



FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
 620 SOUTH MERIDIAN STREET, ROOM 364
 TALLAHASSEE, FLORIDA 32399-1600
 (850)488-3427 TELEPHONE
 (850)921-2500 FAX

INVITATION TO BID: FWC 13/14-42
 TITLE: Statewide Agricultural and Heavy Equipment Rental

INVITATION TO BID/BIDDER ACKNOWLEDGMENT FORM

Purpose: The intent of this bid is to obtain competitive pricing for statewide agricultural and heavy equipment rental per the specifications contained herein. Only responsive and responsible Contractors will be considered for award of this ITB.

Responsive: To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all of the material terms of this ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in this ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

Non Responsive: Any submission that does not comply with this ITB in any way, does not contain all the properly signed forms, supplements or deviates from the Bid requirements or has an incomplete Price Sheet may be considered nonresponsive at the discretion of Procurement Manager.

Responsible Companies: The Commission shall only consider responsible companies. Responsible companies are those that have, in the sole judgment of the Commission, the financial ability, experience, resources, skills, capability, reliability, availability and business integrity necessary to perform the requirements of the contract. The Commission may also consider references and quality to determine the responsibility of the bid. The Commission reserves the right to use any information, whether supplied through the Bidder's submission or otherwise obtained, in determining responsibility.

Rejection of Bids: The Commission reserves the right to reject any and all bids and to waive any informality in the submissions received in response to this ITB. The Commission reserves the right to consider all information, whether submitted or otherwise, to determine responsiveness and responsibility and to reject bids accordingly.

Name of Business: _____

Contact Person Name: _____

Business Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____ E-Mail: _____

Federal Employer Identification Number (FEID): _____

The undersigned attest to the following:

"We understand all of the terms, conditions and the specifications contained herein and agree to abide by all of the terms, conditions and the specifications in their entirety"

Authorized Signature (Manual): _____

Authorized Signature Name (Typed) and Title: _____

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION



FWC 13/14-42

INVITATION TO BID CALENDAR OF EVENTS

SCHEDULE	DUE DATE	METHOD
Bid Advertised	December 5, 2013	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu
Deadline for Questions	Must be received PRIOR to: December 19, 2013 @ 5:00 p.m.	See Deadline for Questions Clause
SEALED BIDS DUE AND OPENED (REMEMBER: Bid Number should be clearly marked on envelope)	Must be received PRIOR to: January 7, 2013 @2:00 p.m.	Submit BEFORE the due date and time to the following address: Florida Fish & Wildlife Conservation Commission Attn: Purchasing 620 S. Meridian St., Room 364 Tallahassee, Florida 32399-1600
Anticipated Date of Intended Award	January 10, 2013	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu

FWC 13/14-42
BIDDER SUBMITTAL CHECKLIST

The following items are required to be submitted to qualify the Bidder as a “responsive” Contractor to be considered for an award. Failure to submit any of the following documentation may result in a Contractor being declared “non-responsive”.

- _____ Completed & signed Invitation to Bid/Bidder Acknowledgment form
- _____ Completed & signed Price Sheet
- _____ Completed & signed References form
- _____ Completed & signed Attachment B – Certifications and Assurances
- _____ Completed & signed Addendum Acknowledgment forms (if applicable)

**FWC 13/14-42
GENERAL CONDITIONS**

The Florida Fish and Wildlife Conservation Commission's mission in Florida is to manage fish and wildlife resources for their long-term well-being and the benefit of people. The Commission administers six major programs including habitat and species conservation, freshwater fisheries management, law enforcement, marine fisheries management, hunting and game management and fish and wildlife research.

A Bidder submitting a bid shall be registered in both the MyFloridaMarketPlace (MFMP) system and Sunbiz system prior to the bid opening (see MYFLORIDAMARKETPLACE and ADDITIONAL LEGAL REQUIREMENT clause). A Bidder may not be considered for an award, if not registered in the MFMP and Sunbiz system. The Bidder's registration address and federal employer identification (FEID) number should match the Bidder's address and FEID number listed on the Bidder Acknowledgment form (page 1).

Certified Minority-owned, Woman-owned and Service-Disabled Veteran Business Enterprises, as certified by the State of Florida Office of Supplier Diversity, are encouraged by the Commission to participate in the bidding process.

Bids from Bidders shall include all necessary equipment to complete the job. The bidder is required to supply all specified documentation when submitting a bid for this project.

TERMS AND CONDITIONS

PUR 1001 and PUR1000 are hereby incorporated by reference. The following terms and conditions take precedence over the PUR1001 and PUR1000 forms where applicable. The Commission will not sign/execute Contractor rental agreements. The Commission objects to and shall not consider any additional terms or conditions submitted by a Bidder in response to this solicitation, or an awarded Contractor's response to any subsequent underlying Commission agreement or purchase order, unless agreed upon and duly executed in the same form as the underlying Commission agreement or purchase order. In signing and submitting its bid, a Bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid, shall be grounds for rejecting a bid.

TERM

The contract will be effective from January 15, 2014 to January 14, 2017.

Delivery shall be completed by the Contractor by the Delivery Date set forth by the Commission's Contract Manager. If circumstances constituting Force Majeure have occurred, or if anything occurs beyond the Contractor's control, the Contractor may request in writing an extension of Delivery Date. The Contract Manager and the Contract Administrator, upon review of the extension request, will determine and approve if the extension can be made.

