

**State of Florida
Department of Transportation**



INVITATION TO BID

**Maintenance, Inspection Services for Fire Extinguishers,
Fire Suppression Systems and Emergency Lighting**

DOT-ITB-19-1269-JA

CONTACT FOR QUESTIONS:

John Albers, Procurement Agent
D1-Purchasing@dot.state.fl.us
Phone: (863) 519-2581
801 North Broadway Ave.
Bartow, Florida 33830

State of Florida
Department of Transportation
District One Procurement Office
801 North Broadway Ave.
Bartow, Florida 33830

INVITATION TO BID REGISTRATION

PLEASE COMPLETE AND RETURN THIS FORM ASAP
FAX TO (863) 519-2661 OR E-MAIL TO D1-Purchasing@dot.state.fl.us

Bid Number: DOT-ITB-1269-JA

Title: Maintenance, Inspection Services for Fire Extinguishers, Fire Suppression
Systems and Emergency Lighting

Bid Due Date & Time (On or Before): March 11, 2019 @ 9:00 AM

Bid Opening: March 11, 2019 @ 10:00 AM

Potential bidders should notify our office by returning this Bid Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at (863) 519-2661, or e-mail to D1-Purchasing@dot.state.fl.us

THE INVITATION TO BID DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System at www.myflorida.com, under this bid number (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", then click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: () _____ Contact Person: _____

Internet E-Mail Address: _____

For further information on this process, e-mail or telephone:

John Albers

Phones: (863) 519-2581

E-mail: D1-Purchasing@dot.state.fl.us

DOT-ITB-19-1269-JA

Exhibit "C"

SWIFT SunGuide Center

Bid Sheet

**Maintenance, Inspection Services For
Fire Extinguishers, Fire Suppression Systems
and Emergency Lighting**

****NOTE TO BIDDERS"**

All bidders must prepare the price proposal in the format provided.

Description	Bid Amount	Total Annual Bid Amount
<p>See attached Scope of Services</p> <p>Services listed in Exhibit "A" are inclusive in items bid separately below.</p>		
<p>Annual inspections for the fire extinguishers in section 4.2.3</p>	\$	\$
<p>Annual inspections for the hydraulically designed automatic sprinkler system in section 4.2.6.</p>	\$	\$
<p>Annual inspections for the backflow preventers for Domestic and Fire in section 4.2.7.</p>	\$	\$
<p>Annual inspections for the three fire hydrants outside the SWIFT Center in section 4.2.8.</p>	\$	\$
<p>Annual inspections for the Battery back-up "EXIT" signs/battery back-up emergency lights in section 4.2.13</p>	\$	\$
<p>Annual Fire panel inspection (per NFPA 72-2010 requirement for fire alarm systems). Main fire panel in front lobby (Security Partners NFS-640). Secondary fire panel in room 1100 (Security Partners NFS-320) section 4.2.14</p>	\$	\$

Semi-annual inspections of the fire suppression systems listed in section 4.2.4 and 4.2.5	\$	X2 Semi-Annual \$ Annually
Labor Rate for non-routine, unforeseen, and/or emergency work listed in Section 4.2.9, 4.2.15, & 4.2.16 in Exhibit "A."	\$ Hourly Labor Rate	X40 hours (estimated) \$ Annually
<p>Parts</p> <p>The Department is establishing a contingency item for the purchasing of parts under this contract. This bid amount shall be included in the Vendor's total bid amount. If the price of parts exceeds this amount annually the Department may add additional funds as required. A 10% markup will be allowed for all parts required for this type of work.</p>	<p>\$</p> <p>10% Parts Markup *</p> <p>Do NOT Bid Markup.</p>	<p>\$</p> <p>Include in Total Bid Amount</p>
<p>Shipping</p> <p>Shipping cost will be paid for separately by the Department.</p> <p>The Department is establishing a contingency item for shipping costs under this contract. This bid amount shall be included in the Vendor's total bid amount. If the price of shipping exceeds this amount annually the Department may add additional funds as required.</p>	\$	<p>\$</p> <p>Include in Total Bid Amount</p>
	Total Bid Amount Annually	\$

* Reimbursement for replacement parts will be made for the parts plus a markup of 10% for the actual replacement part invoice cost from the manufacturer and does not include any installation costs. Reimbursement will only be made for parts being installed. The costs of shipping, handling, and taxes, if applicable, shall be included in the reimbursement and no markup shall be allowed. Installation costs will be paid for at the hourly labor rate bid price. A quote for the estimated man hours needed to complete the work including labor expenses related for procuring parts must be approved by the Department prior to any work starting

** See additional descriptions and provisions below.

Quotes for work shall be firm and include all expenses associated with repairs or replacements. The Department reserves the right to perform services in-house or obtain quotes for services at the discretion of the project manager.

The Department reserves the right to require the Contractor to obtain competitive quotes for parts, where applicable.

No compensation will be made for non-routine and or emergency replacements or repairs due to the Contractor's negligence in performing maintenance.

NOTE: In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

ACKNOWLEDGEMENT: I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: _____ FEID # _____

Address: _____ City, State, Zip: _____

Authorized Signature: _____ Date: _____

Printed / Typed: _____ Title: _____

E-mail Address: _____

Florida Statutes
287.135

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

375-030-60
PROCUREMENT
OGC – 07/18

Respondent Vendor Name: _____
 Vendor FEIN: _____
 Vendor's Authorized Representative Name and Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 Email Address: _____

Section 287.135, F.S. prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.475, F.S. or is engaged in a boycott of Israel. Section 287.135, F.S. also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, if the company is on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: _____
 who is authorized to sign on behalf of the above referenced company.
 Authorized Signature Print Name and Title: _____
 Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

375-040-18
PROCUREMENT
03/17

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision 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:

(1) 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.

(2) 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.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) 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 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 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) 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 by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
MBE PLANNED UTILIZATION

375-040-24
PROCUREMENT
03/17

PROCUREMENT NO. _____ FINANCIAL PROJECT NO. _____

(DEPARTMENT USE ONLY)

DESCRIPTION: _____

I, _____, _____
(name) (title)

of _____

plan to subcontract at least _____ % (percent) of the project costs on the above referenced project to Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to MBE(s), the firms considered as proposed subconsultants/contractors and the types of services or commodities to be subcontracted are as follows:

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

I understand that I will need to submit Minority Business Enterprises (MBE) payment certification forms to the Department for reporting purposes only.

Signed: _____

Title: _____

Date: _____

INTRODUCTION SECTION

1) INVITATION

The State of Florida Department of Transportation (hereinafter referred to as the "Department") is soliciting written bids from qualified bidders to establish a contract to provide Maintenance, Inspection Services for Fire Extinguishers, Fire Suppression Systems and Emergency Lighting. It is anticipated that the term of the contract will begin on or about 7/1/2019 and be effective for 36 months thereafter.

For the purpose of this document, the term "bidder" means the bidder acting on their own behalf and those individuals, partnerships, firms, or corporations comprising the bidder team. The term "bid package" means the complete response of the bidder to the Invitation to Bid, including properly completed forms and supporting documentation. After the award, said bidder will be referred to as the "Vendor".

2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

ACTION / LOCATION	DATE	LOCAL TIME
PRE-BID CONFERENCE SWIFT SUN GUIDE CENTER 10041 Daniels Parkway Fort Myers, FL 33913	February 26, 2019	10:00 AM
DEADLINE FOR TECHNICAL QUESTIONS - There is no deadline for administrative questions.	March 4, 2019	2:00 PM
BIDS DUE (ON OR BEFORE) - 801 North Broadway Ave. Bartow, Florida 33830 (863) 519-2581	March 11, 2019	9:00 AM
PUBLIC OPENING - 801 North Broadway Ave. Bartow, Florida 33830	March 11, 2019	10:00 AM
POSTING OF INTENDED DECISION/AWARD -	March 11, 2019	4:00 PM

3) BID OPENING AGENDA

The sealed bids will be opened by the Department's Procurement Office personnel at the date, time and location in the Timeline. All bid openings are open to the public and will be conducted according to the following agenda:

Opening remarks – Approximate time of 2 minutes by Department Procurement Office personnel.

