

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

Solicitation Number: **26-901**Solicitation Title: **BOARD CHAMBERS AUDIO/VIDEO EQUIPMENT**Last Day to Ask Questions: **10/20/2025**CLOSING DATE: **10/29/2025** CLOSING TIME: 3:00 P.M. Eastern

Vendors shall complete and return all information requested by the specified time and date or Submittal shall be rejected.

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# **PURPOSE OF REQUEST SOLICITATION**

Lake County, Florida invites sealed submissions to supply **BOARD CHAMBERS AUDIO/VIDEO EQUIPMENT**. This solicitation is posted exclusively on the official County website <https://lakecountyfl.gov/procurement-services>.

# **FLORIDA STATUTE 119-0725 – PUBLIC RECORDS EXEMPTION**

F.S. 119.0725 Agency cybersecurity information; public records exemption; public meetings exemption.—

(2) The following information held by an agency is confidential and exempt from s. [119.07](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=insurance%20limits%20exemption&URL=0100-0199/0119/Sections/0119.07.html)(1) and s. 24(a), Art. I of the State Constitution:

(a) Coverage limits and deductible or self-insurance amounts of insurance or other risk mitigation coverages acquired for the protection of information technology systems, operational technology systems, or data of an agency.

(b) Information relating to critical infrastructure.

(c) Cybersecurity incident information reported pursuant to s. [282.318](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=insurance%20limits%20exemption&URL=0200-0299/0282/Sections/0282.318.html) or s. [282.3185](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=insurance%20limits%20exemption&URL=0200-0299/0282/Sections/0282.3185.html).

(d) Network schematics, hardware and software configurations, or encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches, if the disclosure of such information would facilitate unauthorized access to or unauthorized modification, disclosure, or destruction of:

1. Data or information, whether physical or virtual; or

2. Information technology resources, which include an agency’s existing or proposed information technology systems.

(3) Any portion of a meeting that would reveal information made confidential and exempt under subsection (2) is exempt from s. [286.011](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=insurance%20limits%20exemption&URL=0200-0299/0286/Sections/0286.011.html) and s. 24(b), Art. I of the State Constitution. An exempt portion of a meeting may not be off the record and must be recorded and transcribed. The recording and transcript are confidential and exempt from s. [119.07](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=insurance%20limits%20exemption&URL=0100-0199/0119/Sections/0119.07.html)(1) and s. 24(a), Art. I of the State Constitution.

# **EXHIBITS**

Bidders shall complete Attachment 5 – Viewing Confidential Documents and submit it prior to the last day for questions to view exhibits that are exempt from public posting per Section 119.071(3)(b) or 119.0725, Florida Statutes). Submit to the Solicitation’s Point of Contact.

Exhibit A – Scope of Work (F.S. 119.0725 exempt)

Exhibit B – Insurance Requirements

Exhibit C – [General Terms and Conditions for Lake County Florida](https://lakeumbraco.azurewebsites.net/media/krwgfnt0/general-terms-and-conditions-v-5-6-21-ada.pdf) dated 5/6/21

Exhibit D – Technology Data Security

# **ATTACHMENTS**

Attachment 1 – Submittal Form

Attachment 2 – Combined Affidavit - Foreign Entities & Human Trafficking

Attachment 3 – Pricing Sheet

Attachment 4 – Reference Form

Attachment 5 – Viewing Confidential Documents

# **POINT OF CONTACT**

Direct all inquiries to the Contracting Officer (official point of contact) listed:

