REQUEST FOR PROPOSALS (RFP)

FOR

ELEVATOR PREVENTIVE MAINTENANCE, INSPECTION AND TESTING SERVICES

RFP No: DMS 14/15-049

THE STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

Procurement Officer:  
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Departmental Purchasing  
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Failure to file a protest within the time prescribed in subsection 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/general_counsel
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FORM 5 – BUSINESS/CORPORATE REFERENCE
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SECTION 1.  INTRODUCTION

1.1 Invitation
The State of Florida Department of Management Services’ Division of Real Estate Development and Management (Department) is issuing this Request for Proposals (RFP) to establish a Contract for Elevator Preventive Maintenance, Inspection and Testing Services. The solicitation will be administered through the Vendor Bid System (VBS). Respondents interested in submitting a proposal must comply with all of the terms and conditions described in this RFP.

1.2 Solicitation Objective
This Elevator Preventive Maintenance, Inspection and Testing Services Contract has an average annual spend of $615,881. The estimated spend 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 per region, as determined to be in the best interest of the State.

1.3 Term
The initial term of the Contract will be five years with up to five renewal years. 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 proposal and the Contract.

1.4 Definitions
The following definitions apply to this RFP, in addition to the definitions in the PUR 1000 and PUR 1001. Additional definitions can be found in Section 1 of Attachment B - Contract.

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

1.4.2 Contract - The agreement that results from this competitive solicitation, if any, between the Department and the Respondent identified as providing the most advantageous proposal to the State. (This definition replaces the definition in the PUR 1000.)

1.4.3 Contractor(s) - The Respondent(s) awarded a Contract pursuant to this solicitation.

1.4.4 State - The State of Florida.

1.4.5 Proposal – The formal response to an RFP.

1.4.6 Respondent - A vendor who submits a proposal to this RFP.

1.4.7 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 for the Department at (850) 488-0439. Requests for accommodation for meetings must be made at least five 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 RFP until the Contract award is made.

Procurement Officer for this RFP is:

Lori L. Anderson, FCCN, FCCM
Purchasing Analyst
Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335.2Z
Tallahassee, Florida  32399-0950
Telephone:  (850) 488-0510
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. RFP PROCESS**

2.1 **General Overview of the RFP Process**
The RFP is a method of competitively soliciting a commodity or contractual service under Chapter 287, Florida Statutes. The Department posts a RFP in the VBS to initiate the process. Respondents can submit formal questions in writing via email to the Procurement Officer on the date listed in Section 2.3, Timeline of Events. The Department will answer the questions in a formal posting.

A Respondent's proposal must be submitted by the deadline listed in Section 2.3. The Department will hold a public opening at the date, time and location noted in Section 2.3. All responsive proposals will be evaluated by taking into consideration the price and other criteria set forth in this RFP.

2.1.1 There are two components to this RFP:

2.1.1.1 Component 1
Respondents shall submit a price for all facilities listed on Attachment C – Facility List for those regions the Respondent wishes to be considered for an award, and comply with all requirements defined in the solicitation documents.

2.1.1.2 Component 2
Respondents shall provide unit pricing based on information in Attachment F – Unit Pricing. This information will be considered the maximum pricing allowed on any and all future business obtained by way of any government entity choosing to utilize this Contract. There are two types of services provided under Component 2:

2.1.1.2.1 Inspection and Testing only; and

2.1.1.2.2 Preventive Maintenance, Inspection and Testing Services.
2.1.2 Services outside Attachment A – Statement of Work shall be referred to as non-covered services.

2.2 Respondent Questions
Respondents will address all questions during the Question and Answer period regarding this solicitation in writing via email to the Procurement Officer. The deadline for submission of questions is reflected in Section 2.3 below.

