



**BROWARD COUNTY  
CONVENTION  
CENTER** | GREATER FORT  
LAUDERDALE

Request for Proposal

ISP Service at the Broward County Convention Center

Bid Package Number: 101-05-2021

Proposal Due Date: 07/15/2021

Issue Date: 06/21/2021

Revised Date: 06/28/2021

Issued By: SMG INC.

1950 Eisenhower Blvd.

Ft Lauderdale, FL 33316

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ISP Services– RFP

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*BCCC/SMG*

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## **SECTION 1 - INVITATION TO BID**

### 1.01 Introduction

- A. SMG is the manager of a facility commonly known as Broward County Convention Center (the "Facility") located in Fort Lauderdale, Florida, which is owned by Broward County (the "Owner"), who in turn hired SMG to run the day-to-day operations of the Facility. SMG desires to obtain the services of an independent contractor to supply ISP services on behalf of SMG to SMG's licensees and exhibitors of SMG's licensees, as further described herein, (the "Services"), at the Facility.

### 1.02 Bid Due Date

- A. Bids are due on 07/15/2021 no later than 12:00 pm. Bids received after the aforementioned time will be considered non-responsive and will be returned to the Bidder unopened.
- B. Bids should be enclosed in a sealed envelope and marked: Sealed Bid For: ISP Services, Bid Package Number 101-05-2021.
- C. Bids may be mailed, or hand delivered to Ms. Mary Yon, SMG-Broward County Convention Center, 1600 SE 17<sup>th</sup> St., Suite 400, Ft. Lauderdale, FL, 33316. If hand delivered, bids shall be brought to the 1600 S.E. 17<sup>th</sup> Street, Suite 400, Fort Lauderdale, FL 33316.
- D. Bidders must submit four (4) bound original bids which must include the Proposal Form, provided herein as Attachment A and include all required submittals as described within the Bid.
- E. Faxed or emailed bids will not be accepted or considered.

### 1.03 Obtaining Bid Documents

- A. Bid Documents may be obtained from: Mary Yon, phone:954.765.5905, email [bcccrfp@ftlauderdalecc.com](mailto:bcccrfp@ftlauderdalecc.com) or BIDSUSA, Unicom Systems Inc, unicom-systems.com.
- B. Bids submitted based on partial sets of documents will not be considered. Bidders are responsible to review, in detail, all available Bid Documents prior to submitting their Bid.

### 1.04 Questions Clarification and Additional Information

- A. Questions, clarifications, and requests for additional information regarding the Bid Documents must be submitted in writing, via email [bcccrfp@ftlauderdalecc.com](mailto:bcccrfp@ftlauderdalecc.com) using the form provided as Schedule 1 by the date provided in Section 2 below. In subject line you MUST specify bid number and name. All questions will be answered via email in an addendum and provided to all Bidders.
- B. Telephone inquiries for clarification or interpretation of the documents will not be accepted.

### 1.05 Proposal Evaluation

SMG may require clarification or additional information with respect to a submitted proposal. When evaluating a proposal, SMG considers the "total value" of the proposal.

Total value considerations may include, but not be limited to, price, quality, product design, marketability, and durability, as well as the end user's recommendation or experience with the goods/service, the vendor's present and past performance and financial stability. **Pricing is not the only consideration.** All vendors will be notified whether or not they are selected. SMG **will not** share a vendor's specific proposal with other vendors. It is the intent of SMG to recommend contract award to the Bidder that receives the highest overall evaluation criteria score and otherwise meets all requirements of this solicitation.

- A. SMG reserves the right to reject any and all bids and to waive any informality in Bids received.
- B. Bidders shall be aware that SMG reserves the right to hold bids for up to 90 days prior to selection of the winning Bidder.

