Invitation to Bid

for

Emergency Elevator Communications Monitoring

ITB No: DMS-13/14-032

The State of Florida

Department of Management Services

Procurement Officer:
Christina Espinosa
Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335.6z
Tallahassee, Florida 32399
Telephone: (850) 410-2404
Email: DMS.Purchasing@dms.myflorida.com

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. Any protest must be timely filed with the Department of Management Services’ Agency Clerk listed at:
http://www.dms.myflorida.com/agency_administration/human_resources/dms_contacts_by_role
# TABLE OF CONTENTS

## SECTION 1. INTRODUCTION
- 1.1 Bid ........................................................................................................................................... 4
- 1.2 Solicitation Objective ................................................................................................................ 4
- 1.3 Term ......................................................................................................................................... 4
- 1.4 Definitions ............................................................................................................................... 4
- 1.5 Special Accommodations ....................................................................................................... 4
- 1.6 Procurement Officer .............................................................................................................. 5

## SECTION 2. ITB PROCESS
- 2.1 General Overview .................................................................................................................. 5
- 2.3 Timeline of Events ................................................................................................................ 6
- 2.4 Addenda/Amendment to the ITB ........................................................................................ 6
- 2.5 Contract Formation ............................................................................................................... 6
- 2.6 Disclosure of Bid Contents .................................................................................................. 7
- 2.7 Withdrawal of Bid ................................................................................................................. 7
- 2.8 Diversity ............................................................................................................................... 7
- 2.9 Mandatory Site Visits ......................................................................................................... 7

## SECTION 3. BID INSTRUCTIONS
- 3.1 Introduction ........................................................................................................................... 7
- 3.2 MyFloridaMarketPlace (MFMP) Registration ................................................................... 8
- 3.3 Who May Respond ................................................................................................................ 8
- 3.4 Florida Substitute Form W-9 Process .................................................................................. 8
- 3.5 How to Submit a Bid ............................................................................................................. 8
- 3.6 Bidder Qualification Questions ........................................................................................... 9
- 3.7 Contents of Bid ..................................................................................................................... 10
- 3.8 Redacted Submissions ....................................................................................................... 10
- 3.9 Additional Information ....................................................................................................... 11

## SECTION 4. SELECTION METHODOLOGY
- 4.1 Basis of Award .................................................................................................................... 11
- 4.2 Bid Disqualification ............................................................................................................. 11
- 4.3 Identical Bid ....................................................................................................................... 11

## SECTION 5. AWARD
- 5.1 Department’s Reserved Rights for Award ......................................................................... 12
- 5.2 Posting of Decision ............................................................................................................. 12
- 5.3 Protests .............................................................................................................................. 12
Required Forms

Form 1 – Bidder’s Contact Information
Form 2 – Certification of Drug-Free Workplace Program
Form 3 – Notice of Conflict of Interest
Form 4 – Non-Collusion Affidavit
Form 5 – Statement of No Involvement
Form 6 – Addendum / Amendment Acknowledgement Form

Attachment A - Statement of Work
Attachment B - Contract
Attachment C - Facility List
Attachment D - Price Sheets
Attachment E - Performance Guarantees
Attachment F – Site Visits
SECTION 1. INTRODUCTION

1.1 Bid
The State of Florida Department of Management Services’ Division of Real Estate Development and Management (Department) is issuing this Invitation to Bid (ITB) to establish a Contract for Emergency Elevator Communications Monitoring. The solicitation will be administered through the Vendor Bid System (VBS). Vendors interested in submitting a reply must comply with all of the terms and conditions described in this ITB.

1.2 Solicitation Objective
This Emergency Elevator Communications Monitoring Contract has an average annual volume of spend of approximately $35,619.00. Estimated volume is for informational purposes only and should not be construed as representing actual, guaranteed or minimum purposes under any new Contract. The Department intends to make a single award or to make no award, as determined to be in the best interest of the State.

