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# City of Jacksonville, Florida

*Procurement Award Form (PAF)*

**Part 1 – Form Type:** JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Network Equipment and Professional Services for the Duval County Courthouse

**Requested Action and Justification:**

Recommend approval of award to Step CG, LLC as the highest-ranking firm for Network Equipment and Professional Services for the Duval County Courthouse. The period of service will be two (2) years from the date of the executed contract with three (3) one-year renewal options. The period of service for the Licensing Agreement will be five (5) years from the installation of the network equipment with three (3) one (1) year renewal options. The total not-to-exceed award amount will be $1,349,710.60.

1. Step CG, LLC - 98.33 Points
2. PC Solutions & Integration, Inc. - 71.00 Points
3. vPrime Tech, Inc. - 39.65 Points

**To be executed by formal contract through the Office of General Counsel and processed via Purchase Order(s).

| | | | | | |
|---|---|---|---|---|---|
| **Supplier:** | Step CG, LLC | **Basis of Award:** | Highest Evaluated | **BID Opening Date:** | 07/24/2026 |

| | | | | | |
|---|---|---|---|---|---|
| **POA #:** | N/A | **PO #:** | N/A | **Change Order #:** | N/A |
| **Solicitation #:** | RFP-NONCON 18017 26 | **Contract #:** | N/A | **Contract ADM #:** | N/A |
| **Term:** | 5 years | **Options:** | 3, 1-year | **Options Used:** | 0 |

| | | | |
|---|---|---|---|
| **Federally Funded:** | No | **JSEB Rec:** | Encouragement |
| **Licenses Verified:** | N/A | **JSEB %:** | 0 |
| **Bonds Required:** | No | **Bonds Waived Pursuant To:** | N/A |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fund:** | 53106 | **Center:** | 113002 | **Acct:** | 564271 | **Proj:** | 011031 | **Activity:** | 00000000 | $ 1,349,710.60 |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |

| | | | | | |
|---|---|---|---|---|---|
| **New NTE/GMP:** | $ 1,349,710.60 | **Contingent Amt:** | $ 0.00 | **DMP/ODPO Amt:** | $ 0.00 |

| | | | | |
|---|---|---|---|---|
| **Using Agency/BU:** | TSOD:OFFICE OF THE DIRECTOR | | | |
| **Concurrence:** | Signed by: Elizabeth Bonura 48B0805944554E9... | **Title:** | ASST INFO TECH OFFICER - TECHNOLOGY INFRASTRUCTURE MANAGER | 8/19/2026 |
| **Concurrence:** | Signed by: Riley Hammett E0CD46518234 4D5... | **Title:** | INFO TECH ANALYST - SENIOR FINANCE AND BILLING ADMINISTRATOR | 8/19/2026 |
| **Concurrence:** | Signed by: Kendrick Wanyonyi F3E522F095434F5... | **Title:** | DIRECTOR OF TECHNOLOGY SOLUTIONS | 8/20/2026 |
| **Concurrence:** | | **Title:** | | |

| | | | |
|---|---|---|---|
| **Procurement Analyst/Buyer:** | Signed by: Barnett, Renata E5139E2BE81E477... | **Chief of Procurement:** | Signed by: Robert Warenburg, for Dustin Freeman 4812CA1D431247A... 8/25/2026 |
| **Name:** | Barnett, Renata | **Name:** | Dustin L. Freeman |

| **Part 2 – JPAC Action:** All award actions subject to lawfully appropriated funds. | | **Part 3 – Final Awarding Authority Action:** | |
|---|---|---|---|
| **Members who approve:** | | **Action:** | |
| **Members who disapprove:** | | **Signature:** | |
| **Date:** | | **Date:** | |

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# PAF Instructions
## Part 1 (using agency)

**Form Type:** This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

**Goods and/or Services:** Enter a brief description of the types of goods and services included in the request.

**Requested Action and Justification:** Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

**Supplier:** Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

**Basis of Award:** Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

**Bid Opening Date:** The date bids were unsealed by Procurement.

**POA #:** This is your 1Cloud generated Agreement number. Select Type, Enter Number.

**PO #:** Enter the PO number or agreement release number.

**Change Order #:** Provide the applicable change order number represented by this request.

**Solicitation #:** Select Prefix type, Enter Number, and Year.

**Contract #:** This number should be the same as your POA number (unless procured prior to 2020)

**Contract Amendment #:** Provide the applicable amendment number represented by this request.

**Term:** Select the Period of Performance or Term for the initial period.

**Options:** Period of time for each renewal or option.

**Options Used:** Prior to this request, enter how many options were already used.

**Federally Funded:** Select yes or no from dropdown if Federal Funds will be used.

**JSEB Rec:** Select Encouragement or JSEB Set Aside Option.

**JESB %:** If JSEB Participation, enter the percentage.

**Bonds Waived Pursuant to:** Select option from Drop down.

**Funding Sources:** Fund/Center/Account/Project/Activity, all fields are required even if zeros.

**New NTE/GMP:** Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

**Contingent Amount:** If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

**DMP/ODPO Account:** Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

**Using Agency/BU:** Select one from the dropdown list.

**Concurrence:** Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

**Title:** Title of person electronically signing form.

**Attachments:** Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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**Scoring Matrix Summary**
**Network Equipment and Professional Services for the Duval County Courthouse**

