



Real Estate Development and Management

4050 Esplanade Way
Tallahassee, FL 32399-0950
850-488-2074

Ron DeSantis, Governor
Jonathan R. Satter, Secretary

**THE STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES**

INVITATION TO BID

FOR

FIRE SPRINKLER SYSTEM INSPECTIONS

ITB NO: DMS-19/20-016

Bids Due: July 02, 2020 @ 3:00 P.M.

Refer ALL inquiries to:

Procurement Officer: Voncelia Dixon
Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335.2Y
Tallahassee, FL 32399-0950
Phone: 850-488-0510
Email: Voncelia.Dixon@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 at the address below:

Department of Management Services
Office of the General Counsel
4050 Esplanade Way, Suite 160
Tallahassee, FL 32399-0950

NOTICE PURSUANT TO SECTION 287.057(23), FLORIDA STATUTES

Bidders 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.

Table of Contents

SECTION 1. INTRODUCTION.....	4
1.1 Solicitation Objective	4
1.2 Background Information	4
1.3 Term.....	4
1.4 Definitions	4
1.5 Special Accommodations	5
1.6 Procurement Officer	5
SECTION 2. SOLICITATION PROCESS	5
2.1 General Overview.....	5
2.2 Questions and Answers.....	5
2.3 Timeline of Events.....	5
2.4 Addendum to the Solicitation.....	6
2.5 Contract Formation.....	6
2.6 Diversity	7
2.7 Modification or Withdrawal of Bid	7
SECTION 3. GENERAL AND SPECIAL INSTRUCTIONS	7
3.1 Section 5. Questions	7
3.2 Mandatory Site Visits.....	9
3.3 MyFloridaMarketPlace (MFMP) Registration	9
3.4 Who May Respond.....	9
3.5 Florida Substitute Form W-9 Process	9
3.6 How to Submit a Bid.....	9
3.7 Bidder Responsive Requirements	10
3.8 Contents of Bid.....	11
3.9 Redacted Submissions.....	12
3.10 Additional Information.....	13
3.11 Price Sheet Instructions.....	13
SECTION 4. SELECTION METHODOLOGY	13
4.1 Basis of Award	13
4.2 Bid Disqualification	14
SECTION 5. AWARD.....	14
5.1 Rights for Award.....	14
5.2 Agency Decision	14
5.3 Protests.....	14

Attachments:

ATTACHMENT A – STATEMENT OF WORK
ATTACHMENT B – DRAFT CONTRACT
ATTACHMENT C – FACILITY LIST
ATTACHMENT D – SITE VISITS
ATTACHMENT E – PRICE SHEET – FIRE SPRINKLER SYSTEM INSPECTIONS
ATTACHMENT F – PRICE SHEET – FIRE PUMP RUNS
ATTACHMENT G – UNIT PRICING
ATTACHMENT H – VOLUME DISCOUNT PRICING
ATTACHMENT I – TEST AND INSPECTION SCHEDULE
ATTACHMENT J – PERFORMANCE STANDARDS AND GUARANTEES
ATTACHMENT K – FACILITY LIST (USER AGENCY)
ATTACHMENT L – SITE VISITS (USER AGENCY)
ATTACHMENT M – USER QUOTE FORM
ATTACHMENT N – PRICING FORMULA
ATTACHMENT O – PRICING FORMULA EXAMPLE

Required Documents:

FORM 1 – BIDDER'S CONTACT INFORMATION
FORM 2 – NOTICE OF CONFLICT OF INTEREST
FORM 3 – NON-COLLUSION AFFIDAVIT
FORM 4 – STATEMENT OF NO INVOLVEMENT
FORM 5 – BUSINESS/CORPORATE REFERENCE FORM 6 – RESPONSIVE REQUIREMENTS
FORM 7 – SUBCONTRACTING
FORM 8 – PRICE ATTESTATION
FORM 9 – AFFIDAVIT OF NO OFFSHORING (Required at Contract Execution)

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SECTION 1. INTRODUCTION

1.1 Solicitation Objective

This Fire Sprinkler System Inspections Contract has an average annual approximate spend of \$188,860. The estimated spend is for informational purposes only and should not be construed as representing actual, guaranteed or minimum purposes under any new Contract. Bidders are cautioned not to exceed the annual approximate spend when submitting their competitive pricing. The Department intends to make a single award by Region. However, the Department reserves the right to award to one Bidder or to make no award, as determined to be in the best interest of the State.

