

Solicitation
For Participation in
Cisco WebEx & Meeting Room Solution
for



Jacksonville, FL
Request for Quote (RFQ) Number 91830

Mandatory Pre-Bid Meeting Pre-Bid Meeting
In Person Or By Teleconference on October 20, 2017, at 01:30 PM EST

Pre-Bid location: JEA Bid Office, Customer Center 1st Floor, Room 002
21 W. Church Street
Jacksonville, FL 32202

Dial In: 1.888.714-6484
Participation Code: 817050

Quotes are due on October 31, 2017 by 12:00 PM EST

E-Mail quotes to Daniel Kruck krucdr@jea.com

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Solicitation

1. INVITATION

1.1. SCOPE OF WORK

JEA is seeking a Cisco WebEx with Collaboration Meeting Room solution that provides a meeting experience that integrates voice, video and content sharing with anyone, anywhere, on any device. In addition, the solution shall include Cisco Spark virtual rooms for persistent and secure messaging and file sharing. JEA is seeking a twelve (12) month term for a hosted &/or hybrid solution that provides 250 accounts with unlimited audio and video capabilities.

More information can be found in Appendix A Technical Specifications.

1.2. QUESTIONS (RFQ)

All questions shall be submitted in writing to the JEA Buyer listed below at least three (3) business days prior to the Bid opening date. Questions not received three (3) days prior to the Bid opening date will not be answered.

For Procurement Related Questions:

Buyer: Dan Kruck

Email: krucdr@jea.com

For Technical Questions:

Project Manager: Landon Todd

Email: toddlm@jea.com

1.3. INVITATION (RFQ)

You are invited to submit a Bid in response to the Request for Quote (RFQ) noted below:

JEA RFQ Title: Cisco WebEx & Meeting Room Solution

JEA RFQ Number: 91830

To obtain more information about this RFQ, download a copy of the RFQ, PDF quality drawings (if applicable) and any required forms at jea.com.

Bid Due Time: 12:00 PM EST- ALL LATE BIDS WILL BE REJECTED.

Bid Due Date: October 31, 2017

All bids shall be submitted on the appropriate Bid forms that are included in this RFQ and are also available at jea.com. All bids submitted electronically shall reference the RFQ Title in the subject line of the email.

Please submit the Bid Form and other related documentation to:

Buyer Name: Dan Kruck

Buyer Email: krucdr@jea.com

The Bidder shall be solely responsible for delivery of its bid to the JEA Buyer. **NO LATE BIDS WILL BE ACCEPTED.**

1.4. MANDATORY PRE-BID MEETING IN PERSON OR BY TELECONFERENCE

There will be a mandatory Pre-Bid meeting. All interested Bidders must attend the Pre-Bid meeting. Each Bidder will be required to sign in at the beginning of the meeting. A Bidder shall only sign in representing one company, unless otherwise specified by JEA. Bidders not attending the Pre-Bid meeting shall have their bids rejected returned unopened.

Bidders shall be on time to the Pre-Bid meeting and Bidders must be present at the starting time of the meeting. Bidders not arriving on time for the meeting may have their Bids rejected and returned unopened.

PLEASE BE AWARE DUE TO JEA SIGN IN AND/OR SECURITY PROCEDURES IT MAY TAKE UP TO FIFTEEN (15) MINUTES TO OBTAIN ACCESS TO A JEA FACILITY. PLEASE PLAN ACCORDINGLY SO AS TO ARRIVE TO THE PRE-BID MEETING ON TIME.

Pre-Bid Meeting Time: 01:30 PM EST

Pre-Bid Meeting Date: October 20, 2017

Pre-Bid Location: JEA Bid Office, Customer Center 1st Floor, Room 002; 21 W. Church Street, Jacksonville, FL 32202

Dial In: 1.888.714-6484

Participation Code: 817050

2. SPECIAL INSTRUCTIONS

2.1. MINIMUM QUALIFICATIONS - RFQ

Bidder shall have the following Minimum Qualifications to be considered eligible to submit a Bid in response to this Request for Quote. It is the responsibility of the Bidder to ensure and certify that it meets the Minimum Qualifications. Bidders not meeting all of the following criteria will not have the Bids considered for Award.

- The bidder must be a current Cisco Gold Partner

Please note, any Bidder whose contract with JEA was terminated for default within the last two (2) years shall not be determined to be a responsible Bidder and their Bid will be rejected.

2.2. COMPETITIVE BIDDING - BASIS OF AWARD

JEA will review Bids to determine if they meet the Minimum Qualifications as stated in this RFQ and meet current JEA cloud security requirements. JEA will Award the Contract to the lowest responsive and responsible Bidder who meets or exceeds the Minimum Qualifications and cloud security requirements, and whose Bid represents the lowest cost to JEA.