Bill Ponko, CPPO, CPPB, Senior Contracting Officer

Telephone: 352-343-9839

E-mail: Bill.Ponko@lakecountyfl.gov

# **PRE-PROPOSAL CONFERENCE**

* 1. A MANDATORY Pre-Proposal Conference is scheduled to review the solicitation’s conditions and specifications. Vendors are expected to bring solicitation documents to the conference.
  2. Arrive at least five minutes early and have access to solicitation documents.
     1. Anyone arriving more than five minutes after the conference has started, will not be admitted.
  3. Vendors shall attend one of the two Scheduled Mandatory Pre-Bid Conferences:
     1. Date: Thursday, October 9, 2025, or Wednesday, October 15, 2025
     2. Time: 2:00 p.m. (Eastern Time) sharp.
     3. Location: County Administration Building Lobby, 315 W. Main Street, Tavares, FL.
  4. Attendance for the entire duration of the conference is mandatory.
  5. Vendors are advised to bring the equipment needed for a thorough site review, as additional site visits shall not be permitted.
  6. Sites are active work locations, and Vendors must ensure they do not disrupt ongoing operations.
  7. Failure to attend as required in this Section shall result in the vendor’s submission being deemed non-responsive.
  8. In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, individuals with disabilities who require special accommodations or an interpreter to participate in any proceedings related to this solicitation should contact the Contracting Officer listed in this Solicitation at least two (2) business days prior to the scheduled meeting date for assistance.

# **QUESTIONS, EXCEPTIONS, AND ADDENDA**

* 1. Vendors must examine all solicitation content including the [General Terms and Conditions for Lake County Florida](https://lakeumbraco.azurewebsites.net/media/krwgfnt0/general-terms-and-conditions-v-5-6-21-ada.pdf).
  2. All communication, inquiries, or requests for exceptions shall be directed to the Contracting Officer listed in this Solicitation.
  3. The last day for questions or requests for exceptions is 10/20/2025.
  4. Responses, clarifications, modifications, or changes to the Solicitation shall be issued through official addenda to the Solicitation and posted on the [Formal Solicitations site (lakecountyfl.gov)](https://c.lakecountyfl.gov/offices/procurement_services/view_all_bids.aspx?mylakefl=True) for this Solicitation. Where there appears to be a conflict between Solicitation and any addenda, the last addendum issued will prevail.
  5. Vendors are solely responsible for ensuring receipt and acknowledgement of all addenda and any supporting documents. Failure to acknowledge each addendum may disqualify the submission from consideration. The original submission deadline remains fixed unless a change is expressly communicated via addendum.
  6. Process or procedure questions may be directed to the Contracting Officer at any time.

# **METHOD OF AWARD**

Submissions will be reviewed to determine both responsiveness and responsibility, based on the following considerations:

* 1. Compliance with all submission documentation requirements as specified in this Solicitation. (Responsiveness)
  2. The highest benefit to Lake County as it pertains to: (Responsibility)
     1. Proposed materials and plans to accomplish tasks;
     2. Proposed costs / fee schedule;
     3. Firm’s qualifications;
     4. Past Performance. Provide at least three verifiable references on Attachment 4 for projects completed within five years similar in magnitude to the Solicitation. List no more than two Lake County Government projects.
     5. Compliance with all technical requirements as specified or implied in the Solicitation;
     6. Financial Stability: Be prepared to provide a current financial statement, preferably a certified audit of the most recent fiscal year, upon request.
     7. Any additional submittal requirements.
  3. Award will be made to the most responsive, responsible Vendor whose Proposal represents the best overall value to the County when considering all evaluation factors (no additional details).
  4. In accordance with Section 287.05701, Florida Statutes, the County will not request, nor consider, any documentation related to a vendor’s social, political, or ideological interests when determining vendor responsibility.
  5. County reserves the right to: make awards to one or more vendors; reject any or all offers; waive any minor irregularities or technicalities in submitted responses.
  6. Submissions received prior to the stated closing date and time will be opened, recorded, and considered for evaluation. The names of the responding vendors will be read aloud and recorded at opening. Submittals will be available for public inspection during normal business hours at the Office of Procurement Services during normal business hours, either thirty (30) calendar days after the Solicitation due date or after recommendation of award, whichever occurs first.