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>RFP Section</th>
<th>RFP Page #</th>
<th>Question</th>
</tr>
</thead>
</table>

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

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

2.3 Timeline of Events
The table below contains the Timeline of Events for this solicitation. Respondents should become familiar with the Timeline of Events. The dates and times within the Timeline of Events may be subject to change. It is the Respondent’s responsibility to check for any changes. All changes to the Timeline of Events will be through an addendum to the solicitation. Respondents are responsible for submitting all required documentation by the dates and times specified below (Tallahassee, Florida local time). The Department will not consider late documents.

<table>
<thead>
<tr>
<th>Timeline of Events</th>
<th>Event Time (ET)</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP posted on the VBS.</td>
<td></td>
<td>08/03/15</td>
</tr>
<tr>
<td>Mandatory Site Visits</td>
<td></td>
<td>08/10/15 – 08/21/15</td>
</tr>
<tr>
<td>Deadline to submit written questions via email to the Procurement Officer.</td>
<td>3:00 P.M.</td>
<td>08/26/15</td>
</tr>
<tr>
<td>Department’s anticipated posting of answers to Respondents’ questions on VBS.</td>
<td></td>
<td>09/01/15</td>
</tr>
</tbody>
</table>
2.4 **Addendum to the RFP**
The Department reserves the right to modify this RFP by issuing an Addendum. All changes to the RFP will be made through an Addendum posted on the VBS. It is the responsibility of the Respondent to check for any changes on the VBS.

2.5 **Contract Formation**
The Department will enter into a Contract with each Respondent awarded pursuant to Section 4 – Selection Methodology. The Contract will consist of Attachment A – Statement of Work, Attachment B – Contract and the pricing sheet(s) submitted by the awarded Respondents. No additional documents submitted by a Respondent 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 Proposal Contents**
All documentation produced as part of this RFP will become the exclusive property of the Department and will not be returned to the Respondent unless it is withdrawn prior to the proposal opening in accordance with Section 2.7.

2.7 **Withdrawal of Proposals**
Respondents may modify a proposal at any time prior to the proposal due date by sending the modified proposal to the Procurement Officer. A proposal may be withdrawn by notifying the Procurement Officer in writing before the proposal opening.
2.8 Diversity
The Department is dedicated to fostering the continued development and economic growth of minority, veteran and women owned businesses. Participation of a diverse group of contractors 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 contractors and subcontractors under prime contractors.

2.9 Mandatory Site Visits
RESPONDENTS SHALL VISIT EVERY FACILITY IN A REGION, AS LISTED ON ATTACHMENT C – FACILITY LIST, for every region for which Respondents wish to be considered for an award. Respondents are not required to submit a price on all regions but must submit a price on all facilities within a region.

The site visit will allow the Respondents the opportunity to review and inspect all general and specific conditions that may affect the preparation of a proposal, if any, and/or the performance of the resultant Contract.

2.9.1 Respondent’s Responsibility

2.9.1.1 Contact the Facility Manager indicated on Attachment C – Facility List, to schedule a site visit.

2.9.1.2 Visit the facilities during the dates indicated in Section 2.3, Timeline of Events.

2.9.1.3 Obtain the Facility Manager’s signature and date on Attachment D – Site Visits for each facility visited.

2.9.1.4 Submit a completed Attachment D – Site Visits, as indicated in Section 3.7, Contents of Proposal/Proposal Submission.

FAILURE TO ATTEND A MANDATORY SITE VISIT FOR THE REGION FOR WHICH THE RESPONDENT WISHES TO BE CONSIDERED FOR AWARD WILL RESULT IN DISQUALIFICATION.

SECTION 3. PROPOSAL INSTRUCTIONS

3.1 Introduction
This section contains the General Instructions and Special Instructions to Respondents. The General Instructions to Respondents (PUR 1001, 2006 version) are incorporated by reference and can be accessed at:

http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms
 references_resources/purchasing_forms

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

3.1.1 Section 3. Electronic Submission of Proposals
Proposals shall be submitted in accordance with Section 3.7 of this solicitation.
3.1.2 Section 4 Terms and Conditions

The following sentences of this section are inapplicable: The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent’s response. In submitting a proposal, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.

