

**Leon County
Board of County Commissioners**


Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

April 14, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Approval of the Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Roshaunda Bradley, Director, Office of Management and Budget
Lead Staff / Project Team:	Charles Wu, Director, Engineering Services Melanie Hooley, Director, Purchasing Kyle Kemper, Senior Assistant County Attorney Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval of the draft Request for Proposals (RFP) for the School Zone Speed Detection and Enforcement Program. Through this RFP, the County seeks a qualified vendor to furnish, install, and operate automated speed detection systems, process violations, manage all related data, and coordinate public outreach services in accordance with Chapter 17, Article IV of the Leon County Code of Laws (LCC) and applicable Florida Statutes. The intent of this program is to improve pedestrian and bicyclist safety in designated school zones in the unincorporated area by deterring speeding.

Fiscal Impact:

This item has no fiscal impact associated with issuing the RFP. For informational purposes, under this proposed School Zone Speed Detection and Enforcement Program cost model, the County pays no upfront costs; vendor compensation is based solely on a fee per collected fine. All statutory revenue distributions, including remittances to the State and Leon County Schools, will be applied as required by Section 17-67, LCC and Section 316.1896, Florida Statutes. A detailed fiscal analysis will be provided at the time of contract award.

Staff Recommendation:

Option #1: Approve the draft Request for Proposals for the School Zone Speed Detection and Enforcement Program (Attachment #1) and authorize the County Administrator to approve any amendments thereto subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of the draft RFP for the School Zone Speed Detection and Enforcement Program (Attachment #1).

On October 14, 2025, the Board adopted Ordinance No. 2025-12 establishing a School Zone Speed Enforcement Program to enhance safety in designated school zones through the use of speed detection systems, now codified in Chapter 17, Article IV of the LCC. The code authorizes the use of automated enforcement consistent with Florida Statutes.

The program is intended to reduce speeding, enhance driver awareness, and protect pedestrians and bicyclists traveling to and from schools. Implementation of the program requires a qualified vendor to provide the technology and services necessary to support a consistent, accurate, and legally compliant enforcement system.

The proposed RFP seeks a vendor to provide the equipment and services necessary to implement and operate the School Zone Speed Enforcement Program, including installation, maintenance, violation processing, and reporting, in accordance with state law and County Code. Approval of this RFP represents the next step in implementing the Board's direction to establish the School Zone Speed Enforcement Program consistent with County Code and state law.

Analysis:

The proposed RFP establishes the requirements necessary to implement the School Zone Speed Enforcement Program in accordance with County Code and state law. Key components of the RFP are summarized as follows:

Scope of Services

The RFP requires the Vendor to provide a complete system, including speed detection equipment, installation, maintenance, violation processing, and reporting. System requirements include automated violation detection, secure data transmission, and requirements ensuring the system remains operational during enforcement periods.

Installation and Compliance

The Vendor will be responsible for site assessments, permitting, and installation of all equipment and signage in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), FDOT specifications, and local requirements. A final joint inspection (by County and Vendor) will be conducted prior to the start of the 60-day public awareness period.

Violation Review and Quality Assurance

The RFP establishes a multi-step review process to ensure compliance with statutory and code requirements. The Vendor shall support the full notice of violation and citation workflow, including image review, secure data transfer, Notice of Violation (NOV) mailing, payment processing, delinquency collections, and training for County and law enforcement personnel.

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The Vendor must conduct an initial image quality and data accuracy review to ensure only valid, statutorily compliant events are forwarded to the Leon County Sheriff's Office (LCSO) for review and confirmation. The Sheriff's Office will review and confirm violations prior to the Vendor's issuance of Notices of Violation and support enforcement activities, including the issuance of uniform traffic citations and testimony during proceedings when necessary. No Notice of Violation shall be issued without review and confirmation by a Traffic Infraction Enforcement Officer. This ensures that all violations are lawfully validated by a Traffic Infraction Enforcement Officer prior to issuance.

A separate agenda item in the April 14, 2026 meeting materials provides a proposed Interlocal Agreement to formalize LCSO's role in this program.

Data Security and Public Records Compliance

To ensure the integrity of sensitive information, the RFP includes a section that establishes standards for data governance, privacy, and cybersecurity in alignment with Chapter 119. These rules ensure vendors follow the law and stay accountable to the County.

Public Awareness Campaign

The RFP includes a 60-day warning-only period, which is twice the minimum awareness period set by statute, prior to the issuance of any monetary penalties/fines. During this 60-day grace period, warning notices will be issued without imposing fines. The purpose of this warning period is to ensure that the public is fully informed of the program. The RFP also provides for the selected vendor to assist the County with a comprehensive public information and awareness campaign prior to activation of enforcement.

In preparing the RFP, staff explored additional policy options to modify the grace period and enhance overall public awareness prior to the issuance of any monetary penalties/fines. A waiver for first-time infractions was evaluated and discussed with several service providers. Staff and the providers were unable to identify any jurisdictions that provide a waiver for first time violators beyond the established grace period. A waiver would present an administrative burden on both providers and law enforcement to validate whether the owner of a vehicle is a first-time violator for the County's program which includes eight school zones. Accordingly, the 60-day warning-only period was determined to be the most effective and compliant method for promoting public awareness, supported by a coordinated public outreach campaign.

Funding and Cost Neutrality

The County will incur no upfront costs for this program. Selected vendors must provide all equipment, installation, and maintenance at their own expense. Ongoing program costs and administrative support are anticipated to be cost neutral due to program revenues generated through automated speed camera enforcement consistent with Sections 316.1896 and 318.18, F.S.