1.2 Background Information

The Department is responsible for the management of 111 facilities throughout the State of Florida. Each facility is equipped with fire sprinkler systems that must be inspected and maintained per NFPA 25 requirements.

1.3 Term

The initial term of the Contract will be five (5) years. The renewal term of the Contract will be for five (5) years, which may be renewed in whole or in part. The Contract may only be renewed in accordance with section 287.057(13), Florida Statutes. Any renewal is contingent upon satisfactory performance of the Vendor and subject to the availability of funds.

1.4 Definitions

The following definitions apply to this solicitation, in addition to the definitions in the PUR 1000 and PUR 1001. Additional definitions may be found in the Statement of Work and in the Draft Contract, which are incorporated as ATTACHMENT A – Statement of Work and ATTACHMENT B – Draft Contract, respectively.

1.4.1 Bidder – A vendor who submits a Bid to this solicitation. Used interchangeably with Respondent.

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 – A binding agreement that results from this competitive procurement, if any, between the Department and the Contractor. (This definition replaces the definition in the PUR 1000.).

1.4.4 Contractor – The Vendor that enters into a Contract as a result of this solicitation.

1.4.5 Department Representative – A representative designated by the Department who will oversee the day-to-day operations and who may serve as the contact point for the Contractor.

1.4.6 State – The State of Florida

1.4.7 Vendor(s) – An entity that is capable and in the business of providing a commodity or service listed within this 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 at (850) 488-0439. Requests for accommodation for meetings must be made at least five (5) business days 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

The Procurement Officer is the **sole point of contact** as described in PUR 1001, Section 21.

Procurement Officer for this solicitation is:
Voncelia Dixon, FCCN FCCM
Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335.2Y
Tallahassee, FL 32399-0950
Phone: 850-488-0510
Email: Voncelia.Dixon@dms.myflorida.com

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

SECTION 2. SOLICITATION PROCESS

2.1 General Overview

The ITB is a method of competitively soliciting the lowest responsive and responsible Bid for a commodity or contractual service under Chapter 287, Florida Statutes. The Department posts an ITB on the VBS to initiate the process. Vendors can submit formal questions in writing to the Procurement Officer by the deadline listed below in subsection 2.3, Timeline of Events. 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 reviewed the Bids, the Department will post its decision on the VBS.

2.2 Questions and Answers

Bidders will address all questions during the question and answer period regarding this solicitation in writing to the Procurement Officer via email. The deadline for submission of questions is reflected in the Timeline of Events section.

The Department requests that all questions have the solicitation number in the subject line of the email. Questions should be submitted in the following format:

Question #	Vendor Name	ITB Section	ITB Page #	Question

Questions will not constitute formal protest of the specifications of this solicitation. Department answers to written inquiries will be issued by addendum via the VBS.

2.3 Timeline of Events

The table below contains the Timeline of Events for this solicitation. Bidders shall become familiar with the Timeline of Events. The dates and times within the Timeline of Events are subject to

change. It is the Bidder’s responsibility to check for any changes. Bidders are responsible for submitting all required documentation by the dates and times specified below (Tallahassee, Florida local time).

Timeline of Events	Event Time	Event Date
ITB posted on the VBS.		May 13, 2020
Mandatory Site Visits Per subsection 3.2 See Attachment D – SITE VISITS	Bidder shall Coordinate with Facility Manager	May 21 thru June 05, 2020
Deadline to submit questions to the Procurement Officer.	3:00 P.M.	June 05, 2020
Department’s anticipated posting of answers to Bidders’ questions on the VBS.		June 19, 2020
Deadline to submit Bid and all required documents to the Procurement Officer.	3:00 P.M.	July 02, 2020
Public Opening. 4050 Esplanade Way, Room 351, Tallahassee, Florida 32399-0950	3:30 P.M.	July 02, 2020

2.4 Addendum to the Solicitation

The Department reserves the right to modify this solicitation by issuing addendums posted on the VBS. It is the responsibility of the Bidder to check the VBS for any changes.