3.1.3 Section 5. Questions

Questions shall be submitted in accordance with Section 2.2 of this solicitation.

The Special Instructions are in the 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

Respondents must have a current vendor registration in MFMP. https://vendor.myfloridamarketplace.com/.

The awarded Respondent(s) 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 proposals from responsive and responsible Respondents who meet the Responsive Requirements of the RFP. Respondents must provide proof of the ability to meet the Responsive Requirements listed in Section 3.6 of the RFP in order to be considered for award.

3.4 Florida Substitute Form W-9 Process

State of Florida vendors must register and complete an electronic Substitute Form W-9. The Internal Revenue Service (IRS) receives and validates the information vendors provide on the Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: http://www.myfloridacfo.com/Division/AA/StateAgencies/W-9Instructions022212.pdf

The awarded Respondent(s), if any, must have completed this process before Contract execution.

3.5 How to Submit a Proposal

Respondents shall submit:

3.5.1 One original version of the proposal submittal and five copies.

3.5.2 One scanned copy of the entire proposal in Adobe (.pdf).

3.5.3 Five electronic copies of the entire proposal on CD-ROM or USB thumb drive.

3.5.4 Attachment E – Price Sheets (Years 1-5 and Renewal Years 1-5), Attachment F – Unit Pricing (Years 1-5 and Renewal Years 1-5) and Attachment G – Volume Discounts (Years 1-5 and Renewal Years 1-5) in Excel (.xls) on a CD-ROM or USB thumb drive.
3.5.5 One REDACTED scanned copy of the proposal, if applicable (see Section 3.8).

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 Respondent’s company name and solicitation title and number.

Respondents will submit their proposals to the Procurement Officer at the address listed in Section 1.6.

Proposals shall be prepared simply and economically, providing a straightforward, concise delineation of the Respondent’s capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. The emphasis of each proposal shall be on completeness and clarity of content.

Respondents are responsible for submitting their proposals by the date and time specified in Section 2.3 of this solicitation. The Department will not consider late proposals.

3.6 Responsive Requirements

Respondents shall provide the required documentation requested in this section and submit a completed Responsive Requirements Form (Form 7). A Respondent must meet the minimum qualifications listed in this solicitation in order to be considered for award. The Department will not evaluate proposals from Respondents who do not complete the Responsive Requirements Form (Form 7) and do not provide documentation to support the ability to meet the minimum qualifications. Documentation must be provided under Tab 2 as indicated in Section 3.7, Contents of Proposal/Proposal Submission.

3.6.1 Certification that the person submitting the proposal is authorized to respond to this RFP and submit its pricing on the Respondent’s behalf.

3.6.2 Certification that the Respondent is not a Discriminatory Vendor or Convicted Vendor as defined in sections 7 and 8 of the PUR 1001.

3.6.3 Certification that the Respondent is in compliance with section 9 of the PUR 1001.

3.6.4 Certification that the Respondent 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 the Respondent accept the terms and conditions of Attachment H – Performance Standards and Guarantees?

3.6.6 Did the Respondent perform the site visits for each facility within each region the Respondent wants to be considered for award, and provide the completed Attachment D – Site Visits?
3.6.7 Is the Respondent registered in MFMP? Respondents desiring to sell commodities or contractual services to the State are required by Rule 60A-1.030, Florida Administrative Code, to register in MFMP. Also see Section 3.2, MFMP Registration.

3.6.8 Certification that the Respondent will, if awarded, submit to the Department, at least annually, the completed signed Preferred Pricing Affidavit as outlined in section 21 of the Contract.

3.6.9 Has the Respondent’s company been in business and provided services similar in size and scope described in this RFP to a governmental entity or other entity for a minimum of three years? If yes, the Respondent must provide the number of years providing this service and contact information for a minimum of three contracts, the services provided and the term of each contract.