RENEWAL

The Commission has the option to renew this Contract on a yearly basis for a period up to three (3) years after the initial Contract period upon the same terms and conditions contained herein. Pursuant to Sections 287.057(2) and 287.057(3), Florida Statutes, each Bidder shall supply a price for each year that a contract may be renewed. Evaluation of bids shall include consideration of the total cost of the contract, including the total cost for each renewal year, as submitted by the Bidder.

Exercise of the renewal option is at the Commission's sole discretion and shall be conditioned, at a minimum, on the Contractor's satisfactory performance of this Contract and is subject to the availability of funds. The Contractor if it desires to exercise this renewal option will provide written notice to the Commission no later

than thirty (30) days prior to the Contract expiration date. The renewal term shall require written approval from the Commission's Contract Administrator.

CONDITIONS AND SPECIFICATIONS

The bidder is required to examine carefully the conditions and specifications of this bid and to be thoroughly informed regarding any and all requirements of the conditions and specifications.

DEADLINE FOR QUESTIONS

Any questions from Bidders that require an official FWC answer concerning this project shall be submitted in writing to the Procurement Manager identified below. Questions must be received no later than the date and time specified in the Calendar of Events (Page 2). Questions may be sent via e-mail, hard copy by mail, or facsimile. It is the responsibility of the bidder to confirm receipt of questions if needed.

If questions are received, an addendum will be issued and shall be posted on the Vendor Bid System internet site at the following address: http://vbs.dms.state.fl.us/vbs/main_menu

Questions shall be directed to:

Florida Fish & Wildlife Conservation Commission
Tallahassee Purchasing Office
Attn: Betty C. Dennis, Procurement Manager
620 South Meridian Street, Room 364
Tallahassee, Florida 32399-1600
850-488-3427
betty.dennis@myfwc.com

LIMITATION ON BIDDER CONTACT DURING SOLICITATION PERIOD

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, (Note the 72 hour posting period excludes 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 manager or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

BIDDER SPECIFICATION INQUIRIES

If the specifications of this Invitation to Bid (ITB) could restrict potential Bidder competition, the Bidder has 72 hours within which to request to the Commission that the specification(s) be changed. The Contract Administrator must receive the written request within 72 hours after the posting date of the ITB.

Requested changes to the Commission's specifications shall include the Bidder's concerns regarding restricting competition, provide detailed justification, and provide recommended changes to the specification(s). A Bidder's failure to request changes by the prescribed date and time shall be considered to constitute the Bidder's acceptance of the Commission's specifications.

The Commission shall determine what change(s) to the ITB is acceptable to the Commission. If accepted, the Commission shall issue an addendum reflecting the change(s) to the ITB, which shall be posted to the Vendor Bid Advertisement System, internet site http://vbs.dms.state.fl.us/vbs/main_menu.

It is up to the bidder to ensure that everything is included as required by the Commission's Purchasing Office. It is not the Commission's responsibility to mail or fax any forms to a potential Contractor. Bid packet information may also be requested from The Commission's Purchasing Section by calling 850-488-3427 or by FAXING a request to 850-921-2500. Please have bid number and Bidder information available

when requesting any information.

BID OPENING LOCATION

The public opening of this bid will be conducted at the date and time specified in the Calendar of Events (Page 2), at the Florida Fish and Wildlife Conservation Commission, **Tallahassee Purchasing Office**, Room 364, 620 South Meridian Street, Tallahassee, Florida, 32399-1600. **BIDS RECEIVED AFTER DATE AND TIME SPECIFIED WILL BE REJECTED.**

Any person with a qualified disability shall not be denied equal access and effective communication regarding any bid/proposal documents or the attendance at any related meeting or bid/proposal opening. If accommodations are needed because of a disability, please contact the Purchasing Section at (850) 488-3427 at least three workdays prior to the opening.

MAILING INSTRUCTIONS

All bids shall be submitted in a **SEALED ENVELOPE** addressed to the Florida Fish and Wildlife Conservation Commission, Room 364, 620 South Meridian Street, Tallahassee, Florida 32399-1600. **THE ENVELOPE SHALL BE PLAINLY MARKED ON THE OUTSIDE WITH: BID NUMBER, DATE AND TIME OF THE BID OPENING. THE COMMISSION IS NOT RESPONSIBLE FOR THE OPENING OF ANY ENVELOPES THAT ARE NOT PROPERLY MARKED.**

BIDDER ACKNOWLEDGMENT

In order for this bid to be valid, the bid must be completed in its entirety, signed by the Bidder and returned, as part of the bid or the bid will be rejected. By affixing your signature to page 1 of the bid, the Bidder hereby states that the Bidder has read all bid specifications and conditions and agrees to all terms, conditions, provisions, specifications, and is currently licensed to do business within the State of Florida, if required by State or Federal Law, for the services or commodities the Bidder will provide the Commission under these bid specifications.

FWC CONTRACT MANAGER

The FWC employee identified below is designated as Contract Manager and shall perform the following on behalf of the FWC:

- review, verify, and approve receipt of services/deliverables from the Contractor;
- submit requests for change orders/amendments/renewals, if applicable;
- review, verify, and approve invoices from the Contractor; and, if applicable, the Certificates of Partial Payment requests, and the Certificate of Contract Completion form; and
- maintain an official record of all correspondence between the Commission and the Contractor and forward the original correspondence to the Tallahassee Procurement Manager for the official file.