2.5 Contract Formation

The Contract will consist of ATTACHMENT A – Statement of Work, ATTACHMENT B – Draft Contract and the portions of ATTACHMENT E – Price Sheet(s) Fire Sprinkler System Inspections and ATTACHMENT F – Price Sheet(s) Fire Pump Services submitted by the awarded Bidder(s) and agreed upon by the Department upon which the award(s) were based, any amendments to the resulting Contract in reverse order, the General Contract Conditions to Bidders (PUR 1000, 2006 version) and the Contractor’s Response to ITB DMS-19/20-016 and all addenda, in reverse order of posting on the Vendor Bid System. No additional documents submitted by a Bidder will be incorporated in the Contract unless it is specifically identified, incorporated by reference, and approved by the Department. In the event any of these documents conflict, the conflict will be resolved in the following order of priority (highest to lowest):

- Any amendments to the resulting Contract in reverse order;
- The resulting Contract document and all attachments; and
- The General Contract Conditions to Bidders (PUR 1000, 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 Contractor's Response to ITB DMS-19/20-016

2.6 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 Bidders doing business with the State of Florida is central to the Department's effort. To this end, minority, veteran and women owned businesses are encouraged to participate in the State's competitive, procurement process as both Contractors and subcontractors.

2.7 Modification or Withdrawal of Bid

Bidders may modify the Bid submittal at any time prior to the Bid due date by sending the modified Bid to the Procurement Officer. Modified Bids should be clearly marked on the outside of the package with the solicitation number company name and Procurement Officer Name. A Bid may be withdrawn by notifying the Procurement Officer in writing before the Bid opening.

SECTION 3. GENERAL AND SPECIAL INSTRUCTIONS

- 3.1 This section contains the General Instructions and Special Instructions to Bidders. The General Instructions to Bidders (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

Sections 3, 5, and 9 of the PUR 1001 (General Instructions) are inapplicable and are replaced as follows:

3.1.1 Section 5. Questions

Questions shall be submitted in accordance with subsection 2.2 - Questions and Answers contained in this solicitation.

3.1.2 Section 9. Respondent's Representation and Authorization.

In submitting a response, each Respondent understands, represents, and acknowledges the following:

- The Respondent is not currently under suspension or debarment by the State or any other governmental authority.
- To the best of the knowledge of the person signing the response, the Respondent, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been

convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

- Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The submission 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.
- The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any Respondent or potential Respondent, and they will not be disclosed before the solicitation opening.
- The Respondent has fully informed the Department in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a) of the Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
- Neither the Respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
 - Has within the preceding three (3) years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - Has within a three (3) year period preceding this certification had one (1) or more federal, state, or local government contracts terminated for cause or default.
- The product offered by the Respondent will conform to the specifications without exception.
- The Respondent has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.
- If an award is made to the Respondent, the Respondent agrees that it intends to be legally bound to the Contract that is formed with the State.
- The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.
- The Respondent shall indemnify, defend, and hold harmless the Buyer and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the Respondent's preparation of its bid.
- All information provided by, and representations made by, the Respondent are material and important and will be relied upon by the Buyer in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Buyer of the true facts

relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes.

3.2 **Mandatory Site Visits**

BIDDERS SHALL VISIT EVERY FACILITY IN A REGION, AS LISTED ON ATTACHMENT C – FACILITY LIST, for which Bidders wish to be considered for an award. Bidders are not required to bid on all Regions but must bid on all facilities within a Region.

The site visits will allow the Bidders the opportunity to review ATTACHMENT A – STATEMENT OF WORK and to inspect all general and specific conditions that may affect the preparation of a bid, if any, and/or the performance of the resultant Contract.