NO EXCEPTIONS ARE ALLOWED IN A REQUEST FOR QUOTE. IF THE BIDDER OBJECTS IN ANY MANNER TO THE TERMS AND CONDITIONS OR TECHNICAL SPECIFICATIONS, THE OBJECTION MUST BE ADDRESSED IN WRITING THREE (3) BUSINESS DAYS PRIOR TO THE BID OPENING DATE, AND THE OBJECTION MAY BE ADDRESSED IN AN ADDENDUM IF JEA BELIEVES THAT A CLARIFICATION OR CHANGE IS NECESSARY. ANY MODIFICATIONS, EXCEPTIONS OR OBJECTIONS STATED WITHIN THE BID DOCUMENT SHALL SUBJECT THE BID TO BE REJECTED.

2.3. JACKSONVILLE SMALL AND EMERGING BUSINESS (JSEB) OPTIONAL (RFQ)

It is at the Company's option as to whether it chooses to subcontract to a JSEB firm. JEA encourages the use of JSEB qualified firms; however, the Company is not required to utilize JSEB firms to be Awarded this Contract.

JSEB firms that qualify for this Contract are only those shown on the current City of Jacksonville JSEB directory appearing at www.COJ.net. Certification of JSEB firms must come from the City of Jacksonville. No other agency or organization is recognized for purposes of this Contract.

In no case shall the Company make changes to the JSEB firms listed in its Bid, revise the JSEB Scope of Work or amount of Work as stated in its Bid without prior written notice to the JEA Contract Administrator, and without subsequent receipt of written approval for the JEA Contract Administrator.

Any subcontractors of Company shall procure and maintain the insurance required of Company hereunder during the life of the subcontracts. Subcontractors' insurance may either be by separate coverage or by endorsement under insurance provided by Company. Note: Any JSEB firms identified by Bidders for this Solicitation are considered "Subcontractors" under the direct supervision of the Prime or General Contractor (herein referred to as Company in this Solicitation). Companies should show good faith efforts in providing assistance to JSEB firms in the securing of Subcontractors' insurance requirements stated in this section. Company shall submit subcontractors' Certificates of Insurance to JEA prior to allowing subcontractors to perform Work on JEA's job sites.

All question and correspondence concerning the JSEB program should be addressed to the following contact:

Jenny McCollum
Procurement / JSEB Manager
(904) 665-4103
gleejs@jea.com

2.4. NUMBER OF CONTRACTS TO BE AWARDED

JEA intends to Award one (1) Contract(s) for the Work. JEA reserves the right to Award more than one (1) Contract based on certain groupings of the Work items, or JEA may exclude certain Work items, if JEA determines that it is in its best interest to do so.

2.5. REQUIRED FORMS TO SUBMIT WITH BID - REQUEST FOR QUOTE

To submit a Bid in response to this RFQ, all of the forms listed below must be completed and submitted as part of the Bid. The Bidder must obtain the required forms, other than the Bid Form, Bid Workbook, and the Minimum Qualification Form which is attached, by downloading them from JEA.com. If the Bidder fails to complete or fails to submit one or more of the required forms, the Bid shall be rejected.

The following forms are required to be submitted at the time of Bid:

- o Bid Form (including acknowledgement of all addenda) - This form can be found in Appendix B.
- o JEA Cloud Procurement Evaluation Matrix - This form can be found in Appendix B

If the above listed forms are not submitted with the Bid by the Bid Due Time on the Bid Due Date, JEA shall reject the Bid.

JEA also requires the following documents to be submitted prior to issuance of a JEA Purchase Order or Blanket Purchase Agreement. A Bid will not be rejected if these forms are not submitted at the Bid Due Time and Date. However, failure to submit these documents prior to awarding work could result in Bid rejection.

- o List of JSEB Certified Firms (if any)
- o List of Subcontractors/Shop Fabricators (if any)
- o Conflict of Interest Certificate Form
- o Insurance Certificate
- o W-9
- o Evidence of active registration with the State of Florida Division of Corporations (www.sunbiz.org)

Any technical submittals as required by the Technical Specifications.

2.6. TIME

In computing any period of time prescribed or allowed by this solicitation, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or JEA holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday, or JEA holiday.

2.7. SUNSHINE LAW

General

Article I, Section 24, Florida Constitution, guarantees every person access to all public records and Chapter 119, Florida Statutes, provide a broad definition of public records. JEA is a body politic and corporate and subject to these laws and related statutes ("Florida's Public Records Laws"). All responses to this Solicitation are public records and available for public inspection unless specifically exempt by law.