*END OF SECTION 1*

**SECTION 2 - BID REQUIREMENT SUMMARY**

Bid Package	Internet Service Provider (ISP)
Bid Package Number	101-05-2021
Deadline for Questions	07/08/2021, 12:00 pm EST
Bid Due Date	07/15/2021
Bid Due Time	12:00 pm EST
MANDATORY Pre-Bid Conference & OPTIONAL Campus Tour (MAX 2 people)	Yes
Pre-Bid Conference Location	SMG OFFICES, 1600 SE 17 <sup>th</sup> St. Suite 400 Fort Lauderdale, FL 33316 or via video conference.
Pre-Bid Conference Date	07/01/2021
Pre-Bid Conference Time	10:00 am EST
Submit Number & Names of Attendees for the Pre-Bid to via email <a href="mailto:bcccrfp@ftlauderdalecc.com">bcccrfp@ftlauderdalecc.com</a> . Subject line MUST contain bid number and name.	Tuesday, 06/29/2021
Post Bid Interview/Presentation	N/A
Post Bid Interview/Presentation Date	N/A
Post Bid Interview/Presentation Time	N/A
Business Location	Refer to <b>Location Certificate Form</b> and submit as instructed.
Taxable	
Term	Three (3) years
Contract Option	SMG may, at its option, extend the Term for two (2) yearly renewal terms

Contract Start Date	08/01/2021
Service Agreement Required	Yes

*END OF SECTION 2*

### **SECTION 3 - INSTRUCTIONS TO BIDDERS**

#### 3.01 Receipt and Opening of Bid Proposals

- A. SMG is requesting Bids for the Services indicated in SECTION 01 – INVITATION TO BID as specified herein.
- B. SMG will privately open Bids.
- C. Bidders are required to fill in all blank spaces for Bid prices on the Proposal Form.
- D. Bidders may, if indicated in the Bid Requirement Summary, be required to attend a Pre-Bid Conference to review the Bid Documents and Scope of Work with SMG.

#### 3.02 Definitions

- A. "Addenda" are written and graphic instruments that modify or interpret the Bid Documents by additions, deletions, clarifications, or corrections. SMG may issue them prior to Bid Award. Addenda will become part of the Bid Documents when issued.
- B. "Authorized Party" means show management, exhibitor approved contractors, exhibitors, SMG personnel, or subcontractors of show management authorized to apply charges.
- C. "Base Bid" or "Bid" is the sum stated in the Bid Documents for which the Bidder offers to perform the work described. Base Bid is a complete and properly signed Bid to provide the services specified in the Bid Documents for the sums stipulated, supported by any submittals required in the Bid Documents.
- D. "Bid Documents" means this RFP, and any yet to be issued Addenda to this RFP and the Service Agreement.
- E. "Bidder" means an entity reviewing and responding to this Bid.
- F. "Event" means a convention, exhibit, exposition, public show, trade show or other event of a similar nature occurring at the Facility.
- G. "Facility" means the multi-purpose Broward County Convention.
- H. "Ordering System" means the online system which SMG utilizes to receive orders and payment from licensees and exhibitors for Facility services, including but not limited to the Services.
- I. "Provider" means the Bidder awarded the final contract for services.
- J. "Services" means those items described in SECTION 4 – SCOPE OF SERVICES, contained in this Bid package.

#### 3.03 Bidder Qualifications

- A. SMG reserves the right to review and accept the qualifications of all Bidders.
- B. Bidder's experience must include, but is not limited to, large conventions, tradeshows, meetings, and exhibitions.
- C. Bidder must be able to prove sufficient financial ability to provide the services specified in the Bid Documents.



### 3.04 Examination of Conditions

The Bidder is responsible for examining the premises, site, and any conditions that may impact the Bidders work. Bidders must satisfy themselves as to the condition of the premises, any obstruction, unusual conditions or requirements necessary for carrying out the work, before the delivery of this proposal. A tour will be conducted at the Pre-Bid Conference, scheduled as above.

### 3.05 Discrepancies, Omissions, or Interpretations

- A. Bidder shall promptly notify SMG of any ambiguity, inconsistency, or error which they may discover upon examination of the Bid Documents or of the site and local conditions.
- B. Requests for interpretation, clarifications, or additional information must be made on the Request for Additional Information form attached to this Bid Document as Schedule 1: Request for Additional Information. Interpretations will not be made orally. Telephone inquiries for clarification or interpretation of the Bid Documents will not be accepted.
- C. Notification of request for interpretation or correction of any ambiguity, inconsistency or error therein which it may discover to SMG shall be made no later than the date and time noted herein as the deadline for questions in Section 2.
- D. Any interpretation, correction, or change of the Bid Documents will be made in writing by Addendum and issued to the Bidders by SMG. Interpretations, corrections, or changes of the Bid Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.
- E. SMG will not be responsible for any oral instructions by, or any written confirmations of any oral instructions from any Bidder, Sub-bidder, Product Supplier, etc.