Public input period – To allow a maximum of 15 minutes total for public input related to the bid solicitation.

Bids opened – At conclusion of public input or 15 minutes, whichever occurs first, bids received timely will be opened with bidder's name and prices to be read aloud.

Adjourn - After all bids received timely have been opened, the meeting will be adjourned.

4) **SPECIAL ACCOMMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-bid conference, public meeting, and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

SPECIAL CONDITIONS

1) **MyFloridaMarketPlace**

BIDDERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE BID OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 21). All prospective bidders that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

2) **Florida Department of Financial Services (DFS) W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or FLW9@myfloridacfo.com with any questions.

3) **QUESTIONS & ANSWERS**

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Invitation to Bid must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by bidders will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements"), under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting their bid.

WRITTEN TECHNICAL QUESTIONS should be submitted to:

Mail: Florida Department of Transportation
Procurement Office – John Albers MS 1-31
801 North Broadway Ave. Bartow, FL 33830
E-mail: D1-Purchasing@dot.state.fl.us
Fax: (863) 519-2661

Questions regarding administrative aspects of the bid process should be directed to the Procurement Agent in writing at the address above or by phone: (863) 519-2581

4) ORAL INSTRUCTIONS / CHANGES TO THE INVITATION TO BID (ADDENDA)

No negotiations, decisions, or actions will be initiated or executed by a bidder as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid. All Addenda will be acknowledged by signature and subsequent submission of Addenda with bid when so stated in the Addenda.

5) DIVERSITY ACHIEVEMENT

MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION

The Department, in accordance with *Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21*, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages small, minority, women, and service-disabled veteran businesses to compete for Department contracts, both as "Vendor" and as subcontractors. The Department, its vendors, suppliers, and consultants should take all necessary and reasonable steps to ensure that small, minority, women, and service-disabled veteran businesses have the opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. Bidders are requested to indicate their intention regarding MBE participation on the MBE Planned Utilization form and to submit the completed form with their Bid Sheet. The contract vendor will be asked to submit payment certification for MBE subcontractors used.

To request certification or to locate certified MBEs, call the Office of Supplier Diversity, Department of Management Services at (850) 487-0915, or access their MBE directory on the Internet at www.osd.dms.state.fl.us/.

6) SCOPE OF SERVICES

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

7) INTENDED AWARD

The Department intends to award this contract to the responsive and responsible bidder that submits the lowest responsive bid. If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award using the following criteria, in the order of preference listed below (from highest priority to lowest priority):

1. Section 295.187(4), Florida Statutes; Veteran Business Enterprise
2. Section 287.087, Florida Statute; Drug Free Work Place
3. Section 287.057(11); Minority Business Enterprise

In the event that the application of the above referenced preferences does not resolve the identical replies, the Department shall determine the award by means of random drawing.

8) MANDATORY PRE-BID CONFERENCE

A MANDATORY pre-bid conference will be held at the date, time and location in the Timeline. The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and respond to questions from potential bidders regarding the scope of services, ITB requirements, contractual requirements, method of compensation, and other conditions or requirements that may, in any manner, effect the work to be performed. Any changes and/or resulting Addenda to the ITB will be the sole prerogative of the Department.

Attendance at this pre-bid conference is MANDATORY. Failure by a bidder to attend or be represented at this pre-bid conference will constitute a non-responsive determination of their bid package. Bids found to be non-responsive will not be considered.

9) QUALIFICATIONS

9.1 GENERAL

Vendor must meet the following minimum qualifications:

Vendor shall have all permits, licenses, and certifications required by Florida Statute 633.061 for the operation, inspection, and servicing of the fire extinguishers and the chemical/wet suppression systems.

Vendor must be a currently licensed and/or certified, permitted dealer and/or have the ability to subcontract to a dealer in the State of Florida for FE-25 Dry Chemical Fire Suppression System for Fike/DuPont Systems.

Vendor must be a currently licensed and/or certified, permitted and/or have the ability to subcontract to a dealer in the State of Florida for Hydraulic Designed Automatic Sprinkler Systems

Vendor must be a currently licensed and/or certified, permitted dealer and/or have the ability to subcontract to a dealer in the State of Florida for Backflow Preventers.

Vendor must be a currently licensed and/or certified, permitted and/or have the ability to subcontract to a dealer in the State of Florida for Hydrant Flow Testers.

Vendor shall have all appropriate licensing, permits & certifications to perform and carry out all services as stipulated in the Scope of Service/Exhibit A.

Vendor shall have current knowledge of all current NFPA rules & Regulation.

Vendor shall be familiar with all rules, regulations and codes for Fire Safety and Prevention as stipulated by the State of Florida & Lee County.

9.1.1 Been actively engaged in the type of business being requested for a minimum of **2** years.

9.2 BIDDER QUALIFICATIONS

When submitting the bid, each bidder must submit a written statement ("Minimum Qualifications Statement" form), detailing their qualifications that demonstrate they meet the minimum qualifications contained in Special Condition 9.1.1, above. Failure by the bidder to provide the above item(s) will constitute a non-responsive determination. Bids found to be non-responsive will not be considered.

9.3 AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out of state

corporations, out of state limited liability companies, and out of state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the bid due date and time, but in any case, must be obtained prior to the award of the contract. For authorization, contact:

Florida Department of State
Tallahassee, Florida 32399
(850) 245-6051

9.4 LICENSE TO CONDUCT SERVICES IN THE STATE OF FLORIDA

If the services being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the bid due date and time, but in any case, must be obtained prior to posting of the intended award of the contract.

For licensing, contact:

Florida Department of Business and Professional Regulation
Tallahassee, Florida 32399-0797
(850) 487-1395

10) WARRANTY/SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from this criterion must be documented in the bid response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

11) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, Procurement Office, John Albers, 801 North Broadway Ave. Bartow, Florida 33830** within ten (10) days after the ending date of the period for posting the intended award decision.

No general liability insurance is required.

The Vendor must carry and keep in force during the period of this contract a general liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$ (200,000 minimum) per person and \$ (300,000 minimum) each occurrence, and property damage insurance of at least \$ (200,000 minimum) each occurrence, for the services to be rendered in accordance with this contract.

The Vendor must have and maintain during the period of this contract, a professional liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675, Florida

Statutes, and Section 337.106, Florida Statutes, with a company authorized to do business in the state of Florida, affording professional liability coverage for the professional services to be rendered in accordance with this contract in the amount of at least \$_____. The Vendor shall maintain professional liability coverage for a minimum of three years after completion of the services rendered under this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

12) PERFORMANCE BOND

(X) A Performance Bond is not required for this project.

13) METHOD OF COMPENSATION

Exhibit "B" – Method of Compensation

14) CONTRACT DOCUMENT

STANDARD WRITTEN AGREEMENT

The Department's "Standard Written Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from this solicitation. In submitting a bid, the bidder agrees to be legally bound by these terms and conditions.

15) REVIEW OF BIDDER'S FACILITIES & QUALIFICATIONS

After the bid due date and prior to contract execution, the Department reserves the right to perform or to have performed, an on-site review of the bidder's facilities and qualifications. This review will serve to verify data and representations submitted by the bidder and may be used to determine whether the bidder has adequate facilities, equipment, qualified and experienced staff, and overall management capabilities to provide the required services. The review may also serve to verify whether the bidder has financial capabilities adequate to meet the contract requirements.

Should the Department determine that the bid package has material misrepresentations or that the size or nature of the bidder's facilities, equipment, management capabilities, or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the bid.

16) PROTEST OF INVITATION TO BID SPECIFICATIONS

Any person who is adversely affected by the contents of this Invitation to Bid must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice

of protest may be Faxed to 850-414-5264), and

2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, 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 under Chapter 120, Florida Statutes.