Contract Term

The initial term of the contract shall be three (3) years, with two (2) optional one-year renewals, subject to approval by the Leon County Board of County Commissioners.

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Reporting Requirements

The Vendor must provide weekly, monthly, quarterly, and annual reports, including violation counts, payment status, system uptime, and camera operability. In addition, the Vendor shall support the County in fulfilling all applicable reporting requirements under Section 316.0776, Florida Statutes, including the preparation of an annual report for presentation to the Board. Such annual report must include, at a minimum, the number of violations issued, the number of contested, upheld, and dismissed cases, the number of citations issued, total payments collected, and the distribution of collected funds.

Proposal Evaluation Criteria

Criteria	Points / Weight	Evaluation Factors
Approach and Method	35 points / 35%	<ul style="list-style-type: none">• Overall quality and feasibility of the proposed system and implementation• Timeline, staffing, and maintenance approach• Service delivery, including coordination and data handling
Firm’s Experience and Qualifications	35 points / 35%	<ul style="list-style-type: none">• Relevant project experience and performance• Financial capacity and regulatory knowledge• Qualifications of proposed personnel
Comparable Client Experience	20 points / 20%	<ul style="list-style-type: none">• Relevant government references• Demonstrated success on similar projects
Cost Proposal	10 points / 10%	<ul style="list-style-type: none">• Lowest cost receives full points• Other proposals scored proportionally using: (Lowest Cost / Proposer’s Cost) × 10

Approval of the RFP will initiate the competitive procurement process for selection of a qualified vendor to implement the School Zone Speed Enforcement Program. Following evaluation of proposals, a recommended contract will be brought back to the Board for consideration in September.

Legal Considerations

Of note, implementation of school zone speed detection and enforcement programs have been met with legal challenges in other jurisdictions throughout the State. Matters raised in such challenges, some of which remain unresolved, are addressed within the RFP. For example, in Hillsborough County a special magistrate routinely dismissed cases because he could not determine the location of the vehicle and whether it was within the school zone at the time of the offense. To address this issue, posted school zone signs will comply with FDOT standards and the RFP also requires images and videos capturing contextual roadway views and location identifiers to ensure evidentiary integrity. In another recent challenge to a red-light camera program which has procedures similar to school speed zone programs, a Broward County Judge found that section 316.0083, F.S., is unconstitutional, ruling it impermissibly shifts the burden of proof on the

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accused registered owner of the vehicle to disprove guilt for the alleged offense instead of requiring the government to prove who was operating the vehicle at the time of the offense. As a result of this order and the constitutional due process concerns raised therein, the Board of County Commissioners of Okaloosa County recently adopted a resolution banning red light or speed detection systems within Okaloosa County. This order in the Broward County case is not binding on Leon County at this time, but as the order makes its way through the appellate process, it may ultimately impact the County. Also, it is anticipated that alleged violators will raise similar challenges in other jurisdictions, perhaps including Leon County, until that issue is finally resolved.

The draft RFP for the School Zone Speed Detection and Enforcement Program (Attachment #1) is subject to further review, revision, and modification prior to formal issuance.

Options:

1. Approve the Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program (Attachment #1), and authorize the County Administrator to approve any amendments thereto subject to legal review by the County Attorney.
2. Do not approve the Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program



REQUEST FOR PROPOSAL

FOR

SCHOOL ZONE SPEED DETECTION AND ENFORCEMENT PROGRAM

Proposal Number BC-2026-004

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA**

RELEASE DATE: undefined

School Zone Speed Detection and Enforcement Program

1. Introduction
2. General Instructions
3. Specifications
4. Technical Specifications
5. Solicitation Instructions
6. Required Certifications
7. Selection Process
8. Evaluation Criteria
9. Insurance Requirements
10. Terms and Conditions
11. Ethical Business Practices
12. Submittals
13. Cost Proposal

Attachments:

- A - Proposal Response Cover Sheet with Signature
- B - Forms for Solicitation - Fill out and submit

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Proposal Number BC-2026-004
Opening Date: undefined, TBD

1. Introduction

1.1. Summary

Leon County, Florida (“Leon County” or “County”), is soliciting proposals from qualified vendors to provide a turnkey School Zone Speed Detection and Enforcement Program in accordance with the references below, which may be amended from time to time:

- Leon County Ordinance 2025-12 for School Zone Speed Detection Systems, codified at Chapter 17, Article IV of the Leon County Code of Laws (“Program”)
- Florida Department of Transportation’s (FDOT) School Zone Speed Detection System Placement and Installation Specifications
- Florida Statutes Chapter 316, with an emphasis on sections 316.003, 316.0776, 316.008, 316.0083, 316.1895, 316.1896, and 316.640.
- Fla. Stat. s. 318.18.
- Florida public records laws (Chapter 119, F.S.)
- Applicable procurement and contractor requirements of Leon County

The intent of this program is to improve safety in designated school zones on County roads in unincorporated areas of Leon County.

1.2. Background

Leon County adopted a School Zone Speed Detection Enforcement Program authorizing the use of automated speed detection systems within designated school zones during active school hours. The Program outlines, among other things:

- Conditions under which automated enforcement may occur
- Requirements for signage, calibration, and public notice
- Standards for evidence collection and citation/violation issuance
- Data privacy, regular reporting and retention requirements
- Revenue distribution and program oversight

Leon County intends to implement a unified, compliant, and transparent enforcement program that integrates seamlessly with existing County systems.