IF A BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

JEA

**Attn: Public Records
21 West Church Street
Jacksonville, Florida 32202
Ph: 904-665-8606
publicrecords@jea.com**

Redacted Submissions

If a Bidder believes that any portion of the documents, data or records submitted in response to this Solicitation are exempt from Florida's Public Records Law, Bidder must (1) clearly segregate and mark the specific sections of the document, data or records as "Confidential," (2) cite the specific Florida Statute or other legal authority for the asserted exemption, and (3) provide JEA with a separate redacted copy of its response (the "Redacted Copy"). The cover of the Redacted Copy shall contain JEA's title and number for this Solicitation and Bidder's name, and shall be clearly titled "Redacted Copy." Bidder should only redact those portions of records that Bidder claims are specifically exempt from disclosure under Florida's Public Records Laws. If Bidder fails to submit a redacted copy

of information it claims is confidential, JEA is authorized to produce all documents, data and other records submitted to JEA in answer to a public records request for such information.

In the event of a request for public records to which documents that are marked as confidential are responsive, JEA will provide the Redacted Copy to the requestor. If a requestor asserts a right to any redacted information, JEA will notify Bidder that such an assertion has been made. It is Bidder's responsibility to respond to the requestor to assert that the information in question is exempt from disclosure under applicable law. If JEA becomes subject to a demand for discovery or disclosure of Bidder's redacted information under legal process, JEA shall give Bidder prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law.) Bidder shall be responsible for defending its determination that the redacted portions of its response are not subject to disclosure.

By submitting a response to this Solicitation, Bidder agrees to protect, defend and indemnify JEA from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, costs and expenses (including but not limited to reasonable attorney fees and costs) arising from or relating to Bidder's determination that the redacted portions of its response to this Solicitation are not subject to disclosure.

3. GENERAL INSTRUCTIONS

3.1. ADDENDA (REQUEST FOR QUOTE)

JEA may issue Addenda prior to the Bid Due date to revise, in whole or in part, or clarify the intent or requirements of the RFQ. The Bidder shall be responsible for ensuring it has received all Addenda prior to submitting its Bid and shall acknowledge receipt of all Addenda by indicating where requested on the Bid Form. JEA will post Addenda online at jea.com. Bidder will receive and email from the Buyer with any Addenda or Bidder may obtain Addenda from the JEA website.

All Addenda will become part of the RFQ and any resulting Contract Documents. It is the responsibility of each Company to ensure it has received and incorporated all Addenda into its Bid. Failure to acknowledge receipt of Addenda may be grounds for rejection of a bid.

3.2. UNABLE TO SUBMIT A BID FORM (RFQ)

If you elect not to submit a Bid in response to this RFQ, please complete the Unable to Submit Bid Form, available for download at jea.com. Please email the completed Unable to Submit Bid Form to the JEA Buyer indicated in this RFQ. Do not return the entire RFQ package, simply return the Unable to Submit Bid Form.

3.3. ETHICS

By signing the Bid Document, the Bidder certifies this Bid is made without any previous understanding, agreement or connection with any other person, firm, or corporation submitting a Bid for the same Work other than as a Subcontractor or supplier, and that this Bid is made without outside control, collusion, fraud, or other illegal or unethical actions. The Bidder shall comply with all JEA and City of Jacksonville ordinances, policies and procedures regarding business ethics.

The Bidder shall submit only one (1) Bid in response to this Solicitation. If JEA has reasonable cause to believe the Bidder has submitted more than one (1) Bid for the same Work, other than as a Subcontractor or subsupplier, JEA shall disqualify the Bid and may pursue debarment actions.

The Bidder shall disclose the name(s) of any public officials who have any financial position, directly or indirectly, with this Bid by completing and submitting the Conflict of Interest Certificate Form found at jea.com. If JEA has

reason to believe that collusion exists among the Bidders, JEA shall reject any and all Bids from the suspected Bidders and will proceed to debar Bidder from future JEA Awards in accordance with the JEA Procurement Code.

JEA is prohibited by its Charter from awarding contracts to JEA officers or employees, or in which a JEA officer or employee has a financial interest. JEA shall reject any and all Bids from JEA officers or employees, as well as, any and all Bids in which a JEA officer or employee has a financial interest.

In accordance with Florida Statutes Sec. 287.133, JEA shall reject Bids from any persons or affiliates convicted of a public entity crime as listed on the Convicted Vendor list maintained by the Florida Department of Management Services. JEA shall not make an Award to any officer, director, executive, partner, shareholder, employee, member, or agent active in management of the Bidder listed on the Convicted Vendor list for any transaction exceeding \$35,000.00 for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor list.