The FWC Contract Manager is:

Florida Fish & Wildlife Conservation Commission
Paden E. Woodruff, Contract Manager
620 South Meridian Street
Tallahassee, FL 32399
850-617-9510
paden.woodruff@myfwc.com

VERBAL INSTRUCTION PROCEDURE

Bidders may not consider any verbal instructions as binding upon the Commission. No negotiations, discussions, or actions shall be initiated or executed by the Bidder as a result of any discussion with any Commission employee. Only those communications from the Commission that are in writing, may be considered as a duly authorized expression on behalf of the Commission.

ADDENDUMS

If the COMMISSION finds it necessary to supplement, modify or interpret any portion of the specifications or documents or answer any Bidder questions during the ITB period an addendum shall be posted on the Vendor Bid System internet site. An Addendum Acknowledgment Form will be included with each addendum and shall be signed by an authorized Contractor representative, dated, and returned to the COMMISSION prior to the opening date and time specified in the Calendar of Events. Each Bidder is responsible for monitoring the Vendor Bid System site for new or changing information relative to this procurement. The Commission bears no responsibility for any delays, or resulting impacts, associated with a Bidder's failure to obtain the information made available through the Vendor Bid System. The Vendor Bid System can be reached at the following internet address: http://vbs.dms.state.fl.us/vbs/main_menu

IDENTICAL TIE BIDS

In accordance with Section 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. If two or more bids which 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 received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Contractors must complete the Identical Tie Bid / Drug Free Workplace form provided and return it with their bid.

AWARDED BID/INSPECTION

The Commission will award the bid to the responsive, responsible bidder which submits the lowest bid price per piece of equipment per region. If deemed necessary, an interview with the bidder by the Contract Manager may be required before the bid is awarded.

The Commission reserves the right to inspect the prospective Contractor's materials and background record prior to making an award of the Contract. If the Contract Manager determines the lowest bidder does not have sufficient experience, equipment, etc. to meet the specifications of this Invitation to Bid, the Commission reserves the right to reject the bidder and evaluate the next lowest bidder.

SUPPORTING/SUPPLEMENTAL INFORMATION

The Commission strongly desires that bidders submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made, by the Contract Manager that the product/service offered meets this ITB's specifications and that other requirements of this ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the Commission reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products/services offered completely meet this ITB's requirements. The requirement for such supplemental information will be at the reasonable discretion of the Commission and may include the requirement that a bidder will provide a sample product(s) so that the Commission can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the Commission, will cause the Commission to consider the Contractor non-responsive and reject the Contractor's bid.

REFERENCES

Each prospective Bidder shall provide a minimum of three (3) references for similar projects completed. Current contact names and phone numbers shall be included with the bid package.

DELIVERABLES

The following services or service tasks are identified as deliverables for the purposes of this Contract:

- a.) Performance of all services set forth in the Scope of Work.
- b.) Submission of all invoicing, supporting documentation, Corrective Action Plans and reports.

Contractor Performance. The Contractor shall perform the activities described in the Scope of Work in a proper and satisfactory manner. Unless otherwise provided for in the Scope of Work, any and all equipment, products or materials necessary or appropriate to perform under this Contract shall be supplied by the Contractor. Contractor shall obtain all necessary local, state, and federal authorizations necessary to complete this project, and the Contractor shall be licensed as necessary to perform under this Contract as may be required by law, rule, or regulation; the Contractor shall provide evidence of such compliance to the Commission upon request. The Contractor shall procure all supplies and pay all charges, fees, taxes and incidentals that may be required for the completion of this Contract. By acceptance of this Contract, the Contractor warrants that it has the capability in all respects totally perform the requirements and the integrity and reliability that will assure good-faith performance as a responsible Contractor. Contractor shall immediately notify the Commission's Contract Manager in writing if its ability to perform under the Contract is compromised in any manner during the term of the Contract. The Commission shall take appropriate action, including potential termination of this Contract in the event Contractor's ability to perform under this Contract becomes compromised.

Contractor – Quarterly Minority and Service-Disabled Veteran Business Enterprise Report. Contractor shall provide a quarterly Minority and Service-Disabled Veteran Business Enterprise Report to the Commission's Contract Manager, summarizing the participation of certified and non-certified minority and service-disabled veteran subcontractors/material suppliers for the current quarter and project to date. The report shall include the names, addresses and dollar amount of each certified and non-certified Minority Business Enterprise and Service-Disabled Veteran Enterprise participant and a copy must be forwarded to the Commission's Contract Manager. The Office of Supplier Diversity at (850) 487-0915 will assist in furnishing names of qualified minorities. The Commission's Minority Coordinator at (850) 488-3427 will assist with questions and answers.

Contractor Responsibilities. Contractor agrees that all Contractor employees, subcontractors, or agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under the Contract must comply with all security and administrative requirements of the Commission. The Commission may conduct, and Contractor shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by Contractor. The Commission may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with the Commission's security or other requirements. Such refusal shall not relieve Contractor of its obligation to perform all work in compliance with the Contract. The Commission may reject and bar from any facility for cause any of Contractor's employees, subcontractors, or agents.