1.3 Term
The initial term of the Contract will be three (3) years with up to three (3) years of renewals. The Contract may be renewed in whole or in part for a period that will not exceed the renewal years, at the renewal pricing specified in the final reply and the Contract.

1.4 Definitions
The following definitions apply to this ITB, in addition to the definitions in the PUR 1000 and PUR 1001. Additional definitions specific to the Contract can be found in section 1 of the Contract, which is attached as Attachment B.

1.4.1 Bidder – A Vendor who submits a bid in response to this ITB.

1.4.2 Confidential Information – Any portion of a Bidder’s documents, data or records disclosed relating to its bid that the Bidder claims is confidential and not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or any other authority, and is clearly marked “Confidential”.

1.4.3 Contract – Any agreement that results from this competitive procurement, if any, between the Department and the Vendor. (This definition replaces the definition in the PUR 1000.)

1.4.4 State – The State of Florida.

1.4.5 Vendor(s) - An entity that is capable and in the business of providing a commodity or contractual service similar to those within the solicitation.

1.5 Special Accommodations
Any person requiring a special accommodation due to a disability should contact the Department’s Americans with Disabilities Act (ADA) Coordinator, Dave Wiggins, (850) 922-7535. Requests for accommodation for meetings must be made at least five (5) workdays prior to the meeting. A person who is hearing or speech impaired can contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).
1.6 **Procurement Officer**
Pursuant to section 287.057(23), Florida Statutes and the PUR 1001, section 21, the Procurement Officer is the sole point of contact from the date of release of this ITB until the Contract award is made.

Christina Espinosa  
Departmental Purchasing  
Florida Department of Management Services  
4050 Esplanade Way, Suite 335.6z  
Tallahassee, Florida 32399  
Telephone: (850) 410-2404  
Email: DMS.Purchasing@dms.myflorida.com

***ALL EMAILS TO PROCUREMENT OFFICER SHALL CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL.***

SECTION 2. ITB PROCESS

2.1 **General Overview**
The ITB is a method of competitively soliciting a commodity or contractual service under Chapter 287, Florida Statutes, (lowest responsive bid). The Department posts an ITB on the Vendor Bid System (VBS) to initiate the process. The Department will hold a pre-bid conference for Vendors to ask questions informally. Vendors can submit formal questions in writing to the Procurement Officer by the date listed in the Timeline of Events below. Bids must be submitted by the deadline listed in the Timeline of Events below. The Department will hold a public opening of the bids at the date, time and location below. Once the Department has evaluated the bids, the Department will post a Notice of Intent to Award on the VBS. The Department reserves the right to reject all bids.

2.1.1 **Bidder Questions**
Bidders will address all questions during the Question and Answer period regarding this solicitation in writing to the Procurement Officer by email. The deadline for submission of questions is reflected in section 2.3 of this ITB.

Each submission shall have the solicitation number in the subject line of the email. Questions must be submitted in the following format to be considered:

<table>
<thead>
<tr>
<th>Question #</th>
<th>Vendor</th>
<th>ITB Section</th>
<th>ITB Page #</th>
<th>Question</th>
</tr>
</thead>
</table>

Responses to all written inquiries, and clarifications or addenda if made to the ITB, will be made through the VBS.

Questions will not constitute formal protest of the specifications or of the solicitation.

2.2 **Protest of Terms, Conditions, and Specifications**
With respect to a protest of the terms, conditions or specifications contained in this solicitation, awarding contracts, or modifying or amending any contract, a notice of intent to protest shall be filed in writing **within 72 hours** after the posting of the solicitation. For purposes of this provision, the term “the solicitation” includes this ITB, any addendum, response to written questions,
clarification or other document concerning the terms, conditions or specifications of the solicitation.

2.3 Timeline of Events
The table below contains the Timeline of Events for this solicitation. Bidders should become familiar with the Timeline of Events. The dates and times within the Timeline of Events are subject to change. It is the responsibility of each Bidder to check for any changes. All changes to the Timeline of Events will be through an addendum to the solicitation.

