

Fort Walton Beach Housing Authority



Fort Walton Beach *Housing Authority*

REQUEST FOR PROPOSALS (RFP)
No. RFP24001

DUE MARCH 28, 2024 @ 4:00 PM (CST)

Video Surveillance System & Installation

**Request For Proposals (RFP) No. RFP24001
Video Surveillance System and Installation**

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INTRODUCTION

The Fort Walton Beach Housing Authority (hereinafter, “Agency”) is a public entity that was formed in 1968 to provide federally subsidized housing and housing assistance to low-income families within the city of Fort Walton Beach and Okaloosa County. FWBHA is headed by an Executive Director (ED), governed by a seven-person Board of Commissioners (Board), and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the agency’s procurement policy. Though brought into existence by a Resolution of the City of Fort Walton Beach, the housing authority a separate entity from the City.

Currently, the FWBHA owns and/or manages: (a) multi-family apartment complex 124 units; (b) administers a total of 852 Housing Choice and VA Supporting Housing Vouchers; 210 Market Rate units. The Agency currently has approximately 12 employees.

In keeping with its mandate to provide efficient and effective services, the FWBHA is now soliciting quotations from qualified, licensed, and insured entities to perform the above noted services to the FWBHA. All quotations submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

The Fort Walton Beach Housing Authority (FWBHA) will accept proposals with Statements of Qualifications from qualified, licensed and bonded law firms or independent attorneys for the Fort Walton Beach Housing Authority’s legal services detailed below.

The contract period shall be for one (1) year and will be subject to two (2) one (1) year renewals upon negotiation for continuation.

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RFP INFORMATION AT A GLANCE

[Table No. 2]

AGENCY CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or “(CO)” shall be a reference to Ms. Harrison.)	Brittnee Orr, Operations Director 27 Robinwood Drive SW, Fort Walton Beach, FL 32548 Telephone: (850) 243-3224 ext. 301 E-mail: brittnee@fwbha.org TDD/TTY: (850) 243-2445
HOW TO OBTAIN THE RFP DOCUMENTS ON THE EPROCUREMENT MARKETPLACE	<ol style="list-style-type: none"> 1. Access ha.economicengine.com (no “www”). 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions. 4. If you have any problems in accessing or registering on the eProcurement Marketplace, please call customer support at (866)526-9266.
PRE-PROPOSAL CONFERENCE (OPTIONAL)	Tuesday March 12, 2024 @ 9:00 AM (OPTIONAL)
QUESTION SUBMITTAL DEADLINE	Thursday, March, 14, 2024 4:00 PM CST
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	<ol style="list-style-type: none"> 1. As directed within Section 3.2.1 of the RFP document, enter proposed pricing where provided within the eProcurement Marketplace web site. 2. As instructed within Section 3.0 of the RFP document, submit 3 copies of your “hard copy” proposal to the Agency Administrative Office.
PROPOSAL SUBMITAL RETURN & DEADLINE	*Thursday, March 28, 2024, 4:00 PM CST 27 Robinwood Drive SW, Fort Walton Beach, FL 32548 (The proposed costs must be entered where provided for within the eProcurement Marketplace and the sealed “hard copy” proposal documentation must be received in-hand and time-stamped by the Agency by no later than 4:00 PM CST on the above date).

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- 1.0 THE AGENCY'S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
 - 1.2 Right to Not Award.** Not to award a contract pursuant to this RFP.
 - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
 - 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.
 - 1.5 Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Executive Director (ED).
 - 1.6 Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
 - 1.7 Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
 - 1.9 Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the ha.economicengine.com eProcurement Marketplace (hereinafter, the "eProcurement Marketplace") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the eProcurement Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such issue.
 - 1.10 Right to Reject - Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the eProcurement Marketplace. Any other group such as a proposal depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not

distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the eProcurement Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the eProcurement Marketplace.

- 2.0 SCOPE OF SERVICES.** The Fort Walton Beach Housing Authority (FWBHA) is requesting proposals from qualified, experienced, licensed and bonded entities for the Fort Walton Beach Housing Authority's video surveillance system and installation. The Scope of Services in the solicitation outlines the minimum requested services the Authority requires as part of the resulting contract. Each Offeror is requested to restate the Scope of Services and respond in writing, how the services will be met by the Offeror. When and as requested by the Authority, the contractor shall perform in a satisfactory and proper manner all the necessary services required under this contract with accuracy and integrity as described below. The locations have on-going needs for resident safety and security. Video surveillance systems are part of the overall security plan for Agency's owned/managed properties.