Commission Rights to Assign or Transfer. Contractor agrees that the State of Florida shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Contract to another governmental agency in the State of Florida, upon giving prior written notice to Contractor.

FINANCIAL CONSEQUENCES

In accordance with Section 287.058(1)(h), F.S., the Scope of Work, contains clearly defined deliverables. If Contractor fails to produce each deliverable within the time frame specified by the Scope of Work, the budget amount allocated for that deliverable will be deducted from Contractor's payment. The Commission shall apply any additional financial consequences identified in the Scope of Work.

Cumulative Remedies. The rights and remedies of the Commission in this paragraph are in addition to any other rights and remedies provided by law or under the Contract.

LIQUIDATED DAMAGES

If the Contractor fails to complete the delivery or the conditions of the Purchase Order Contract and/or Amendments by the delivery date, the Commission shall have the right to deduct from any amount due and payable to the Contractor, as liquidated damages, in an amount \$100.00 per calendar day. All liquidated damages assessed after the agreed to delivery date will include every day of the week (weekdays and weekends). Exceptions to this may be made if a delay is attributable to circumstances that are clearly beyond the control of the Contractor. The burden of proof of unavoidable delay shall rest with the Contractor and shall be supplied in a written form and submitted to the Contract Manager.

WARRANTIES/DAMAGED ITEMS/DELIVERY

The successful Bidder shall assume full responsibility for providing or ensuring warranty coverage and/or warranty service on any and all items including goods, materials, or equipment provided to the Commission. If the successful Bidder is not the Manufacturer, all Manufacturer warranties must be passed through to the Commission.

Delivery shall be made no later than the specified Delivery Date. The successful Bidder shall pay all costs associated with delivery and shall assume full responsibility for all item(s) damaged prior to the F.O.B. destination delivery and agree to hold harmless the Commission of all responsibility for prosecuting damage claims.

The successful Bidder shall assume full responsibility for replacement of all defective or damaged goods within thirty (30) days of notice by the Commission of such defect or damage.

GUARANTEE

If products do not comply with the specifications contained herein, the Bidder shall replace the product(s) or the purchase price shall be refunded. The refund or the delivery of the replacement product(s) shall be made within thirty (30) days following the Contract Managers notification to the Bidder that the original product(s) was non-compliant. Costs of returning the original product(s) will be the sole responsibility of the Contractor.

INSURANCE REQUIREMENTS

Reasonably Associated Insurance. During the term of the Contract, Contractor, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits as may be reasonably associated with the Contract. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor, and failure to maintain such coverage may void the Contract. The limits of coverage under each policy maintained by Contractor shall not be interpreted as limiting Contractor's liability and obligations under the Contract. All insurance policies shall be through insurers licensed and authorized to write policies in Florida.

Workers Compensation. To the extent required by Chapter 440, F.S., the Contractor will either be self-insured for Worker's Compensation claims, or will secure and maintain during the life of this Contract, Workers' Compensation Insurance for all of its employees connected with the work of this project, with minimum employers' liability limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policy shall cover all employees engaged in any contract work. If any work is subcontracted, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law (Chapter 440, F.S.). In case any class of employees engaged in hazardous work under this Contract is not protected under Workers' Compensation statutes, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Commission, for the protection of its employees not otherwise protected. Employers who have employees who are engaged in work in Florida must use Florida rates, rules, and classifications for those employees.

General Liability Insurance. By execution of this Contract, unless Contractor is a state agency or subdivision as defined by Subsection 768.28(2), F.S. or unless otherwise provided for in the Scope of Work, Contractor shall provide reasonable and adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Contract. A self-insurance program established and operating under the laws of the State of Florida may provide such coverage.

Insurance Required for Performance. During the Contract term, Contractor shall maintain any other types and forms of insurance required for the performance of this Contract as required in the Scope of Work.

Written Verification of Insurance. Upon execution of this Contract, Contractor shall provide the Commission written verification of the existence and amount for each type of applicable insurance coverage. Within ten (10) days of the effective date of the Task Assignment, Contractor shall furnish proof of applicable insurance coverage to the Commission's Contract Manager by standard Association for Cooperative Operations Research and Development (ACORD) form certificates of insurance. In the event that any applicable coverage is cancelled by the insurer for any reason, Contractor shall immediately notify the Commission's Contract Manager in writing of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within fifteen (15) business days after the cancellation of coverage. Copies are acceptable and can be faxed to (850) 921-2500.

Commission Not Responsible for Insurance Deductible. The Commission shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of Contractor providing such insurance.

DAMAGES TO STATE PROPERTY

Any damages to state property (i.e. structures, roads, culverts, fences, trees, or other natural resources) caused by the Contractor while working on this project shall be the responsibility of the Contractor to remedy, as determined by the Commission. The Contractor shall be responsible for the conduct of all Contractor personnel at all times while on the job site.

Should any historical or cultural artifacts be uncovered the Contractor shall immediately halt work and notify the Contract Manager. Please note: The State Archeologist has the power to halt work if he or she has reason to believe artifacts are being disturbed.