| | | Step CG, LLC | PC Solutions & Integration, Inc. | vPrime Tech, Inc. |
|---|---|---|---|---|
| **Solicitation:** | RFP-18017-26 | | | |
| **Close Date:** | July 24, 2026 | | | |
| **Invited Suppliers:** | 398 | | | |
| **Responded:** | 3 | | | |
| **Analyst:** | Sandy Simpson | | | |
| **Total Points:** | | **98.33** | **71.00** | **39.65** |
| **Total Cost:** | | **$1,349,710.60** | **$1,437,298.41** | **$1,447,123.37** |

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**Scoring Matrix**
**Network Equipment and Professional Services for the Duval County Courthouse**

| | |
|---|---|
| **Solicitation:** | RFP-18017-26 |
| **Close Date:** | July 24, 2026 |
| **Invited Suppliers:** | 398 |
| **Responded:** | 3 |
| **Analyst:** | Sandy Simpson |

| COJ Sub-Committee | Implementation Approach and Plan (40 Points Max) | Qualifications & Experience of Contractor(s) and Proposed Personnel (30 Points Max) | Total Cost of Materials & Services (30 Points Max) | Total | Rank |
|---|---|---|---|---|---|
| **Step CG, LLC** | | | | | |
| Elizabeth Brown | 40.00 | 30.00 | 30.00 | 100.00 | 1 |
| Chris Folker | 35.00 | 30.00 | 30.00 | 95.00 | |
| Marian Snyder | 40.00 | 30.00 | 30.00 | 100.00 | |
| **Average** | **38.33** | **30.00** | **30.00** | **98.33** | |
| **PC Solutions & Integration, Inc.** | | | | | |
| Elizabeth Brown | 30.00 | 15.00 | 28.17 | 73.17 | 2 |
| Chris Folker | 30.00 | 25.00 | 28.17 | 83.17 | |
| Marian Snyder | 11.50 | 17.00 | 28.17 | 56.67 | |
| **Average** | **23.83** | **19.00** | **28.17** | **71.00** | |
| **vPrime Tech, Inc.** | | | | | |
| Elizabeth Brown | 0.00 | 0.00 | 27.98 | 27.98 | 3 |
| Chris Folker | 20.00 | 15.00 | 27.98 | 62.98 | |
| Marian Snyder | 0.00 | 0.00 | 27.98 | 27.98 | |
| **Average** | **6.67** | **5.00** | **27.98** | **39.65** | |

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**Price Sheet**

**Network Equipment and Professional Services for the Duval County Courthouse**

**Schedule 1 - Summary Cost**

*Please complete the yellow cells with your proposed solution.

| | |
|---|---|
| Firm Name: | STEP CG, LLC |
| Contact Name: | Mark Aston, Account Executive (local representative) |
| Contact Email: | maston@stepcg.com |
| Contact Phone: | (904) 400-2701 |

**Note:**

Data entry is not required in the cells below as they are formula driven to provide data from the Schedule 2 - Equipment Cost, Schedule 3 - Professional Services Cost, and Schedule 5 - Optional Cost tabs.

Schedule 5 - Optional Cost will not be used to determine the points awarded for the Total Cost of Materials and Services scoring criterion.

| Cost Category | Total |
|---|---|
| Schedule 2 - Equipment Cost | $ 1,213,930.75 |
| Schedule 3 - Professional Services Cost | $ 135,779.85 |
| **Total Cost of Materials and Services:** | **$ 1,349,710.60** |

For informational purposes only:

| Cost Category | Total |
|---|---|
| Schedule 5 - Optional Cost | $ 96,756.00 |

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**Price Sheet**
**Network Equipment and Professional Services for the Duval County Courthouse**

**Schedule 2 - Equipment Cost**

*Please complete the yellow cells with your proposed solution.
**If you do not plan to offer a specific line item, please place "N/A" in the Proposed Solution "Make" Column.
***Specific models have been listed below. If you provide an equivalent solution, you must also provide documentation that demonstrates the solution listed on your response is functionally equivalent to what is requested.
****Should there be a discrepancy between the fees listed in this Cost Schedule and any other proposal response document, the costs offered in this document shall prevail.
*****Licenses to be 5 year, co-termed with existing inventory.

