create orders?	
5. Does your company offer online ordering?	
6. Does your company have regional sites around Florida and equipped for rapid response if desired by a customer.	
7. Please explain the process of responding to a work order.	
8. What are your payment terms?	
9. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	
10. Does your company offer any prompt payment discounts? If so, please describe.	
11. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess?	
12. Briefly explain your policy and the lead time required from a member placing an order to receipt of products/services.	
13. Does your company assess fuel surcharges for responses? If so, what is the charge?	

<p>14. At times there are issues with service? Please describe your process for addressing these issues.</p>	
<p>15. State your company's process for handling dissatisfied customers.</p>	
<p>16. State your company's process for introducing new products to the list of services you offer.</p>	
<p>17. Would your company consider a dedicated inside sales representative that would be familiar with the PAEC Florida Buy contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?</p>	
<p>18. Would your company be willing to work with each of the Florida regions on sending/ mailing out printed material to members?</p>	
<p>19. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to PAEC Florida Buy to ensure a successful roll-out in a timely, well communicated, responsive fashion?</p>	
<p>20. Please list the contracts your company currently holds that may compete directly with the PAEC Florida Buy program and describe how you will position the PAEC Florida Buy program versus other contracts.</p> <p>If other contracts are available, is the PAEC pricing the same or lower than pricing offered under your existing contracts?</p> <p>If other contracts are available, please describe the process PAEC Florida Buy would need to take to transition a current purchaser who requests to utilize our program/contract instead of their current contract.</p>	
<p>21. How would you educate your sales representatives on the strengths of our contract?</p> <p>Would sales representatives be willing to conduct on-site visits with cooperative staff to members to explain the benefits of the Florida Buy Program?</p>	
<p>22. Please describe your marketing plan to reach and connect with our members in Florida. Please note what touch points and connection those members have with sales representatives.</p>	
<p>23. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.</p>	

Attachment 6-Contract Offer and Award

RFP #18-09

Chain Link Fencing

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specification and being familiar with all the conditions surrounding the proposed projects, hereby offer and agree to furnish all products and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance of this proposal.

The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the PAEC Florida Buy Purchasing Cooperative as stated in the evaluation section, will be a consideration in making the award.

This contract binds said vendor to all terms and conditions stated in the proposal and the award will be activated on the date signed by the Lead Agency of the PAEC Florida Buy Program,

Company Name: _____

Address _____

City: _____ State: _____ Zip: _____

Contract Contact Person: _____

Authorized Signature: _____ Date: _____

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE LEAD AGENCY OF PAEC FLORIDA BUY PURCHASING COOPERATIVE

Your bid for contracting services is hereby accepted by the PAEC fiscal agent and District of Record, the Washington County Florida School Board on _____. As Offeror, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Request for Proposal. The parties intend this contract to constitute the final and complete agreement between the Agency and Offeror, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remained of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until _____ unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on _____, _____ and _____. PAEC reserves the right to terminate this agreement with a 30-day notice within the first year or extended years due to inactivity of sales and/or failure to comply with Section 19, Cancellation for Non-Performance or Contractor Deficiency/Standard Cancellation.

Awarding Agency: PAEC fiscal agent and District of Record, the Washington County Florida School Board

Agency Executive: Herbert J. Taylor Signature _____ Date _____

Agency Executive: John T. Selover, Executive Director, PAEC Signature _____ Date _____

WCSB _____

Attachment 7- Proposal Checklist

The following items/submittals are required to be qualified as a respondent to the RFP. Respondents must submit an electronic version (CD or portable Drive) of their proposal as well as three written copies by the due date and time listed in the RFP by standard mail (USPS, Fed X, UPS, or in person. Written submissions must follow the format listed in the RFP which is 12-point Times New Roman font. Submission made via email will be rejected. Please take a moment and review the checklist provided and ensure all of the required documents have been included with your submission.

Your proposal should include the following:

_____ Narrative outlining capabilities and past experience in providing and installing fencing products

_____ Vendor Information which includes corporate officers, mailing address, and ability to perform work in all 14 PAEC counties.

_____ Information regarding current licenses, registrations and certifications issued by federal, state, and local agencies.

_____ Information regarding certifications

_____ Attachment 1- Quality Requirement Form

_____ Attachment 2- Reference Sheet

_____ Attachment 3- Participation in the PAEC Florida Buy Program.

_____ Attachment 4- Pricing Sheet

_____ Attachment 5- Questionnaire

_____ Attachment 6- Contract Offer and Award

**Attachment 8-
RFP #18-09 Chain Link Fencing
Evaluation Matrix**

Evaluation Criteria	Points	Vendor A	Vendor B	Vendor C	Vendor D
Completeness of Response to RFP (Pass/Fail)					
ALL required schedules, forms and informational items have been submitted.	Pass/Fail				
A. Quality of Response	35 Points	0	0	0	0
The respondent has all the required license and certifications required to do business in Florida.	0-2				
Minimum of 5 years of experience in the sales and installation of chain link fencing.	0-5				
The Respondent has provided evidence that installers have been trained in all applicable standards and building codes.	0-5				
The Respondent has clearly demonstrated that the company has the capacity, inventory and variety of products to satisfactorily provide options for fencing, gates (both manual and automatic), and has the capacity to manage both small and large scale projects.	0-23				
B. Previous Experience	5 Points	0	0	0	0
Respondent has provided evidence of experience in working with public entities.	0-2.5				
The respondent has provided evidence of at least three references willing to offer comments relative to the experience of working with the company or individual.	0-2.5				
C. Pricing/Warranty	30 Points	0	0	0	0
The relative ranking of this contractor's pricing and warranty proposal compared to other RFP submissions based on information provided on Attachment 4 and Section 7.	0-30				
D. Regional/State Use of Contract-Marketing	10 Points	0	0	0	0
The extent to which the respondent has demonstrated the ability to provide products and services to eligible customers in all 14 PAEC school districts.	0-5				
The extent to which the respondent has a marketing plan and willingness to execute it.	0-5				
E. Contract Terms & Conditions	20	0	0	0	0
The extent to which the respondent has provided the required documents, adherence to formatting, and met all of the terms and conditions outlined in the proposal.	0-10				
Comparative analysis of questionnaire and participation in the PAEC Florida Buy program (attachment 3 and 5).	0-10				
TOTAL	100 Points	-	-	-	-