SUBCONTRACTS

Contractor shall ensure, and provide assurances to the Commission upon request, that any subcontractor selected for work under this Contract has the necessary qualifications and abilities to perform in accordance with the terms and conditions of this Contract. Contractor must provide the Commission with the names of any subcontractor considered for work under this Contract; the Commission reserves the right to reject any subcontractor. Contractor agrees to be responsible for all work performed and all expenses incurred with the project. Any subcontract arrangements must be evidenced by a written document available to the Commission upon request. Contractor further agrees that the Commission shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and Contractor shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. Contractor, at its expense, will defend the Commission against such claims. The following provisions apply, in addition to any terms and conditions included in the Scope of Work.

Contractor Payments to Subcontractor. The Contractor agrees to make payments to the subcontractor within seven (7) working days after receipt of full or partial payments from the Commission in accordance with Section 287.0585, F.S., unless otherwise stated in the contract between Contractor and subcontractor. Contractor's failure to pay its subcontractors within seven (7) working days will result in a penalty charged against Contractor and paid to the subcontractor in the amount of one-half of one (1)

percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

Commission Right to Reject Subcontractor Employees. The Commission shall retain the right to reject any of Contractor's or subcontractor's employees whose qualifications or performance, in the Commission's judgment, are insufficient.

Subcontractor as Independent Contractor. The Contractor agrees to take such actions as may be necessary to ensure that each subcontractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State of Florida.

TERMINATION

Commission Unilateral Termination. The Commission may unilaterally terminate this Contract for convenience by providing the Contractor with thirty (30) calendar days of written notice of its intent to terminate. Contractor shall not be entitled to recover any cancellation charges or lost profits.

Termination – Fraud or Willful Misconduct. This Contract shall terminate immediately in the event of fraud or willful misconduct on the part of the Contractor. In the event of such termination, the Commission shall provide Contractor with written notice of termination.

Termination - Funds Unavailability. In the event funds to finance this Contract become unavailable or if federal or state funds upon which this Contract is dependent are withdrawn or redirected, the Commission may terminate this Contract upon no less than twenty-four (24) hours notice in writing to Contractor. Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery. The Commission shall be the final authority as to the availability of funds and will not reallocate funds appropriated for this Contract to another program thus causing "lack of funds." In the event of termination of this Contract under this provision, Contractor will be compensated for any work satisfactorily completed prior to notification of termination.

Termination – Other. The Commission may terminate this Contract if the Contractor fails to: 1.) comply with all terms and conditions of this Contract; 2.) produce each deliverable within the time specified by the Contract or extension; 3.) maintain adequate progress, thus endangering the performance of the Contract; or, 4.) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences for default. The rights and remedies of the Commission in this clause are in addition to any other rights and remedies provided by law or under the Contract. Contractor shall not be entitled to recover any cancellation charges or lost profits.

Contractor Discontinuation of Activities upon Termination Notice. Upon receipt of notice of termination, the Contractor shall, unless the notice directs otherwise, immediately discontinue all activities authorized hereunder. Upon termination of this Contract, the Contractor shall promptly render to the Commission all property belonging to the Commission. For the purposes of this section, property belonging to the Commission shall include, but shall not be limited to, all books and records kept on behalf of the Commission.

FAMILIARITY WITH LAWS

The Contractor is required to be familiar with all Federal, State and Local laws, ordinances, rules and regulations that in any manner affect the work. The Contractor shall comply with all laws and rules applicable to the Contractor(s) that shall provide the required commodities or services to the Commission. Ignorance on the part of the Contractor will in no way relieve him from responsibility.

ELIGIBILITY AND LICENSURE

The Bidder shall be licensed as necessary to perform under this contract as may be required by law, rule, or regulation; and shall provide evidence of such compliance to the Commission upon request.

By acceptance of this contract, the Contractor warrants that it has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good-faith performance as a responsible Bidder, and that the Contractor shall comport with Chapter 287, F.S., and all other applicable rules and laws.

Unless otherwise provided herein, the Commission will not reimburse the Contractor for any non-expendable equipment or personal property for use by the Contractor to perform services under this Contract.

RELATIONSHIP OF THE PARTIES

Independent Contractor. The Contractor shall perform as an independent contractor and not as an agent, representative, or employee of the Commission. The Contractor covenants that it presently has no interest and shall not acquire any interest that would conflict in any manner or degree with the performance of services required. Each party hereto covenants that there is no conflict of interest or any other prohibited relationship between the Contractor and the Commission.

Contractor Training Qualifications. Contractor agrees that all Contractor employees, subcontractors, or agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Contractor shall furnish a copy of technical certification or other proof of qualification.

Commission Security. All employees, subcontractors, or agents performing work under the Contract must comply with all security and administrative requirements of the Commission. The Commission may conduct, and Contractor shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by Contractor. The Commission may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with the Commission's security or other requirements. Such refusal shall not relieve Contractor of its obligation to perform all work in compliance with the Contract. The Commission may reject and bar from any facility for cause any of Contractor's employees, subcontractors, or agents.

Commission Rights to Assign or Transfer. Contractor agrees that the State of Florida shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Contract to another governmental agency in the State of Florida, upon giving prior written notice to Contractor.

Commission Rights to Undertake or Award Supplemental Contracts. Contractor agrees that the Commission may undertake or award supplemental contracts for work related to the Contract. Contractor and its subcontractors shall cooperate with such other contractors and the Commission in all such cases.

PROHIBITION OF UNAUTHORIZED ALIENS

In accordance with federal Executive Order 96-236, the Commission shall consider the employment by the Contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this Contract if the Contractor knowingly employs unauthorized aliens.