| Requested Solution (or equivalent) | | | | | *Proposed Solution | | | | | Proposal Cost Calculations |
|---|---|---|---|---|---|---|---|---|---|---|
| **Type of Equipment** | **Make** | **Model # / SKU** | **Description** | **Quantity** | ****Make** | *****Model # / SKU** | **Description** | **Quantity** | **Unit Cost** | **Total Cost** |
| Hardware | Extreme Networks | 10061 | Power Cord | 4 | Extreme Networks | 10061 | Power Cord | 4 | $ 9.26 | $ 37.04 |
| Hardware | Extreme Networks | 10138 | Power Cord | 222 | Extreme Networks | 10138 | Power Cord | 222 | $ 13.16 | $ 2,921.52 |
| Hardware | Extreme Networks | 10304 | 1m SFP+ Cable | 55 | Extreme Networks | 10304 | 1m SFP+ Cable | 55 | $ 60.94 | $ 3,351.70 |
| Hardware | Extreme Networks | 10302 | LR SFP+ Module | 213 | Extreme Networks | 10302 | LR SFP+ Module | 213 | $ 732.24 | $ 155,967.12 |
| Hardware | Extreme Networks | 100G-DACP-QSFP1M | 100G Passive DAC 1m | 4 | Extreme Networks | 100G-DACP-QSFP1M | 100G Passive DAC 1m | 4 | $ 156.80 | $ 627.20 |
| Hardware | Extreme Networks | AP4000-WW | WAP | 173 | Extreme Networks | AP4020-WW | Wi-Fi 7 quad-radio AP — Extreme-designated replacement for AP4000-WW (functionally equivalent; see Appendix E) | 173 | $ 601.13 | $ 103,995.49 |
| Hardware | Extreme Networks | 5420M-48W-4YE | Network Switch | 111 | Extreme Networks | 5420M-48W-4YE | Network Switch | 111 | $ 4,183.75 | $ 464,396.25 |
| Hardware | Extreme Networks | 7520-48Y-8C-AC-F | Network Switch | 2 | Extreme Networks | 7520-48Y-8C-AC-F | Network Switch | 2 | $ 13,997.90 | $ 27,995.80 |
| Hardware | Extreme Networks | XN-ACPWR-1200W-FB | Power Supply Unit | 222 | Extreme Networks | XN-ACPWR-1200W-FB | Power Supply Unit | 222 | $ 639.74 | $ 142,022.28 |
| Hardware | Extreme Networks | XN-2P-RKMT299 | Rack Mount Kit | 2 | Extreme Networks | XN-2P-RKMT299 | Rack Mount Kit | 2 | $ 111.75 | $ 223.50 |
| RMA | Extreme Networks | 97304-7520-48Y-8C-AC-F | Next Business Day RMA | 2 | Extreme Networks | 97304-7520-48Y-8C-AC-F | Next Business Day RMA | 2 | $ 2,882.81 | $ 5,765.62 |
| License & Support | Extreme Networks | EP1-STD-TA-S-C-EWP-5YR | 5 year license term, co-termed | 173 | Extreme Networks | EP1-STD-TA-S-C-EWP-5YR | 5 year license term, co-termed | 173 | $ 533.59 | $ 92,311.07 |
| License & Support | Extreme Networks | EP1-STD-TB-S-C-EWP-5YR | 5 year license term, co-termed | 111 | Extreme Networks | EP1-STD-TB-S-C-EWP-5YR | 5 year license term, co-termed | 111 | $ 1,864.24 | $ 206,930.64 |
| License & Support | Extreme Networks | EP1-STD-TD-S-C-EWP-5YR | 5 year license term, co-termed | 2 | Extreme Networks | EP1-STD-TD-S-C-EWP-5YR | 5 year license term, co-termed | 2 | $ 3,692.76 | $ 7,385.52 |
| Miscellaneous | Shipping/Freight/Delivery | | | | | | Inside delivery; freight & handling included in equipment unit pricing (per RFP) | 1 | $ - | $ - |

| | |
|---|---|
| **Total Bid Costs:** | $ 1,213,930.75 |

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**Price Sheet**
**Network Equipment and Professional Services for the Duval County Courthouse**

**Schedule 3 -Professional Services**

*Please complete the yellow cells with your proposed solution.
**If you do not plan to offer a specific line item, please place "N/A" in the Proposed Solution "Service Type" Column.
***Specific services have been listed below. If you provide an equivalent solution, you must also provide documentation that demonstrates the solution listed on your response is functionally equivalent to what is requested.
****Should there be a discrepancy between the fees listed in this Cost Schedule and any other proposal response document, the costs offered in this document shall prevail.

| Requested Solution (or equivalent) | | *Proposed Solution | | | | Proposal Cost Calculations |
|---|---|---|---|---|---|---|
| **Service Type** | **Description** | ***Service Type** | **Description** | **Quantity** | **Unit Cost** | **Total Cost** |
| Project Management | All costs for services required to manage activities throughout the project lifecycle. | Project Management | All costs for services required to manage activities throughout the | 1 | $ 19,166.98 | $ 19,166.98 |
| Travel | All costs associated with travel to project sites. | Travel | All costs associated with travel to project sites. | 1 | $ - | $ - |
| Implementation Services | All costs associated with technical engineering & design, field work, & validation activities. | Implementation Services | All costs associated with technical engineering & design, | 1 | $ 116,612.87 | $ 116,612.87 |

| | |
|---|---|
| **Total Bid Costs:** | $ 135,779.85 |

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**Price Sheet**
**Network Equipment and Professional Services for the Duval County Courthouse**

**Schedule 4 - Labor Rate**

*Please complete the yellow cells.
**The City's fiscal year is October 1 - September 30.
***Should there be a discrepancy between the fees listed in this Cost Schedule and any other proposal response document, the costs offered in this document shall prevail.