1.3. Contact Information

Melanie Hooley
Purchasing Director
1800-3 Blair Stone Rd
Tallahassee, FL 32308
Email: hooleym@leoncountyfl.gov
Phone: [\(850\) 606-1600](tel:(850)606-1600)

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Department:

Procurement

Department Head:

Melanie Hooley
Purchasing Director

1.4. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interest of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County procurement website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of the firm to register as a vendor in the County's eProcurement Portal located at <https://procurement.opengov.com/portal/leoncounty> and to click the "Follow" button on your interested projects in order to receive email notifications of changes. Ultimately, it is the responsibility of the firm and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda to the RFP, and public meetings. The main procurement website address is: <https://secure.procurenow.com/portal/leoncounty>.

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2. General Instructions

Bidders or Offerors are expected to examine the solicitation documents carefully, including specifications, delivery schedule, freight requirements, prices and extensions and all general and special conditions of the solicitation prior to submission. In case of a mathematical error in the total price submitted in the Proposal, the unit price will govern to determine total price. Proposals must be submitted electronically via OpenGov Procurement (formerly ProcureNow).

2.1. Special Accommodations

Any person requiring a special accommodation at a Pre-Proposal Conference or RFP opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TTY).

2.2. Prohibited Communications

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- A. Any person or person's representative seeking an award from such competitive solicitation; and
- B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, lawyer, relative, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and shall terminate when the Board, or a County department authorized to act on its behalf, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

A violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

2.3. Proposal Media Format (Electronic Only)

Proposals for this RFP shall be submitted (uploaded in the "Submittals" section) electronically to this solicitation in OPENGOV.

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2.4. Respondent Registration

Respondents who obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the Plan Holders List for the solicitation. This list is used for communications from the County to prospective Bidders or Offerors. Solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Bidder or Offeror through the Purchasing Division may cause your submittal to be rejected as non-responsive. To Register, complete the online vendor registration process, find the opportunity of interest, and click "Follow" or "Draft Response".

2.5. Registered Plan Holders List

A plan holders list is made available via the internet lists of all registered plan holders for each bid or request for proposals. The information is available on-line at <https://procurement.opengov.com/portal/leoncounty> by simply clicking the Followers tab for each respective solicitation. A listing of the registered vendors with their contact information is designed to assist vendors in preparation of their responses.

2.6. Errors and Omissions

The County and its representatives shall not be responsible for any errors or omissions in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful Bidder or Offeror.

2.7. Acceptance of County Terms

Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a Bidder or Offeror's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to agree to or comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

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3. Specifications

3.1. SCOPE OF SERVICES

The awarded Contractor shall provide all labor, materials, equipment, software, supervision, maintenance, testing and calibration, reporting requirements, and incidentals required for a fully operational, legally compliant School Zone Speed Detection System.

The system shall operate during posted school zone speed enforcement periods and only at locations authorized by Leon County and identified in the Code of Laws of Leon County.

3.2. System Requirement

Vendors must provide a complete, turnkey automated speed detection system for the detection of speed and capturing of photographs and videos for violations in excess of 10 miles over the speed limit in force at the time of the violation, including:

- Fixed speed detection cameras
- Radar, lidar, or equivalent speed measurement technology compliant with applicable law
- High resolution imaging capable of capturing license plates and vehicle characteristics
- Automated violation detection and evidence packaging
- Secure data transmission and storage
- System uptime of at least 98% during enforcement periods
- Compliance with Florida Statutes and Leon County Code requirements

3.3. Additional Requirements

The vendor shall:

- Conduct site assessments for each school zone
- Prepare and submit applications and obtain the appropriate Leon County Permits and license agreements for installation of equipment if the school zone is on County roads. If any road closure or lane closure is needed for installation of the School Zone Speed Detection systems on County roads, a Leon County Road/Lane Closure request must be submitted and approved according to Leon County Public Notification of Road Closing and Road Closure Request Procedure policy.
- Prepare and submit the FDOT's Right of Way Placement Permit application for review and gain approval if the school zone is on a State road. If any road closure or lane closure is needed for installation of the School Zone Speed Detection systems on State roads, a State Lane Closure or shoulder closure request must be submitted and approved.
- Install and maintain all signage and equipment according to Chapter 316, Florida Statutes, FDOT's School Zone Speed Detection System Placement and Installation Specifications, Manual On Uniform Traffic Control Devices (MUTCD), and Leon County Code.
- Provide calibration documentation pursuant to statutory requirements and as necessary or convenient to prove a violation at a hearing on a notice of violation or uniform traffic citation.