### 3.06 Proposal Form

- A. Each Bid shall be submitted on the Proposal Form furnished with the Bid Documents as Attachment A. All blanks on the Proposal Form shall be filled in by typewriter or manually in ink. Any Bids not submitted on the form provided may be considered non-responsive, at SMG's sole discretion.
- B. The submission of a Bid shall be evidence that the Bidder has made all necessary examinations and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of all Bid Documents.
- C. Bids by corporations or other entity types shall indicate the legal name of the corporation, followed by the name of the State where incorporated/formed and must be signed by the President, Secretary, or one of the other officers of the corporation. The signature of a person authorized as agent to bind any of the above will be acceptable provided the Bid is accompanied by a proper Power-of-Attorney. Bids by corporations shall have the corporate seal affixed adjacent to the signature.
- D. All signatures shall be in ink or by digital signature and the name of the persons signing shall also be typed or printed below the signature followed by a title

showing the relationship to the bidding organization such as: "Owner" in the case of a sole Owner, "Partner" in the case of a Partnership; "President", "Vice President", "Secretary", or "Treasurer" in the case of a corporation; "Agent" in the case of someone acting as Agent or Attorney-in-Fact.

- E. Bids must be received at the designated location prior to the Bid Due Date and Bid Due Time as indicated in this RFP or for any extension specified in an Addendum, if any. Bids received after designated Bid Due Date and Bid Due Time may, at the sole discretion of SMG, may be considered non-responsive.

### 3.07 Addenda

- A. Any binding interpretation will be made only by written Addenda duly issued and a copy of such Addenda will be mailed or emailed to the last known address of each Bidder who has received Bid Documents.
- B. SMG is not responsible for the delivery of Addenda or accountable for the late delivery of Addenda. Each Bidder shall ascertain prior to submitting a Bid that all Addenda issued has been received.
- C. Copies of Addenda will be made available for inspection wherever Bid Documents are on file for that purpose.
- D. All Addenda issued during the Bid process shall become part of the Bid Documents and receipt thereof shall be acknowledged on the Bid Proposal Form.

### 3.08 Sales Tax

This project is exempt from sales and/or use tax.

### 3.09 Withdrawal or Revision of Bid Proposals

- A. Any Bid may be withdrawn or revised in writing prior to the scheduled time for opening of Bid.
- B. A Bid may not be modified, withdrawn, or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids.
- C. Bids submitted early may be modified or withdrawn only by notice to the party receiving Bids at the designated place and prior to the time for receipt of Bids. Such notice shall be in writing over the signature of the Bidder.

### 3.10 Acceptance and/or Rejection of Bid Proposals

- A. No Bid shall be withdrawn for ninety (90) calendar days after the Bid opening.
- B. SMG reserves the right to accept or reject any or all Bids or parts of any Bid or waive any informality or irregularity which, in SMG's judgment, is in its best interest of the project.
- C. SMG reserves the right to reject any or all Bids if responses to the above, or any other information in SMG's judgment, are unsatisfactory or do not meet the budget, or required performance standards.

3.11 Acceptance of Bid (Award)

- A. It is the intent of SMG to recommend contract award to the Bidder that receives the highest overall evaluation criteria score and otherwise meets all requirements of this solicitation.
- B. SMG may make on-site inspections of facilities where participant provides services similar to the services requested hereunder before the award of Bid.

3.12 Post-Bid Interview/Presentation

- A. After the Bids are received, tabulated, and evaluated by SMG, certain Bidders may be asked to meet with SMG for a post bid interview/presentation.
- B. The post bid interview may include, but not be limited to, a review of the Bid, financial ability of Bidder to perform the scope of services requested and Bidder's approach to the work.

3.13 Insurance Requirements

Required as set forth in Schedule 2: Service Agreement.