3.2.1 **Bidder's Responsibilities:**

- Contact the Facility Manager indicated on ATTACHMENT D - SITE VISITS to schedule site visits.
- Visit sites during the dates indicated in Section 2.3, Timeline of Events.
- Obtain the Facility Manager's signature and date on ATTACHMENT D – SITE VISITS for each site visit.
- Submit ATTACHMENT D – SITE VISITS as indicated in subsection 3.8, Contents of Bid.

3.3 **MyFloridaMarketPlace (MFMP) Registration**

The awarded Bidder(s), if any, must have completed this process prior to Contract execution. For additional information, please visit: <https://vendor.myfloridamarketplace.com/>.

The awarded Bidder(s), if any, will be required to pay the required MFMP transaction fee(s) 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.

3.4 **Who May Respond**

Bidders who can demonstrate, through providing documentation, their ability to meet the minimum qualifications listed in the ITB.

3.5 **Florida Substitute Form W-9 Process**

If awarded a Contract, the Bidder **must** register and complete an electronic Florida 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 Bidder(s), if any, must have completed this process prior to Contract execution.

3.6 **How to Submit a Bid**

The Bidder should submit:

- 3.6.1** One original version of the Bid, with one (1) copy.

- 3.6.2 One thumb drive containing one (1) scanned copy of the Bid submittal in Adobe (.pdf) and, in the Excel (.xls) format, all Price Sheet Attachments with each cell completed (per subsection 3.7.8) for each region bid.
- 3.6.3 One **REDACTED scanned copy of the Bid, if applicable.**
- 3.6.4 **Sealed Bids should be clearly marked on the outside of the package with the solicitation number, company name and Procurement Officer name.**
- 3.6.5 Submit bids to the Procurement Officer at the address listed in the Procurement Officer section of this solicitation.
- 3.6.6 Bidders that fail to submit all required information may be deemed non-responsive. Bids should be prepared simply and economically, providing a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this solicitation. The emphasis of each Bid should be on completeness and clarity of content.
- 3.6.7 Bidders are responsible for submitting their Bids by the date and time specified in the Timeline of Events section of this solicitation.

3.7 Bidder Responsive Requirements

Bidders shall provide the required documentation requested in this section and submit a signed Form 6, Responsive Requirements. **The Department will not review Bids from Bidders who do not provide documentation to support the ability to meet the minimum qualifications listed on Form 6, Responsive Requirements.**

3.7.1 The Bidder must certify that the person submitting the Bid and its pricing is authorized to respond to this solicitation on the Bidder's behalf.

3.7.2 The Bidder must certify that the Bidder is not a Discriminatory Vendor or Convicted Vendor as defined in Sections 7 and 8 of the PUR 1001 form.

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

3.7.3 The Bidder must certify that the Bidder is in compliance with Section 9 of the PUR 1001 form, as revised by Section 3.1.3.

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

3.7.4 The Bidder must certify that the Bidder is not on the Scrutinized Companies with Activities in Sudan List pursuant to section 215.473, Florida Statutes, is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List pursuant to section 215.473, Florida Statutes, is not on the Scrutinized Companies that Boycott Israel List pursuant to section 215.4725, Florida Statutes, and is not participating in a boycott of Israel.

https://www.sbafla.com/fsb/Portals/FSB/Content/Performance/Quarterly/2018_03_07_Web_Update_PFIA_Prohibited_List.pdf?ver=2018-03-07-153950-847

3.7.5 The Bidder must certify that they will complete and sign a No Offshoring Affidavit.

- 3.7.6** The Bidder must certify that, if awarded, it will comply with with the requirements of Section 18 Background Screenings and Warranty of Security of the Contract see ATTACHMENT B – Draft Contract..

NOTE: The certification required in subsections 3.7.1 through 3.7.6 and 3.7.9 through 3.7.11 are to be accomplished through the execution of Form 6

- 3.7.7** The Bidder must provide Form 5, Business/Corporate Reference, demonstrating at least three (3) years' collective experience providing the services described in this solicitation. The Bidder must provide as many of these forms as necessary to demonstrate the three (3) years of experience.
- 3.7.8** The Bidder must submit, in the Excel format, Attachment E – Price Sheet – Fire Sprinkler System Inspections, with each cell completed in columns B through G, and a completed Attachment F – Price Sheet – Fire Pump Services, with each cell completed in columns B through F, for each of the region(s) bid. Additionally, the Bidder must submit a completed Attachment G – Unit Pricing, with each cell completed in columns D through G, and a completed Attachment H – Volume Discount, with each cell completed in columns B and E. The Price Sheet(s) must include prices for both the initial and renewal years for each Region bid.
- 3.7.9** The Bidder must certify that the Bidder has an active Florida Department of State registration.