17) **UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

18) **SCRUTINIZED COMPANIES LISTS**

ALL Responses, regardless of dollar value, must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

Section 287.135, Florida Statutes, also prohibits companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

19) **RESERVATIONS**

The Department reserves the right to accept or reject any or all bids received and reserves the right to make an award without further discussion of the bids submitted. Therefore, the bidder should make sure that the bid package submitted is complete and accurate and submitted to ensure delivery on or before the bid opening time and date specified in this solicitation. It is understood that the bid will become a part of the Department's official file, without obligation to the Department.

20) **ADDITIONAL TERMS & CONDITIONS**

No conditions may be applied to any aspect of the ITB by the bidder. Any conditions placed on any aspect of the bid documents by the bidder may result in the bid being rejected as a conditional bid (see "RESPONSIVENESS OF BIDS"). **DO NOT WRITE IN CHANGES ON ANY ITB SHEET.** The only recognized changes to the ITB prior to bid opening will be a written Addenda issued by the Department.

21) **RESPONSIVENESS OF BIDS**

Bids will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All bids must be typed or printed in ink. A responsive bid is an offer to provide the services specified in this Invitation to Bid in accordance with all requirements of this Invitation to Bid. Bids

found to be non-responsive will not be considered. Bids may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A bid may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, modifying the bid requirements, submitting conditional bids or incomplete bids, submitting indefinite or ambiguous bids, or executing forms or the bid sheet with improper and/or undated signatures. Other conditions which may cause rejection of bids include, evidence of collusion among bidders, obvious lack of experience or expertise to provide the required services, and failure to perform or meet financial obligations on previous contracts. ALL determinations of responsiveness will be the responsibility of the FDOT Procurement Office.

22) BID SHEET

The bidder must use the attached Bid Sheet to submit its bid. The Bid Sheet must be signed and dated in ink by a representative who is authorized to contractually bind the bidder. All bid sheets and other documentation submitted in response to this solicitation must be executed and submitted in a sealed envelope. **Indicate the bid number, with the time and date of the bid opening, on the envelope used to return the bid.**

23) ESTIMATED QUANTITIES

The Department anticipates purchasing the estimated quantities shown on the bid sheet(s), for a one (1) year period of any contract resulting from this bid. The estimated quantities are given only as a guideline for preparing your bid and should not be construed as representing the actual quantities to be authorized under this contract. The Vendor(s) shall supply, at bid prices, the actual quantities authorized regardless of whether the total of such quantities is more or less than anticipated. This bid and the resulting contract will be subject to annual appropriated funding.

24) "DRUG-FREE WORK PLACE" PREFERENCE

Whenever two or more bids which are equal with respect to price, quality, and service are received, the Department shall determine the order of award first in accordance with section 295.187(4), Florida Statutes, giving preference to "Veteran Business Enterprise" then to bid responses from vendors that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

25) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a bid only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

26) ATTACHMENT TO ITB SUBMITTAL - CONFIDENTIAL MATERIAL

The Bidder must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Invitation to Bid, Number [DOT-ITB-19-1268-JA](#) - Confidential Material". The Bidder must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Bidder asserts to be exempt from public disclosure and placed elsewhere in the bid will be considered waived by the Bidder upon submission, effective after opening.

27) MAIL OR DELIVER BIDS TO: (DO NOT FAX OR SEND BY E-MAIL)

Florida Department of Transportation
Procurement Office – John Albers MS 1-31
801 North Broadway Ave.
Bartow, Florida 33830
Phone # (863) 519-2581

It is the bidder's responsibility to assure that the bid is delivered to the proper place **on or before** the Bid Due date and time (See Introduction Section 2 Timeline). Bids which for any reason are not so delivered, will not be considered.

28) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL

Bidders may modify submitted bids at any time prior to the bid due date. Requests for modification of a submitted bid shall be in writing and must be signed by an authorized signatory of the bidder. Upon receipt and acceptance of such a request, the entire bid will be returned to the bidder and not considered unless resubmitted by the due date and time. Bidders may also send a change in a sealed envelope to be opened at the same time as the bid. The ITB number, opening date and time should appear on the envelope of the modified bid.

29) POSTING OF INTENDED DECISION/AWARD**29.1 - General:**

The Department's decision will be posted on the Florida Vendor Bid System, at www.myflorida.com, (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any bidder who is adversely affected by the Department's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, 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 under Chapter 120, Florida Statutes.

29.2 - Inability to Post:

If the Department is unable to post as defined above, the Department will notify all bidders by electronic notification on the Florida Vendor Bid System (see special condition 29.1, above) or by mail, fax, and/or telephone. The Department will provide notification of any future posting in a timely manner.

29.3 - Request to Withdraw Bid:

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the bid opening time and date. Requests received in accordance with this provision will

be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the bidder. Bidders that do not withdraw as stated above will forfeit their bid bond, if applicable.

30) AWARD OF THE CONTRACT

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

A Standard Written Agreement executed by both parties, and a written Notice to Proceed, issued by the Project Manager.

31) RENEWAL

Upon mutual agreement, the Department and the Contract Vendor may renew the Contract for a period that may not exceed 3 years or the term of the original contract, whichever is longer. The renewal must be in writing and signed by both parties, and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Any renewal shall specify the renewal price, as set forth in the solicitation response except that an agency may negotiate lower pricing. Renewal is contingent upon satisfactory performance evaluations and subject to the availability of funds.

32) ATTACHED FORMS

Exhibit "A" – Scope of Services
 Exhibit "B" – Method of Compensation
 Exhibit "C" – Bid Sheet
 Minimum Qualifications Statement
 Drug-Free Workplace Program Certification (Form 375-040-18)
 Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60)
 MBE Planned Utilization (Form 375-040-24)

33) TERMS AND CONDITIONS

33.1 General Contract Conditions (PUR 1000)

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this Invitation to Bid (ITB) by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this Invitation to Bid:

Paragraph 31, Dispute Resolution - PUR 1000

Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

33.2 General Instructions to Respondents (PUR 1001)

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this Invitation to Bid (ITB) by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this Invitation to Bid:

Paragraph 3, Electronic Submission – PUR 1001

Paragraph 4, Terms and Conditions – PUR 1001

Paragraph 5, Questions – PUR 1001

33.3 MFMP Purchase Order Terms and Conditions

All MFMP Purchase Order contracts resulting from this solicitation will include the terms and conditions of this solicitation and the State of Florida's standardized Purchase Order Terms and Conditions, which can be found at the Department of Management Services website at the following link:

http://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1,_2015_.pdf

Section 8(B), PRIDE, is not applicable when using federal funds.

34) ORDER OF PRECEDENCE

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

Special Conditions

Exhibit "A" - Scope of Services

Exhibit "B" – Method of Compensation

Exhibit "C" – Bid Sheet

MFMP Purchase Order Terms and Conditions – Section 8(B), PRIDE, is not applicable when using federal funds

Standard Written Agreement

Instructions to Respondents (PUR 1001)

General Conditions (PUR 1000)

Introduction Section

35) Mandatory SITE VISIT

Each bidder must fully acquaint themselves with the conditions which may in any manner affect the work to be done or the equipment, materials and labor required to perform the services required under the conditions of this bid. This may require an on-site visit. Ignorance of the conditions or requirements will not relieve the Vendor from their liability and obligation under the contract. Bidders may request and make arrangements for a site visit by contacting **John Albers** at **(863) 519-2581**.

SITE VISIT LOCATION:

February 26, 2019 @ 10:00AM

SWIFT SUN GUIDE CENTER

10041 DANIELS PARKWAY

FORT MYERS, FLORIDA 33913

Exhibit "A"

SWIFT SunGuide Center

Scope of Services

DOT-ITB-19-1269-JA

Maintenance, Inspection Services For Fire Extinguishers, Fire Suppression Systems and Emergency Lighting

1.0 General Requirements

The purpose of this Contract is to provide Fire Extinguisher/Fire Suppression System/Emergency Lighting Inspection, Annual Fire Panel Inspection and Maintenance Services for the State of Florida Department of Transportation District One (herein after referred to as the FDOT or the Department) Southwest Interagency Facility for Transportation (SWIFT) SunGuide Center at the Joseph P. Bertrand Building (hereinafter referred to as the SWIFT Center) and the surrounding area immediately adjacent to the SWIFT Center.