3.14 Historically Underutilized Businesses and Equal Employment Opportunity

- A. Bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability or national origin; and will take affirmative action to ensure that its applicants are employed and its employees are treated fairly during employment without regard to their race, color, religion, sex, age, disability or national origin.
- B. Such nondiscrimination shall include, but not be limited, to the following areas of employment practice: employment, upgrading, demotion, or transfer; recruitment and recruitment advertising; layoff and termination; rates of pay and other forms of compensation; and selection for training, including apprenticeship. Such shall be posted in conspicuous places, available to its employees and applicants for employment, notices setting forth the policies of nondiscrimination.

3.15 Security

Provider shall comply with all Facility regulations at all times while at the Facility.

3.16 Safety

- A. The vendor shall review and comply with SMG's Contractor Safety Program, attached hereto as Schedule 2.
- B. The vendor is responsible for submitting, paying for, maintaining, delivering and posting all applicable professional licenses, certifications or permits required by Federal, State and local law.
- C. The vendor shall submit a copy of its safety and health program, including training, which must meet or exceed all applicable Federal, State and local standards and the SMG Safety Programs.
- D. The winning Bidder shall submit a copy of any and all licenses, certifications and/or permits as required to perform these services.

- E. The winning Bidder shall comply with all applicable OSHA, Federal, State and local laws, rules and regulations.
- F. Safety Data Sheets must be submitted to SMG for all supplies and chemicals intended for use in the performance of the Services. All chemicals used at BCCC shall carry an EPA approval number.
- G. The winning Bidder shall provide and ensure the wearing of protective clothing, masks, eye protection, etc., as required by laws, regulations, ordinances, and/or manufacturer’s instructions for material and equipment.
- H. All equipment used in the performance of the Services shall be properly maintained in order to protect SMG and the public. Any equipment that is determined unsafe or improper for desired use shall be removed from BCCC.
- I. The winning Bidder shall take all necessary precautions for the safety of his/her employees and for the general public.

3.17 ADA

Bidder shall comply with all applicable ADA laws and regulations and train staff regularly on those regulations.

3.18 Material Storage

Provider is responsible for storing any materials and equipment used to provide the Services and such must be stored following manufacturers guidelines. SMG shall endeavor to make a reasonable amount of space, if available, to Provider for storage.

3.19 Clean Up and Rubbish Removal

- A. Normal/typical office housekeeping (sweep, dust, vacuum, waste removal) will be provided by facility services.
- B. Other sweeping, dusting, vacuuming and clean up as required due to the Providers activities including the legal disposition of all trash, rubbish and other waste generated by Provider must be done by the Provider in a timely and acceptable manner to the satisfaction of SMG.

3.20 Permits and Fees

The Provider shall secure and pay for any permits, governmental fees, licenses and inspections, required to provide the Services.

3.21 Agreement

Attached is the SMG Service Agreement (“Service Agreement”) which the winning Bidder will be required to enter with SMG. If the winning Bidder refuses to enter into the Service Agreement (or insists on changing/modifying the Service Agreement) with SMG, SMG reserves the right to award the Bid to another Bidder. SMG reserves the right to make non-substantive changes to the Service Agreement prior to execution, which shall not invalidate this section.

*END OF SECTION 3*

## **SECTION 4 - SCOPE OF SERVICES**

### 4.01 Bid for Services

#### A. PURPOSE

- 4.02 SMG seeks proposals from qualified communication service providers for Internet Service Provider (ISP) to implement Internet service, provision of 50 SIP Trunks, and 200 telephone numbers to locations specified in this document. Further valuation and preference will be shown to providers that provide redundancy to Internet Service via multiple, geo-diverse gateways/nodes and should be provided and priced as an option if available.

#### OBJECTIVE

- 4.03 Establish a 3-year contract with 2 possible 1-year extensions for internet service, SIP trunks, and 200 Direct-Dial (DDI) telephone numbers to SMG for the requested service.
- 4.04 LOCATIONS – 1950 Eisenhower Blvd., Ft. Lauderdale, FL 33316
- 4.05 SCOPE OF WORK – vendor has opportunity to bid on portions of bid documents they find applicable to them, and are not obligated to bid on total package.
- 4.06 ISP shall present an annual estimate to provide Internet Services at the levels/days noted. Due to different service requirements based upon venue activity, costing shall be provided based upon the estimated number of days at the indicated service levels. Services may be provided via burstable connections or steady 10Gbps links. Estimate should include any

fees, Maintenance costs, or further expenses including bandwidth bursting costs to reach listed service level requirements below.