EMPLOYMENT ELIGIBILITY VERIFICATION

Requirement to Use E-Verify. Executive Order 11-116, signed May 27, 2011, by the Governor of Florida, requires Commission contracts in excess of nominal value to expressly require the Contractor to: 1.)

utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Contractor during the Contract term; and, 2.) include in all subcontracts under this Contract, the requirement that subcontractors performing work or providing services pursuant to this Contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the subcontract.

E-Verify Online. E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States after the effective date of the required Memorandum of Understanding (MOU); the responsibilities and elections of federal contractors, however, may vary, as stated in Article II.D.1.c. of the MOU. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found online at http://www.dhs.gov/files/programs/gc_1185221678150.shtm

Enrollment in E-Verify. If Contractor does not have an E-Verify MOU in effect, the Contractor must enroll in the E-Verify system prior to hiring any new employee after the effective date of this Contract.

E-Verify Recordkeeping. The Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the Commission or other authorized state entity consistent with the terms of the Contractor's enrollment in the program. This includes maintaining a copy of proof of the Contractor's and subcontractors' enrollment in the E-Verify Program (which can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).

Employment Eligibility Verification. Compliance with the terms of the Employment Eligibility Verification provision is made an express condition of this Contract and the Commission may treat a failure to comply as a material breach of the Contract.

NON-DISCRIMINATION

Non-Discrimination in Performance. No person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to discrimination in performance of this Contract.

Discriminatory Vendor List. In accordance with Section 287.134, F.S., an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. Contractor has a continuing duty to disclose to the Commission whether they appear on the discriminatory vendor list.

PUBLIC ENTITY CRIMES

Convicted Vendor List. Pursuant to Subsection 287.133(2)(a), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Notice of Conviction of Public Entity Crime. Any person must notify the Department of Management Services and the Commission within 30 days after conviction of a public entity crime applicable to that person or an affiliate of that person as defined in Section 287.133, F.S.

Certifications and Assurances. Upon execution of this Contract by the Contractor, the Contractor shall complete, sign and return to the Commission's Contract Manager a completed copy of the form entitled "Certifications and Assurances," attached hereto and incorporated as Attachment A. This includes the Certification Regarding Public Entity Crimes.

CONTRACT RELATED PROCUREMENT

PRIDE. In accordance with Section 946.515(6), F.S., if a product or service required for the performance of this Contract is certified by or is available from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) and has been approved in accordance with Subsection 946.515(2), F.S., the following statement applies:

It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this contract shall be purchased from [PRIDE] in the same manner and under the same procedures set forth in Subsections 946.515(2) and (4), F.S.; and for purposes of this contract the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for this agency insofar as dealings with such corporation are concerned.

The above clause is not applicable to subcontractors unless otherwise required by law. Additional information about PRIDE and the products it offers is available at <http://www.pride-enterprises.org>.

Respect of Florida. In accordance with Subsection 413.036(3), F.S., if a product or service required for the performance of this Contract is on the procurement list established pursuant to Subsection [413.035\(2\)](#), F.S., the following statement applies:

It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, F.S., in the same manner and under the same procedures set forth in Subsections 413.036(1) and (2), F.S.; and for purposes of this contract, the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the state agency insofar as dealings with such qualified nonprofit agency are concerned.

Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.

Procurement of Recycled Products or Materials. Contractor agrees to procure any recycled products or materials which are the subject of or are required to carry out this Contract in accordance with Section 403.7065, F.S.

FEDERAL DEBARMENT/SUSPENSION CERTIFICATION FORM

Contractor Federal Certification. In accordance with federal Executive Order 12549, Debarment and Suspension, Contractor shall agree and certify that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the Contractor shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction.

Contractor Commission Certification. Upon execution of this Contract by the Contractor, the Contractor shall complete, sign and return to the Commission's Contract Manager a completed copy of Attachment A, "Certifications and Assurances." This includes the Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

COMMITMENT OF FUNDS

The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

AUTHORIZED COMPENSATION

It is understood and agreed that all compensation under this ITB is specifically limited to the Contractor's bid price accepted by the Commission, and to the specific procedure for payment established in this ITB and the Purchase Order executed pursuant to it. The Commission is not liable for any costs, fees, expenses or any other compensation whatsoever incurred or charged by the Contractor, other than the bid price paid for the work specifically described in the Scope of Work, which work is actually accomplished and invoiced by the Contractor subsequent to the Commission's notice to proceed (or other notice to begin work). Thus the Commission is not liable for any costs incurred or charged by the Contractor in anticipation of responding to, or performing work described in, this ITB, including but not limited to equipment or personnel procured by the Contractor in anticipation of such work. The Commission is not responsible to the Contractor for any loss or damages resulting from circumstances unforeseen at the time of publication of this ITB including, but not limited to, those resulting from a "force majeure".

INVOICING

The Contractor shall be paid upon submission of properly certified invoice(s) to the Commission after delivery and acceptance of commodities or services as expressed in writing by the Contract Manager. Invoices shall contain detail sufficient for a proper pre-audit and post-audit thereof and shall contain the purchase order/contract number and the Contractor's Federal Employer Identification Number or Social Security Number. FAILURE TO SUPPLY INVOICE WHICH PROPERLY CORRESPONDS TO THE PURCHASE ORDER/Written AGREEMENT, MAY DELAY THE CONTRACTOR PAYMENT PROCESS.

