

**TOWN OF HOWEY-IN-THE-HILLS
REQUEST FOR PROPOSALS**

RFP: #2021-006

**TOWN OF HOWEY-IN-THE-HILLS
LAPTOP/TABLET PROJECT**

PROPOSALS ARE DUE ON OR BEFORE 2:00 PM EST AUGUST 9th, 2021

MAIL OR DELIVER PROPOSALS TO:

ATTN: John Brock, Town Clerk
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737

CONTACT:

John Brock, Town Clerk
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737
Phone: (352) 324-2290
email: jbrock@howey.org

1. **THE PROJECT.** The Town of Howey-in-the-Hills (the “Town”) located at 101 North Palm Avenue is issuing a Request for Proposals (RFP) for the purchase of laptops and tablets. This project is contingent on grant funding being received through the FCC Emergency Connectivity Fund (<https://www.fcc.gov/emergency-connectivity-fund>), and is managed on behalf of the Marianne Beck Memorial Library through its governing municipality, the Town of Howey-in-the-Hills. The proposal is to issue, through the Marianne Beck Memorial Library, laptops and/or tablets to all of the approximately 4,000 homeschooling children throughout the county. Per grant requirements, the maximum reimbursable cost per device is \$400; competitive proposals will provide the best device specifications within that cost-per-item limitation.

ALL VENDORS THAT WISH TO SUBMIT A PROPOSAL ON THE PROJECT MAY SCHEDULE A MEETING AND MEET WITH JOHN BROCK PRIOR TO SUBMITTING THE PROPOSAL. CONTACT MR. BROCK AT 352-324-2290.

The Town intends for the Project to be completed within a period of six months from the Notice to Proceed.

2. INSTRUCTIONS.

- a. **Deadline and Delivery of the Proposal Packages:** All proposal packages must be received by the Town Clerk on or before **2:00 PM EST AUGUST 9th, 2021**. Proposals must be sealed in one package and clearly labeled “**RFP 2021-006 Town of Howey-in-the-Hills Laptop/Tablet Project**” on the outside of the package. Late proposals will not be accepted by the Town Clerk. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will be deemed non-responsive.
- b. **Licenses, Permits, Local Laws and Requirements:** The selected vendor shall secure all licenses and permits, and must become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFP terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. Prior to entering into a contract with the Town, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.
- c. **Withdrawal of Proposals:** A vendor may request a proposal be withdrawn from consideration prior to the date and time the proposals are due. Proposals that have been submitted to the Town become a public record, subject to public record retention requirements.

- d. **Preliminary Schedule:** These dates are estimates only and are subject to change by the Town. The schedule of pertinent events for this RFP may be viewed on the Town's website at <https://www.howey.org/rfps> All times listed are EST.

RFP Advertised in Newspaper & Posted on Town Website	July 30, 2021
Questions Due to the Town (in writing via e-mail)	August 4, 2021
Responses to Questions Posted	August 6, 2021
Proposal Packages Due to the Town	August 9, 2021 2:00 p.m.
Proposal Packages Opened and Evaluated	August 9, 2021 2:15pm at Town Hall
Notice to Award Contract Posted on Town Website	August 9, 2021
Contract Negotiated with Town	August 9, 2021
Town Council Approval of Contract	August 9, 2021

*All questions must be submitted by e-mail to the Town Clerk.

3. **SUBMITTAL REQUIREMENTS.** The proposal package must be submitted on 8-1/2" X 11" paper. Vendors must submit two hard copies and one electronic copy on compact disk or USB Thumb drive in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format. Vendor's proposal shall identify and address and include, in the same order presented below, each of the following Sections a-d, including each subsection. If there is no information to present for a specific section or subsection, state the reason such as "not applicable" or "there is no information that we wish to present." Failure to follow these instructions may result in a proposal being deemed non-responsive.

- a. **Title Page:** Identify the RFP subject, RFP number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact's title and e-mail address for receipt of notifications and date of submittal.
- b. **Letter of Transmittal:** The letter must be signed by a representative authorized to contractually bind the vendor, and include the title or authority of the representative. The letter shall briefly state the understanding of the vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period. The following must be included:
1. Type of business (sole proprietorship, partnership, corporation, etc.)
 2. State of incorporation.
 3. Headquarters location and whether offices are located in the State of Florida, and if so, where.
 4. The names and contact information of the persons who will be authorized to make representations for the vendor.
 5. A certification that the vendor will furnish the goods and services specified in the proposal package at the prices quoted in the proposal, and that the proposal will remain firm for sixty days after the date that the proposal package is submitted in order for the Town to evaluate the proposals and make an award.

- c. **Eligibility:**

1. Provide proof of legal entity and authorization to do business within the State of Florida.
 2. Provide a minimum of three specific references with appropriate contact information for “similar” projects, period of performance for the specific engagement, and the value of services performed.
 3. Indicate financial wherewithal and stability of firm.
 4. Indicate any potential conflicts of interest with the Town.
- d. **Schedule and Price:** Provide the schedule and price for completing the Project as outlined herein.
4. **METHOD OF AWARD.** Proposals will be evaluated based on the lowest-priced responsive and responsible bidder. The contract will be awarded to a single vendor. In the event the Town is unable to reach an agreement with the lowest-price responsive and responsible bidder, the Town may attempt to negotiate an agreement with the second-lowest priced responsive and responsible bidder, and so on, until an agreement is reached.
5. **GENERAL.**
- a. **Right to Reject Proposals:** The Town reserves the right to make an award it determines to be in its best interests or to reject any and all proposals. Further, the Town, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the proposal or to seek clarification on certain issues from any vendor submitting a proposal. Failure to provide requested information may result in the rejection of the proposal.
 - b. **Compliance with Laws:** Vendor shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to this RFP and the conduct of vendor’s business, including those of Federal, State, and local agencies having jurisdiction and authority.
 - c. **Convicted Vendors:** Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has vendor been convicted of a public entity crime.
 - d. **Discriminatory Vendors:** Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has vendor been placed on the discriminatory vendor list.
 - e. **Vendor’s Cost:** Costs for developing a proposal responsive to this RFP are entirely the obligations of the vendor and shall not be chargeable in any manner to the Town.
 - f. **Vendor’s Representations:** In submitting a proposal, the vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its proposal a written explanation).

1. The vendor is not currently under suspension or debarment by the State or any other governmental authority.
2. The vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
3. The vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
4. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. The prices and amounts in the proposal have been arrived at independently and without consultation, communication, or agreement with any other Vendor or potential Vendor; neither the prices nor amounts, actual or approximate, have been disclosed to any Vendor or potential Vendor, and they will not be disclosed before the opening of the proposals.