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- Operate systems only during legally defined school zone active hours.
- Provide real time system monitoring and diagnostics.
- Provide evidence of violations to the Leon County Sheriff's Office for validation.
- Upon receipt of validated violations from the Leon County Sheriff's Office, the vendor shall provide the Leon County Project Manager with a list of validated violations, notify the Project Manager of access to the vendor's secure online portal for viewing violation data, and issue the notices of violation in compliance with Florida Statutes and County Code.
- Establish a secure online portal.
 - Provide evidence review access for LCSO, County personnel, and violators.
 - Prepare and make a request for hearing form available to violators substantially in the form of the model request for hearing published and made available by the Florida Department of Highway Safety and Motor Vehicles (FDHSMV) in accordance with section 316.1896(14)(a), F.S.
 - Serve as a platform for submitting petitions for hearing and for payment of the \$100 fine as well as the fine and fee after the hearing.
 - Allow violators to view their scheduled hearing date and time.
- Supply a secure evidence portal for law enforcement review.
- The violator shall have the option to mail a check to the vendor to pay the fines or pay the fines online through the vendor's secure portal.
- The violator shall have the option to request a hearing or submit an affidavit in accordance with F.S. § 316.1896(8) through the vendor's online portal; to email the vendor to request a hearing or submit an affidavit in accordance with F.S. § 316.1896(8); or to request a hearing by mailing a letter accompanied by a hearing request form to the vendor, or to mail the vendor an affidavit in accordance with F.S. § 316.1896(8). The vendor shall provide the Leon County Project Manager with a weekly list of all hearing requests and affidavits submitted in accordance with F.S. § 316.1896(8).
- If the registered owner of the motor vehicle involved in the infraction timely submits an affidavit establishing facts under F.S. § 316.1896(8)(a), the vendor shall issue a notice of violation to the person identified as having care, custody, or control of the motor vehicle at the time of the violation within 30 days after receipt of the affidavit. The person identified in an affidavit and sent a notice of violation may also affirm that he or she did not have care, custody, or control of the motor vehicle at the time of the violation by furnishing the vendor within 30 days after the date of the notice of violation an affidavit stating such.
- Upon receipt of an affidavit and documentation required under F.S. § 316.1896(8)(b) or (c), or 30 days after the date of issuance of a notice of violation sent to a person identified by the registered owner as having care, custody, or control of the motor vehicle at the time of the violation, the vendor must dismiss the notice of violation and provide proof of such dismissal to the person who submitted the affidavit. If, within 30 days after the date of a notice of violation sent to a person under F.S. § 316.1896(9), the vendor receives an affidavit under F.S. § 316.1896(10) from the person sent a notice of violation affirming that the person did not have care, custody, or control of the motor vehicle at the time of the violation, the vendor must notify the registered owner that the notice or citation will not be dismissed due to failure to establish that another person had care, custody, or control of the motor vehicle at the time of the violation.

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- If the registered owner of the motor vehicle does not respond to the Notice of Violation within 30 days of notification—by making payment, requesting a hearing, or submitting an affidavit in accordance with F.S. § 316.1896(8)—the vendor shall notify the Leon County Sheriff’s Office to issue a uniform traffic citation and shall provide the County Project Manager with a list of violators who have been issued uniform traffic citations.
- Support violation and citation issuance and processing workflows with the Clerk of Court and law enforcement agencies.
- Provide admissible evidence necessary or convenient to prove the violation at hearing, including vendor’s business records.
- Capturing clear, high-resolution images and videos of:
 - Vehicle
 - License plate
 - Contextual roadway view
- Recording:
 - Date
 - Time
 - Measured speed
 - Posted school zone speed limit and Posted regular speed limit
 - Location identifier
- Equipment must:
 - Be tamper-resistant and weather-rated for Florida conditions.
 - Operate in high-heat and high-humidity environments.
 - Function in both fixed and mobile configurations if requested.
 - Be solar-powered where electrical service is unavailable (rural sites).
 - All equipment must meet evidentiary standards required under Florida law.

3.4. Data Management

Vendor must comply with all state and local data privacy requirements, including:

- Secure storage of violation data
- Encryption of data in transit and at rest
- Retention schedules aligned with the Leon County Code
- Prohibition on secondary use or sale of data
- Audit logs for all system access

3.5. Public Education and Outreach

Vendor shall support:

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- A 60-day public awareness campaign is required prior to enforcement activation, in accordance with Chapter 17, Article IV of the Leon County Code of Laws. During this 60-day period, notices of violation will be issued as warnings only, with no fines imposed.
- Community engagement materials
- Website content explaining program purpose and processes
- Optional school-based safety education materials

3.6. Vendor Qualifications

Vendor must demonstrate:

- At least 5 years of experience in automated traffic enforcement
- Successful deployment in at least 3 comparable jurisdictions
- Compliance with Florida statutory requirements for automated enforcement
- Ability to integrate with law enforcement and court systems
- Financial stability and capacity to support long-term operations
- A proven track record of system accuracy and reliability

3.7. Cost Proposal

The services fee to be paid by the County is based upon an amount per fine collected and requires no upfront payment by the County. The fee includes all costs required for completion of Contractor Responsibilities to provide a turnkey solution for Leon County School Speed Zone Enforcement, including but not limited to, School Zone Speed Detection System permitting, signage, installation, maintenance, and ongoing field and back-office operations. Includes camera equipment, installation, maintenance, integration, violation processing services, Department of Motor Vehicles records access, standard mailing of required documents, certified mail costs required for notices of violation which are converted to Uniform Traffic Citations, collections, reporting, remittance, lockbox and credit card processing services, call center support for general program questions, public information awareness, outreach, and program support, and access to web based System for Traffic Enforcement Officer review.

The County is requesting that the respondents provide a Cost Proposal for services defined herein for the term of the contract. The Cost Proposal shall include all costs related to equipment, permitting, traffic/location studies, public information and outreach campaign, signage, installation, administration, billing, collections, reporting, remittance, and all other related expenses.

Respondents shall submit a single fee amount per fine successfully collected, with no upfront payment required by the County.

School zones may be added or removed under this contract, and the fee schedule established herein shall remain unchanged.