| | | FY 2026 | FY 2026 | FY 2027 | FY 2027 |
|---|---|---|---|---|---|
| **Personnel Category** | **Description of Role** | **On-site Hourly Rate** | **Off-site Hourly Rate** | **On-site Hourly Rate** | **Off-site Hourly Rate** |
| Project Manager | Dedicated PM; planning, coordination, status, risk/change control, City PMO liaison. | $ 175.00 | $ 158.00 | $ 180.00 | $ 163.00 |
| Solutions Architect / Design | Solution architecture, design validation, standards, equivalency analysis. | $ 225.00 | $ 203.00 | $ 232.00 | $ 209.00 |
| Lead Network Architect | Extreme Fabric (IS-IS/SPB) design lead; core architecture and integration. | $ 225.00 | $ 203.00 | $ 232.00 | $ 209.00 |
| Senior Network Engineer | Core/edge configuration, Fabric Connect, routing, migration execution. | $ 195.00 | $ 176.00 | $ 201.00 | $ 181.00 |
| Network Engineer | Switch configuration, VLAN/ACL work, cutover support, validation. | $ 160.00 | $ 144.00 | $ 165.00 | $ 148.00 |
| Wireless Engineer | RF survey, ExtremeWireless design/tuning, AP validation. | $ 185.00 | $ 167.00 | $ 191.00 | $ 172.00 |
| Security / NAC / Analytics Engineer | ExtremeControl (NAC), Extreme Analytics, CJIS-aligned policy. | $ 205.00 | $ 185.00 | $ 211.00 | $ 190.00 |
| Field Installation Technician (lift-certified) | Rack/stack, AP mounting in high-ceiling areas, structured cabling. | $ 125.00 | $ 113.00 | $ 129.00 | $ 116.00 |
| Field Technician | Installation, labeling, patching, on-site validation support. | $ 105.00 | $ 95.00 | $ 108.00 | $ 98.00 |
| Project Coordinator / Administrative | Documentation, scheduling, reporting, logistics support. | $ 95.00 | $ 86.00 | $ 98.00 | $ 89.00 |
| | | | | | |
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**Price Sheet**
**Network Equipment and Professional Services for the Duval County Courthouse**

**Schedule 5 - Optional Cost**

*Please complete the yellow cells.
**If you do not plan to offer a specific line item, please place "N/A" in the Optional Costs "Service Type" Column.
***Should there be a discrepancy between the fees listed in this Cost Schedule and any other proposal response document, the costs offered in this document shall prevail.

| Optional Costs | | | | Proposal Cost Calculations |
|---|---|---|---|---|
| **Service Type** | **Description** | **Quantity** | **Unit Cost** | **Total Cost** |
| Managed Service | STEP CG Apex Service - 24x7 Monitoring, Support, MACD, per month | 1 | $ 6,515.00 | $ 6,515.00 |
| Managed Service | STEP CG Foundation Service - 24x7 Support, per month | 1 | $ 2,041.00 | $ 2,041.00 |
| Installation - Alternative Pricing | COJ has available Extreme ESUs to use toward installatioon. This alternate price reflects the additonal ESUs that would be needed if you were to use the current ESUs to pay for installation instead of $135,779.85 | 1 | $ 88,200.00 | $ 88,200.00 |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |

| | |
|---|---|
| **Total Bid Costs:** | $ 96,756.00 |

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**Price Sheet**

**Network Equipment and Professional Services for the Duval County Courthouse**

| Cost Assumptions |
| --- |
| |
| |
| • All equipment pricing is all-inclusive of freight, delivery, and handling to the delivery location; the separate shipping line is $0 because these costs are included in the unit pricing. |
| • Professional services (Schedule 3) are a single fixed price of $135,779.85, inclusive of project management and travel (travel $0). The total is presented across the Project Management and Implementation Services lines for clarity; the total is unchanged. |
| • Schedule 4 rates are all-inclusive hourly billing rates for City-approved out-of-scope work only; they do not affect the fixed-price total above. |
| • All equipment is NEW (not refurbished); solution support terms are five (5) years from the executed contract. |
| • Equipment licenses are five-year terms, co-termed with the City's existing Extreme inventory; license start no earlier than 15 days prior to the targeted deployment date. |
| • After-hours work (evenings, nights, weekends, holidays) is performed at the contracted rate with no premiums or surcharges. |
| • Schedule 4 labor rates apply only to City-approved out-of-scope changes and are all-inclusive (travel and other expenses included), with a separate off-site rate. |

- Equipment will be delivered within thirty (30) days of Purchase Order issuance.
- Post-deployment support is a minimum of nine (9) months, auto-extending to ten (10) months if a replacement is required within the initial window.
- Schedule 5 optional costs are provided for the City's convenience and are NOT included in the scored Total Cost of Materials and Services.
- Item descriptions and quantities are unchanged per RFP Section 2.6. STEP proposes the requested Extreme models, except the AP4000-WW (now end-of-sale): STEP bids Extreme's designated Wi-Fi 7 replacement, the AP4020-WW, at the same unit price (equivalency documentation in Appendix E).
- This project is not tax-exempt; applicable state and local sales/use taxes are included in the unit prices.
- Prices remain valid for 120 calendar days after bid opening and throughout the life of the contract.