The Vendor shall furnish all labor, materials, and equipment required to provide Fire Extinguisher/Fire Suppression, System/Emergency Lighting Maintenance Services, and Fire Panel Inspections during the hours of operations of the SWIFT Center or as designated by the Department. The building is operational and occupied twenty-four (24) hours per day, seven (7) days per week, 365 days per year, regardless of weekends and holidays.

The SWIFT Center is located at 10041 Daniels Parkway, Fort Myers, Florida 33913 and adjacent to 1-75 at the Daniels Parkway interchange contiguous with the existing rest area. The building will be staffed 24 hours per day, seven days per week.

1.1 Normal Business Hours

The normal business hours for the SWIFT Center are 8:00 am to 5:00 pm Monday through Friday. During these hours, the front doors will be open to the public. After these hours, the front doors will be locked and the building may only be accessed by valid ID/proximity card.

1.2 State Holidays

The building will be closed to the public on the following days, which are observed state holidays: (If any of these holidays fall on a Saturday, the preceding Friday is observed. If any of these holidays fall on a Sunday, the following Monday is observed).

- New Year's Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day
- Martin Luther King, Jr. Day
- Veteran's Day
- Day after Thanksgiving Day
- Labor Day

2.0 Services to Be Provided

- 2.1 The Vendor will develop, submit, and implement a Fire Extinguisher/Fire Suppression System/Emergency Lighting Inspection, Fire Panel Inspection, and Maintenance Services plan/checklist based on service activities listed in this Scope of Services within 15 days after contract execution. This plan/checklist will be based on the manufacturer's recommended maintenance activities as well as the regulations and statutes of the State of Florida and Lee County. The plan/checklist shall be submitted to the Department's Project Manager for approval. The plan/checklist shall be scheduled, in advance — annually, within 15 days after contract execution and adhered to unless prior notice is given in writing, and approved by the Department.
- 2.2 The Vendor will monitor all services conducted by their employees and assure the quality of their services. The Vendor is responsible for the safety of their employees.
- 2.3 All Vendor supplied equipment utilized for this Contract shall be used in an appropriate manner.
- 2.3.1 The Department shall not be responsible for improper use of equipment by the Vendor or their employees. The Department shall not be responsible in any way for damages, destruction, or loss, from any cause, to the Vendor's equipment, supplies, materials, tools or personal property of the Vendor.
- 2.4 Department facilities, fax machines, telephones, copiers, and computers will not be used by the Vendor to conduct personal business. Use of Department resources is limited to direct support of this contract and only when authorized by the Department.

3.0 Department's Responsibilities

- 3.1 The Department will assign a Project Manager, or his or her designee, to administer the terms of this Contract.
- 3.2 The Department will conduct periodic reviews of the Vendor's activities. Reviews will be conducted to determine compliance with this Contract. The Vendor shall cooperate with and assist the Department Project Manager in conducting these reviews.

4.0 Fire Extinguisher, Suppression System, and Fire Panel Inspections and Maintenance

4.1 Purpose

The Vendor shall perform inspections and maintenance for the various types of fire extinguishers, fire suppression systems, battery back-up "EXIT" signs, and battery backup emergency lights located at the SWIFT Center.

4.2 Summary of Services

- 4.2.1 The Vendor shall provide all transportation, labor, material, and equipment for annual inspections for the fire extinguishers in section 4.2.3, the hydraulically designed automatic sprinkler system throughout the SWIFT Center in section 4.2.6, the backflow preventers for Domestic and Fire in section 4.2.7, three fire hydrants outside the SWIFT Center in section 4.2.8, the battery back-up "EXIT" signs/battery back-up emergency lights in section 4.2.13, and also the semi-annual inspections of the fire suppression systems listed in section 4.2.4 and 4.2.5 below, in accordance with the National Fire Prevention Association (NFPA) codes and certified pursuant to the State Fire Marshall Regulations listed below in Section 4.3 - References.
- 4.2.2 The Vendor shall have all permits, licenses, and certifications required by Florida Statute 633.061 for the operation, inspection, and servicing of the fire extinguishers and the chemical/wet suppression systems. These items are to be provided prior to execution of the contract and at any given time during the Contract.
- 4.2.3 The SWIFT Center has twenty-six (26) Larsen MP10 fire extinguishers located throughout the building which must be maintained in working order and recharged or replaced, as needed. Each unit has a 10-lb. capacity. Recharging or replacement will be paid as unforeseen work as outlined in section 4.2.14.
- 4.2.4 The SWIFT Center has two (2) Fike/DuPont FE-25 dry chemical fire suppression system tanks located in the second-floor storage room (Room 2013). Tank A is a 650-lb. tank which is to be filled and maintained at 303 lbs. of FE-25 gas. Tank B is a 375-lb. tank which is to be filled and maintained at 238 lbs. of FE-25 gas. These suppression system tanks supply the inert gas to the computer server rooms. Recharging or replacement will be paid as unforeseen work as outlined in section 4.2.14.
- 4.2.4.1 Per Fike/DuPont, the FE-25 dry chemical fire suppression system must be inspected and maintained by a currently licensed, permitted dealer in the State of Florida.
- 4.2.5 The SWIFT Center has two (2) Guardian Range Hood wet chemical fire suppression systems. One (1) is in the main break room (Room 1074) next to the secure lobby and one (1) is in the FHP break room (Room 1017). These suppression system units supply a solution of water and potassium carbonate based chemical, potassium acetate-based chemical or a combination thereof which forms an extinguishing agent (5 lb. (58 oz.) Ansulex Low pH (Part #79372) fire suppressant), which must be maintained in working order and recharged or replaced, as needed. Inspection of the fusible link heat detectors shall be considered a part of this item. Recharging, repairs, or replacement will be paid as unforeseen work as outlined in section 4.2.14.

- 4.2.6 The SWIFT Center has a hydraulically designed automatic sprinkler system which must be inspected and maintained annually by a currently licensed, permitted dealer in the State of Florida.
- 4.2.7 The SWIFT Center has two backflow preventers (fire and domestic) at the rear of the building which must be inspected and maintained annually by a currently licensed, permitted dealer in the State of Florida.
- 4.2.8 The SWIFT Center has three (3) fire hydrants on the SWIFT Center area which must be inspected and maintained by conducting a flow test annually by a currently licensed, permitted dealer in the State of Florida.
- 4.2.9 The Vendor will hydrostatically test all suppression system tanks, cylinders and extinguishers as required in accordance with NFPA rules and regulations. Payment for this work will be considered non-routine as outlined in Section 4.2.14. The Vendor shall review each tank, cylinder and extinguisher and determine when hydrostatic testing will be required. The Vendor shall inform the department of their findings at the beginning of this contract.
- 4.2.9.1 The Vendor is to provide temporary tanks, cylinders, and extinguishers of equal capacity to replace those being serviced.
- 4.2.9.2 Original tanks, cylinders, and extinguishers shall be tested and replaced within a period of no more than seventy-two (72) hours.
- 4.2.9.3 Fire extinguishers and suppression systems being serviced by the Vendor shall be recharged in accordance with NFPA rules and regulations.
- 4.2.9.4 The systems shall remain operable while hydrostatic testing is being conducted.
- 4.2.10 Upon completion of inspection, the Vendor shall prepare a service slip for each fire extinguisher/suppression system being inspected and/or serviced. Service slips shall contain the following information:
- Physical location - area/location within the building;
 - Items being inspected/serviced - type of fire extinguisher/suppression system (chemical and size); and
 - Inspection/service performed to the unit - breakdown of services performed.
- 4.2.10.1 Once inspection/service has been completed and signed for, a copy of the service slip shall be given to the Department.
- 4.2.11 If any of the extinguishers or suppression systems deploy due to fire or other, the Vendor shall supply a replacement extinguisher or cylinder of equal size, within 24 hours, while the empty extinguisher or cylinder is refilled.
- 4.2.12 Inoperable/non-repairable systems must be tagged with a warning label, written notification is to be provided to the Department immediately, and repair/replacement shall be accomplished within twenty-four (24) hours. The

Vendor shall provide all transportation, labor, material, parts and equipment for maintenance and/or repair for the fire extinguishers, all suppression systems, and the hydraulically designed automatic sprinkler system.