2.1 General Description of Services

- 2.1.1** Contractor shall furnish all supervision, technical personnel, labor, supplies/materials, permits, inspections, machinery, tools, equipment and services including utility and transportation services to perform and complete all work required for the acquisition, installation and maintenance of video camera surveillance equipment.
- 2.1.2** The Contractor shall be responsible for restoring/replacing all damaged items to the satisfaction of the Authority.
- 2.1.3** Contractor shall be responsible for disposal of all trash off FWBHA property.
- 2.1.4** The successful Contractor shall be a factory authorized supplier and service provider regularly engaged in the sale and installation of all the components offered in order to guarantee system integrity and compatibility. The Contractor must be able to provide full on-site warranty service capabilities for the system unit and all third-party components.
- 2.1.5** Warranty repairs must commence within eight (8) business hours after notification of a problem. Repairs must be completed within twenty-four (24) business hours after the notification of the problem. State your plan for providing warranty service for FWBHA.
- 2.1.6** Hazardous conditions and items in need of immediate repair should be reported to the Authority Office.
- 2.1.7** The Contractor shall provide FWBHA with the name of a single Project manager who will oversee the implementation process. The project Manager shall physically meet with the Director of Operations and IT Manager and/or their representative(s) on request. The Project Manager must also be available to meet, if need be, during the term of this

contract. State if you will be able to fulfill this requirement and list the Project Manager's name.

- 2.1.8** Contractor's personnel shall maintain proper ID and wear clothing with company name while working on FWBHA properties. No smoking will be allowed inside the buildings, balconies or porches and no alcoholic beverages or drugs will be allowed on FWBHA's properties.

2.2 Video Surveillance System Specifications

- 2.2.1 Network/Cloud Video Recorder:** Offerors must provide specifications and pricing for Network and Cloud Video Recorders to allow the Authority to make a determination as to which system is most beneficial to the Authority. The Video Recorder must provide the Authority access to live and recorded video. Following are the minimum Video Recorder requirements:

- 2.2.1.1** Server for Network Video Recorder shall be provided cloud based;
- 2.2.1.2** Ability to store video at maximum resolutions at one (1) Frame per second when there is no movement and twelve (12) frames per second when movement is detected. Higher frame rates may be required for certain camera applications;
- 2.2.1.3** Video should be stored in compressed H.264 or MPEG-4 Part 10 format;
- 2.2.1.4** System shall be able to retain thirty (30) days of recorded video for each camera;
- 2.2.1.5** System shall have a single login and allow multiple levels of administrators that will have varying roles in the system for account management and allow administrators to designate permissions to cameras and sites individually;
- 2.2.1.6** Accessible remotely via browser and use industry standard HTML5;
- 2.2.1.7** Customizable Multiview for both live and recorded cameras;
- 2.2.1.8** Map view where the overhead view of the site (i.e. Google map) of the site is displayed and the location and direction of each camera is shown; When camera is selected, a live view of the camera is displayed;
- 2.2.1.9** Ability to search recorded video for movement by camera;
- 2.2.1.10** Ability to search through video at 1x to 20X speed and also select start and stop points by time;
- 2.2.1.11** Ability to download user selected time frame of video per camera in mp4 format;
- 2.2.1.12** Special emphasis on demonstrated ease of use;

- 2.2.1.13 Network Video Recorder Server and Cloud Video Recorder shall have the capability to add storage and capacity beyond the initial installation;
- 2.2.1.14 Network Video Recorder Server and Cloud Video Recorder shall be sized to allow at least five (5) concurrent users while still recording and;
- 2.2.1.15 Smart phone and/or tablet app is preferred.
- 2.2.1.16 Cellular 4G LTE (multiple carriers available) WiFi 802.11 b/g/n
- 2.2.1.17 Camera Admin/Monitoring Administer and manage camera from any web enabled device. Multi-user. 24/7 access.
- 2.2.2 **Cameras:** The Authority requires Full High-Definition outdoor and indoor cameras featuring day/night capability with infrared illumination for night visibility and people and vehicle detection. The cameras must also have video and audio recording capability and meet the following specifications at a minimum:
 - 2.2.2.1 Solar Power Input 18-24VDC with Maximum Power Point Tracking (MPPT)
 - 2.2.2.2 Weather resistant enclosures with an IP66 rating to protect against dust and environmental elements;
 - 2.2.2.3 Fixed enclosures that have an IK1 0 rating for vandalism resistant housing that will not limit camera movement features;
 - 2.2.2.4 Battery integrated rechargeable Lithium Iron Phosphate (LiFePO4), 5 days power
 - 2.2.2.5 Frame per second (FPS) rate of 30 or more with motion detection to allow recording of more detailed FPS when motion is detected;
 - 2.2.2.6 Minimum of 8 Megapixel of resolution (3840 x 2160 pixels) and at least a 180-degree horizontal field of view;
 - 2.2.2.7 Wide Dynamic Range (DR) of at least 120 decibels (dBs) for areas with different lighting and capability to record images with light levels as low as 1 Lux and;
 - 2.2.2.8 Video Streaming MJPEG or Multiple simultaneous H.264 streams, unlimited
 - 2.2.2.9 Average Mean Time Before Failure of no less than 61320 Hours (7 Years) while recording 24/7.
 - 2.2.2.10 Tamper alarm options to alert FWBHA when a camera is being damaged.
 - 2.2.2.11 Warranty - Include 3-years parts/labor warranty or better on cameras and 20-years parts/labor warranty on the cabling inclusive of the manufacturer warranty once cable tests are submitted. Also provide as an alternate, the extension to a 5-years warranty, if available, for the cameras.