PAYMENT OF FUNDS

The Commission shall pay the Contractor for satisfactory goods or services upon submission of invoices, accompanied by required reports or deliverables, and after acceptance of services and deliverables in writing by the Commission's Contract Manager. Each invoice shall include the Commission Contract Number and the Contractor's Federal Employer Identification (FEID) Number. An original invoice and supporting documentation shall be submitted to the Commission. The Commission shall not provide advance payment. All bills for amounts due under this Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Invoices shall be submitted to the Accounting Office.

Electronic Funds Transfer (EFT)

The State of Florida can deposit Contractor payments directly into your bank account. Contractors can register for EFT at http://www.myfloridacfo.com/aadir/direct_deposit_web/Vendors.htm. *Note:* Your business name registered for EFT, must match the name listed in MFMP VIP registration to receive direct deposit payments. There can only be one financial institution's account information on file for one federal tax identification number (SSN or FEIN). Payments cannot be sent to two or more financial institutions.

Automated Clearing House (ACH)

To make transaction fee payments, Contractors can register for debit ACH at http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace/mfmp_vendors/vendor_toolkit/forms_for_vendors and download the ACH form. Complete the ACH form and submit it

electronically (per the instructions on the form) to the Department of Management Services to process. *Note:* Registering for ACH can take up to 14 days.

CERTIFICATE OF PARTIAL PAYMENT

The Contractor will be required to complete a Certificate of Partial Payment form to receive partial payments if such provision is included in the contract or purchaser order. This form must be submitted to the Contract Manager with each invoice requesting partial payment. The Contract Manager shall supply copies of these forms to the Contractor upon request. A minimum of ten percent (10%) of the total project cost shall be held back for final payment. Final payment will only be made once the Commission Contract Manager has agreed to project completeness.

PROMPT PAYMENT CLAUSE

Section 215.422, F.S. provides that agencies have 5 working days to inspect and approve goods and services, unless bid specifications or the P.O. specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at 850/488-3323 or Purchasing Office at 850/488-3427. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of eligibility for payment is determined, and the daily interest rate is .03333%. Invoices returned to a Contractor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for Contractors who may be experiencing problems in obtaining timely payments from a State agency, may be contacted at (850) 410-9724 or by calling the State Comptroller's Hotline, 1-800-848-3792.

MYFLORIDAMARKETPLACE

In accordance with Rule 60A-1.030 of the Florida Administrative Code (F.A.C.), each Contractor doing business with the State for the sale of commodities or contractual services as defined in Section 287.012, F.S., shall register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1.030(3), F.A.C. Information about the registration process is available, and registration may be completed, at the MyFloridaMarketPlace website (link under Business on the State portal at www.myflorida.com). Interested persons lacking Internet access may request assistance from the MyFloridaMarketPlace Customer Service at (866-352-3776) or from State Purchasing, 4050 Esplanade Way, Suite 300, Tallahassee, Florida 32399.

Transaction Fee. Pursuant to Section 287.057(22), F.S., all payments, unless exempt under Rule 60A-1.030(3), F.A.C., shall be assessed a Transaction Fee of one percent (1.0%), which the Contractor shall pay to the State. For payments within the State accounting system (Florida Accounting Information Resource, FLAIR, or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the Contractor. If automatic deduction is not possible, the Contractor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, Contractor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

Transaction Fee Credits. The Contractor shall receive a credit for any Transaction Fee paid by the Contractor for the purchase of any items(s) if such items(s) are returned to the Contractor through no fault, act, or omission of the Contractor. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the Contractor's failure to perform or comply with specifications or requirements of the Contract. Failure to comply with these requirements shall constitute grounds for declaring the Contractor in default and recovering re-procurement costs from the Contractor in addition to all outstanding fees. CONTRACTORS DELINQUENT IN PAYING

TRANSACTION FEES MAY BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.

ADDITIONAL LEGAL REQUIREMENT

All corporations seeking to do business with the State shall, at the time of submitting a bid, be on file with the Department of State in accordance with provisions of Chapter 607, Florida Statutes; similarly, partnerships seeking to do business with the State shall, at the time of submitting such bid, have complied with the applicable provisions of Chapter 620, Florida Statutes. For further information on required filing and forms, please go to the following sites: <http://www.sunbiz.org/index.html> or <http://www.dos.state.fl.us/>.

USE OF CONTRACT BY OTHER STATE AGENCIES AND ELIGIBLE USERS

As provided in Chapter 60A-1.047, F.A.C., and Section 287.042(16) F.S., other State of Florida agencies may purchase from the resulting contract of this Invitation to Bid, provided that the Department of Management Services has determined the contract's use is cost effective and in the best interest of the State, and with the Contractor's consent.

Other State of Florida governmental entities and eligible users may also request of the Contractor to be able to use this contract. If the Contractor agrees to other entities to utilize this Invitation to Bid contract, such agencies shall coordinate their use of this contract with the Florida Fish and Wildlife Conservation Commission in order to reduce scheduling conflicts.

PUBLIC RECORDS OF NONGOVERNMENT CONTRACTORS

All records in conjunction with this contract shall be public records and shall be treated in the same manner as other public records are under Chapter 119, Florida Statutes.