- 4.2.13 The SWIFT Center has forty-four (44) battery back-up "EXIT" signs and one hundred and twenty (120) battery backup emergency lights throughout the building that must be maintained in working order and inspected annually. The vendor should maintain batteries in good operating condition and shall replace batteries that are not working properly. The replacement of batteries will be classified as non-routine or unforeseen as outlined in section 4.2.14
- 4.2.14 Annual fire panel inspection, per NFPA 72-2010 requirement for fire alarm systems. The building has two fire alarm panels (one in front looby and secondary in room 1100); Main fire panel is a Security Partners (NFS-640) & secondary fire panel is a Security Partners (NFS-320). The fire alarm panels are connected to fourteen (14) pull-stations; ninety-four (94) photo detectors; six (6) duct detectors; one (1) heat detector; two (2) water flow switches; two (2) tamper switches; twenty-two (22) strobes; and eighty-eight (88) horn strobes.
- 4.2.15 The Vendor will perform non-routine, unforeseen, and/or emergency work on the units referenced within section 4.2. The Vendor shall furnish all necessary tools, equipment, labor, and materials for all services considered non-routine, unforeseen, and/or emergency work. Payment for non-routine, unforeseen and/or emergency work will be compensated on a part, plus markup basis and installed at the labor rate (per hour) bid by the Vendor.
- 4.2.16 The Vendor will provide unscheduled service calls, including emergency services, to make repairs necessary to keep the equipment in good operating condition. Repair response time will be two (2) hours during normal business hours and four (4) hours during non-business hours.
- 4.2.17 Vendor Shall make observations and recommendations in writing as to the potential deficiencies and necessary changes ensuring the SWIFT/SunGuide Center is always in compliance with current local, state and federal fire safety codes.
- 4.2.18 Vendor shall make such reports, filings and communications as required by the local, state and federal agencies. Vendor shall be the liaison with the local, state and federal agencies in all communications for the SWIFT/SunGuide Center. Any fee's, dues or expenses for reports, filings and communications shall be the responsibility of the Vendor and considered part of the scheduled maintenance and costs thereof.

4.3 References

4.3.1 National Fire Prevention Association (NFPA)

- Code 1, Fire Prevention Code, 2015.*
- Code 10, Portable Fire Extinguishers, 2013.*
- Code 17, Dry Chemical Extinguishing Systems, 2013.*
- Code 17A, Wet Chemical Extinguishing 2013 Systems

* *Refer to most recent Codes when available.

4.3.2 State Fire Marshall Regulations

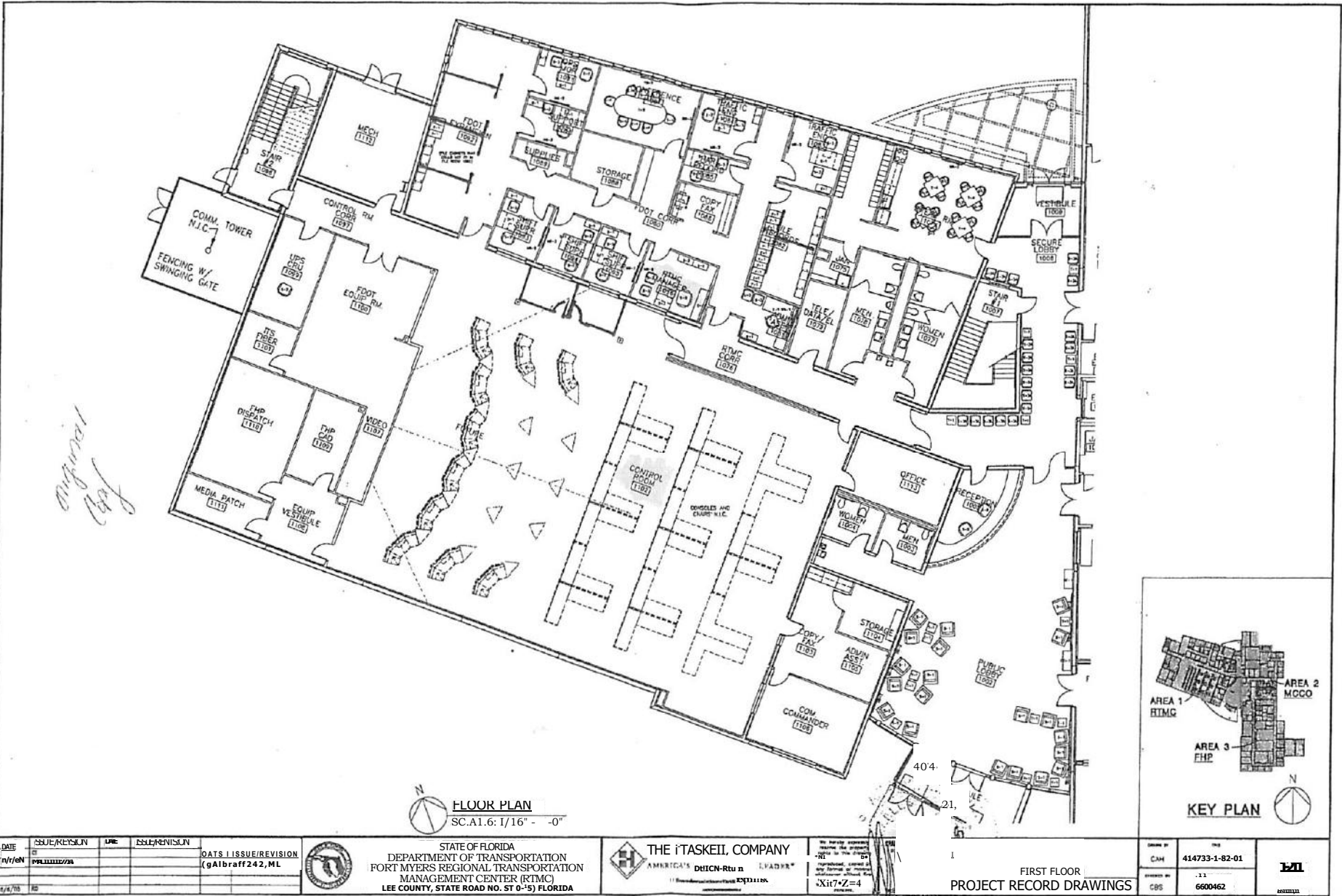
- Florida Administrative Code 69A

5.0 List of Attachments

- 5.1 Attachment 1-SWIFT Center Floor Plan*
- 5.2 Attachment II — SWIFT Center Fire Extinguisher Location Sheet*
- 5.3 Attachment III — SWIFT Center "Exit" Sign Locations*

The winning bidder will receive the Attachments, upon award

Attachment I



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3
A

DATE	ISSUE/REVISION	DATE	ISSUE/REVISION
11/1/01	PP/ML/ML/ML		
4/6/05			



STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
FORT MYERS REGIONAL TRANSPORTATION
MANAGEMENT CENTER (RTMC)
LEE COUNTY, STATE ROAD NO. ST 0-5 FLORIDA