2.3 Additional Video Surveillance System Related Services

2.3.1 Training

2.3.1.1 Provide three (3) formal operations training sessions for end user on how to use the system;

2.3.1.2 Provide an in-depth technical session on how to service and maintain the system for IT staff.

2.3.2 System must provide "Live Public Link" and e-mail notification of critical system events.

2.3.3 Software updates and support must be included.

2.3.4 System must provide for multiple levels of administrators that will have varying roles.

2.3.5 Parking on the grass will not be allowed.

2.3.6 Copies of valid license(s) to conduct business in the State of Florida must be provided.

2.4 Location of Work

FWBHA Property: The property listed below are subject to the requirements of this document as well as any other properties owned and/or managed by FWBHA during the term of this contract. Other properties may be added as budgets allow. FWBHA may add or delete properties as its inventory changes.

The camera quantities proposed by the offeror should be estimated for coverage of the front and rear of all locations/buildings. Your proposal needs to ensure the best coverage. More or less cameras may be added at a later date contingent upon funding.

Location	Address	Units	Acreage
Charlie Hill Terrace	27 Robinwood Drive, SW Fort Walton Beach, FL 32548	124 units - townhomes 24 buildings 1 Office building	19.3

2.4.1 Contractor will be responsible for verifying the number of cameras and other equipment needed to perform these services to provide front and back coverage of all units.

2.5 Final Inspection

2.5.1 The Contractor must check in with the Director of Operations when arriving and leaving the jobsite for the day.

2.5.2 The Contractor must notify the Director of Operations and/or IT Manager when scheduled work is completed. The assigned personnel will inspect immediately upon completion.

2.6 Work Hours And Procedures

2.6.1 The Contractor will communicate their operations with the Director of Operations and/or IT Manager. Weekends and evenings are allowed, if arranged with Director of Operations and/or IT Manager. However, no overtime compensation is allowed.

2.6.2 INVOICES

2.6.2.1 Separate invoices shall be prepared for each property location serviced.

2.6.2.2 Invoices shall not exceed the agreed prices set forth in Proposed Fees submission section of this solicitation as proposed by the contractor and set forth in the contract or as modified in writing by the Authority.

2.6.3 WAGES

2.6.3.1 Davis-Bacon Wage rates are applicable to this solicitation for any construction related work. The Davis-Bacon Wage Determination is included as **Attachment H-10**.

2.6.4 MEETINGS

Under the scope of services, the Contractor will be required to meet with the Director of Operations and/or IT Manager as needed. Once a work schedule is set, strict adherence to that schedule will be crucial.

2.6.5 AWARDS

FWBHA will make an award to the Offeror whose offer is most advantageous with price and all factors considered.

2.7 Current Contractor

The Authority does not have a current contractor for these services. The selected Contractor shall have a proven and verifiable background in providing the services specified in this RFP.

3.0 TABBED PROPOSAL SUBMITTAL: Any party interested in being considered for award must submit a proposal package in response to this RFP in accordance with the instructions and terms hereunder and must demonstrate that the proposed Contractor is qualified, capable and ready to provide Services immediately upon selection.

3.1 Best Value: The FWBHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the FWBHA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the FWBHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. None of the proposed services may conflict with any requirement the FWBHA has published herein or has issued by addendum.