Note: In providing contact information, the Respondent shall not include:

3.6.9.1 Current Department contract(s).
3.6.9.2 Contracts with persons currently or formerly employed by the Respondent’s organization.
3.6.9.3 Contracts with Board members of the Respondent’s organization.
3.6.9.4 Contracts with relatives of any individuals identified in items 3.6.9.1 – 3.6.9.3.
3.6.9.5 Contracts based solely in a foreign country.

3.6.10 Did the Respondent provide copies of its Articles of Incorporation and/or Florida Department of State registration?

NOTE: Pursuant to section 607.1501, Florida Statutes, out-of-state corporations are required to obtain a Florida Certificate of Authorization pursuant to section 607.1503(1), Florida Statutes, from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. The Respondent agrees to attain such authorization within seven business days of notice of award, should the Respondent be awarded. Website: www.sunbiz.org

3.7 Contents of Proposal/Proposal Submission
Proposals are to be organized in sections as directed below. The Respondent shall complete each section entirely or the Respondent may be deemed nonresponsive. The following sections of this solicitation shall be submitted in one sealed package to the Procurement Officer.

The Respondent shall organize its proposal submittal contents as follows:

Tab 1 A cover letter on the Respondent’s letterhead with the following information:

a) Name and headquarters location of the Respondent.
b) Federal Employer Identification (FEID) Number.
c) Counties the Respondent desires to be considered for award.

Tab 2 Completed FORMS:

FORM 1 – RESPONDENT’S CONTACT INFORMATION
FORM 2 – NOTICE OF CONFLICT OF INTEREST
FORM 3 – NON-COLLUSION CERTIFICATION
FORM 4 – STATEMENT OF NO INVOLVEMENT
FORM 5 – BUSINESS / CORPORATE REFERENCE FORM
FORM 6 – ADDENDUM ACKNOWLEDGEMENT FORM
FORM 7 – Responsive REQUIREMENTS (as indicated in Section 3.6 and include any
documentation required by that section)

ATTACHMENT D – SITE VISITS
ATTACHMENT E – PRICE SHEETS (YEARS 1-5 AND RENEWAL YEARS 1-5)
ATTACHMENT F – UNIT PRICING (YEARS 1-5 AND RENEWAL YEARS 1-5)
ATTACHMENT G – VOLUME DISCOUNTS (YEARS 1-5 AND RENEWAL YEARS 1-5)

Tab 3 Information for Section 4.2.1 Business Qualifications: Narrative on Current Contracts,
Ability to Perform and Form 5 – Business / Corporate Reference. The Respondent shall
furnish a narrative on the Respondent’s relevant experience and ability to provide this or
similar services.

Tab 4 Exceptions
If any, to the solicitation.

Tab 5 Other Required Documentation

Certifications
In the event the Department’s evaluation results in identical evaluations of proposals, the
Department will select a Respondent 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 statement to that
effect.

Absent such documentation, these factors cannot be considered in aid of your proposals
in case of an identical evaluation.

3.8 Redacted Submissions
The following subsection supplements Section 19 of the PUR 1001. If the Respondent 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 Respondent must mark the
document as “Confidential” and simultaneously provide the Department with a separate redacted
copy of its proposal, 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 name of the Respondent
on the cover, and shall be clearly titled “Redacted Copy.” The Redacted Copy should only redact
those portions of material that the Respondent claims are 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 Respondent such an assertion has been made. It is the Respondent'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 Respondent in a legal proceeding, the Department shall give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent shall be responsible for defending its determination that the redacted portions of its proposal are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a proposal, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its proposal are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Respondent 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.