If the Bidder violates any requirement of this clause, the Bid may be rejected and JEA may debar offending companies and persons.

3.4. EX PARTE COMMUNICATION-RFQ

Ex Parte Communication is defined as any inappropriate communication concerning a RFQ between a company submitting a Bid or Proposal and a JEA representative during the time in which the RFQ is being advertised through the time of Award. Examples of inappropriate communications include: private communications concerning the details of RFQ in which a company becomes privy to information not available to the other Bidders. Social contact between companies and JEA Representatives should be kept to an absolute minimum during the RFQ process.

Ex Parte Communication is strictly prohibited. Failure to adhere to this policy will disqualify the noncompliant company's Response. Any questions or clarifications concerning a RFQ must be sent in writing via email to the JEA Buyer at least five (5) business days prior to the opening date. If determined by JEA, that a question should be answered or an issue clarified, JEA will issue an addendum to all companies.

3.5. START OF WORK

If Bidder fails to act on a JEA issued Blanket Purchase Agreement, Purchase Order or Contract, JEA may cancel the Award with no further liability to the Company, retain the bid security or bond (if applicable), and Award to the next-ranked Company.

4. CONTRACT TERMS AND CONDITIONS

4.1. DEFINITIONS

4.1.1. ACCEPTANCE

JEA's written notice by the Contract Administrator to the Company that all Work as specified in the Contract, or a portion of the Work as specified in a Task or Work Order, has been completed to JEA's satisfaction. Approval or recognition of the Company meeting a Milestone or interim step does not constitute Acceptance of that portion of Work. Acceptance does not in any way limit JEA's rights under the Contract or applicable laws, rules and regulations.

4.1.2. AWARD

The written approval of the JEA Awards Committee that the procurement process for the purchase of the Work was in accordance with the JEA Procurement Code and Florida Statutes. Once an Award is approved, JEA will either issue a Purchase Order or execute a Contract with the successful bidder or proposer.

4.1.3. BIDDER-RFQ

The respondent to this RFQ.

4.1.4. PURCHASE ORDER (PO)

A commercial document issued by JEA, authorizing work, indicating types, quantities, and agreed prices for products or services the Company will provide to JEA. Sending a PO to a Company constitutes a legal offer to buy products or services. The words "Purchase Order" are clearly marked across the top, a PO number is used for reference and invoicing purposes, includes an authorized JEA signature, and states the dollar amount of the lawfully appropriated funds.

4.1.5. FINAL COMPLETION

The point in time after JEA makes the determination that the Work is completed and there is Acceptance by JEA, and the Company has fulfilled all requirements of the Contract Documents.

4.1.6. SUBSTANTIAL COMPLETION (DEFINITION)

The time when JEA determines that the Work (or a specified part thereof) is substantially complete, in accordance with the Contract Documents. Additionally, all work other than incidental corrective and incidental punch list work items shall be completed. Substantial Completion shall not have been achieved if all systems and parts are not functional, if utilities are not connected and operating normally, if all required regulatory permits and approvals have not been issued, or if all vehicular and pedestrian traffic routes affected by the Work have not been restored. The date of Substantial Completion shall be established in writing by JEA. Recognition of the Work as Substantially Complete, as evidenced by issuance of a Certificate of Substantial Completion, does not represent JEA's Acceptance of the Work.

4.2. PAYMENTS

4.2.1. PAYMENT METHOD – UPON DELIVERY AND INVOICE

Company shall invoice JEA upon Delivery and Acceptance of the Work. Invoices may be submitted for each Delivery, or on a monthly basis for deliveries that occurred during the month.

4.2.2. INVOICING AND PAYMENT TERMS

Within sixty (60) days from completion of the Work, the Company shall submit all Invoices or Applications for Payment in accordance with the payment method agreed upon in these Contract Documents. Invoices shall be submitted to the following:

JEA Accounts Payable
P.O. Box 4910
Jacksonville, FL 32201-4910

JEA will pay the Company the amount requested within thirty (30) calendar days after receipt of an Invoice from the Company subject to the provisions stated below.

JEA may reject any Invoice or Application for Payment within twenty (20) calendar days after receipt. JEA will return the Invoice or Application for Payment to the Company stating the reasons for rejection. Upon receipt of an acceptable revised Invoice or Application for Payment, JEA will pay the Company the revised amount within ten (10) days.

JEA may withhold payment if the Company is in violation of any conditions or terms of the Contract Documents.