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# SPECIFICATIONS

## Overview

The City of Jacksonville, Florida ("City") seeks a qualified Contractor to design, procure, implement, and validate a modern, secure, and resilient network for the Duval County Courthouse, which consists of one-hundred and four (104) network switches, two (2) server switches, and approximately one-hundred and sixty-three (163) wireless access points. The refreshed network must:

- Improve performance, reliability, and scalability for court operations, public services, and justice partners.
- Provide end-to-end security, segmentation, and visibility aligned to criminal justice information security expectations.
- Support priority applications (case management, evidence systems, voice/video, building systems, and courtroom technology).
- Reduce operational complexity with centralized management, automation, and standardized configurations.
- Minimize disruption to courthouse functions through phased, well-planned cutovers.
- Integrate seamlessly and securely with the City's core network to ensure consistent policy enforcement, interoperability, and optimized data flows.

## Contract/Agreement

The City anticipates entering into the following agreements upon contract award:

- **Professional Services and Goods Agreement:** Defines the duties, obligations, terms, conditions, and scope of professional services of the Contractor for the duration of the agreement.
- **Licensing Agreement:** Defines the terms and conditions for the use of the network equipment and license features for a defined period of time.

## Term of Agreements

- **Professional Services & Goods Agreement:** The term of the agreement will be two (2) years from the date of the executed contract with three (3) one-year renewal options.
- **Licensing Agreement:** The initial term of the agreement will commence upon installation of network equipment and will continue for a period of five (5) years. City will have the option, in its sole discretion, to renew the Licensing Agreement on terms agreeable to both the City and the Contractor, for one additional term of up to three (3) years.

Each of the agreements listed above are subject to early termination by the City as set forth elsewhere in this RFP.

## State Contracts

The City reserves the right to utilize contracts established by the State of Florida and/or other governmental agencies for item(s)/service(s) covered under this RFP. The City reserves the right to cancel the contracts in whole or in part for such item(s)/service(s).

## RFP Requirements

- Contractor must have the ability to obtain and maintain insurance as required by this RFP. Contractor must submit with their response, a signed affidavit from their insurance provider stating they can provide all required coverage at the levels required by this RFP.
- Contractor must be properly licensed and provide proof of ability to operate as a company in the state of Florida (www.Sunbiz.org). Contractor must also hold a local Duval County business tax receipt if located in Duval County, FL.
- Contractor must provide at least three (3) contactable client references on the Business References Form for projects similar in scope to the services requested in this RFP. The City of Jacksonville reserves the right to contact said references for verification of the information.
- Contractor must have a local representative within one hundred (100) miles of Duval County.

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- Contractor must have a lab environment with the ability to replicate the City's network for training purposes.
- Contractor must certify they are able to deliver equipment listed on the Price Sheet within thirty (30) days of the issuance of Purchase Order.
- Contractor must be available to perform work outside of standard business hours, including evenings, nights, weekends, and holidays as required to support the continuous operational needs of the City and to minimize disruption to critical services. Such after-hours work shall be performed at the same contracted rate of pay, with no additional fees, premiums, or surcharges.
- Contractor must certify that a minimum of six (6) qualified personnel will be available on-site for the duration of the equipment deployment. At least one (1) of the personnel must be certified to operate a lift for use in high-ceiling areas.
- Should a response to this RFP include subcontractors for any portion of the services described within this RFP, the Contractor shall ensure that each subcontractor is certified and fully compliant with all requirements in this RFP.

**Professional Services**

Contractor must provide professional services which include, at a minimum, the following:

- Performing all planning, configuration, testing, implementation, validation, and knowledge transfer for the network refresh and wireless access point refresh, including, but not limited to:
  - Assessing and recommending best-fit replacement equipment;
  - Attaching equipment offline to the core or edge, where feasible;
  - Developing and documenting test plans, results, and issues log;
  - Developing the ISID Allocation Plan;
  - Developing the ISIS Area Structure;
  - Designing the network infrastructure and updating the IP schema (Management, Loopback, VIST);
  - Discovering existing core, distribution, and access layer switches and documenting logical topology (VLANS, routing, ACLs, NAC), IP addressing, and dependencies;
  - Ensuring environmental readiness (space, cooling, power redundancy, firestopping);
  - Extending VLANS, as needed;
  - Importing floor plan maps and survey layout;
  - Labeling and hanging access points, and supplying a lift for high-ceiling areas;
  - Performing lab testing of critical functions;
  - Preparing MDF/IDF spaces and rack equipment;
  - Pre-staging configurations;
  - Scheduling and executing core attachment and Layer 2 integration; and
  - Validating hardware/firmware compatibility;
- Project Management under the direction of a dedicated Project Manager to:
  - Act as primary contact for the duration of the project;
  - Establish project timelines and milestones;
  - Coordinate appropriate Vendor resources for project work;
  - Coordinate and collaborate with the City's Project Management Office for project oversight activities;
  - Identify risks, rollback plans, and change windows to align to court schedules and security protocols; and
  - Develop and maintain project artifacts, including, but not limited to:
    - Statement of Work
    - Project Management Plan
    - Project Plan
    - Work Breakdown Structure
    - Schedule / Timeline