RFP Section	Tab Section	Description
3.1.1	A	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This 1-page Form must be fully completed,

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		executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.2	B	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract: This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.3	C	The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
3.1.4	D	Proposed Fees: The cost the proposer proposes to charge the FWBHA to complete the required work. As detailed within section 3.2 proposed fees should be inclusive of all necessary costs to provide the proposed services.
3.1.5	E	Proposed Services: As more fully detailed within Section 2.0, Scope of Proposal/Technical Specifications, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
3.1.5.1		As detailed within Section 4.0, Evaluation Factor No. 3, herein, the proposer's Demonstrated Understanding of the FWBHA's Requirements.
3.1.5.2		As detailed within Section 4.0, Evaluation Factor No. 2, herein, the proposer's Technical Approach (including, if appropriate, labor categories, estimated hours and skill mix) and the proposer's proposed Work Plan to provide the required services.
3.1.5.3		As detailed within Section 4.0, Evaluation Factor No. 4, herein, the proposer's Technical Capabilities (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, years of service of each staff member, etc.).
3.1.5.4		As detailed within Section 4.0, Evaluation Factor No. 5, herein, the proposer's Demonstrated Experience in performing similar work and the proposer's Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.
3.1.5.5		If appropriate, how staff are retained, screened, trained and monitored;
3.1.6	F	Managerial Capacity/Financial Viability: The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within Attachment C, Profile of Firm Form. Such information shall include the proposer's

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		qualifications to provide the services; a description of the background and current organization of the firm.
3.1.7	G	Client Reference Form: This Form is attached hereto as Attachment D to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.8	H	Section 3 Compliance Strategy: The proposer entity must detail their plan to recruit and employ low and very low-income persons.
3.1.9	I	Subcontractor/Joint Venture Information (Optional Item): The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.1.10	J	Licensing, Insurance, and W-9: The proposer entity must submit evidence that the Firm or Individual is currently licensed and registered in the State of Florida and maintains liability, property, workmen's compensation, errors and omission and automobile insurance. A completed and signed W-9 will be submitted in this section also.
3.1.11	K	Certification Submission Requirements: The proposer shall affirm the following
3.1.11.1		Form HUD 92010 Equal Employment Opportunity Certification: This Form is attached hereto as Attachment E to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.11.2		Form HUD 2992 Certification of Applicant Regarding Debarment, Suspension and Other Responsibility Matters: This Form is attached hereto as Attachment F to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.11.3		Form HUD 50071 Certification of Payments to Influence Federal Transactions: This Form is attached hereto as Attachment G to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.11.4		Disclosure of Lobbying Activities (if applicable): This Form is attached hereto as Attachment H to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.

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		Certification of Non-Conflict of Interest: This Form is attached hereto as Attachment I to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.12	L	Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the FWBHA in its evaluation.

3.2 Entry of Proposed Fees: The proposed fees shall be submitted by the proposer and received by the FWBHA where provided in the proposal submittal. Please note that the proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; travel expense; etc.

3.2.1 Proposed Fees should be made including the base year and the option years pricing included.

3.2.2 Escalation: Pertaining to the ensuing contract, there shall be no escalation of the proposed unit costs allowed at any time during the awarded contract periods other than those entered as a firm-fixed fee for each FY.

3.3 Proposal Submission: All proposals must be submitted and time-stamped received in the designated FWBHA office by no later than **4:00 P.M. on Thursday, March 28, 2024**. A total of 1 original signature copy, marked "Original" and 3 exact copies, shall be placed unfolded in a sealed package and addressed to:

Fort Walton Beach Housing Authority
Attention: Brittnee Orr, Operations Director
27 Robinwood Drive SW, Fort Walton Beach FL 32548

The package exterior must be clearly labeled "**RFP23006, Video Surveillance and Installation**" and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

Optional Pre-proposal Conference Walk Through

A Pre-Proposal Conference will be held on **March 12, 2024 @ 9:00am EST**. The pre-proposal conference will be held at the Charlie Hill Terrace neighborhood located at **27 Robinwood Drive SW, Fort Walton Beach, FL 32548** and will continue with a tour of all FWBHA owned and/or managed properties included in this solicitation. **ALL OFFERORS ARE STRONGLY ENCOURAGED TO ATTEND.**

3.3.1 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such

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additional marks, notations or requirements are entered on any of the documents that are submitted to the FWBHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the FWBHA decides that any such entry has not changed the intent of the proposal that the FWBHA intended to receive, the FWBHA may accept the proposal and the proposal shall be considered by the FWBHA as if those additional marks, notations or requirements were not entered on such. By submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

3.3.2 Submission Responsibilities: It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the FWBHA, including the RFP document, the documents listed within the following Section 3.6, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the FWBHA requirements contained within the documents may cause that proposer to not be considered for award.

3.4 Proposal Submission--Contact With the FWBHA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Contracting Officer or his Administrative Assistant only. Proposers must not make inquiry or communicate with any other FWBHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the FWBHA to not consider a proposal submittal received from any proposer who has not abided by this directive.