In the case of early termination of the Contract, all payments made by JEA against the Contract Price prior to notice of termination shall be credited to the amount, if any, due the Company. If the parties determine that the sum of all previous payments and credits exceeds the sum due the Company, the Company shall refund the excess amount to JEA within ten (10) days of determination or written notice.

4.3. WARRANTIES AND REPRESENTATIONS

4.3.1. WARRANTY

The Company represents and warrants that it has the full corporate right, power and authority to enter into the Contract and to perform the Work, and that the performance of its obligations and duties hereunder does not and will not violate any Contract to which the Company is a party or by which it is otherwise bound.

The Company represents and warrants that it will conduct the Work in a manner and with sufficient labor, materials and equipment necessary to affect a diligent pursuance of the Work.

The Company represents and warrants that it has the responsibility and capacity to train and supervise its employees, Subcontractors and suppliers to ensure the Work complies with all safety requirements of the Contract Documents.

The Company represents and warrants that its employees and Subcontractors shall exercise the degree of skill and care required by customarily accepted good practices and procedures.

The Company warrants that all items provided under the Contract shall be in accordance with the requirements of this Contract and services shall be performed in a professional manner and with professional diligence and skill, consistent with the prevailing standards of the industry. The Company warrants that the Work will meet the service levels, functional and performance requirements defined in the Contract.

The Company warrants all Work for a period of one year following Acceptance of the Work. If any failure to meet the foregoing warranty appears within one year after Acceptance, the Company shall again perform the Work directly affected by such failure at the Company's sole expense.

4.3.2. TITLE AND RISK OF LOSS

Ownership, risks of damage to or loss of the Work shall pass to JEA upon Acceptance. The Company shall assume all risk of loss or damage to the Work while items are in transit and/or in the Company's custody until such time that JEA issues written notice of Acceptance.

JEA's receipt or delivery of any equipment or other materials will not constitute JEA's Acceptance of the Work and will not constitute a waiver by JEA of any right, claim or remedy. In the event of loss or damage to the Work, the Company shall bear all costs associated with any loss or damage until Acceptance by JEA.

For equipment and materials removed from JEA sites or the Work locations for repairs, service or duplication, JEA will retain the title to equipment and materials removed.

4.3.3. INDEMNIFICATION-RELEASE OF JEA CUSTOMER INFORMATION

Company indemnifies, defends and holds JEA harmless from any and all claims associated with the unwarranted disclosure of any JEA customer information that is in its possession either in paper or electronic format, including disclosure caused by theft, electronic system malfunction, negligence, or any other cause for the information to become public or otherwise used for malicious intents.

4.4. ACCEPTANCE

4.4.1. ACCEPTANCE OF WORK - RECEIPT, INSPECTION, USAGE AND TESTING

The Contract Administrator will make the determination when Work is completed and there is Acceptance by JEA. Acceptance will be made by JEA only in writing, and after adequate time to ensure Work is performed in accordance with Contract Documents. JEA will reject any items delivered by Company that are not in accordance with the Contract, and shall not be deemed to have accepted any items until JEA has had reasonable time to inspect them following delivery or, if later, within a reasonable time after any latent defect in the items has become apparent. JEA may partially accept the Work items. If JEA elects to accept nonconforming items, it may in addition to other remedies, be entitled to deduct a reasonable amount from the price as compensation for the nonconformity. Any Acceptance by JEA, even if non-conditional, shall not be deemed a waiver, or settlement or acceptance of any Defect.

4.5. TERM AND TERMINATION

4.5.1. TERMINATION FOR CONVENIENCE

JEA shall have the absolute right to terminate the Contract in whole or part, with or without cause, at any time after the Award effective date upon written notification of such termination.

In the event of termination for convenience, JEA will pay the Company for all disbursements and expenses that the Company has incurred, or has become obligated prior to receiving JEA's notice of termination.

Upon receipt of such notice of termination, the Company shall stop the performance of the Work hereunder except as may be necessary to carry out such termination and take any other action toward termination of the Work that JEA may reasonably request, including all reasonable efforts to provide for a prompt and efficient transition as directed by JEA.

JEA will have no liability to the Company for any cause whatsoever arising out of, or in connection with, termination including, but not limited to, lost profits, lost opportunities, resulting change in business condition, except as expressly stated within these Contract Documents.