3.8. Legal and Compliance Requirements

Vendors must certify compliance with:

- Chapter 17, Article IV of the Leon County Code of Laws

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- Florida Statutes §§ 316.003, 316.0776, 316.008, 316.0083, 316.1895, 316.1896 and 316.640
- All applicable federal and state privacy laws
- MUTCD signage requirements
- ADA accessibility for public-facing materials
- Local procurement regulations

4. Technical Specifications

4.1. Site Assessment and Installation

The Contractor shall:

- Conduct field evaluations of each proposed school zone location.
- Coordinate with:
 - Leon County Public Works
 - Leon County Sheriff's Office (LCSO)
 - Leon County Schools
- Apply for and secure any necessary permits and/or license agreements for installation of equipment and signage, dependent on road ownership, and comply with all applicable permitting requirements specified by the road maintenance agency.
- Ensure proper signage and equipment are installed in compliance with Florida law and the Florida Department of Transportation's School Zone Speed Detection System Placement and Installation Specifications prior to activation.
- Provide temporary traffic control during installation of signs and equipment in accordance with MUTCD and FDOT standards.
- Participate in a joint final inspection with the permitting agency (FDOT or Leon County) upon completion of installation; the 60-day Public Awareness Campaign shall not commence until the inspection is complete and the permit is closed out.
- Ensure the system maintains reliable connectivity, including in areas with limited cellular coverage.

4.2. Violation Review and Citation Processing

The Contractor shall:

- Provide violation and citation processing in compliance with all Florida Statutes and Leon County Ordinances.
- Securely transmit electronic violation data.
- Conduct image quality review.
- Provide workflow integration for review and approval by a traffic infraction enforcement officer.
 - No Notice of Violation (NOV) shall be issued without this review, as required by Florida law and County Code.
- Generate and mail NOVs pursuant to Section 17-62, LCC, as may be amended, and section 316.1896, Florida Statutes (2025), as may be amended. Within 30 days after a violation of section 316.1895 or 316.183, Florida Statutes, the Contractor shall send notice to the registered owner of the motor vehicle involved in the violation specifying the remedies available under section 318.14, Florida Statutes, and that the violator must pay the penalty under section 318.18(3)(d), Florida Statutes, or furnish an affidavit in accordance with section 316.1896(8), Florida Statutes, within 30 days after the date of the notice of violation in order to avoid court fees, costs, and the issuance of a uniform traffic citation. The Notice of Violation must:

- (1) Be sent by first-class mail;

- (2) Include a photograph or other recorded image showing the license plate of the motor vehicle; the date, time, and location of the violation; the maximum speed at which the motor vehicle was traveling within the school zone; and the speed limit within the school zone at the time of the violation;
 - (3) Include a notice that the owner has the right to review, in person or remotely, the photograph or video captured by the speed detection system and the evidence of the speed of the motor vehicle detected by the speed detection system which constitute a rebuttable presumption that the motor vehicle was used in violation of F.S. §§ 316.1895 or 316.183; and
 - (4) State the time when, and the place or website at which, the photograph or video captured, and evidence of speed detected may be examined and observed.
 - (5) Notify the registered owner that a uniform traffic citation will be issued if payment has not been made within 30 days after notification under section 316.1896(2), Florida Statutes, if the registered owner has not requested a hearing as authorized under section 316.1896(3), Florida Statutes, and if the registered owner has not submitted an affidavit in accordance with section 316.1896(8), Florida Statutes.
- The Notice of Violation must be accompanied by, or direct the person to a website that provides, information on the person's right to request a hearing and on all costs related thereto and a form used for requesting a hearing.
 - Accept and process requests for hearing.
 - Accept and process affidavits furnished in accordance with Section 17-64, LCC.
 - Notify the County and Sheriff's Office within 10 days if the person who receives a Notice of Violation has not made payment within 30 days after notification under F.S. § 316.1896(2), if the registered owner has not requested a hearing as authorized under F.S. § 316.1896(3), and if the registered owner has not submitted an affidavit in accordance with F.S. § 316.1896(8), so that the Sheriff's Office may issue a traffic infraction citation.
 - Process payments, including online, mail, and phone transactions.
 - Provide training for all personnel involved in the initial implementation of the project and for personnel who join the project thereafter.
 - Conduct delinquency collection, including any associated fee schedule.

4.3. Data Security and Public Records Compliance

The Contractor shall:

- Ensure all fixed school zone enforcement systems, equipment, software, data interfaces, and practices comply with all federal and Florida laws governing collection, transmission, storage, access, and use of motor vehicle and driver information.
- Comply with Florida Statutes §316.0776, DHSMV Rule 15B-2, and the Driver Privacy Protection Act (18 U.S.C. §§2721–2725).
- Follow all legal limits on data collection, disclosure, redisclosure, retention, and destruction including but not limited to Section 17-68 of the County Code Any recorded video or photograph obtained via a speed detection system must be destroyed within 90 days after the final disposition of the recorded event. The vendor of the speed detection system must provide Leon County with written notice by December 31st of each year that such records have been destroyed in accordance with F.S. § 316.1896(15)(b).

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- Protect all personal data, vehicle information, images, video, metadata, and enforcement records using administrative, technical, and physical safeguards.
- Restrict access to personally identifiable information to authorized personnel with a documented business need.
- Redact, anonymize, or purge any data not needed for enforcement or required retention.
- Prohibit any secondary or commercial use, retention, disclosure, or monetization of collected data.
- Maintain complete audit trails for all access, modification, transmission, and deletion of sensitive data.
- Maintain a cybersecurity program aligned with NIST CSF, NIST SP 800-53, or ISO/IEC 27001.
- Encrypt all data in transit and at rest.
- Implement multi-factor authentication for administrative access.
- Conduct regular vulnerability scans and penetration testing.
- Maintain timely patch management.
- Use secure software development and supply chain risk management practices.
- Ensure any cloud hosted or offsite system meets FedRAMP Moderate equivalent security controls or another County approved standard.
- Immediately notify the County of any suspected or confirmed security incident involving County data.
- Provide a written incident report within 24 hours.
- Fully cooperate with required forensic analysis, mitigation, and remediation efforts.
- Comply with Chapter 119, Florida Statutes (Public Records) and provide requested public records in electronic format.
- Maintain data retention policies consistent with Florida records retention schedules.
- Ensure all data shall remain the property of Leon County.