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

3.10 Subcontracting
Subcontracting will not be permitted for the resulting Contract(s) of this solicitation.

3.11 Price Sheet Information/Instructions

3.11.1 The Respondent must submit Attachment E – Price Sheets (Years 1-5 and Renewal Years 1-5) for the regions for which the Respondent wants to be considered for an award. If the Respondent does not wish to submit a price on a region, the Respondent should place an “X” on the “No Bid” line.

3.11.2 The Respondent shall provide a price in each cell of the price sheets for those regions the Respondent provides pricing. Failure to provide a price in a cell will deem the Respondent non-responsive and the Respondent’s proposal will be rejected.

3.11.3 The Respondent shall use legible handwriting, if applicable, when completing the price sheets.

3.11.4 Price sheet calculations will be verified for accuracy by the Procurement Officer. If mathematical errors in a Respondent’s price sheet calculations are determined, the Procurement Officer calculations will verify pricing with the Respondent and corrections made available.

3.11.5 The Respondent shall submit the electronic versions (.xls) of Attachment E – Price Sheets (Years 1-5 and Renewal Years 1-5), Attachment F – Unit Pricing (Years 1-5 and Renewal Years 1-5) and Attachment G – Volume Discounts (Years 1-5 and Renewal Years 1-5), provided as attachments to the RFP.
3.11.6 The Respondent shall price all items on Attachment E – Price Sheets (Years 1-5 and Renewal Years 1-5), Attachment F – Unit Pricing (Years 1-5 and Renewal Years 1-5) and Attachment G – Volume Discounts (Years 1-5 and Renewal Years 1-5). Failure to price all items shall deem the Respondent non-responsive. If zero is entered on the price sheets, the Respondent shall make a notation at the bottom of the price sheet indicating the intent of the zero. If no notation is made at the bottom of the price sheet, the Department will assume that the service(s) or item(s) bid will be at no cost to the Department.

3.11.7 The Respondent shall print and sign the completed price sheets and submit in accordance with Section 3.5.2.

3.11.8 The Respondent shall save an electronic version of its completed price sheets on a CD-ROM and/or USB thumb drive and submit with its proposal (see Section 3.5.2).

3.11.9 All price sheet calculations will be verified by accuracy by the Department. Price proposal points will be awarded based on the Department’s verification, and if applicable, corrected price sheets. Department-corrected price sheets will be made available upon written request.

SECTION 4. SELECTION METHODOLOGY

4.1 Mandatory Criteria
All timely proposals will be reviewed to ensure they meet the mandatory criteria outlined in the Qualification Questions.

4.2 Evaluation Criteria
The Evaluation Team will review and evaluate the responsive proposals using the criteria below. Respondents shall provide their responses to this section under Tab 3 of the proposal.

4.2.1 Business Qualifications (30 Points)

4.2.1.1 Ability to Perform (Up to 15 Points)
The Respondent’s ability to provide the services described in this solicitation based upon the Respondent’s past professional experience and performance.

1. Has the Respondent demonstrated via the proposal that the Respondent has experience in performing the services for contracts of similar size and scope for the services sought?
2. How well did the Respondent convey the ability to provide these services?
3. Are there any issues or concerns identified regarding the Respondent’s experience and ability to provide the services?

4.2.1.2 Current Contracts (Up to 10 Points)
A list of a minimum of three current contracts of similar size and scope where the Respondent has provided services as a Contractor, subcontractor or partner. The list shall also contain the name, contact name and address, telephone number and e-mail address, and type of elevator preventive maintenance, inspection and testing services of the entity who received the services from the Respondent. Consideration shall be given to the duration of such contracts, the volume of services, and the quality of services provided.
4.2.1.3 Business / Corporate References (Up to 5 Points)

The Respondent shall furnish a minimum of six business/corporate references with its proposal, utilizing the form provided as Form 5 of this solicitation to support the requirements of the Business/Corporate experience. In order to qualify current experience, services described by Business/Corporate references shall be ongoing or shall have been completed within the 36 months preceding the issue date of this solicitation.