NOTE Title XXXVI, Business Organizations, of the Florida Statutes, lists the requirements that out-of-state entities must fulfill to obtain a Florida Certificate of Authorization from the Florida Department of State, Division of Corporations, to transact business in the State of Florida (e.g., see section 607.1503(1),F.S., pertaining to corporations). Foreign entities may not transact business in the State until they obtain a certificate of authority from the Florida Department of State.

Website: www.sunbiz.org

- 3.7.10** The Bidder must certify that the Bidder will, at all times, comply with Section 7, Liability and Worker's Compensation Insurance of ATTACHMENT B – Draft Contract if awarded a contract.
- 3.7.11** The Bidder must provide ATTACHMENT D – SITE VISITS containing the Facility Manager's signature and date for each site visit bid.

3.8 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 non-responsive. The following sections of the Bid shall be submitted in one, sealed package to the Procurement Officer.

The Bidder must organize each Bid as follows:

Tab 1 A cover letter on the Bidder's letterhead with the following information:

- a) Company name and physical address
- b) Primary location from where the work will be performed
- c) Contact information for primary point of contact
- d) Federal Employer Identification (FEID) Number

Tab 2 Completed FORMS and ATTACHMENTS:

FORM 1 – BIDDER’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 6 – RESPONSIVENESS REQUIREMENTS
FORM 7 – SUBCONTRACTING
FORM 8 – PRICE ATTESTATION
FORM 9 – NO OFFSHORING AFFIDAVIT

ATTACHMENT D – SITE VISITS **(MANDATORY)**
ATTACHMENT E – PRICE SHEET – FIRE SPRINKLER SYSTEM INSPECTIONS
ATTACHMENT F – PRICE SHEET– FIRE PUMP SERVICES
ATTACHMENT G – UNIT PRICING
ATTACHMENT H – VOLUME DISCOUNT PRICING

3.9 Redacted Submissions

The following subsection supplements Section 19 of the PUR 1001. All electronic and written communications pertaining to this ITB, whether sent from or received by the Department, will be a public record subject to the provisions of Chapter 119, Florida Statutes. A time-limited exemption from public inspection is provided for the contents of Bids pursuant to section 119.071(1)(b), Florida Statutes. Selection or rejection of a Bid does not affect the public record status of the materials. If a Bidder considers any portion of the documents, data or records submitted in its Bid to this solicitation to be trade secret under section 812.081, Florida Statutes, or to otherwise be Confidential Information,, the Bidder must mark the document as “Confidential” and simultaneously provide the Department with a separate, redacted copy of its Bid 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 are trade secret under section 812.081, Florida Statutes, or otherwise Confidential Information..

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 that 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, F.S., 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 will give the Bidder prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law or court order) and the Bidder shall be responsible for defending its determination that the redacted portions of its Bid trade secret under section 812.081, Florida Statutes, or otherwise Confidential Information.

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 Bid are trade secret under section 812.081, Florida Statutes, or otherwise Confidential Information. **If the 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.

3.10 Additional Information

Before award, the Department reserves the right to seek clarifications deemed necessary for proper evaluation of submissions from any Bidder. Failure to provide requested information may result in rejection of the Bid. Per PUR 1001, General Instructions to Respondents.

3.11 Price Sheet Instructions

3.11.1 The Bidder must submit price sheets, as instructed in subsections 3.6.1, 3.6.2, and 3.7.8 for each of the regions it wants to be considered for award.