<table>
<thead>
<tr>
<th>Timeline of Events</th>
<th>Event Time (EDT)</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB posted in the VBS.</td>
<td></td>
<td>04/02/14</td>
</tr>
<tr>
<td>Mandatory Site Visits (see section 2.9)</td>
<td>Coordinate with Facility Manager</td>
<td>04/07/14-04/18/14</td>
</tr>
<tr>
<td>Deadline to submit questions to the Issuing Officer.</td>
<td>12:00 p.m.</td>
<td>04/25/14</td>
</tr>
<tr>
<td>Department’s anticipated posting of answers to Bidders’ questions in the VBS.</td>
<td></td>
<td>05/05/14</td>
</tr>
<tr>
<td>Deadline to submit bid and all required documents to the Issuing Officer.</td>
<td>2:00 p.m.</td>
<td>05/14/14</td>
</tr>
<tr>
<td>Public Opening.</td>
<td></td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Department of Management Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4050 Esplanade Way, Suite 335K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tallahassee, FL 32399</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated date to post Notice of Intent to Award.</td>
<td></td>
<td>05/19/14</td>
</tr>
<tr>
<td>Anticipated Contract start date.</td>
<td></td>
<td>07/01/14</td>
</tr>
</tbody>
</table>

2.4 Addenda/Amendment to the ITB
The Department reserves the right to modify this ITB by issuing addenda. All changes to the ITB will be made through addenda posted on the VBS. It is the responsibility of the Bidder to check for any changes.

2.5 Contract Formation
The Department will enter into a Contract with the Bidder awarded pursuant to section 4 of this document. The Contract will consist of Attachment A - Statement of Work and Attachment B - Contract, and the pricing submitted by the awarded Bidder. No additional documents submitted by a Bidder will be incorporated in the Contract. During the solicitation period, the Department may specifically identify and incorporate by reference any additional documents which are to be incorporated into the Contract.
2.6 Disclosure of Bid Contents
All documentation produced as part of the ITB will become the exclusive property of the Department and will not be returned to the Bidders unless it is withdrawn prior to the bid opening in accordance with section 2.7.

2.7 Withdrawal of Bid
Bidders may modify a reply at any time prior to the bid due date by sending the modified response to the Procurement Officer.

2.8 Diversity
The Department is dedicated to fostering the continued development and economic growth of small, minority-, veteran-, and women-owned businesses. Participation of a diverse group of Bidders doing business with the State is central to the Department’s effort. To this end, small, minority-, veteran-, and women-owned business enterprises are encouraged to participate in the State’s procurement process as both prime Bidders and subcontractors under prime contracts.

2.9 Mandatory Site Visits

BIDDERS SHALL VISIT EVERY FACILITY AS LISTED ON ATTACHMENT C – FACILITY LIST, to be considered for an award. The site visits will allow the Bidders the opportunity to review the scope of work and to inspect all general and specific conditions that may affect the preparation of a response, if any, and/or the performance of the resultant Contract.

2.9.1 Bidder’s Responsibility

2.9.1.1 Contact the Facility Manager indicated on Attachment F - Site Visits to schedule site visits.
2.9.1.2 Visit sites during the dates indicated in Section 2.3, Timeline.
2.9.1.3 Obtain the Facility Manager’s signature and date on Attachment F – Site Visits for each site visit.
2.9.1.4 Submit Attachment F – Site Visits as indicated in Section 3.7 Contents of Bid.

2.9.2 Current Contractors

Current Contractors do not have to attend the mandatory site visits for facilities they currently serve. The Contractor must indicate on Attachment F that they currently serve the facility for which a site visit was not conducted.

FAILURE TO ATTEND A MANDATORY SITE VISIT OR TO IDENTIFY THE FACILITY IF CURRENTLY SERVED BY THE CONTRACTOR MAY RESULT IN DISQUALIFICATION.