Estimated Service Levels for Internet Services:

- Baseline (minimum) service for the venue shall be 2 Gbps of full duplex Internet Service.
- For 90 calendar days out of a year it is estimated that the venue will require 4 Gbps of full duplex Internet Service (2 Gbps beyond 2 Gbps baseline).
- For 40 calendar days out of a year it is estimated that the venue will require 10 Gbps of full duplex Internet Service (8 Gbps beyond 2 Gbps baseline).
- Optional – Geo-diverse redundant gateways for Internet Service Redundancy

4.07 All connections shall be provided over an industry standard IEEE 802.3 fiber interface at the Broward County Convention Center.

4.08 ISP shall provide pricing for – 24 Public IP Addresses for exclusive use by the venue.

4.09 ISP shall provide pricing for – 50 SIP Trunk Connections for use with existing VoIP phone system.

4.10 ISP shall provide pricing for – 200 Direct Dial (DDI) telephone numbers for use with existing VoIP solution.

4.11 ISP shall guarantee all connections shall be provided over and industry standard IEEE 802.3 fiber interface installed onsite and fully functional within either 60 days after the awarding of RFP but no later than September 15, 2021.

4.12 ISP shall provide a minimum mean time to restore of 4 hours for electronics and 6 hours for cable issues. Service tickets should be provided to show time created and the time resolved or restored.

4.13 ISP shall guarantee monthly average uptime to be greater than 98.5% in the SLA. Further valuation and preference will be shown to providers that guarantee uptime above and beyond baseline.

- 4.14 ISP shall provide both telephone and internet support access to open tickets for outages. ISP shall provide a 1 hour minimum mean time for first response to requests and state their average time to resolution for customer tickets.
- 4.15 EXPERIENCE AND REFERENCES
- 4.16 ISP must be a company normally engaged in providing Internet services.
- 4.17 ISP shall include with the proposal the qualifications to meet RFP Scope of Work in terms of past and current experience. Focus on experience in providing Internet services to large public venues. State the length of time your firm has been providing Internet services.

ISP should provide a minimum of three (3) references, in the large commercial or public sector.

#### PROPOSAL REQUIREMENTS

- 4.18 The offerors must be the authorized re-sellers of the products that they propose or have negotiated proposed service as a representative of said re-seller.
- 4.19 The offerors must list the certifications that they possess that are relevant to the products of work they propose.
- 4.20 SERVICES
- 4.21 All support and services shall be the responsibility of the offerors. Please supply details of the descriptions of the following services supplying locations, hours of availability, etc.
  - A. Technical support
  - B. Customer support

#### PRICES

- 4.22 All base prices shall be firm and fixed. Costs regarding optional/additional services (including "burstable internet bandwidth increases) shall be provided and explicitly approved. SMG shall not pay nor be liable for any other additional costs including but not

limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, and/or installation costs.

- 4.23 Pricing shall be proposed on a three (3) year contract initial term and include the options to extend for two (2) additional one-year terms. This shall be specified in the contract and purchase order.
- 4.24 Pricing shall show monthly recurring charges and one-time, non-recurring implementation costs (if any) for the entire project.
- 4.25 Payment schedule will be established with awarded vendor

All support and services shall be the responsibility of the bidders. Please supply details of the descriptions of the following services supplying locations, hours of availability, etc.