ATTACHMENT E – PRICE SHEET, FIRE SPRINKLER SYSTEM INSPECTIONS:
SUMMARY (REGIONS 2-4) (will automatically calculate from price sheets)
YEARS 1-5
RENEWAL YEARS 1-5

Bidder shall provide:

Two Hourly Billing Rates, one for the inspector/individual, and one for the team;
A percentage for mark-up on the Contractor's net cost of authorized non-covered parts; and
A cost per foot for labor and materials.

ATTACHMENT F – PRICE SHEET, FIRE PUMP SERVICES:
SUMMARY (REGIONS 2-4) (will automatically calculate from price sheets)
YEARS 1-5
RENEWAL YEARS 1-5

NOTE: It is mandatory that each ATTACHMENT E – PRICE SHEET has a corresponding ATTACHMENT F – PRICE SHEET for each region bid. The Department will have the option to use these services, if so elected, or deemed necessary, during the term of the Contract.

ATTACHMENT G – UNIT PRICING:
YEARS 1-5, SPRINKLER SYSTEM TYPE AND FIRE PUMPS
RENEWAL YEARS 1-5, SPRINKLER SYSTEM TYPE AND FIRE PUMPS

ATTACHMENT H – VOLUME DISCOUNT PRICING
YEARS 1-5, PERCENTAGE DISCOUNT THRESHOLD
RENEWAL YEARS 1-5, PERCENTAGE DISCOUNT THRESHOLD

3.11.2 By submitting a Bid, the Bidder certifies that it agrees to and satisfies all criteria specified in this solicitation.

SECTION 4. SELECTION METHODOLOGY

4.1 Basis of Award

The Contract(s) will be awarded to the responsible and responsive Bidder(s) with the lowest weighted points (total for Parts A-D), per region. See ATTACHMENT N – PRICING FORMULA and ATTACHMENT O – PRICING FORMULA EXAMPLE.

4.2 Bid Disqualification

Bids that do not meet all requirements, specifications, terms and conditions of the solicitation or failure 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 the solicitation are not permitted. The Department will not accept any alternative provisions and conditions and any provided in the Bid will be ignored and not included in the Contract. 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 this solicitation may be rejected as non-responsive. The Department reserves the right to determine which Bids meet the requirements of this solicitation and which Bidders are responsive and responsible.

SECTION 5. AWARD

5.1 Rights for Award

The Department reserves the right to:

- Divide the work among vendors by type of service, geographic area and/or both; and
- Award contracts for less than the entire service area, less than all services encompassed by this solicitation, or both.

5.2 Agency Decision

The Department will post a Notice of Intent to Award to enter into one or more contracts with the Bidder(s) 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 on the same VBS website.

5.3 Protests

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/general_counsel

THIS SPACE INTENTIONALLY LEFT BLANK.

FORM 1 – CONTACT INFORMATION

For solicitation purposes, the Bidder's contact person shall be:

For contractual purposes, should the Bidder be awarded, the contact person shall be (if this column is blank, then the contact person for solicitation purposes shall be the contact person for contractual purposes):

Name	_____	_____
Title	_____	_____
Company Name	_____	_____
Address	_____	_____
Telephone	_____	_____
Fax	_____	_____
E-mail	_____	_____
FEID No.	_____	_____

FORM 2 - NOTICE OF CONFLICT OF INTEREST

Bidder Name _____

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

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

_____	_____
_____	_____
_____	_____

The persons listed below are current State of Florida employees who own an interest of five percent (5%) or more in the Bidder named above:

_____	_____
_____	_____
_____	_____

Name of Bidder

Signature of Authorized Representative and Date

Print Name

FORM 3 - NON-COLLUSION AFFIDAVIT

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 Bid, and the preparation of the Bid. I state that:

1. The price(s) and amount(s) of this Bid have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Bidder, or potential Bidder.
2. Neither the price(s) nor the amount(s) of this Bid, and neither the approximate price(s) nor approximate amount(s) of this Bid, have been disclosed to any other firm or person who is a Provider, potential Provider, Bidder, or potential Bidder, and they will not be disclosed before Bid opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Bid for this contract, or to submit a price(s) higher than the prices in this Bid, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Bid.
4. The Bid 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 Bid.
5. _____, its affiliates, subsidiaries, officers, director, and employees
(Name of Bidder)
are not currently under investigation, by any governmental agency and have not in the last three (3) 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 bidding, on any public contract, or, if they have been, the details of such are as follows:

I state that I and the named Bidder understand and acknowledge that the above representations are material and important, and will be relied on by the State of Florida for which this Bid is submitted. I understand and the Bidder 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 Bids for this contract.