SECTION 3. BID INSTRUCTIONS

3.1 Introduction
This section contains the General Instructions and Special Instructions to Respondents. The General Instructions to Respondents (PUR 1001) are incorporated by reference and can be accessed at:
http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_referenc es_resources/purchasing_forms

The following sections of the PUR 1001 (General Instructions) are inapplicable:

3.1.1 Section 3. Electronic Submission of Responses
Responses shall be submitted in accordance with section 3.7 of this solicitation.
3.1.2 **Section 5. Questions**

*Questions shall be submitted in accordance with section 2.1.1 of this solicitation.*

The Special Instructions are the remaining sections below, starting with section 3.2.

In the event any conflict exists between the Special Instructions and General Instructions, the Special Instructions shall prevail.

### 3.2 MyFloridaMarketPlace (MFMP) Registration

Bidders must have a current vendor registration in MFMP. [https://vendor.myfloridamarketplace.com/](https://vendor.myfloridamarketplace.com/).

The awarded Bidder will be required to pay the required transaction fees as specified in section 14 of the PUR 1000, unless an exemption has been requested and approved prior to the award of the Contract pursuant to rule 60A-1.032 of the Florida Administrative Code.

### 3.3 Who May Respond

The Department will evaluate bids from responsive and responsible Bidders, who meet the mandatory criteria listed in section 3.6. Bidders must meet the mandatory criteria listed in section 3.6, and must answer the qualifications questions “Yes” in order to be considered for award.

### 3.4 Florida Substitute Form W-9 Process


The awarded Bidder, if any, must have completed this process before Contract execution.

### 3.5 How to Submit a Bid

Bidders shall submit:

3.5.1 One original version of the response submittal and one (1) copy.

3.5.2 One scanned copy of the entire response in Adobe (.pdf) and price sheets in Excel (.xlsx) on a CD-ROM. Large files should be scanned as separate files.

3.5.3 **One REDACTED scanned copy of the response, if applicable (see section 3.08).**

Sealed packages to be delivered shall be clearly marked on the outside of the package with the solicitation number and company name.

Submitted hard copies contained within the sealed packages shall be clearly marked with the Bidder's company name and solicitation number.

Bidders who fail to submit all required information will be deemed non-responsive. Bids shall be prepared simply and economically, providing a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this ITB. Fancy bindings, colored displays and promotional material are not desired. The emphasis of each bid shall be on completeness and clarity of content.
Bidders are responsible for submitting their bids by the date and time specified in section 2.3 of this solicitation. The Department will not consider late bids.

### 3.6 Bidder Qualification Questions

Bidders will submit a Yes/No response to the following Qualification Questions with any bid response. A Bidder must meet the qualifications identified in the following Qualification Questions in order to be considered for award. **The Department will not evaluate bids from Bidders who answer “No” to any of the Qualification Questions. Documentation must be provided under Tab 3 as indicated in section 3.7, Contents of Bid.**

3.6.1 Does Bidder certify that the person submitting the bid is authorized to respond to this ITB on Bidder’s behalf?

3.6.2 Does Bidder certify that it is not a Discriminatory Vendor or Convicted Vendor as defined in sections 7 and 8 of the PUR 1001?

3.6.3 Does Bidder certify compliance with section 9 of the PUR 1001?

3.6.4 Does Bidder certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List?

3.6.5 Does Bidder have a minimum of at least five (5) years' experience in the field of elevator monitoring with CPR trained operators?

3.6.6 Does Bidder’s equipment meet all local, state and/or federal code requirements?

3.6.7 Is Bidder’s equipment ADA compliant as well as ASME 17.1 and 17.3?

3.6.8 Does Bidder accept the terms and conditions of Attachment E - Performance Guarantees?

3.6.9 Can Bidder provide a redundant monitoring facility in the event of a catastrophic failure at their primary site? Please provide location address.

3.6.10 Within the past five (5) years, has Bidder contracted with the State of Florida, any other governmental entity, or other entity to provide Emergency Elevator Communications Monitoring services similar to the services described in this ITB? If yes, Bidder must provide the contract contact information for a minimum of three (3) contracts, the services provided and the term of each contract. At least one contract listed must entail the monitoring of 50 or more elevators.