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    - RAID Log
    - Resource Management Plan
    - Resource Plan
    - Implementation Plan
    - Testing Plan
    - Recurring Status Reports
    - Final Project Report
  - Provide technical project documentation, including, but not limited to:
    - Initial, final, and as-built network infrastructure design drawings (diagrams, IP/VLAN lists, port maps, SSIDs and policies, device inventories, software versions, credential escrow procedure, if applicable)
    - Network switch configuration templates
    - Wireless access point configuration templates

**Post-Deployment Support**
The Contractor shall provide post-deployment support services for a minimum duration of nine (9) months following deployment. Support must include timely response and resolution for any device failures, malfunctions, or performance issues. In addition, Contractor shall provide configuration services as required to ensure proper functionality, compatibility, and optimization of all deployed devices throughout the support period. If at least one (1) device failure, malfunction, or related support issue arises that requires replacement within the initial nine (9) month support window, Contractor shall extend all post-deployment support services for an additional one (1) month, for a total support period of ten (10) months at no additional cost to the City.

**Replacement of Missing or Defective Equipment**
The Contractor shall be solely responsible for ensuring that all equipment provided under this solicitation is complete, fully functional, and conforms to the specifications. Any equipment that is missing components, dead-on-arrival (DOA), defective, or unrelated/substituted without prior written approval shall be replaced by the Contractor at no cost to the City or its agencies. Replacement items must be delivered within the timeframe specified by the City and shall not result in any additional charges, delays, or administrative burden to the City or its agencies.

**Quantities**
Quantities indicated on the Price Sheet reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to: add or delete items; to increase the volume of services required at any time during the contract period if it so deems necessary; or to not make any purchase against this RFP.

**Prices**
All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the RFP documents. Price offerings shall be inclusive of ALL costs (including but not limited to administrative cost for submission of all required paperwork on the City's behalf, subcontractors, and any other costs) and will be the only compensation given to the Contractor for the required products and services herein.

**License & Subscriptions**
The start date for all equipment licenses shall commence no earlier than fifteen (15) calendar days prior to the targeted deployment date. All subscription offerings must be able to co-term with the City's existing licenses.

**Delivery**
All deliveries should be addressed:

City of Jacksonville Technology Solutions Department
Attn: Network & Telecom Infrastructure Manager
214 North Hogan Street, 9th Floor
Jacksonville, Florida 32202

**INSIDE DELIVERY ONLY** and if on pallets, must be broken down for delivery.

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Once shipped, an electronic packing list must be provided to the City's Network & Telecom Infrastructure Manager for the purchase order.

**Payment**
Payment for all equipment shall be remitted within thirty (30) days following verified delivery. Payment for all services shall be remitted within thirty (30) days following successful completion of deployment.

**Invoicing**
An electronic copy of all invoices must be sent via email to the following contact:

**Marian Snyder**, Project Manager for Technology Solutions
Email: MarianS@coj.net

**Evaluation of Responses**
The City will determine the qualifications, interest, and availability of Contractors by reviewing all responses that meet the Minimum Supplier Qualifications. The determination of which Contractors are "best qualified" will be based upon the scoring criteria set forth in this RFP.

The City will employ the following process steps when evaluating which Contractors are "best qualified": The City will evaluate responses using the evaluation criteria set forth in the following table below and described in detail herein.

| No. | Response Evaluation Category | Maximum Score |
|---|---|---|
| 1. | Implementation Approach and Plan | 40 |
| 2. | Qualifications and Experience of Contractor(s) and Proposed Personnel | 30 |
| 3. | Total Cost of Materials and Services | 30 |

Before making an award, the City reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of responses. Failure to provide any requested clarifications, revisions, or information may result in rejection of the response.

The City reserves the right to accept or reject any and all responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the City determines that doing so will serve the City's best interests. The City may reject any response not submitted in the manner specified by this RFP.

**1. Implementation Approach and Plan**
Design and completeness of the proposed implementation approach that best addresses the City's guidance for a timely schedule that also balances the amount of change placed on the organization at one time.

**1.1 Project Understanding – 3 pages maximum**
Describe the Contractor's understanding of the requirements of this RFP, and its ability, approach and/or plan to satisfy these requirements in complete compliance with all applicable federal, state, and local laws, statutes, ordinances, rules and regulations.

**1.2 Timeline and Implementation Phasing Approach – 8 pages maximum**
The Contractor should describe its proposed implementation approach. The description provided should include the following information:

- Implementation timeframes;
- Milestones and implementation phasing (if any);
- Deliverables; and
- Any product updates, releases, and/or end-of-sale/end-of-support notices that will occur during the project.

**1.3 Project Management Methodology and Approach – 8 pages maximum**
The Contractor shall describe its approach to managing the project. As part of its project management approach, the Contractor shall describe the project management tools, standards, controls, and procedures that will be used to create a proven, reliable process.