Dated this _____ day
of _____ 2020.

Name of Bidder: _____

Signed by: _____

Print Name _____

FORM 4 - STATEMENT OF NO INVOLVEMENT

I, as an authorized representative of the Bidder, represent that nothing in section 287.057(17)(c), Florida Statutes (below), prohibits the Bidder's entry into any Contract resulting from this solicitation.

287.057 Procurement of commodities or contractual services.—

(17)(c) A person who receives a contract that has not been procured pursuant to subsections (1)-(3) [of s. 287.057, F.S.] to perform a feasibility study of the potential implementation of a subsequent contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such contract. However, this prohibition does not prevent a Bidder who responds to a request for information from being eligible to contract with an agency.

Name of Bidder's Organization

Signature of Authorized Representative and Date

Print Name

FORM 5 – BUSINESS/CORPORATE REFERENCE

The Bidder must provide Form 5 – Business/Corporate Reference, demonstrating at least three (3) years' collective experience providing the types of services described in this solicitation. The Bidder must provide as many of these forms as necessary to demonstrate the three (3) years of experience. The Department may contact the individual(s) and organization(s) provided on this form.

This form must be completed by the person giving the reference for the Bidder.

Background for person completing this form: For purposes of completing this form, the Bidder is the business entity that currently or has previously provided services to you or your organization and is submitting a bid to a solicitation issued by the State of Florida, Department of Management Services. Upon completion of this form, please return the original form to the Bidder.

This business reference is for (Bidder's Name): _____

Name of the person providing the reference: _____

Title of person providing the reference: _____

Name of organization to whom the Bidder provided services and whom the person providing the reference is employed with (if applicable):: _____

Telephone number of the person providing the reference: _____

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

How many years have you done business with the Bidder?

Please provide
dates: _____

If a customer, please describe the primary service the Bidder provides you or your organization.

Did the Bidder act as a primary provider or as a subcontractor? _____

Do you have an interest in the Bidder's organization? If yes, what is that interest?

Have you experienced any contract performance problems with the Bidder?

Would you conduct business with the Bidder again? _____

Are there any additional comments you would like to make regarding the Bidder?

Dated this _____ day of _____ 2020.

Name of Organization: _____

Signed by: _____

Print Name _____

FORM 6 – RESPONSIVE REQUIREMENTS

Note: For the column “BIDDER PAGE # OF BID”, Bidders should indicate the page number where the corresponding section reference is listed within their bid submittal.

SOLICITATION SECTION REFERENCE	RESPONSIVE REQUIREMENTS	BIDDER PAGE # OF BID
3.7.1	The Bidder must certify that the person submitting the Bid and its pricing is authorized to respond to this solicitation on the Bidder’s behalf.	N/A
3.7.2	The Bidder must certify that the Bidder is not a Discriminatory Vendor or Convicted Vendor as defined in Sections 7 and 8 of the PUR 1001 form. http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf	N/A
3.7.3	The Bidder must certify that the Bidder is in compliance with Section 9 of the PUR 1001 form, as revised by Section 3.1.3. http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf	N/A
3.7.4	The Bidder must certify that the Bidder is not on the Scrutinized Companies with Activities in Sudan List pursuant to section 215.473, Florida Statutes, is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List pursuant to section 215.473, Florida Statutes, is not on the Scrutinized Companies that Boycott Israel List pursuant to section 215.4725, Florida Statutes, and is not participating in a boycott of Israel.	N/A
3.7.5	The Bidder must certify that the Bidder will, if awarded, complete and sign a No Offshoring Affidavit(s) (Form 9) as outlined in the Contract.	N/A
3.7.6	The Bidder must certify that, if awarded, it will comply with the requirements of Section 18 Background Screenings and Warranty of Security of the Contract.	N/A
3.7.7	The Bidder must provide Form 5, Business/Corporate Reference, demonstrating at least three (3) years’ collective experience providing the services described in this solicitation. The Bidder must provide as many of these forms as necessary to demonstrate the three (3) years of experience.	
3.7.8	The Bidder must submit, in the Excel format provided by the Department, a completed Attachment E – Price Sheet – Fire Sprinkler System Inspections , with each cell completed in columns B through G, and a completed Attachment F – Price Sheet – Fire Pump Services, with each cell completed in columns B through F, for each of the region(s) bid. Additionally, the Bidder must submit a completed	