Note: In providing contract information, Bidder shall not include:
  a. Current Department contract(s).
  b. Contracts with persons currently or formerly employed by the Bidder’s organization.
  c. Contracts with Board members of the Bidder’s organization.
  d. Contracts with relatives of any individuals identified in items a-c.
  e. Contracts based solely in a foreign country.

3.6.11 Has Bidder produced its annual audited financial statements, in accordance with Generally Accepted Accounting Principles, for at least the previous three (3) years? Bidder shall provide the most recent three (3) years of such audited financial statements, beginning with the most recent calendar or fiscal year. The Department will examine the
financial stability of the Bidder as demonstrated by the information received (including the financials) or obtained as part of the proposal to determine a bidder’s financial responsibility.

### 3.7 Contents of Bid
Bids are to be organized in sections as directed below. Bidders shall complete each section entirely or the Bidder may be deemed nonresponsive. The following sections of the bid shall be submitted in one sealed package to the Procurement Officer.

The Bidder shall organize each response submittal contents as follows:

**Tab 1**
A cover letter on the Bidder’s letterhead with the following information

- a) Name and headquarters location of the Bidder
- b) Primary location from where the work will be executed
- c) Federal Employer Identification (FEID) Number

**Tab 2**
Completed Forms 1 – 6, Attachment D – Price Sheets and Attachment F – Site Visits

**Tab 3**
Qualification Question Answer and Required Documentation as indicated in section 3.6

**Tab 4**
Other Required Documentation

A. Department of State Registration Form

   Bidder shall submit a copy of its registration with the Department of State, which authorizes the company to do business in Florida.

B. Certifications

   In the event that the Department’s evaluation results in identical evaluations of replies, the Department will select a Bidder based on the criteria identified in rule 60A-1.011, Florida Administrative Code. Please provide the following documentation, if applicable:

   - Certification of Drug-Free Workplace
   - Certification of Minority Business
   - Certification of Wartime or Service Disabled Veteran

   If these do not apply to your company, please submit a document with a to that effect.

### 3.8 Redacted Submissions
The following subsection supplements section 19 of the PUR 1001. If the Bidder considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, the Bidder must mark the document as “Confidential” and simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department’s solicitation name, number, and the Bidder’s name on the cover, and shall be clearly titled “Redacted Copy.” The Redacted Copy should only redact those
portions of material that the Bidder claims is confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the Bidder such an assertion has been made. It is the Bidder's responsibility to assert that the information in question is exempt from disclosure under Chapter 119 or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Bidder in a legal proceeding, the Department shall give the Bidder prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Bidder shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a bid, the Bidder agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Bidder's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Bidder fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records [see section 3.5(C)].

3.9 Additional Information
By submitting a bid, the Bidder certifies that it agrees to and satisfies all criteria specified in this ITB. The Department may request, and the Bidder shall provide, supporting information or documentation. Failure to supply supporting information or documentation as required and requested will result in disqualification of the bid.

SECTION 4. SELECTION METHODOLOGY

4.1 Basis of Award
The Contract will be awarded to the responsible and responsive Bidder who submits the lowest priced (original term and renewal term combined) responsive bid. The Department will consider the total cost for each year of the Contract, including renewal years as submitted by the Bidder. The prices submitted may be evaluated using present-value methodology.

4.2 Bid Disqualification
Bids that do not meet all requirements, specifications, terms and conditions of the solicitation or fail to provide all required information, documents or materials may be rejected as non-responsive. Bids that contain provisions that are contrary to the requirements of this ITB are not permitted. Bids with alternate provisions and conditions that are not consistent with the primary goals of this ITB may be deemed non-responsive. Bidders whose bids, past performance or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of a contract may be rejected as not responsible. The Department reserves the right to determine which bids meet the requirements of this solicitation and which bidders are responsive and responsible.