3.4.1 Addendums: All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any ex parte (a substantive conversation-"substantive" meaning, when decisions pertaining to the RFP are made-between the FWBHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO-it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.5 Questions cutoff: Thursday, March 14, 2024 at 4:00PM CST.

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3.6 Recap of Attachments: It is the responsibility of each proposer to verify that he/she has reviewed the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP.

Attachment	Attachment Description
A	Form of Proposal
B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
B-1	Form HUD-5369-A, (11/92) <i>Representations, Certifications, and Other Statements of Bidders</i>
C	Profile of Firm Form
D	Client Reference Form
E	Section 3 Explanation
F	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
F-1	Form HUD-5369 (10/22), <i>Instructions to Bidders for Contracts</i>
G	Supplemental Instructions to Proposers and Contractors (SIPC)
H	Sample Contract Form (please note that this contract is being given as a sample only--the FWBHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the FWBHA feels it is in its best interests to do so)
H-1	Form HUD-5370-C (01/14) <i>General Conditions for Non-Construction Contracts</i>
H-2	Form HUD-5370-C (01/14) <i>General Conditions for Non-Construction Contracts Section II (With Maintenance Work)</i>
H-3	Form HUD-5370 (01/14) <i>General Conditions for Construction Contracts</i>
H-3.1	Supplemental Conditions pertaining to form HUD-5370 (1/2014),
H-4	Form HUD-92554M (6/18) <i>Supplementary Conditions To The Construction Contract</i>
H-5	Form HUD-2554 (12/06) <i>Supplementary Conditions of the Contract for Construction</i>
H-6	Form HUD-4010 (06/09) <i>Federal Labor Standards Provisions</i>
H-7	Form HUD 92010 (03/06) <i>Equal Employment Opportunity Certification</i>
H-8	Form HUD-50071 (01/14) <i>Certification of Payments to Influence Federal Transactions</i>
H-9	SF-LLL (7/97) <i>Disclosure of Lobbying Activities</i>

Request For Proposals (RFP) No. RFP24001
Video Surveillance System and Installation

H-10	Form HUD-52158 (04/05) Maintenance Wage Rate Determination
H11	Low-Income Resident Hiring Plan
H-12	Form HUD-2992 (03/98) <i>Certification Regarding Debarment and Suspension</i>
H-13	Certification of Non-Conflict of Interest
H-14	Task Order Form
I	Justification of Contractor Availability
J	Site Map
J-1	Site Map

4.0 PROPOSAL EVALUATION. The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

4.1 Technical Evaluation Criteria

Evaluation Factors. The following factors will be utilized by the Authority to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her

No.	Maximum Point Value	Factor Type	Factor Description
1	20 points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN .
2	20 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
3	20 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
4	15 points	Objective	The PROPOSED COSTS the proposer proposes to charge the FWBHA to complete the required work.
5	15 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT ;
6	5 points	Objective (Technical)	The proposer submitted a feasible Section 3 Compliance Strategy .
7	5 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	100 points	Total Points

proposal submittal:

4.2 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The FWBHA reserves the right to reject any proposals deemed by the FWBHA not minimally responsive (the FWBHA will notify such firms in writing of any such rejection).

4.3 Price Evaluation

Price Evaluation will be made including the base year and the option years pricing included. Proposed pricing will be compared to the range of proposed pricing submitted in all Proposals as well as the Authority's price estimate. Any materially unbalanced proposals will be rejected. A proposal is materially unbalanced when it is based on prices significantly understated for some work and prices which are significantly overstated for other work. Any determination of materially unbalanced pricing will be made considering both the pricing contained in proposals received in response to this Request and prices historically paid by the Authority for like services.

4.4 Evaluation Packet for Proposals Deemed Responsive: Internally, an evaluation packet will be prepared for each evaluator, including the following documents:

- 4.4.1 Instructions to Evaluators;
- 4.4.2 Proposal Tabulation Form;
- 4.4.3 Written Narrative Justification Form for each proposer
- 4.4.4 Recap of each proposer's responsiveness
- 4.4.5 Copy of all pertinent RFP Documents

4.5 Evaluation Committee: All responsive proposal packages received by the Authority within the established deadline that meet the submission requirements will be evaluated by the RFP Evaluation Panel consisting of three (3) or more volunteers.

4.5.1 The FWBHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 4.4 of this document, the designated CO is the only person at the FWBHA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4.5.2 PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, an Offeror does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with

such person anything related to this RFP. As detailed within of this document, the designated Contracting Officer is the only person at the Authority that the Offerors shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such Offeror(s) to be eliminated from consideration for award.