	Attachment G – Unit Pricing, with each cell completed in columns D through H, and a completed Attachment H – Volume Discount, with each cell completed in columns B and E. The Price Sheet(s) must include prices for both the initial and renewal years.	
3.7.9	<p>The Bidder must certify that the Bidder has an active Florida Department of State registration.</p> <p>NOTE: Title XXXVI, Business Organizations, of the Florida Statutes, lists the requirements that out-of-state entities must fulfill to obtain a Florida Certificate of Authorization from the Florida Department of State, Division of Corporations, to transact business in the State of Florida (e.g., see section 607.1503(1),F.S., pertaining to corporations). Foreign entities may not transact business in the State until they obtain a certificate of authority from the Florida Department of State. Website: www.sunbiz.org.</p> <p>www.sunbiz.org</p>	N/A
3.7.10	The Bidder must certify that the Bidder will, at all times, comply with Section 7, Liability and Worker’s Compensation Insurance of ATTACHMENT B – Draft Contract if awarded a contract.	N/A
3.7.11	The Bidder must provide ATTACHMENT D – SITE VISITS containing the Facility Manager’s signature and date for each site visit bid.	

NOTE: The certification required in subsections 3.7.1 through 3.7.4, and 3.7.6 and 3.7.9 through 3.7.10 are to be accomplished through the execution of Form 6

Execution of Form 6 includes completion of the information below which certifies that the signatory has the authority to respond to this solicitation on the Bidder’s behalf, and certifies conformance with all Responsive Requirements listed above.

Name of Bidder

Signature of Bidder’s Authorized Representative

Date

FORM 7 – SUBCONTRACTING

The Bidder shall complete the information below on all subcontractors that it proposed to provide services to the Bidder to meet the requirements of the resultant Contract, should the Bidder be awarded. Submission of this form does not indicate the Department’s approval, but provides the Department with information on proposed subcontractors for review.

Please complete a separate Form 7 for each subcontractor.

There will be subcontractors for this solicitation YES ____ NO ____ (place a checkbox where applicable). If not, vendors are not required to complete the remainder of this form.

Service: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____

Fax: _____

Current Registered as Certified Minority Business Enterprise (CMBE) or Women-Owned Business (WBE)? Yes _____ No _____

Occupational License No: _____

Acknowledgement from Bidder that this subcontractor has successfully complied with the "Subcontractor Acceptance Process": Yes _____ No _____

W-9 verification: Yes _____ No _____

In a job description format, describe below the responsibilities and duties of the subcontractor based on the technical specifications or statement of work outlined in this solicitation.

FORM 8 – PRICE ATTESTATION

This form serves to confirm which region(s) you are providing a bid for in response to this solicitation.

Please place a check-mark in the box next to each region you intend to submit a bid(s) for this solicitation in the table below.

REGIONS	SUBMITTING BID?
2	
3	
4	

Name of Bidder

Signature of Authorized Representative and Date

Print Name

FORM 9 – AFFIDAVIT OF NO OFFSHORING

**Regarding the Bid between
[TBD] (the “Bidder”)
And
State of Florida, Department of Management Services
Contract No.: DMS-19/20-016**

Pursuant to Section 21 of the Contract, the undersigned Bidder hereby attests that the Bidder does not utilize offshore Subcontractors in the performance of this Contract and is in compliance with the Subcontractor clause in the Contract.

Bidder Name: [TBD]
Bidder’s Federal Employer Identification Number (FEIN #): _____

**Authorized
Signature:** _____

Print Name: _____

Title: _____

Date: _____