Technical support

Customer support

1. Thirty (30) days prior to move in Bidder shall provide estimated expenses in writing for contracted services to the authorized party. Prior to any work being performed, Bidder must receive signed approval from the authorized party for all estimated expenses. In addition, Bidder shall comply with the following requirements:
  - (a) All on site work must be approved by the authorized party in writing prior to any work being done.
  - (b) All modifications or changes to the original scope of work must be approved in writing by the authorized party prior to the modifications or changes being performed.
  - (c) At any time, SMG may request copies of the authorized parties received written approvals for any and all work that has been requested. The Bidder shall provide these copies to SMG within twenty-four (24) hours of the request being made.
2. The Bidder is responsible for maintaining the highest standards of employee competency, conduct, integrity and shall be responsible for taking such disciplinary action with respect to its personnel as may be necessary to ensure the same. The Bidder is solely responsible for payment of all wages, salaries, and all other amounts due its personnel and shall be responsible for the payment of all federal, state, and local employment taxes to include all obligations and payments pertaining to social security taxation, income tax withholding, worker's compensation, unemployment and any group insurance coverage or similar matters.
3. All Bidder personnel shall adhere to Facility rules & guidelines.
4. The Bidder shall provide the Services in a professional, efficient and first-class manner.
5. The Bidder shall provide all labor, supervision, radios programmed to work in conjunction with SMG radios, materials, supplies and equipment to provide the Services. Bidder shall be responsible for assuring its' personnel are appropriately licensed as required by applicable City, State or Federal statutes, rules, laws and/or regulations.



6. Bidder must hold accountable all personnel with regards to the high standards of presentation sought by SMG. Personnel shall be neat and presentable, and maintain proper cleanliness and hygiene. Included in this is the responsibility for the conduct of Bidder's personnel at all times while on BCCC property. No firearms, weapons or prohibited items are to be carried at any time.
7. The Bidder will report to the Director of Operations.

B. Equipment

1. Bidder is responsible for providing and maintaining all equipment necessary to provide the Services.
2. Bidder's equipment shall be in a first-class condition and maintained in compliance with manufacturers' recommended best practices and all governmental requirements. Bidder shall promptly remove any equipment from the Facility that SMG believes, in SMG's sole discretion, to be in less than first-class condition.
3. Bidder's equipment shall be clearly identified as Bidder's equipment.
4. Bidder shall provide SMG a list of Bidder's equipment. Bidder shall provide, maintain, repair and/or replace equipment at Bidder's sole cost.
5. Bidder shall be responsible for removing all equipment in a timely fashion from any event related space.

4.26 Submittals

Each Bid must include all documents required in the Bid Documents as outlined below. Failure to provide required documents may, at SMG's sole discretion result in a disqualification of the Bid. SMG, at its request, may require Bidder to make a presentation of its products at no cost to SMG.

- A. Sealed bids should be labeled as "Sealed Bid For: ISP Services Bid Package Number 101-05-2021 addressed to SMG-Broward County Convention Center, Attn: Mary Yon, 1600 SE 17<sup>th</sup> St., Suite 400, Ft. Lauderdale, FL 33316 and received no later than date and time specified in SECTION 2 – BID SUMMARY. Bids may be hand delivered to same.
- B. All Bids must be regular in every respect and no interlineations or special conditions shall be made to or included in the Bid by the Bidder.
- C. Four (4) bound copies of the following information must be submitted with each Bid:
  1. Company History – Provide a company overview to include number of employees, longevity, officers, management structure, etc.
  2. Bidder Experience – List at least three (3) current contracts of similar scope. Bidder must have been in business for five (5) years and have serviced similar facilities for all of the five (5) years. Provide with your bid, each reference that meets this criteria. Include name of facility, contact person, phone number and size of the facility (i.e. number of seats or total square footage).
  3. Safety Records – Provide OSHA logs, Total Recordable Incident Rate (TRIR) and Experience Modification Rate (EMR) for the past five (5) years.
  4. Key Personnel/Experience – Provide a biography on each of your key management personnel who will be involved with this contract. Include an organizational chart outlining the management staff.
  5. Organization Approach – Outline a general plan of your approach to meet the requirements of this RFP.