4.6 Evaluation: The CO will evaluate and award points pertaining to Evaluation Factor No. 1 (the "Objective" Factor). The appointed evaluation committee, independent of the CO or any other person at the FWBHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5 and 6 (the "Subjective" Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

4.7 Determination of Top-ranked Proposer: Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the FWBHA's option, be conducted prior to or after the BOC approval.

4.7.1 Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total calculated average of at least 70 points.

4.7.2 Ties: In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."

5.0 CONTRACT AND AWARD CONDITIONS:

5.1 Following the evaluation of Proposals, the Authority will compose a list of highest-rated, responsible Offerors to determine the competitive range. The Authority shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable based on initial responses and with emphasis on professional competence, to provide the required services.

At the sole discretion of the Authority, Offerors who are in the Competitive Range may be asked to make a presentation of the proposal during any negotiations that may be held. The purpose of the presentation will be to provide an opportunity to the Offeror to clarify its proposal, respond to questions from the Authority, and substantiate representations in the proposal. No comments about other Offerors or other proposals will be permitted and Offerors shall not be permitted to attend presentations by other Offerors. Evaluations may be revised based upon information provided by the Offerors in the oral presentation.

At the conclusion of the informal interviews (if any), on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point any firm deemed not to be in the competitive range shall be notified of such in writing by the Authority. The Authority shall negotiate with firms in the competitive range as detailed in Section 6.3. The Authority shall award the contract to the most qualified Offeror whose Proposal will be most

advantageous to the Authority and with whom the Authority is able to reach agreement in accordance with Section 6 hereof. In negotiations regarding the terms of the contract, the Authority has no legal authority to indemnify the Offeror. Firms submitting proposals agree that they will not ask the Authority to indemnify them in any resulting contract.

The Authority may: (a) reject any and all proposal packages received; (b) waive any minor irregularities or technicalities in the proposal packages received; (c) make a single or multiple awards under this RFP; (d) amend this solicitation as permitted by applicable law; or (e) cancel this solicitation in its entirety or any portion thereof.

5.2 If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed

5.2.1 By completing, executing and submitting the Proposal Form, Attachment A, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the FWBHA," including the contract clauses already attached as Attachment J. Accordingly, the FWBHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.3 Contract Conditions: The following provisions are considered mandatory conditions of any contract award made by the FWBHA pursuant to this RFP:

5.3.1 Contract Form: The FWBHA will not execute a contract on the successful proposer's form--contracts will only be executed on the FWBHA form (please see Sample Contract, Attachments J, and by submitting a proposal the successful proposer agrees to do so (please note that the FWBHA reserves the right to amend this form as the FWBHA deems necessary). However, the FWBHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the FWBHA to do so; but the failure of the FWBHA to include such clauses does not give the successful proposer the right to refuse to execute the FWBHA's contract form. It is the responsibility of each prospective proposer to notify the FWBHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The FWBHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the FWBHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.3.1.1 Please note that the FWBHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.3.2 Assignment of Personnel: The FWBHA shall retain the right to demand and receive a change in personnel assigned to the work if the FWBHA believes that such change is in the best interest of the FWBHA and the completion of the contracted work.

5.3.3 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the FWBHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.

5.4 Contract Period: The FWBHA anticipates that it will initially award a contract for the period of one year with four option years at the Authority's sole discretion.

5.5 Contract Type: This RFP will result in a contract with payment terms to be negotiated between the Authority and the selected Offeror. The contract shall commence on the date specified therein and will be base period of one year with four option years. The Authority will evaluate the proposals based on all five years. Ninety days before the end of the contract, the Authority will notify the vendor whether we intend to exercise an option year.

5.6 Start-up Costs: It is implicit that time spent reviewing Authority policies, procedures, files, or standard contracts in preparation to provide Video Surveillance System to the Authority shall not be invoiced to the Authority.

5.7 Right To Negotiate Final Fees: The FWBHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the FWBHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the FWBHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 10 business days, the FWBHA shall retain the right to end such negotiations and begin negotiations with the next rated proposer. The FWBHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e., top-rated first, then next-rated following until a successful negotiation is reached).