4.5.2. TERMINATION FOR DEFAULT

JEA may give the Company written notice to discontinue all Work under the Contract in the event that:

- o The Company assigns or subcontracts the Work without prior written permission;
- o Any petition is filed or any proceeding is commenced by or against the Company for relief under any bankruptcy or insolvency laws;
- o A receiver is appointed for the Company's properties or the Company commits any act of insolvency (however evidenced);
- o The Company makes an assignment for the benefit of creditors;
- o The Company suspends the operation of a substantial portion of its business;
- o The Company suspends the whole or any part of the Work to the extent that it impacts the Company's ability to meet the Work schedule, or the Company abandons the whole or any part of the Work;
- o The Company, at any time, violates any of the conditions or provisions of the Contract Documents, or the Company fails to perform as specified in the Contract Documents, or the Company is not complying with the Contract Documents;
- o The Company attempts to willfully impose upon JEA items or workmanship that are, in JEA's sole opinion, defective or of unacceptable quality;

- o The Company breaches any of the representations or warranties;
- o The Company is determined, in JEA's sole opinion, to have misrepresented the utilization of funds or misappropriate property belonging to JEA; or
- o Any material change in the financial or business condition of the Company.

If within fifteen (15) days after service of such notice upon the Company an arrangement satisfactory to JEA has not been made by the Company for continuance of the Work, then JEA may declare Company to be in default of the Contract.

Once Company is declared to be in default, JEA will charge the expenses of completing the Work to the Company and will deduct such expenses from monies due, or which at any time thereafter may become due, to the Company. If such expenses are more than the sum that would otherwise have been payable under the Contract, then the Company shall pay the amount of such excess to JEA upon receipt of notice of the expenses from JEA. JEA shall not be required to obtain the lowest price for completing the Work under the Contract, but may make such expenditures that, in its sole judgment, shall best accomplish such completion. JEA will, however, make reasonable efforts to mitigate the excess costs of completing the Work.

The Contract Documents shall in no way limit JEA's right to all remedies for nonperformance provided under law or in equity, except as specifically set forth herein. In the event of termination for nonperformance, the Company shall immediately surrender all Work records to JEA. In such a case, JEA may set off any money owed to the Company against any liabilities resulting from the Company's nonperformance.

JEA has no responsibility whatsoever to issue notices of any kind, including but not limited to deficient performance letters and scorecards, to the Company regarding its performance prior to default by Company for performance related issues.

JEA shall have no liability to the Company for termination costs arising out of the Contract, or any of the Company's subcontracts, as a result of termination for default.

4.5.3. TERM OF CONTRACT – DEFINED DATES

This Contract shall commence on the effective date of the Contract, and continue and remain in full force and effect as to all its terms, conditions and provisions as set forth herein for one (1) year, or until the Contract's Maximum Indebtedness is reached, whichever occurs first. It is at JEA's sole option to renew the Contract.

It is at JEA's sole option to renew the Contract for an additional two, one (1) year periods.

This Contract, after the initial year shall be contingent upon the existence of lawfully appropriated funds for each subsequent year of the Contract.

4.6. MISCELLANEOUS PROVISIONS

4.6.1. AMENDMENTS

This Contract may not be altered or amended except in writing, signed by JEA Chief Procurement Officer, or designee, and the Company Representative, or each of their duly authorized representatives.

4.6.2. JEA ACCESS BADGES

If the scope of work described in this Contract requires a Company to access JEA facilities, each Company employee shall apply for a JEA access badge through JEA's Security Department. An appointment to obtain a JEA access badge can be made by contacting JEA Security at securitybadge@jea.com. Finally, JEA does not allow

Company employees to share JEA access badges. A Company whose employees are found to be sharing JEA access badges, will result in the Contract being terminated immediately for default. Additionally, JEA shall be notified within six (6) hours of a lost or stolen JEA security badge or when an employee leaves the Company. Report badge termination notifications to JEA Security at (904) 665-8200.

4.6.3. ASSIGNING OF CONTRACT

Each party agrees that it shall not assign, delegate, or otherwise dispose of the Contract, the duties to be performed under the Contract, or the monies to become due under the Contract without the other party's prior written consent.

The assignment of the Contract will not relieve either of the parties of any of its obligations until such obligations have been assumed in writing by the assignee. If the Contract is assigned by either of the parties, it will be binding upon and will inure to the benefit of the permitted assignee. The Company shall be liable for all acts and omissions of its assignee or its Subcontractor.

4.6.4. NONEXCLUSIVE

Notwithstanding anything contained herein that may appear to be the contrary, this Contract is "non-exclusive" and JEA reserves the right, in its sole discretion, to retain other companies to perform the Work, and/or JEA may self-perform the Work itself.