4.4. Reporting Requirements

The Contractor shall provide weekly, monthly, quarterly, and annual reports including:

- Number of events forwarded to Leon County Sheriff's Office
- Number of violations by location authorized and mailed
- Number of citations authorized and mailed
- Number of violations and citations returned as undeliverable
- Number of violations and citations paid and remitted
- Speed distribution data
- Payment status summary
- System uptime and maintenance logs
- An overview of the current operability status of the traffic camera system, including the number of cameras down, reasons for downtime, status of repairs, and estimated time until cameras are fully operational.

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- Web-based reporting systems are preferred.
- Assistance with the development and implementation of a public information and outreach campaign.
- Reports suitable for presentation to the Leon County Board of County Commissioners.

4.5. Performance Standards

The Contractor shall:

- Comply with Chapter 316 of the Florida Statute and must have a speed detection system with the ability to perform self-tests as to its detection accuracy. The system must perform a self-test at least once every 30 days.
- Maintain a log of the results of the system's self-tests.
- Perform an independent calibration test on the speed detection system at least once every 12 months.
- Respond to equipment malfunction within 48 hours
- Ensure violation processing within statutory time frames.
- Provide preventive maintenance schedule documentation

Failure to meet performance standards may result in liquidated damages as defined in the Contract.

4.6. Remittance of Collected Fines and Costs

All fines and costs collected pursuant to the Leon County School Zone Speed Detection and Enforcement Program must be remitted in accordance with Florida law, including section 316.1896, Florida Statutes, to Leon County. The Contractor shall remit all fines collected to Leon County for remittance on a weekly basis. After receipt, the County shall be responsible for remittance of apportioned breakdowns.

Pursuant to Florida law, the required \$100 fine remittance breakdown is as follows:

- \$20.00 must be remitted to the State of Florida, Department of Revenue for deposit into the State's General Revenue Fund;
- \$60.00 must be retained by the County and must be used to administer speed detection systems in school zones and other public safety initiatives, including payment to the Contractor;
- \$3.00 must be remitted to the State of Florida, Department of Revenue 25 for deposit into the Department of Law Enforcement Criminal Justice Standards and 26 Training Trust Fund;
- \$12.00 must be remitted to the Leon County School Board and must be used for school security initiatives, for student transportation, or to improve the safety of student walking conditions. These funds must be shared with charter schools in the district based on each charter school's proportionate share of the district's total unweighted full-time equivalent student enrollment and must be used for school security initiatives or to improve the safety of student walking conditions; and
- \$5.00 must be retained by the County for the School Crossing Guard 36 Recruitment and Retention Program pursuant to F.S. § 316.1894.

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4.7. Procedures for Processing Payments

Contractor shall be responsible for processing payments of Civil Fees paid pursuant to Notices of Violation. Contractor shall provide payment means through mail, telephone, and on-line processes. Contractor shall track all payments and handle all applied payments, unapplied payments, overpayments, refunds, adjustments, dismissals, and reversals.

Contractor shall submit invoices to Leon County for approval relating to all applicable fees for services rendered by Contractor pursuant to the Agreement. Along with each invoice, Contractor shall provide supporting information in a format acceptable to Leon County, evidencing the amounts invoiced. Leon County shall have access, or may designate another government entity to have access, to Contractor's financial records supporting payment requests. For cases that proceed to Traffic Court, Contractor shall not receive payment for fines and fees until the violator has paid those amounts to the Clerk's Office.

4.8. Equipment Removal and Site Restoration

Leon County and the Florida Department of Transportation may direct the Contractor to remove any equipment or signs installed by the Contractor within roadway rights of way at specified locations. Upon receipt of such notice, the Contractor shall remove the installed equipment and signs and restore the sites to their preexisting conditions within 14 days, at the Contractor's expense. If the Contractor does not remove the equipment and signs from the roadway rights-of-way within 14 days of receiving notice, Leon County or the Florida Department of Transportation may remove the equipment and signs and seek reimbursement from the Contractor for all associated costs. In addition, liquidated damages in the amount of \$1,000 per day will be assessed beginning on the 15th day and continuing until all equipment and signs are removed and the sites are fully restored.

4.9. Contract Term

The initial term of the contract shall be three (3) years, with two (2) optional one-year renewals, subject to approval by the Leon County Board of County Commissioners.

4.10. Contract Termination

This contract may be terminated by the County with 14 days advance written notice.

4.11. Deliverables

The Contractor shall provide:

- Fully operational speed detection systems
- Monthly and annual reports
- Training materials and documentation
- Admissible Court support documentation
- Maintenance records
- Public outreach materials

5. Solicitation Instructions

5.1. Submitting Questions

Questions shall be submitted (before the Question/Inquiries Deadline) directly through the Question & Answer tab found in this solicitation. **Please do not Email questions/inquiries.**

Each respondent shall examine the solicitation documents carefully, including the forms and agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error discovered in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be posted to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of respondent. Each respondent shall be deemed to have waived all questions, comments, and recommendations that are not submitted to the County in compliance with this section.

5.2. Addenda To Solicitation

Addenda to this solicitation will be posted to the solicitation. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered vendors (those vendors who have been registered as receiving a proposal package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the solicitation to verify any addenda issued.