THE TASKILL COMPANY
AMERICA'S DESIGN-RENDERING LEADERS

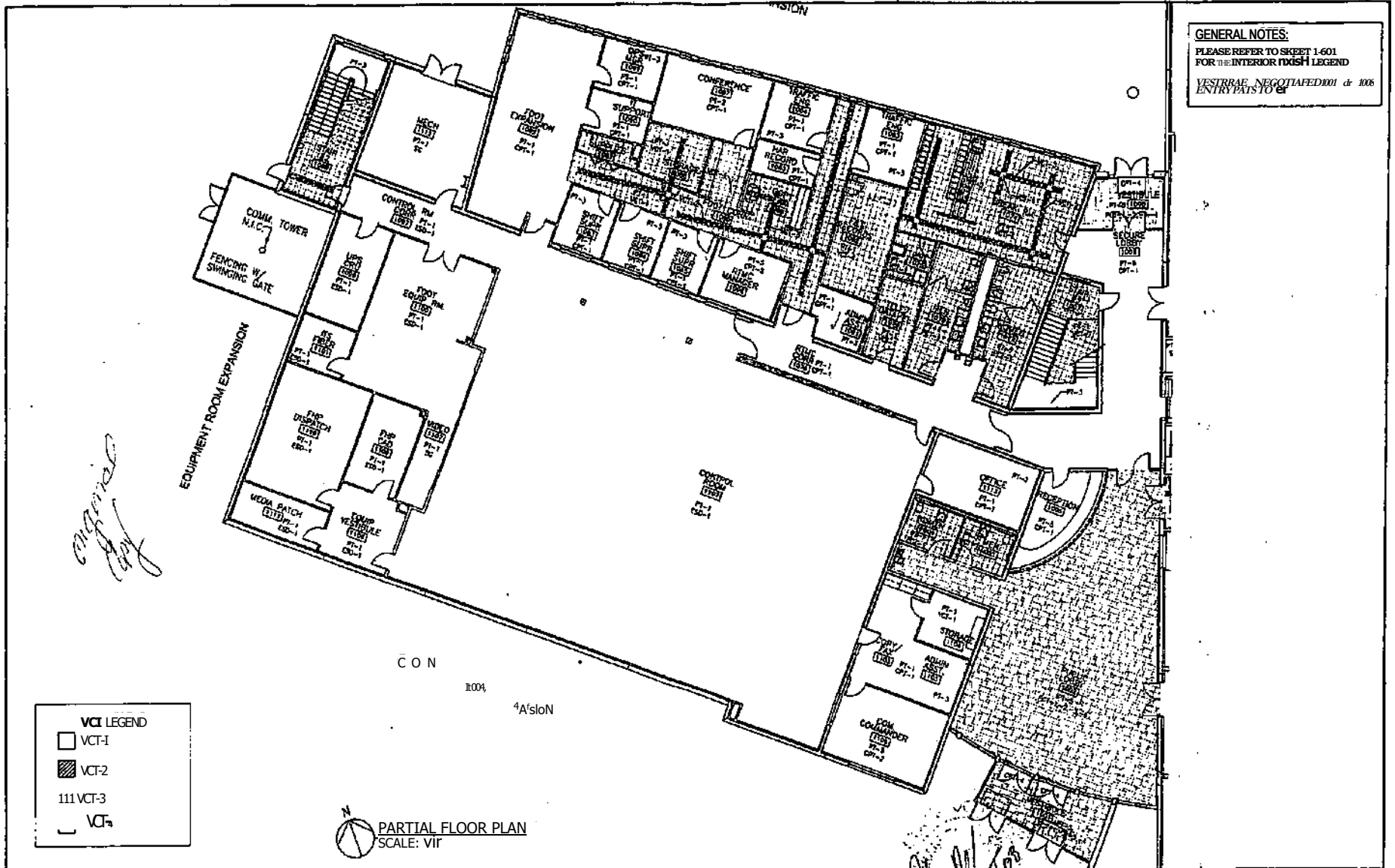
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FIRST FLOOR
PROJECT RECORD DRAWINGS

OWNER BY	CAH	414733-1-82-01
DESIGNED BY	CBS	6600462



Attachment I



GENERAL NOTES:
 PLEASE REFER TO SHEET 1-601
 FOR THE INTERIOR FINISH LEGEND
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 ENTRY PATISTO di

VCI LEGEND

- VCT-1
- VCT-2
- VCT-3
- VCT-4

PARTIAL FLOOR PLAN
 SCALE: 1/8"

DATE	BY/REVISED	DATE	BY/REVISED
11/10/11	MM	11/10/11	MM

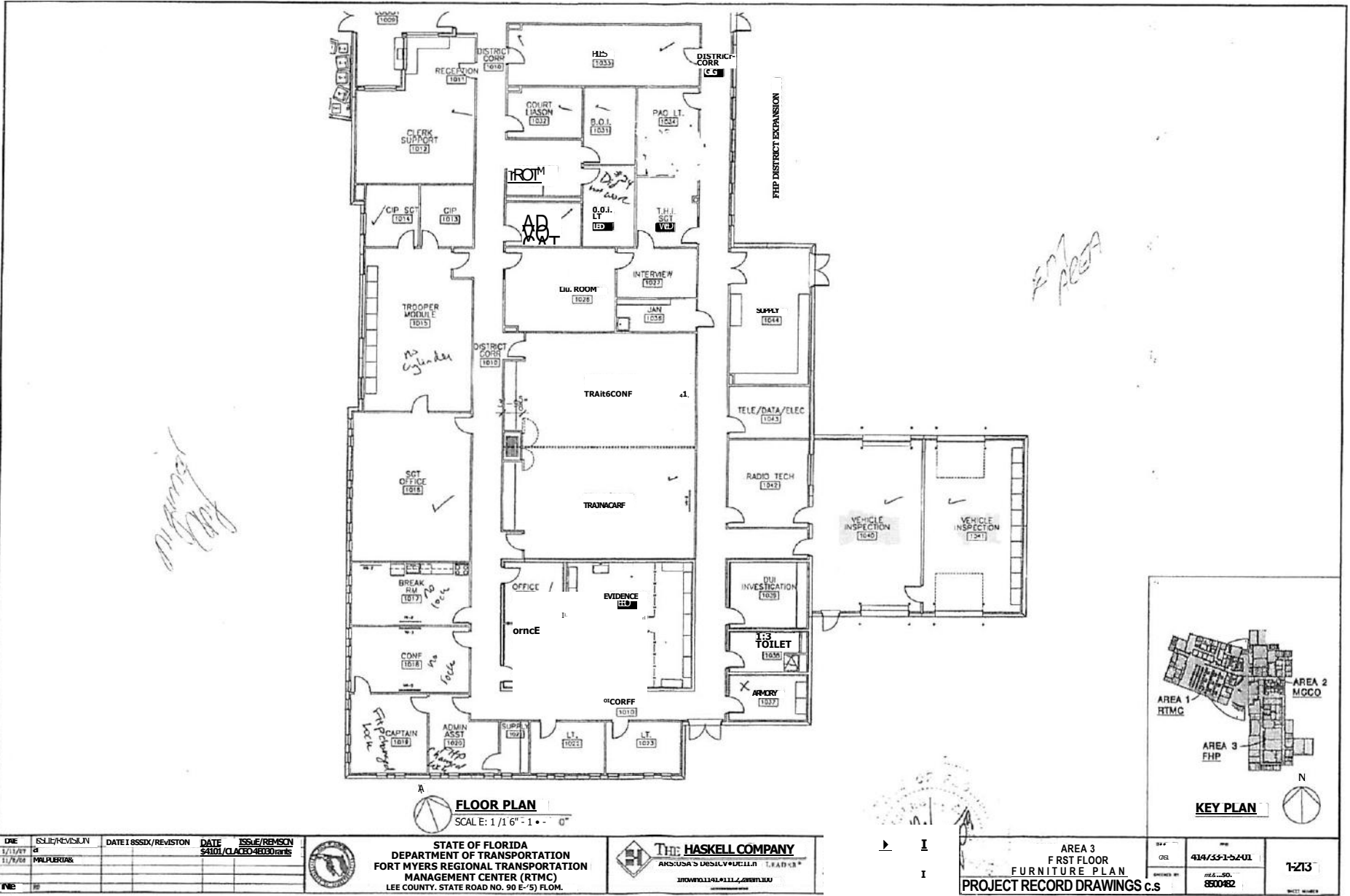
STATE OF FLORIDA
 DEPARTMENT OF TRANSPORTATION
 FORT MYERS REGIONAL TRANSPORTATION
 MANAGEMENT CENTER (RTMC)
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AREA 1 FIRST FLOOR
DRAWINGS
 PROJECT RECORD DRAWINGS

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PROJECT #	A *	
CBS	1111111	

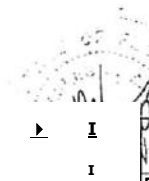
Attachment I



DWG	ISSUE/REVISION	DATE ISSUED/REVISION	DATE	ISSUE/REVISION
1/11/97	PRELIMINARY			
11/9/98				



STATE OF FLORIDA
 DEPARTMENT OF TRANSPORTATION
 FORT MYERS REGIONAL TRANSPORTATION
 MANAGEMENT CENTER (RTMC)
 LEE COUNTY, STATE ROAD NO. 90 E-5 FLOM.