4.6.5. APPLICABLE STATE LAW; VENUE; SEVERABILITY

The rights, obligations and remedies of the parties as specified under the Contract will be interpreted and governed in all respects exclusively by the laws of the State of Florida without giving effect to the principles of conflicts of laws thereof. Should any provision of the Contract be determined by the courts to be illegal or in conflict with any law of the State of Florida, the validity of the remaining provisions will not be impaired. Litigation involving this Contract or any provision thereof shall take place in the State or Federal Courts located exclusively in Jacksonville, Duval County, Florida.

5. TECHNICAL SPECIFICATIONS/DETAILED SCOPE OF WORK

5.1. TECHNICAL SPECIFICATIONS/DRAWINGS (APPENDIX A)

The technical specifications for this project can be found in Appendix A. The wiring diagram referenced in the technical specifications can be found in Appendix A Wiring Diagrams.

6. FORMS

6.1. FORMS (APPENDIX B)

Forms required to be submitted with this solicitation are provided in Appendix B or can be obtained on the JEA website at www.jea.com.

Appendix A Technical Specifications

91830 Cisco WebEx & Meeting Room Solution

1 Scope of Work

JEA is seeking a Cisco WebEx with Collaboration Meeting Room solution that provides a meeting experience that integrates voice, video and content sharing with anyone, anywhere, on any device. In addition, the solution shall include Cisco Spark virtual rooms for persistent and secure messaging and file sharing. JEA is seeking a twelve (12) month term for a hosted &/or hybrid solution that provides 250 accounts with unlimited audio and video capabilities.

In addition, JEA is seeking an optional twelve (12) month lease on two (2) Cisco Spark Boards and fifteen (15) DX80s to accompany the solution.

2 Minimum Qualifications to Bid

- Cisco Gold Partner

Key Deliverables:

- 250 Cisco WebEx with Collaboration Meeting Room & Spark Virtual Rooms
- Customer Branding and dedicated URL

Business Requirements:

- All accounts shall have unlimited audio and video capabilities
- Up to 1,000 participants per meeting session
- Up to twenty-five (25) participants for face-to-face meetings within Spark rooms
- Accounts may be configured within Microsoft Outlook that are associated with JEA's on premise meeting rooms to allow every employee in the organization access.
- Ability to share anything with remote attendees in real time, pass control to attendees so they can share their desktops and annotate.
- Ability to distribute agendas, documents, meeting notes, action items, and recordings before, during, and after the meeting.
- Ability to identify who is speaking by a flashing icon in the meeting participant panel.
- Ability to integrate with 3rd party storage to allow management of files in folders, with version control, comments, and indexed searches for all content (i.e. SharePoint etc.)
- Ability to record meetings and applications for future reference, training, or demos.
- Ability to initiate meetings from Microsoft Outlook.
- Ability to attend meetings on an iPhone, Android, iPad, and other wireless or 3G mobile phone and tablet devices.
- Ability for meeting password protection, and security
- Ability to identify external participants so employees can make informed decisions about the content they can share.
- Ability for administrators to enable Single Sign-on and corporate directory synchronization,
- Ability to have role-based access and view usage reports.
- Ability to limit or restrict updates of the product to align software deployments with JEA's technology services department.
- Technical support to be provided worldwide 24 x 7 x 365

Cisco Part Numbers (Cisco WebEx with Collaboration Meeting Room)

<i>Part Number</i>	<i>Description</i>	<i>Qty</i>
A-SPK-NAMED-USER	Spark Named User (1)	1
A-SPK-NU-M3	Business Messaging and Advanced Meetings (1)	250
SVS-SPK-SUPT-BAS	Basic Support for Cisco Spark	1
A-SPK-NU-MC-X	Included WebEx Meeting Center (1)	250
A-SPK-NU-M1-X	Included Business Messaging (1)	250
A-SPK-NU-M2-X	Included Basic Meetings (1)	250
A-SPK-NU-WXSTG-X	Included WebEx Storage (1)	10
A-SPK-NU-RMSTG-X	Included Spark Storage (1)	1250
A-SPK-NU-CMR-25-X	Included Collaboration Meeting Rooms (Cloud) Named User (1)	250
A-SPK-VOIP	Included VoIP (1)	1
A-SPK-NU-TNU+	Toll Named Users Plus (1)	250

Optional: Cisco Part Numbers (2 Cisco Spark Boards and 15 DX80 Lease)