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### 1.4 Detailed Description of Services / Deliverables to be Provided

The Contractor shall describe in detail how each of the requested services in this RFP will be addressed in accordance with the Contractor's implementation methodology and approach.

## 2. Qualifications and Experience of Contractor and Proposed Personnel

Experience and availability of proposed personnel that best fits the needs of the City.

### 2.1 Project Summary Table

The Contractor should provide a summary of projects that will assist the City in evaluating the qualifications of the entities providing the services and equipment. At a minimum, the list of projects shall include those projects submitted to fulfill the minimum requirements listed within this RFP.

### 2.2 Personnel Summary Table

The Contractor shall provide a Personnel Summary Table listing all personnel assigned to the project. Include the proposed role(s), team member name, totals years of relevant experience, years of experience in the proposed role, and relevant certifications.

## 3. Total Cost of Materials and Services

Costs shown on the Cost Schedules must include all charges, fees, costs, and expenses for goods and services.

Cost information shall be provided using the cost schedules (Price Sheet) provided in this RFP. Contractors must provide pricing for all elements on the cost schedules, regardless of whether those elements are labeled as "optional".

In calculating the score for this section, the costs for those elements identified as "optional" will **not** be included in the cost calculations.

The Cost Proposal shall be in the following format:

| Cost Proposal Content | |
|---|---|
| Tab 1 | Schedule 1 – Summary Cost Presentation |
| Tab 2 | Schedule 2 – Equipment Cost |
| Tab 3 | Schedule 3 – Professional Services Implementation Cost |
| Tab 4 | Schedule 4 – Labor Rate Schedule |
| Tab 5 | Schedule 5 – Optional Cost |
| Tab 6 | Cost Assumptions |

### 3.1 Schedule 1 - Summary Cost Presentation

This schedule shall include all costs proposed by the Contractor and shall be presented in the requested format via the Price Sheet contained in this RFP.

- The Equipment Costs shall be taken from the referenced lines on Schedule 2 – Equipment Cost.
- The Professional Services Cost shall be taken from the referenced lines on Schedule 3 – Professional Services Implementation Cost.
- The Optional Cost shall be taken from the referenced lines on Schedule 5 – Optional Cost.

Formulas have been provided as a convenience to populate the cost data from the supporting schedules to the Summary Cost Presentation Schedule. Contractors must ensure the accuracy of the cost information provided in each Cost Proposal schedule including the Summary Presentation Schedule. Additionally, Contractors must document all cost-related assumptions in Tab 6 – Cost Assumptions. The Grand Total shall be provided on the Summary Cost Presentation.

### 3.2 Schedule 2 – Equipment Cost

This schedule shall include all non-staffing project expenses associated with procuring infrastructure components necessary to support network connectivity, security, data movement, testing, and operational readiness throughout the project lifecycle. These costs apply only to equipment that is essential for project execution and is not already captured within other cost schedules. Elements that must be priced include:

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- Hardware:
  - Direct Attach Cables (DAC)
  - Equipment Licenses
  - Long Reach (LR) Small Form-factor Pluggable Plus (SFP+) Modules
  - Mounting Bracket Kits
  - Power Cords
  - Power Supply Units
  - Rack Mount Kits
  - Switching Devices (Edge & Core)
  - Wireless Access Point (WAP) Units
- Licensing to Operate and/or Activate Equipment
- Support Services
- Shipping, Freight, & Delivery Costs

**3.3 Schedule 3 – Professional Services Implementation Cost**

This schedule includes all labor-based services required to successfully plan, design, test, implement, document, and manage throughout the project lifecycle. These services encompass technical engineering, field work, validation activities, and comprehensive project management necessary to ensure that all project requirements are met, risks are mitigated, and deliverables are fully documented.

**3.4 Schedule 4 – Labor Rate Schedule**

Although the City will not reimburse the Contractor on a "time and materials" or "not to exceed" basis for Deliverables, it may be necessary to make scope changes after award that require assistance in areas not anticipated for which the City may consider a time and materials payment arrangement. For these purposes, the Contractor shall provide all-inclusive (travel and all other expenses included) billing rates for a range of different skill areas using this schedule. Contractors may propose the same rate for all years for a given personnel category or for all personnel categories, but the City is asking for one rate for each personnel category for each fiscal year. In addition, the Contractor shall provide a separate billing rate for work that is provided off-site. The City's fiscal year is October 1 – September 30.

**3.5 Schedule 5 – Optional Cost**

This schedule captures all optional costs that may supplement the goods and services as listed in the requirements of this RFP.

**3.6 Cost Assumptions**

Contractors shall delineate all their assumptions concerning cost and project scope in this section of their cost proposals.