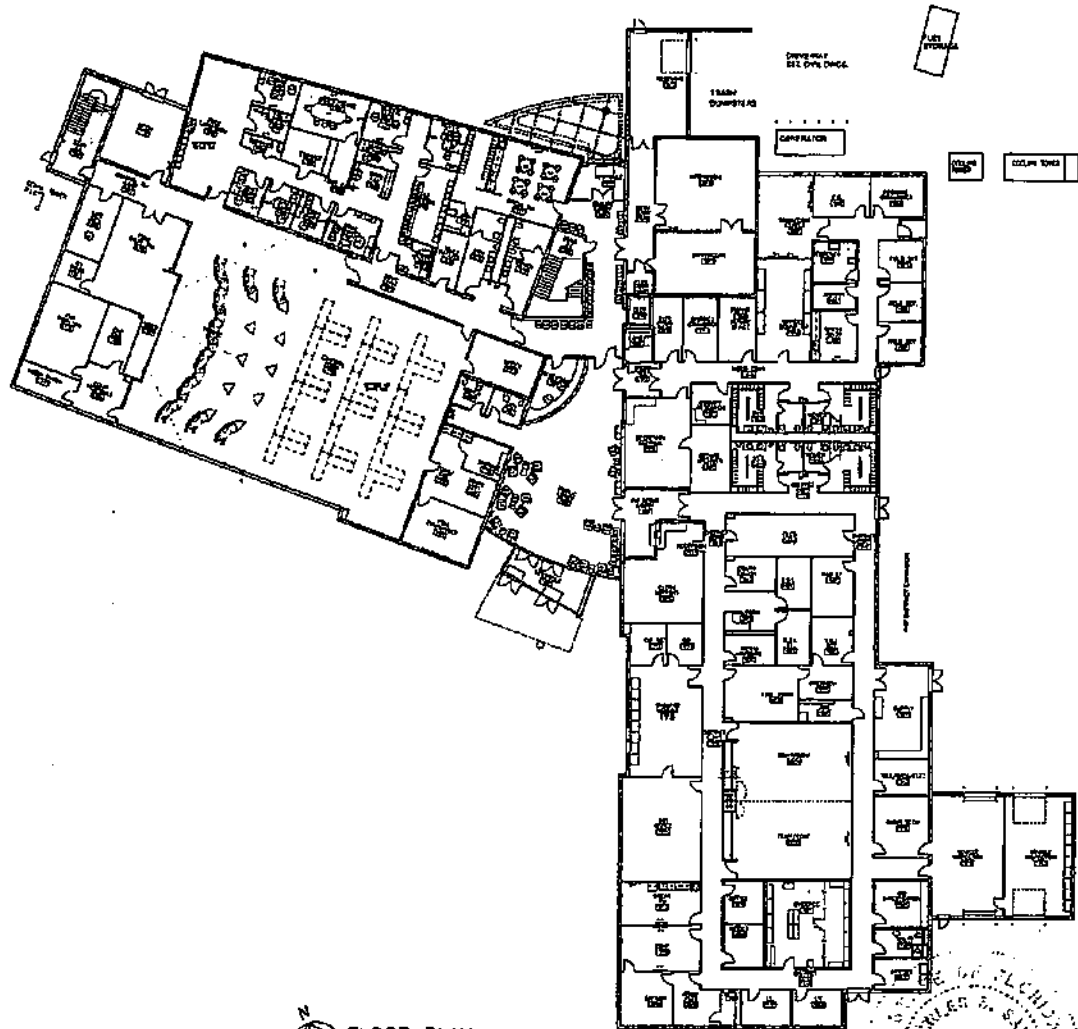


AREA 3
 FIRST FLOOR
 FURNITURE PLAN
 PROJECT RECORD DRAWINGS c.s

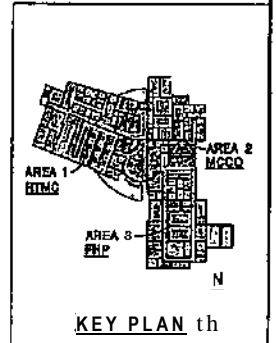
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1-213

Attachment I



FLOOR PLAN
SCALE: 1/32" = 1'-0"