5.3. Proposal Deadline

Proposals shall be electronically submitted (uploaded) to the solicitation no later than the Opening Date (TBD at TBD), as identified in the Schedule of Events, to be considered.

5.4. Receipt and Opening of Proposals

Proposals will be opened publicly at the time and place stated in the Timeline. When the specified time has arrived no proposals received thereafter will be considered. At the time fixed for the opening of proposals, the tabulation sheet will be made public and will be posted on the Purchasing Division website at:

<https://procurement.opengov.com/portal/leoncounty>.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records disclosure until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Proposals submitted in response to this RFP, the rejected Proposals remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the reissued Proposal. Proposals received by the County pursuant to this RFP will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

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5.5. Timely Delivery

It is the respondent's responsibility to assure that the proposal is submitted at the proper time and location. Electronic submissions will not be allowed through the County's e-Procurement portal once the deadline has passed.

5.6. Preparation Costs

The County is not liable for any costs incurred by respondents prior to the issuance of an executed contract.

5.7. Preparation of Proposal

Any material submitted to the County that Respondent contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Respondent is required to also provide an unredacted copy of the redacted information as part of the Proposal. If a third party submits a request to the County for records designated as Trade Secret Materials by a Respondent, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Respondent. By submitting a Proposal, Respondent agrees to indemnify, hold harmless, and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

5.8. Reservation of Rights

The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.

5.9. Award of RFP and Protest

Award shall be made to the responsive, responsible vendor whose proposal is determined in writing to be the most advantageous to Leon County, taking into consideration the evaluation factors set forth in the Request for Proposals. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The County reserves the right to waive any minor irregularity in proposals and to make an award in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at:

<https://procurement.opengov.com/portal/leoncounty> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Any award recommendation may be protested on the grounds of irregularities in the specifications, procedure, or the evaluation of the proposal. Such notice of an intent to protest shall be made in writing to the Purchasing Director within 72

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hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 5 business days after the date in which the notice of intent of bid protest has been submitted. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of an intent to protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

6. Required Certifications

6.1. Licenses and Certifications

The respondent shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the proposal. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State may submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

6.2. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statute for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

6.3. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

6.4. Unauthorized Alien(s)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

6.5. Employment Eligibility Verification

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or

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subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

6.6. Drug Free Workplace

In accordance with Section 287.087, Florida Statutes, whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the County for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).
- D. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

6.7. Equal Opportunity

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

6.8. Scrutinized Company Certification

In accordance with Section 287.135, Florida Statutes, a company or other entity is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of one hundred thousand dollars or more, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company or other entity is on the Scrutinized Companies or Other Entities that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

A company or other entity is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of one million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company or other entity is on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to Florida Statutes, Section 215.473, Florida Statutes, or is engaged in business operations in Cuba or Syria.

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7. Selection Process

7.1. Evaluation Committee

The County Administrator shall appoint an Evaluation Committee composed of either three members or five members who will review and evaluate all proposals received on time.

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty> and in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays).

7.2. Scoring and Ranking

Evaluators will independently score each responsive proposal based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria Matrix. If applicable, the scores will be provided by the Purchasing Division for both Price/Cost and Local preference.

Proposals will be ranked using the ordinal ranking process. First, each evaluator will score proposals based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria contained herein. Then each evaluator will utilize ordinal ranking to rank each proposal. These rankings will be averaged to determine the final ranking of proposals.

7.3. Award

Award shall be made to the responsive, responsible offeror whose proposal is determined in writing to be the most advantageous to Leon County, taking into consideration the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The County reserves the right to waive any minor irregularity in proposals and to make an award in whole or in part when either or both conditions are in the best interest of Leon County.

8. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Approach and Method Shall consider the following criteria:</p> <p>A. Overall quality, completeness, and feasibility of the proposed system, implementation plan and timeline, including staffing, maintenance, and support.</p> <p>B. Effectiveness of the Respondent’s approach to service delivery, including data security, quality of evidence and documentation, dispute mitigation strategies, and coordination with County staff.</p>	Points Based	35 <i>(35% of Total)</i>
2.	<p>Firm's Experience, Performance, Ability and Resumes Shall consider the following criteria:</p> <p>A. Demonstrated experience and successful performance on similar projects, including project outcomes, financial stability, staffing capacity, and familiarity with applicable regulatory requirements.</p> <p>B. Qualifications and relevant experience of proposed personnel, including staffing plan, organizational structure, and ability to effectively coordinate with local stakeholders, including law enforcement agencies.</p>	Points Based	35 <i>(35% of Total)</i>
3.	<p>Firm's Experience with Comparable Clients Shall consider the following criteria:</p> <p>Quality and relevance of current governmental client references for similar services, including demonstrated performance and outcomes.</p>	Points Based	20 <i>(20% of Total)</i>
4.	<p>Cost Proposal The Proposer with the lowest cost will receive the maximum 10 points. Proposers with a higher cost will receive fewer points, on a pro-rata basis, using the formula below:</p> <p>$(L / P) \times (10)$</p> <p>Where:</p> <p>L = Lowest cost proposed P = Proposer's cost</p>	Points Based	10 <i>(10% of Total)</i>

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9. Insurance Requirements

9.1. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

The awarded Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

10. Terms and Conditions

10.1. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the proposal award the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the proposal specifications.

10.2. Travel Expenses

Consultant travel, which is not covered within the scope of the consultant's contract, and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Section 112.061, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator.