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**Materials Sheet**

1. Specific models have been listed below. If the Contractor provides an equivalent solution, Contractor must also provide documentation that demonstrates the solution listed on their response is functionally equivalent to what is requested below. For example: If a part is end-of-sale within 18 months of the posting date of this RFP, equivalent substitutions are permitted.
2. Equipment must be **NEW** and NOT Refurbished.
3. The Contractor's Solution support terms should be five (5) years from the date of the executed contract.
4. Lab and spare equipment are included in listed quantities.

| Item No. | Part No. | Description | Qty. |
|---|---|---|---|
| 1 | Extreme Networks 10061 | PWR CORD,NEMA,10A,NEMA 5-15P,C13,ST | 4 |
| 2 | Extreme Networks 10138 | PWR CORD,NEMA,13A,NEMA 5-15P,C13,ST | 222 |
| 3 | Extreme Networks 10304 | 1m SFP+ Cable | 55 |
| 4 | Extreme Networks 5420M-48W-4YE | 5420M 48port 802.3bt 90w PoE Switch | 111 |
| 5 | Extreme Networks 7520-48Y-8C-AC-F | 7520-48Y with two AC PS, six F-B fans | 2 |
| 6 | Extreme Networks AP4000-WW | Indoor Tri Radio WiFi 6E AP 2.4 GHz 5GHz 6GHz Multirate Port. Integrated Light power sensors BLE/Zigbee. AI/ML green mode. INT antennas. T-Bar Incl Mt (AH-ACC-BKT-AX-TB) | 173 |
| 7 | Extreme Networks EP1-STD-TA-S-C-EWP-5YR | EP1 Standard EWP Support Tier A 5YR | 173 |
| 8 | Extreme Networks EP1-STD-TB-S-C-EWP-5YR | EP1 Standard EWP Support Tier B 5YR | 111 |
| 9 | Extreme Networks EP1-STD-TD-S-C-EWP-5YR | EP1 Standard EWP Support Tier D 5YR | 2 |
| 10 | Extreme Networks XN-ACPWR-1200W-FB | 1200W AC PSU FB | 222 |
| 11 | Extreme Networks 97304-7520-48Y-8C-AC-F | EW NBD AHR RMA Only 7520-48Y-8C-AC-F | 2 |
| 12 | Extreme Networks XN-2P-RKMT299 | 2-Post NEBS Kit SLX/VSP/X695/7000/8000 | 2 |
| 13 | Extreme Networks 10302 | LR SFP+ module | 213 |
| 14 | Extreme Networks 100G-DACP-QSFP1M | 100G Passive DAC QSFP28 1m | 4 |

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**Business References**

Provide at least three (3) business references that satisfy the Minimum Supplier Qualifications outlined in this RFP. The City of Jacksonville reserves the right to contact said references for verification of the information.

| **Business Reference #1** | | | |
|---|---|---|---|
| Name of Organization: | | Project Timeframe: (e.g. May 2024 – December 2025) | |
| Number of Employees: | | | |
| Public Sector? | Yes ☐ No ☐ | Project Scope: (Either in Production or in the Implementation Process) | Extreme Switching: ☐ |
| Contact Name: | | | Extreme Fabric: ☐ |
| Contact Phone Number: | | | ExtremeCloud IQ: ☐ |
| Contact Email Address: | | | ExtremeCloud IQ Site Engine: ☐ |
| | | | ExtremeControl: ☐ |

| **Business Reference #2** | | | |
|---|---|---|---|
| Name of Organization: | | Project Timeframe: (e.g. May 2024 – December 2025) | |
| Number of Employees: | | | |
| Public Sector? | Yes ☐ No ☐ | Project Scope: (Either in Production or in the Implementation Process) | Extreme Switching: ☐ |
| Contact Name: | | | Extreme Fabric: ☐ |
| Contact Phone Number: | | | ExtremeCloud IQ: ☐ |
| Contact Email Address: | | | ExtremeCloud IQ Site Engine: ☐ |
| | | | ExtremeControl: ☐ |

| **Business Reference #3** | | | |
|---|---|---|---|
| Name of Organization: | | Project Timeframe: (e.g. May 2024 – December 2025) | |
| Number of Employees: | | | |
| Public Sector? | Yes ☐ No ☐ | Project Scope: (Either in Production or in the Implementation Process) | Extreme Switching: ☐ |
| Contact Name: | | | Extreme Fabric: ☐ |
| Contact Phone Number: | | | ExtremeCloud IQ: ☐ |
| Contact Email Address: | | | ExtremeCloud IQ Site Engine: ☐ |
| | | | ExtremeControl: ☐ |

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RFP - Non-Construction: 18017-26,1

Messages | Actions | Done

Currency = US Dollar

Time Zone US Eastern Time

Table of Contents


- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms
- Suppliers


## Contract Terms

View Contract Deviations | Download Contract

Contract Source: Terms Template

Contract Terms Template: ITB - Supply / Services

Clauses | Deliverables

**A. Solicitation Overview**

**A.1. Scope of Work**

The TSIT of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s)/service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/service(s) and to obtain pricing commitments for Network Equipment and Professional Services for the Duval County Courthouse as listed in the bid documents.

**A.2. Award**

Award will be made to the highest ranked, responsive, responsible bidder.

**A.3. Term of Agreement**

The period of service will be for the initial period of two years, with one, three-year renewal options. Renewal options subject to approval with supplier and City of Jacksonville.

**A.4. Quantities**

Quantities indicated are fixed.