6.0 LICENSING AND INSURANCE REQUIREMENTS:

6.1 As a part of the proposal submission all proposer will be required to provide:

6.1.1 An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;

6.1.2 General Liability: An original certificate evidencing General Liability coverage, naming the FWBHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the FWBHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;

- 6.1.3 Professional Liability:** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000), with a commercially reasonable deductible (e.g., "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
- 6.1.4 Vehicle Insurance:** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000
- 6.1.5** A copy of the proposer's state and local permits, licenses, and certifications allowing that entity to provide such services in the **State of Florida**, and/or the **Okaloosa County**.
- 6.1.6** The Contractor shall provide to the Agency with current certificate(s)/endorsement(s) evidencing the insurance coverage referenced above. Failure to maintain the above-referenced insurance coverage, including naming the Agency as an additional insured (where appropriate) during the term(s) of this contract shall constitute a material breach thereof. All insurance shall be carried with companies which are financially responsible and admitted to do business in the state of Florida. If any such insurance is due to expire during the contract period, the Contractor and subcontractors shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.

6.2 Liability-Indemnity-Remedies:

- 6.2.1** In the course of performing the services under this Agreement, Contractor shall assume full liability for any and all claims and demands for injury and property damage caused by its employees, agents, or equipment. To the extent any such claim is made or determined payable against FWBHA, Contractor further shall indemnify and hold FWBHA harmless, therefore. This shall include any and all claims arising from the implementation of this Agreement and arising from the work and performance of services undertaken by Contractor, its employees, agents, or subcontractors and arising out of any other operation no matter by whom performed for and on behalf of Contractor, whether or not due in whole or in part to conditions, acts, or omissions done, or permitted by Contractor or FWBHA.
- 6.2.2** To the full extent authorized by law, Contractor agrees to indemnify, hold harmless and defend FWBHA, its commissioners, employees, and

agents from and against any and all liabilities, claims, damages, losses, suits, penalties, forfeitures, actions, decrees, judgments, attorneys' fees, court costs, and other costs and expenses incidental thereto (including but not limited to the cost of defense, settlement, judgment, and reasonable attorneys' fees) which FWBHA, its officers, commissioners, employees, or agents may suffer or which may be sought against, recovered from, or obtainable against FWBHA, its commissioners, employees, or agents, as a result of, by reason of, arising out of, on account of, or in consequence of any act or failure to act on the part of Contractor, its subcontractors or agents, or anyone directly or indirectly employed by any such subcontractors or agent, in the fulfillment or performance of the terms, conditions, or covenants that are contained in this Agreement, and which said act or failure to act is contrary to or is not authorized by this Agreement or is otherwise negligent, wanton, willful, or contrary to any applicable law, regulation, or recognized standard of practice or performance. The covenants and obligations set forth in the preceding sentence shall exist and remain in full effect notwithstanding the fact that the occurrence which gave rise to such claim, damage, loss, liability, suit, action, judgment, or expense was caused in part by the negligence or other wrongful act of any party indemnified hereunder. Nothing contained herein shall waive any rights, privileges, immunities, or limitations of liability to which FWBHA is entitled under Florida Statute 768.28 Title XLV of (which limits recovery for damages against a governmental entity to \$200,000 for bodily injury or loss of property, personal injury, or death for one person in a single occurrence; \$300,000 for claims against multiple government entities), or under any other present or future statute or rule of law which limits any liability of FWBHA in any manner.

6.3 Contract Service Standards: All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

7.0 CONFIDENTIALITY

7.1 During the term of this contract, as well as thereafter, all information pertaining to the Authority shall be kept confidential unless such information is open to the public under local, state, and/or federal law. Contractor shall not use any such information to the detriment of the Authority or its officers or employees at any time during or after the period of this contract.

7.2 Any inquiries from the media concerning the Authority or matters for which the Authority engages shall be communicated immediately to the Executive Director (ED). Contractor shall communicate with the Authority to develop an appropriate response, if one is warranted.

8.0 WITHDRAWAL/MISTAKES

8.1 Proposals may NOT be withdrawn for ninety (90) days from the submission deadline date.

8.2 If a mistake in a proposal is suspected or alleged; the proposal may be corrected or

withdrawn during any negotiations that are held. If negotiations are not held, the Offeror may be permitted to correct a mistake in the proposal and the intended correct offer may be considered based on the conditions that follow:

- 8.3 The mistake and the intended correct offer are clearly evident on the face of the proposal.
- 8.4 The Offeror submits written evidence which clearly and convincingly demonstrates both the existing offer and such correction would not be contrary to the fair and equal treatment of other Offerors.
- 8.5 Mistakes after award shall not be corrected unless the Authority's Executive Director makes a written determination that it would be disadvantageous to the Authority not to allow the mistake to be corrected. The approval or disapproval of requests of this nature shall be in writing by the Authority's Executive Director.