References should be directly relevant to the services in the solicitation. Incomplete Business / Corporate Reference forms (i.e., blanks left on the form and not notarized) will not be submitted to evaluators.

References will not be accepted from:

- Current employees of the Department.
- Former employees of the Department within the past three years.
- Persons currently or formerly employed by the Respondent’s organization.
- Board members of the Respondent’s organization.
- Relatives.
- Corporations based solely in a foreign country.
- A member of the Respondent’s organization, who has written, completed and submitted the form on behalf of the reference.

Evaluators will consider the following questions when reviewing the references:

1. How relevant are the services described in the references to the services sought via the RFP?
2. How well do the references demonstrate the Respondent’s experience in performing contracts of similar size and scope for the services sought?
3. How well do the references demonstrate the Respondent’s ability to provide the requested services?
4. Are there any issues or concerns identified by the references?

4.2.2 Pricing (70 Points)

See Attachment M – Evaluation Formula and Attachment N – Scoring Example.

4.3 Basis of Award

The Respondent’s score for Part A – Business Qualifications will be added to the Respondent’s scores for Part B – Pricing (per region), Part C – Unit Pricing and Part D – Volume Discounts which will equal the Respondent’s overall score. The highest score per region will be awarded a Contract.

A Contract will be awarded to the responsible and responsive Respondent(s) whose proposal is deemed the most advantageous offer to the State in consideration of evaluation criteria and price in this RFP.

The Department reserves the right to award a single or multiple contracts, for all or for part of the work contemplated by this solicitation.
The Department reserves the right to accept or reject any and all offers, or separable portions, and to waive any minor irregularity, technicality or omission if the Department determines that doing so will serve the best interest of the State. The Department has the right to use any or all ideas or adaptations of the ideas presented in any proposal. Selection or rejection of a proposal will not affect this right.

Proposals 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 nonresponsive. Respondents whose proposals, 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. The Department may request additional information pertaining to the Respondent’s ability and qualifications to accomplish all services described in this RFP as deemed necessary during the RFP process or after Contract award.

4.4 Department’s Recommendation of Award
The Department will develop a recommendation as to the award that will result in a Contract(s) that is most advantageous to the State.

4.5 Secretary’s Approval
The Department’s Secretary or his designee will make the final decision as to which Respondent(s) should be awarded the Contract(s) based on the Recommendation of Award memorandum.

4.6 Posting of Decision
The Department will post a Notice of Intent to Award stating its intent to enter into one or more Contracts with the Respondent or Respondent’s identified therein, on the VBS website (http://vbs.dms.state.fl.us/vbs/main_menu). If the Department decides to reject all proposals, it will post its notice at the same VBS website.

SECTION 5. AWARD

5.1 Protests

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

5.1.2 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 of the Department’s estimated Contract amount.

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 – RESPONDENT’S CONTACT INFORMATION**

The Respondent shall identify the contact information as described below.

For solicitation purposes, the Respondent’s contact person shall 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 Respondent be awarded, the contact person shall be:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Address</td>
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</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 - NOTICE OF CONFLICT OF INTEREST

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:

________________________________________

________________________________________

________________________________________

The persons listed below are current State employees who own an interest of 10 percent or more in the company/entity named above:

________________________________________

________________________________________

________________________________________

Name of Respondent’s Organization

Signature of Authorized Representative and Date

Print Name
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 (Name of Firm) 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 shall 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 __________ 2015.

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 __________ 2015.

Notary Public: __________________________

My Commission Expires: __________________________
FORM 4 - STATEMENT OF NO INVOLVEMENT

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, if applicable.

______________________________
Name of Respondent’s Organization

______________________________
Signature of Authorized Representative and Date

______________________________
Print Name
This form must be completed by the person giving the reference on the Respondent. For purposes of this form, the Respondent is the business entity that currently or has previously provided services to your organization, and is submitting a response to a solicitation. Upon completion of this form, please return original to Respondent.