10.3. Penalties

PROPOSALS MAY BE REJECTED AND/OR BIDDER(S)/PROPOSERS DISQUALIFIED FOR THE FOLLOWING REASONS:

- A. Failure to perform according to contract provisions.
- B. Conviction in a court of law of any criminal offense in connection with the conduct of business.
- C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
- E. Other reasons deemed appropriate by the Board of County Commissioners.

11. Ethical Business Practices

11.1. Gratuities

It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

11.2. Kickbacks

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

11.3. Board Action

The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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12. Submittals

12.1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Please confirm

*Response required

12.2. Company Information*

Provide company name as registered with the Florida Department of State, Division of Corporations.

Maximum response length: 100 characters

*Response required

12.3. Taxpayer ID Number*

Provide the company's FEI/EIN Number.

Maximum response length: 15 characters

*Response required

12.4. Drug-Free Workplace Certification*

Is the firm in compliance with the Drug-Free Workplace requirements set forth in Section 287.087, Florida Statutes?

(A "No" response will not result in disqualification.)

Yes

No

*Response required

12.5. Scrutinized Company Certification*

As required by Section 287.135(5) Florida Statutes, I certify that the firm is not participating in a boycott of Israel, and is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, and it does not have business operations in Cuba or Syria.

Please confirm

*Response required

12.6. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

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I certify that this firm has coverage in place at the required levels or, if awarded, coverage will be in place at the required levels.

Please confirm
*Response required

12.7. Equal Opportunity*

The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

Please confirm
*Response required

12.8. Foreign Countries of Concern Affidavit*

Please download the below documents, complete, and upload.

- [Foreign Countries of Concer...](#)
*Response required

12.9. Proposal Response Cover Sheet with Signature*

Please ensure the document has a manual signature.
*Response required

12.10. RFP Response - Firm's Executive Summary - Tab 1*

Present in brief, concise terms, a summary level description of the contents of the RFP and of your company and its capabilities.

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Firm name or Joint Venture, business address and office location, telephone number.
- B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
- C. Address of the office that is to perform the work.
- D. The age of the firm, brief history, and average number of employees over the past five years.
- E. Present size of firm, nature of services offered, and breakdown of staff by discipline.
- F. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.
- G. Describe and explain any litigation, major disputes, contract defaults and liens in the last ten years.

*Response required

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Opening Date: undefined, TBD

12.11. RFP Response - Project Approach - Tab 2*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Detailed technical description of proposed system
- B. Implementation plan and timeline
 - 1. The proposal must include a detailed schedule covering:
 - a. Site assessments
 - b. Equipment installation
 - c. Testing and calibration
 - d. Public awareness period
 - e. Go live date
 - f. Ongoing maintenance schedule
- C. Staffing plan and organizational chart
- D. Maintenance and support plan
- E. Data security and privacy plan
- F. Sample violation images and evidence package for both warnings (provided during public awareness campaign) and notices of violations
- G. Summary of disputes following issuance of notices of violation, based on past experience, and proposed measures to prevent future disputes. Recommendations include providing short video clips associated with each speeding violation, capturing the vehicle's license plate and flashing beacon within a single image frame, or supplying other solid, verifiable evidence of the violation.
- H. Provide a brief narrative describing Respondent's approach to providing services outlined in this solicitation. The proposal shall describe:
 - 1. How services will commence; proposed sequence of events; timeline; procedures; and the administration of the resultant contract.
 - 2. Approach to providing tasks outlined in the requested scope of services.
 - 3. Communication methods; process for quality assurance reviews; and involvement of/with County staff.
 - 4. Quality assurance and quality control process to identify the speeding violations before sending the violation data to Leon County Sheriff's Office for review and approval.

*Response required

12.12. RFP Response - Experience, Performance, Ability, and Resumes - Tab 3*

Respondents must demonstrate an impressive track record in their dealings with the public sector on past projects, and descriptions of prior work accomplishments. This tab should contain the following information for no less than five projects completed in the last ten years of relevant nature to the subject of this RFP.

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Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Project descriptions and outcome.
- B. Financial stability and sufficient staffing capacity.
- C. Resumes for key team members and roles involved in this project. Provide a staffing plan that details the responsibilities of proposed personnel and their titles and resumes. This should clearly show supervisory relationships, functional areas of work provided by position, and the physical location of the individuals (i.e., office and city). For firms having more than one office, identify the location of the office that will be assigned primary responsibility for the work. If certain elements of the work will be done at different locations, include a listing of each location and of the staff and work to be performed at each location.
- D. Familiarity with Florida Department of Highway Safety and Motor Vehicles reporting requirements.
- E. Successful Coordination with local law enforcement agencies.

*Response required

12.13. RFP Response - Experience with Comparable Clients - Tab 4*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. List five projects within the last ten years from governmental customers, at whose site the vendor provided services similar to what is specified in the Scope of Services to this RFP.
- B. Projects shall be active accounts. Please identify the entity name, contact person and backup, phone number, email address, and brief description of project for each project provided.

*Response required

12.14. Additional Forms to Fill Out and Submit - Tab 5*

Submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see [Attachments](#) for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Respondent and Team Summary Form
- Affidavit Immigration Laws
- Identical Tie Bid Statement
- Non-Collusion Affidavit
- Certification/Debarment Form
- Employment Eligibility (E-Verify)
- Affidavit In Compliance with Section 787.06(14), F.S.

*Response required

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12.15. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

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13. Cost Proposal

COST PROPOSAL

Please reference Section 3.7 of this solicitation. Please submit the Contractor fee per collected fine. The County will collect all fines and pay the Contractor's fee as specified.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Contractor's fee per collected fine	1	ea		
TOTAL					