- (a) Provide transition/start-up plan and timeline to begin service at BCCC.
  - (b) Provide a detailed list of major pieces of equipment to be utilized.
  - (c) Outline tasks to be performed and your approach.
  - (d) Provide a detailed description of your hiring program to include a certified affidavit that no employees have felony convictions.
  - (e) Provide a detailed description of your training and safety programs (i.e. lockout/tagout program, arc flash program).
  - (f) Provide general policies and procedures of Bidder, including employee conduct.
  - (g) Provide a copy of Bidder's written safety policies or detailed description of Bidder's safety policies and procedures.
  - (h) Provide a detailed description of Bidder's quality control program, including copies of evaluation forms.
  - (i) Provide benefits, employee programs, recognition programs.
  - (j) Miscellaneous information, including uniforms, hiring, etc.
  - (k) Provide a description of any capital investments Bidder would be willing to make to BCCC to enhance the contract.
6. Provide audited financial statements of the Bidder, if available, for its two (2) most recent fiscal years, including balance sheets and profit and loss statements, prepared and certified by an independent certified public accountant.
  7. Provide evidence of the following:
    - (a) Bidder is or will be duly authorized by the appropriate Governmental Authorities to transact business in the State of Florida.
    - (b) Provide evidence of Bidder's ability to secure insurance coverage as outlined in the Schedule 2 Service Agreement.
    - (c) Bidder's experience in creating a diverse workforce in all aspects of management and operation and a description of the initiatives the participant will use to fulfill the Agreement by utilizing a diverse workforce.
  8. Completed and signed Proposal Form.
  9. Identification of any deviation, addition, or deletion, from the requirements of the Bid Documents or Service Agreement.
  10. Identification of any other information that would be to ASM's benefit in evaluating Bidder's submittal.

4.27 Other Considerations

SMG-BCCC, expect Bidders to offer best possible pricing along with other considerations through the purchase of capital investments, added value support, sponsorships, and advertising, from SMG-BCCC, provided the Bidders base bid is in compliance with bid requirements contained herein and the options can be evaluated independently of the scope of work. Once the first submission of the bids are received, reviewed and evaluated, SMG-BCCC, will discuss, propose and negotiate the opportunities with the selected pre-qualified Bidders.

4.28 Term of Agreement

The term of the proposed agreement for the Services is anticipated to be thirty-six (36) months with two (12) month term options.

*END OF SECTION 4*

SCHEDULE 1: Request for Additional Information

To	Mary Yon		
Address	1600 SE 17 <sup>th</sup> St., Suite 400, Ft. Lauderdale, FL 33316		
Phone Number	954.765.5909	Email address:	bcccrfp@ftlauderdalecc.com
Bid Package	Internet Service Provider (ISP)		
Bid Package Number	101-05-2021		
Date of Request			
<i>Bidder Information</i>			
Name			
Company			
Address			
Phone Number			
E-Mail Address			
<i>Request For Clarification, Interpretation or Additional Information</i>			

## SCHEDULE 2: SMG's Contractor Safety Program

### Safety Rules

These safety rules have been established for the protection of each Team Member. All Team Members are requested to cooperate in observing these rules and to help maintain a safe work environment. Team Members should:

- Report all accidents and injuries to your Supervisor/Manager immediately, including near misses.
- Never operate any machine or equipment unless you are specifically authorized and trained to do so;
- Not operate defective equipment. Do not use broken hand tools. Report defective or hazardous equipment to your Supervisor;
- Make sure all safety attachments are in place and properly adjusted before operating any machine;
- Not operate any machine or equipment at unsafe speeds or in an unsafe manner. Shut off equipment that is not in use;
- Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes. Sandals or other open-toed or thin-soled shoes should not be worn;
- Never oil, clean, repair or adjust any machine while it is in motion and unless authorized to do so;
- Not lift items, which are too bulky or too heavy to be handled by one person. Ask for assistance;
- Keep all aisles, stairways, and exits clear of skids, boxes, air hoses, equipment and spillage;
- Not place equipment and materials so as to block emergency exit routes, fireboxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers;

- Stack all materials neatly and make sure piles are stable;
- Keep your work area, machinery and all company facilities, neat and clean; Put tools and equipment away when they are not in use;
- Not participate in horseplay, teasing or otherwise distract fellow Team Members from the job they are doing;
- Safeguard other workers at all times;
- emergency evacuation routes, fire extinguisher locations and eyewash station locations in your surrounding area;
- Keep all flammable liquids in approved containers and stored in appropriate cabinets;
- Never stand or work under a suspended load, be it hoist, crane or forklift;
- Always use a ladder instead of climbing on racks, materials or crates;
- Smoke only in designated smoking areas;
- Company vehicles are to be driven by authorized Team Members only during ASM Global business hours;
  
- All Team Members are expected to wear seat belts at all times while in a moving vehicle being used for company business, whether they are the driver or a passenger;
  
- Use of handheld business phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on company business is strictly prohibited. It is every Team Member’s responsibility to maintain a safe and clean work environment.