This business reference is for (Respondent’s Name):

Name of the person providing the reference:

Title of person providing the reference:

Organization name of person providing the reference:

Telephone number of the person providing the reference:

Please identify your relationship with the Respondent (e.g., subcontractor, customer, etc.).

How many years have you done business with the Respondent?

Please provide dates:

If a customer, please describe the primary service the Respondent provides your organization.

Did the Respondent act as a primary provider or as a subcontractor?

Do you have a business, profession, or interest in the Respondent’s organization? If yes, what is that interest?

Have you experienced any contract performance problems with the Respondent’s organization?

Would you conduct business with the Respondent’s organization again?

Are there any additional comments you would like to make regarding the Respondent’s organization?

Dated this ___________ day of ___________ 2015.

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 __________ 2015.

Notary Public: ____________________________________________________________

My Commission Expires: __________________________________________________
FORM 6 – ADDENDUM ACKNOWLEDGEMENT FORM

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

Please list all Addendum below.

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Name of Respondent’s Organization

Signature of Authorized Representative and Date

Print Name
## FORM 7 – RESPONSIVE REQUIREMENTS

<table>
<thead>
<tr>
<th>RFP Section</th>
<th>QUALIFYING QUESTION</th>
<th>Respondent’s Response</th>
<th>Documentation Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6.1</td>
<td>Does the Respondent certify that the Respondent or person submitting the proposal and its pricing is authorized to respond to this RFP on the Respondent’s behalf?</td>
<td>Yes/No</td>
<td>Yes/No/N/A</td>
</tr>
<tr>
<td>3.6.2</td>
<td>Does the Respondent certify that the Respondent is not a Discriminatory Vendor or Convicted Vendor as defined in Sections 7 and 8 of the PUR 1001?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6.3</td>
<td>Does the Respondent certify compliance with Section 9 of the PUR 1001?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6.5</td>
<td>Does the Respondent accept the terms and conditions of Attachment H – Performance Standards and Guarantees?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6.6</td>
<td>Did the Respondent perform the site visits for each facility within each region the Respondent wants to be considered for award and provide the completed Attachment D – Site Visits?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6.7</td>
<td>Is the Respondent registered in MFMP? Respondents desiring to sell commodities or contractual services to the State are required by Rule 60A-1.030, Florida Administrative Code, to register in MFMP. Also see Section 3.2, MFMP Registration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6.8</td>
<td>Certification that the Respondent will, if awarded, submit to the Department, at least annually, the completed signed Preferred Pricing Affidavit as outlined in section 21 of the Contract.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 3.6.9 | Has the Respondent’s company been in business and provided services similar in size and scope described in this RFP to a governmental entity other entity for a minimum of three years? If yes, the Respondent must provide the number of years providing this service and contact information for a minimum of three contracts, the services provided and the term of each contract.

Note: In providing contact information, the Respondent shall not include:
- 3.6.9.1 Current Department contract(s).
- 3.6.9.2 Contracts with persons currently or formerly employed by the Respondent’s organization.
- 3.6.9.3 Contracts with Board members of the Respondent’s organization.
- 3.6.9.4 Contracts with relatives of any individuals identified in items 3.6.9.1 – 3.6.9.3.
- 3.6.9.5 Contracts based solely in a foreign country. |

| 3.6.10 | Did the Respondent provide the Department copies of the Respondent’s Articles of Incorporation?

**NOTE:** Pursuant to section 607.1501, Florida Statutes, out-of-state corporations are required to obtain a Florida Certificate of Authorization pursuant to section 607.1503(1), Florida Statutes, from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. The Respondent agrees to attain such authorization within seven business days of notice of award, should the Respondent be awarded. Website: [www.sunbiz.org](http://www.sunbiz.org) |

<table>
<thead>
<tr>
<th>Name of Respondent’s Organization</th>
<th>Signature of Authorized Representative and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td>Print Name</td>
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</table>