<i>Part Number</i>	<i>Description</i>	<i>Qty</i>
SPARK-BOARD55=	Cisco Spark Board 55 - Spare	2
CON-SSSNT-SPARKBRD	SOLN SUPP 8X5XNBD Cisco Spark Board 55	2
A-SPK-SH	Spark Shared Resources	1
A-SPK-SH-RMS	Small Spark Room/Desk DX70/DX80 - Room Registration Included	15
A-SPK-SH-ND-BRD	Spark Board 55" and 70" - Room Registration Included	2
SVS-SPK-SUPT-BAS	Basic Support for Cisco Spark	1
CP-DX80-K9=	Cisco DX80 - GPL (for registration to VCS and UCM)	1
CON-SNT-CPDX80KG	SNTC-8X5XNBD Cisco DX80	1
CP-PWR-CORD-NA	Power Cord, North America	1
A-SPK-NAMED-USER	Spark Named User (1)	1
A-SPK-ND-SR	Restricted-use registration license-migration from on-prem	15
SVS-SPK-SUPT-BAS	Basic Support for Cisco Spark	1
SPARK-BOARD55=	Cisco Spark Board 55 - Spare	2
CON-SSSNT-SPARKBRD	SOLN SUPP 8X5XNBD Cisco Spark Board 55	2
A-SPK-SH	Spark Shared Resources	1
A-SPK-SH-RMS	Small Spark Room/Desk DX70/DX80 - Room Registration Included	15

3 Infrastructure Technical Requirements

JEA utilizes Microsoft Active Directory, Microsoft Exchange and Cisco UCCE.

Full EA Standards documentation can be provided, please contact the designated JEA contact for this RFQ.

4. APPROACH, Timeline and Service Deliverables

JEA currently uses the Systems Development Life Cycle (SDLC) model for project management. The expected deliverables are a schedule with task and milestones, requirement validation, workflow infrastructure design, implementation plan, training plan and as-built documentation for the software implemented for this Statement of Work, which may contain screen shots, description documenting workflow execution, by no means are the lists below complete, as they would vary from project to project.

Vendor Responsibilities:

- Provide and configure 250 Cisco WebEx with Collaboration Meeting Room & Spark Virtual Rooms.
- Configure Single Sign-on
- Attend scheduled core team meetings (in-person/via conference call) to provide the following:
 - Updates on Project Deliverables
 - Identification / Updates on Project Risks/Mitigations
 - Identification / Updates on Project related issues
 - Project Schedule Updates
 1. Update on tasks due
 2. Identification of a new task with any dependencies
- Optional Lease: Deployment and configuration of Cisco Spark Boards and DX80s

JEA responsibilities:

- Collaborate with vendor on configuring single sign-on
- Provide Branding required for solution
- Optional Lease: Collaborate with vendor on deployment and configuration of Cisco Spark Boards & DX80s

5. Request for Quote price

This will be a lump sum contract for a twelve (12) month term. Any and all hardware and software shall be included and configured and maintained as a hosted &/or hybrid solution.

In addition, please provide an optional twelve (12) month lease on two (2) Cisco Spark Boards and fifteen (15) DX80s to accompany the solution.

APPENDIX B
Bid Form
91830 Cisco WebEx & Meeting Room Solution

Submit a scanned signed copy of this document to krucdr@jea.com

Company Name: _____

Company's Address _____

Phone Number: _____ FAX No: _____ Email Address: _____

BID SECURITY REQUIREMENTS

- ☒ None required
☐ Certified Check or Bond (Five Percent (5%))

TERM OF CONTRACT

- ☐ One Time Purchase
☒ Annual Requirements
☐ Other, Specify- Project Completion

SAMPLE REQUIREMENTS

- ☒ None required
☐ Samples required prior to Bid Opening
☐ Samples may be required subsequent to Bid Opening

SECTION 255.05, FLORIDA STATUTES CONTRACT BOND

- ☒ None required
☐ Bond required 100% of Bid Award

QUANTITIES

- ☐ Quantities indicated are exacting
☒ Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.

INSURANCE REQUIREMENTS

Insurance required

PAYMENT DISCOUNTS

- ☐ 1% 20, net 30
☐ 2% 10, net 30
☐ Other _____
☐ None Offered

SUNSHINE LAW ACKNOWLEDGEMENT

_____(Initials) I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my bid will be disclosed to the public "as-is".

Line	ENTER YOUR BID FOR RFQ 91830	TOTAL BID PRICE
1	Lump Sum Bid Price	\$

Optional Lease Pricing (twelve (12) month lease on two (2) Cisco Spark Boards and fifteen (15) DX80s to accompany the solution)	\$
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BIDDER'S CERTIFICATION

By submitting this Bid, the Bidder certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Bidder's Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work (if applicable). The Bidder also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation, and that the Bidder is an authorized distributor or manufacturer of the equipment that meets the Technical Specifications stated herein.

We have received addenda

_____ through _____
Handwritten Signature of Authorized Officer of Company or Agent _____ Date _____
Printed Name and Title _____