4.3 Identical Bid
In the event that the Department's receives two identical bids, the Department will select a Bidder based on the criteria identified in rule 60A-1.011, Florida Administrative Code.
SECTION 5. AWARD

5.1 Department’s Reserved Rights for Award
The Department reserves the right to award as determined to be in the best interest of the State, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the best interest of the State.

5.2 Posting of Decision
The Department will post a Notice of Intent to Award Contract, stating its intent to enter into one (1) contract with the Vendor identified therein, on the VBS website: http://vbs.dms.state.fl.us/vbs/main_menu.

If the Department decides to reject all bids, it will post its notice at the same VBS website.

5.3 Protests

5.3.1 Time Limits for Filing Protests
All notices of protest must be filed within 72 hours of the posting of the agency decision or solicitation. Any formal protest must be filed within ten (10) days of the notice of protest. A formal written protest is “filed” when actually received by the Department’s Agency Clerk.

5.3.2 Bond Must Accompany Protest
When protesting a decision or intended decision (including a protest of the terms, conditions and specifications of the solicitation), the protestor must post a bond with the formal protest that is equal to one percent (1%) of the Department’s estimated Contract amount. The estimated Contract amount for any protest of this procurement is $106,858.

FAILURE TO POST AN ORIGINAL BOND FOR THE REQUISITE AMOUNT AT THE TIME OF FILING THE FORMAL WRITTEN PROTEST WILL RESULT IN A REJECTION OF THE PROTEST.
FORM 1 – BIDDER’S CONTACT INFORMATION  
(Tab 2)

The Bidder will identify the contact information as described below.

For **solicitation** purposes, the Bidder’s contact person will be:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

For **contractual** purposes, should the Bidder be awarded, the contact person will be:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>
FORM 2 - CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM
(Tab 2)

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 will be given preference in the award process. In order to have a drug-free workplace program, a business will:

(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, 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.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

Bidder's Name: _______________________________________________

By: _______________________________________________

Authorized Signature

_______________________________________________

Print Name and Title
FORM 3 - NOTICE OF CONFLICT OF INTEREST
(Tab 2)

Company or Entity Name

For the purpose of participating in the solicitation process and complying with the provisions of Chapter 112, of the Florida Statutes, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of the State of Florida or one of its agencies:

Name  
Title  
Agency  

Name  
Title  
Agency  

The persons listed below own an interest of ten percent (10%) or more in the company/entity named above and are currently employees of the State of Florida or one of its agencies:

Name  
Agency  

Name  
Agency  

Bidder’s Name:
By:

Authorized Signature

Printed Name

Title
STATE OF __________________________  COUNTY OF __________________________

I state that I __________________________ of __________________________.

(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.

2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.

3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher that the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.

4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.

5. __________________________, its affiliates, subsidiaries, officers, director, and employees are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and will be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Dated this _______ day of __________________________ 2014.

Name of Organization: __________________________

Signed by: __________________________

Print Name __________________________

being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _______ day of __________________________ 2014.

Notary Public: __________________________

My Commission Expires: __________________________
FORM 5 - STATEMENT OF NO INVOLVEMENT
(Tab 2)

I, ________________________, as an authorized representative of the aforementioned company, certify that no member of this firm nor any person having any interest in this firm has been involved with the Department of Management Services to assist it in:

1. Developing this solicitation; or,

2. Performing a feasibility study concerning the scope of work contained in this solicitation.

Bidder’s Name:
By:

________________________________________
Authorized Signature

________________________________________
Printed Name

________________________________________
Title
FORM 6 – ADDENDUM / AMENDMENT ACKNOWLEDGEMENT FORM  
(Tab 2)

This acknowledgment form serves to confirm that the Bidder has reviewed, complied with and/or accepted all Addendum(s) / Amendment(s) to the solicitation posted on the Vendor Bid System (VBS).

Please list all Addendum(s) / Amendment(s) below.

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

Bidder’s Name:

By:

______________________________________________

Authorized Signature

______________________________________________

Printed Name

______________________________________________

Title