# **DELIVERY AND SUBMITTAL REQUIREMENTS**

* 1. Hand delivery of submittals will not be accepted.
  2. Responses must be submitted through the solicitation response portal to be considered – [Click Here for the Submission Portal.](https://procurement.lakecountyfl.gov/login)
  3. Responses submitted after the official due date and time will not be accepted.
  4. Submission constitutes a binding offer to the County and acceptance of all terms and conditions specified in this Solicitation. Do not alter the content or format of any form without the County’s permission. Ensure all information is legible.
  5. Submittal must be organized into the following sections:
     1. **Vendor Profile**
* Statement of Interest & Understanding of Project
* Firm Profile / Firm History
* Program Manager: List the name, business address, telephone number and e-mail address of the program manager for the project. Provide a resume of the individual’s background and skills in managing similar projects
* Include copies of any required licenses or permits
  + 1. **Forms**
* Completed Attachment 1 – Submittal Form
  + Submittal must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm’s SunBiz registration.
* Proof of [Sunbiz.org](https://dos.myflorida.com/sunbiz/) registration
* Completed W-9 form
* Completed Attachment 2 – Affidavit, Contracting with Foreign Countries of Concern
* Completed Attachment 4 – Reference Form
* Completed Addenda issued. Failure to include signed addenda may be cause for Submittal to be considered non-responsive
* Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements
  + 1. **Completed Pricing Sheet**
* Completed Attachment 3 – Pricing Sheet
* Supporting documentation for proposed pricing
  + List of proposed subcontractors that may be used on the project.
    1. **Proposed Solution**
* Proposal shall be a clear, detailed outline of the approach, staffing plans, and required equipment allowing for evaluation of strategy and optimization of resources to best meet project objectives.
  + 1. **Financial Stability**
* Provide a financial stability statement reflecting firm has the necessary resources to provide the services at the level required. The County reserves the right to request a financial statement, a certified audit, or a third party prepared financial statement and to use a third-party company to verify the information provided. Include similar information for subcontractors or joint venture arrangements.
  + 1. **Litigation**
* Information on the nature and outcome of litigation and proceedings for the previous three (3) years where the firm has been involved in any matter related to professional activities.
  + 1. **Other Information**
* Include any additional data that Vendor deems pertinent to the understanding and evaluating of the Proposal
  1. The County shall not be liable for any costs incurred in responding to this Solicitation including, but not limited to, expenses related to product or service demonstrations.
  2. Interested parties may listen to the 3:01 P.M. solicitation opening by calling 1-321-332-7400, Conference ID 971 920 36# or clicking on this link: [*Join Microsoft Teams Meeting*](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTc2MGM4YWYtYjcxYy00NjIxLTg3MjEtMzQzYTNiN2QyODQ1%40thread.v2/0?context=%7b%22Tid%22%3a%228499232e-a71a-45ed-aeca-64041089512e%22%2c%22Oid%22%3a%222b878da3-a65c-47a7-9def-0cf7f970014f%22%7d)
  3. County logos, trademarks, trade names, and copyrighted images (“Intellectual Property”) are the sole property of the County. This solicitation does not permit the use or display of any County Intellectual Property in Respondent proposals or submittals, including any attachments, except as expressly authorized in writing by County. Unauthorized use constitutes trademark and copyright infringement and is a violation subject to prosecution as a second-degree misdemeanor under Florida Statutes Section 165.043.

# **PRESENTATIONS/ POST-DISCUSSIONS**

* 1. County, at its sole discretion, may ask for an oral presentation or demonstration without charge to the County. County reserves the right to require the Vendor to demonstrate to the satisfaction of the County that the Firm has the fiscal and technical ability to furnish the requirements of the Solicitation. The demonstration must satisfy the County and the County will be the sole judge of compliance.
  2. County may commence contract negotiations in accordance with the method of award specified. The County reserves the right to conduct discussions with Vendors having a realistic possibility of contract award to include requests for additional information and requests for “best and final” offers.
  3. Vendors must not assume they will be asked to make a presentation or asked for a “best and final” offer and must include all pertinent and required information in their original Proposal.
  4. Demonstration Of Equipment
     1. Vendors may be required to provide a demonstration of the equipment offered to designated County personnel at no cost. The purpose of this demonstration is to observe the equipment in an operational environment and verify its capability, suitability, and adaptability in accordance with the performance requirements outlined in this Solicitation. If a demonstration is required, the County will notify Vendors in writing, specifying the date, time, and location. Vendors who fail to perform the demonstration as scheduled may have their offer rejected or the demonstration rescheduled at the County’s discretion, based on what is in the County’s best interest. The County reserves the right to be the sole judge of the equipment’s acceptability and conformity with the specifications, and its decision will be final.
     2. The equipment used in the demonstration must be identical to that specified in the Vendor’s Proposal. Consequently, the demonstration equipment shall create an express warranty that the actual equipment provided by the Vendor during the Contract term will conform to the demonstrated equipment. Should this warranty be breached at any time during the Contract term, the Vendor shall provide appropriate restitution to the County, in the manner determined by the County.

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