KEY PLAN th



NO.	DATE	ISSUE/REVISED	BY	APP'D. BY
1	10/20/00			
2	11/17/00			

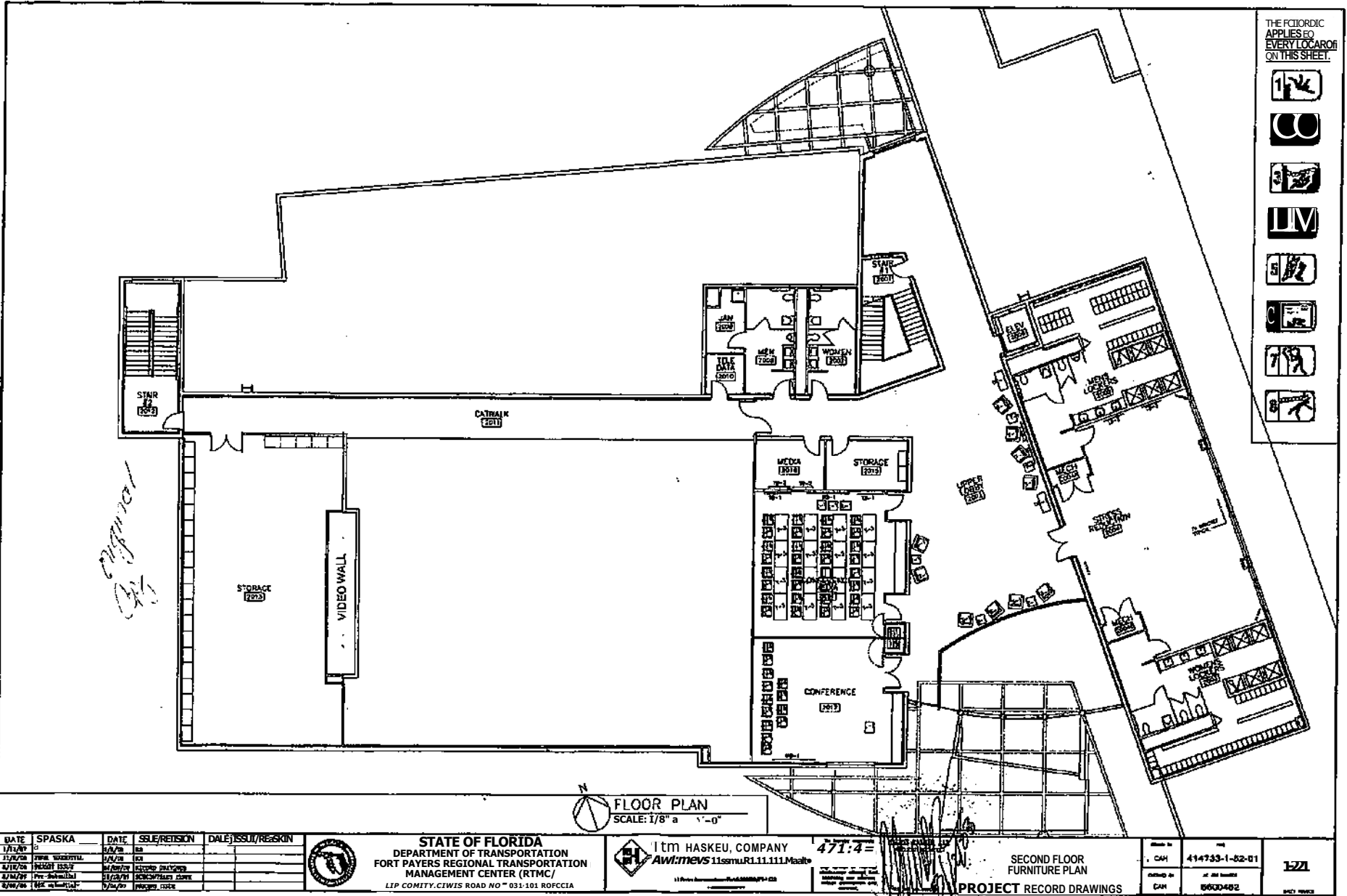
THE HASKELL COMPANY
ARCHITECTS

THE HASKELL COMPANY
ARCHITECTS
1. LAW

PROJECT NO. 414733-1-32-01
DATE: 11/17/00

PROJECT NO. 414733-1-32-01
DATE: 11/17/00

PROJECT NO.	414733-1-32-01	1210
DATE	11/17/00	



THE FLORIDIC APPLIES TO EVERY LOCATION ON THIS SHEET.

-
-
-
-
-
-
-
-

2' x 10' 6" x 10' 6"

6

1

FLOOR PLAN
SCALE: 1/8" = 1'-0"

DATE	SPASKA	DATE	ISSUE/REVISION	DATE	ISSUE/REVISION
1/11/07		5/2/07	ISS		
11/12/08	ISSUE	1/15/09	ISS		
5/11/09	ISSUE	11/10/09	ISSUE		
11/10/09	ISSUE	11/10/09	ISSUE		
11/10/09	ISSUE	11/10/09	ISSUE		



STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
FORT PAYERS REGIONAL TRANSPORTATION
MANAGEMENT CENTER (RTMC)
LIP COMITY, CIWIS ROAD NO. 031-101 ROCCIA

ITM HASKEU, COMPANY
Aw:mevs 11smuR1.11.1111Maalt
11 Payers Regional Transportation Management Center

471.4

SECOND FLOOR
FURNITURE PLAN
PROJECT RECORD DRAWINGS

Drawn by	CAH	414733-1-02-01
Checked by		
Date		06/30/02

1221

Notes Below any Malfunctioning Fire Extinguishers

Exit Sign Locations

Date Inspected: _____

RTMC Facilities Manager Signature: _____

Inspectors Signature: _____

1	Downstairs Control Room Door (#1102)	
2	Control Room Door Inside (#1102)	
3	Hallway to Control Room	
4	Stairs #2 (1098)	
5	Down Stairs Hallway Doors	
6	North Doors Exit	
7	Inside Lobby Door (#1006)	
8	Lobby Hallway by Restrooms	
9	Lobby Front doors	
10	CVE Vestibule doors (#1047)	
11	CVE Doors to Lobby	
12	CVE Hallway	
13	CVE Back Door to Outside /EAST	
14	FHP/CVE Hallway	
15	FHP/CVE Back Door to Outside/EAST	
16	FHP Lobby Door (#1009)	
17	FHP Inside Lobby Doors	
18	FHP Hallway by Lobby Doors	
19	FHP Hallway/WEST	
20	FHP Captain's Door (#1009)	
21	FHP Hallway Administrative Assistant (#1020)	
22	FHP Back Door Outside Exit/SOUTH	
23	FHP Hallway by Armory (#1037)	
24	FHP Hallway EAST side	
25	FHP Back Door Outside Exit/EAST	
26	FHP Hallway by Back Door EAST	
27	Down Stairs/Stair Door #1	
28	Upstairs -Stairs Door #1	
29	In Front of Elevator/Upstairs Lobby	

- 30 Upstairs Lobby
- 31 Door near Upstairs Control Room Area
- 32 Upstairs-Stair Door #2 (#2012)
- 33 Inside Control Room Upstairs
- 34 Outside Door in Stairway #2 WEST
- 35 ITS Room Door From Control Room
- 36 ITS Room Door by Office (#1093)
- 37 RTMC Office Door
- 38 RTMC Hallway
- 39 Equipment Vestibule (#1108)
- 40 Down Stairs Hallway Door / Elevator Side
- 41 In Front of Elevator / Down Stairs
- 42 Door Upstairs in Control Room Area
- 43 FHP Conference Room (#1025A)
- 44 FHP Conference Room (#1025B)
- 45 FDOT ITS - 2013 (2nd Floor)

Notes Below any Malfunctioning Exit Signs

**ITB-DOT-19-1269-JA
EXHIBIT "B"**

SWIFT SunGuide Center

METHOD OF COMPENSATION

**Maintenance, Inspection Services For
Fire Extinguishers, Fire Suppression Systems and Emergency Lighting**

1.0 PURPOSE:

This Exhibit defines the limits of compensation to be made to the contractor for the services set forth in Exhibit "A" and the method by which payments shall be made.

2.0 COMPENSATION:

For the satisfactory **performance** of services detailed in Exhibit "A", the Vendor shall be paid up to a Maximum Amount of \$TBD

The Maximum Amount shall be made up of: TBD

\$TBD from Fiscal Year 19/20

\$TBD from Fiscal Year 20/21

\$TBD from Fiscal Year 21/22

The Vendor shall not provide services that exceed the Fiscal Year amount(s) without an approved Amendment from the Department.

3.0 PROGRESS PAYMENTS:

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. Payment shall be made at the unit billing rates in Exhibit "C", for services provided, as approved by the Department. The contract unit rates shall include the costs of salaries, overhead, fringe benefits and operating margin. Payment for expenses shall be made based on actual allowable cost incurred as authorized and approved by the Department.

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. Payment shall be made to the Vendor for services provided plus

actual allowable costs. **The invoice shall include documentation of man-hours provided and itemization of costs incurred (including receipts).**

**Invoices shall be submitted to: Florida Department of Transportation
Project Manager**

10041 Daniels Parkway

Fort Myers, FL 33913

4.0 DETAILS OF COSTS AND FEES:

Details of the Contractor's billing rates for the performance of the services are contained in Exhibit "C", attached hereto and made a part hereof.

5.0 TANGIBLE PERSONAL PROPERTY:

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.

BID CHECKLIST

ITBSHELL.SERVICES 07/2018

(DOES NOT NEED TO BE RETURNED WITH YOUR BID)

This Checklist is provided as a guideline, only, to assist bidders in the preparation of their bid response. Included are some important matters that the bidder should check. This checklist is just a guideline, and is not intended to include all matters required by the ITB. Bidders are responsible to read and comply with the ITB in its entirety.

Check off each the following:

- 1. The “Bid Sheet” has been filled out completely, signed, and enclosed in the bid response.
- 2. The Federal Employers Identification Number or Social Security Number has been entered in the space provided.
- 3. “Drug-Free Workplace Program Certification” form has been read, signed, and enclosed in the bid response, if applicable.
- 4. “Scrutinized Companies Lists” certification form has been read, signed, and enclosed in the bid response.
- 5. The Scope of Services section has been thoroughly reviewed for compliance to the bid requirements.
- 6. The prices bid have been reviewed for accuracy and all price corrections have been initialed in ink.
- 7. The www.myflorida.com website has been checked and any Addendums posted have been completed, signed, and included in the bid response.
- 8. The bid response must be received, at the location specified, **on or before** the Bid Due Date and Time designated in the ITB.
- 9. On the Lower Left Hand Corner of the Envelope transmitting your bid response, write in the following information:

Bid No.: ITB-DOT-19-1269-JA

Title: Maintenance, Inspection Services for Fire Extinguishers, Fire Suppression Systems and Emergency Lighting

Opening Date & Time: See “TIMELINE” in INTRODUCTION SECTION