9.0 CONFLICT OF INTEREST

- 9.1 The Offeror warrants that to the best of his/her knowledge and belief and except as otherwise disclosed, he/she does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the Offeror's organizational, financial, contractual or other interests are such that:
- 9.2 Award of the contract may result in an unfair competitive advantage.
- 9.3 The Offeror's objectivity in performing the contract work may be impaired. In the event the Offeror has an organizational conflict of interest as defined herein, the Offeror shall disclose such conflict of interest fully in the proposal submission.
- 9.4 The Offeror agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Director of Operations which shall include a description of the action which the Offeror has taken or intends to take to eliminate or neutralize the conflict. The Authority may, however, terminate the contract if it is in its best interest.
- 9.5 In the event the Offeror was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Director of Operations, the Authority may terminate the contract for default.
- 9.6 The provisions of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the Offeror. The Offeror shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.
- 9.7 No member, officer, or employee of the Authority or Alachua County Housing Authority, no member of the governing body of the locality in which the project is situated, no member of the Board of Commissioners and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

9.8 In addition to complying with any applicable professional conduct standards relating to conflicts of interest, Contractor affirms and agrees that he/she has not represented any client in any matter pending against the Authority during the six month period preceding the resulting contract, and that he/she/the firm shall not represent any client in any capacity concerning any matter pending against the Authority during the existence of this contract, nor for a six month period following the end/termination of this contract.

9.9 The Authority reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision, which may include without limitation disqualification of the applicable Offeror.

10.0 PROTEST PROCEDURES

10.1 Protest of Procurement Action:

Who May File: Any actual or prospective Bidder/Offeror to a FWBHA solicitation whose direct economic interest would be directly affected by the award of the contract, may protest a solicitation or a contract award only for alleged material violations of the principles of the FWBHA Procurement Policy; HUD procurement regulations; and applicable Federal, State and local laws. The written protest shall include the basis for the protest and the relief sought. Solicitation documents shall set forth FWBHA's protest rights.

Filing Deadline: A protest against a solicitation must be received from the prospective Bidder/Offeror before the due date for receipt of bids or proposals. A protest against the award of a contract or cancellation of a solicitation must be received within ten (10) calendar days after notice of contract award or announcement of the decision to award or notice of cancellation of a solicitation, whichever comes first. Any protest which is not made within the specified time limit will not be considered.

Filing Procedure: All protests shall be in writing, submitted to the Director of Operations or designee. It must state the exact reason for the protest, attaching any supportive data. The protestant must state within the written protest document specifically (not by inference) what action by FWBHA or condition is being protested as inequitable, making, where appropriate specific reference to the solicitation documents issued. The protest document must also state the corrective action requested. Failure by the alleged aggrieved protestant to fully submit such information shall relieve FWBHA from any responsibility to consider the protest and take any corrective action.

Director of Operations Decision: The Director of Operations shall conduct an investigation as appropriate, and shall issue a written decision on the matter after reviewing all relevant information, within ten (10) days. The Director of Operations decision shall inform the protester of any appeal rights within FWBHA. An award need not be delayed for the period allowed a bidder or Offeror to protest, but in the event of a timely protest, no further action to award the contract will be taken unless there is a written determination that proceeding without delay is necessary to protect the public interest or unless the bid or offer would expire.

10.2 Contract Claims: All claims by a contractor relating to performance of a contract

shall be submitted in writing to the Director of Operations or designee. The Director of Operations shall conduct an investigation as appropriate, and shall issue a written decision on the matter expeditiously after reviewing all relevant information. The contractor may request a conference on the claim. The Director of Operations decision shall inform the contractor of any appeal rights to the Executive Director

10.3 Appeal Rights: A decision to award may be appealed through an Administrative Appeals procedure which shall provide for a:

- 10.3.1** Hearing before a disinterested person or panel;
- 10.3.2** Opportunity to present pertinent information;
- 10.3.3** Issuance of a written decision containing findings of fact.

The disinterested person or panel shall not be an employee of the governmental entity against whom the claim has been filed. The findings of fact shall be final and conclusive and shall not be set aside unless the same are (a) fraudulent, arbitrary or capricious; (b) so grossly erroneous as to imply bad faith; or (c) in the case of denial of prequalification, the findings were not based upon the criteria for denial of prequalification set forth. No determination on an issue of law shall be final if appropriate legal action is instituted in a timely manner.

Any party to the administrative procedure, including the public body, shall be entitled to institute judicial review if such action is brought within thirty days of receipt of the written decision.

10.4 Deadline for Appeal: All such appeals must be submitted by the contractor in writing within fourteen (14) calendar days from the date of the Director of Operations decision.

10.5 Appeal to HUD: HUD will only review protests in cases of violations of Federal law or regulations and failure of FWBHA to review a complaint or protest.

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