PUBLIC RECORDS

This Contract may be unilaterally canceled by the Commission for refusal by the Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Contractor in conjunction with this Contract, unless exemption for such records is allowable under Florida law.

Pursuant to Section 119.0701, F.S., the Contractor shall comply with the following:

- i. Keep and maintain public records that ordinarily and necessarily would be required by the Commission in order to perform the service.
- ii. Provide the public with access to public records on the same terms and conditions that the Commission would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law.
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- iv. Meet all requirements for retaining public records and transfer, at no cost, to the Commission all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the Commission.

RECORD KEEPING REQUIREMENTS

Contractor Responsibilities. The Contractor shall maintain accurate books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract, in accordance with generally accepted accounting principles.

State Access to Contractor Books, Documents, Papers, and Records. The Contractor shall allow the Commission, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability or authorized representatives of the state or federal government to have access to any of Contractor's books, documents, papers, and records, including electronic storage media, as they may relate to this Contract, for the purposes of conducting audits or examinations or making excerpts or transcriptions.

Contractor Records Retention. Unless otherwise specified in the Scope of Work, these records shall be maintained for five (5) years following the close of this Contract. Contractor shall cooperate with the Commission to facilitate the duplication and transfer of such records upon the Commission's request.

Contractor Responsibility to Include Records Requirements – Subcontractors. In the event any work is subcontracted under this Contract, Contractor shall include the aforementioned audit and record keeping requirements in all subcontract agreements.

Compliance with Federal Funding Accountability and Transparency. Any federal funds awarded under this Contract must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The intent of the FFATA is to empower every American with the ability to hold the government accountable for each spending decision. The result is to reduce wasteful spending in the government. The FFATA legislation requires that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website: www.USASpending.gov. Grant recipients awarded a new Federal grant greater than or equal to \$25,000 awarded on or after October 1, 2010 are subject to the FFATA. Contractor agrees to provide the information necessary, over the life of this Contract, for the Commission to comply with this requirement.

OWNERSHIP OF DOCUMENTS/DATA/REPORTS/RESEARCH/SURVEYS ETC.

The Contractor hereby agrees that all documents (data, reports, research, surveys, etc.) in hard copy or electronic that are collected or used for this project are the sole property of the Commission. The Contractor also hereby agrees to unconditionally transfer and assign to the Commission all copyright claims, trade secrets or other proprietary rights with respect to such documents. Upon request by the Commission at any time during and for 5 years after the expiration of this agreement, Contractor shall immediately deliver, transfer, and transmit to the Commission all originals and all copies of said documents and materials referenced herein.

INTELLECTUAL PROPERTY RIGHTS

Contractor's Preexisting Intellectual Property (Proprietary) Rights. Unless specifically addressed otherwise in the Scope of Work, intellectual property rights to the Contractor's preexisting property will remain with the Contractor. Contractor shall indemnify and hold harmless the Commission and its employees from any liability, including costs, expenses, and attorney's fees, for or on account of any copyrighted, patented, or un-patented invention, process or article manufactured or supplied by Contractor.

Proceeds Related to Intellectual Property Rights. Proceeds derived from the sale, licensing, marketing or other authorization related to any intellectual property right created or otherwise developed by the Contractor under this Contract for the Commission shall be handled in the manner specified by applicable state statute.

Commission Intellectual Property Rights. Where activities supported by this Contract produce original writing, sound recordings, pictorial reproductions, drawings or other graphic representation and works of any similar nature, the Commission and the State of Florida have the unlimited, royalty-free, nonexclusive, irrevocable right to use, duplicate and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to have others acting on behalf of the Commission to do so. If this Contract is supported by federal funds, the federal awarding agency reserves a royalty-free,

nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

CONFIDENTIALITY/PUBLIC RECORDS LAW

Respondents are cautioned that Florida law generously defines what constitutes a public record and grants broad rights of public access to those records; see, for example, section 119.07 of the Florida Statutes. If a Respondent believes that its response contains information that is confidential or exempt from disclosure under Florida Law, the Respondent shall clearly segregate and mark that information (for example, stamp each page "Confidential" and place it in an envelope marked "Confidential") and briefly describe in writing the grounds and specific legal citations for claiming exemption from the public records law. If after the notice of intended decision or 30 days after bid opening, whichever is earlier, the Commission receives a public records request related to the solicitation, the Commission will provide copies of public records that are not exempt to the requester. The Commission will endeavor to provide notice to the Respondent of all public records requests received related to documents provided by the Respondent that were marked pursuant to this paragraph. In no event shall the Respondent hold the Commission or any of its employees or agents liable for disclosing, or otherwise failing to protect the confidentiality of, information submitted in response to this solicitation.

COMPLIANCE WITH LAWS

The Contractor shall comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, Chapter 287 of the Florida Statutes and Chapter 60A-1 of the Florida Administrative Code govern the Contract. By way of further non-exhaustive example, the Contractor shall comply with section 247A(e) of the Immigration and Nationalization Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Contractors submitting responses to this solicitation must also provide electronic and information technology resources in complete compliance with the accessibility standards provided in Rule 60-8.002, F.A.C.; these standards establish a minimum level of accessibility. Violation of such laws shall be grounds for Contract termination.

PROHIBITION AGAINST LOBBYING

The Contractor certifies that no Federal appropriated funds have been paid or will be paid, on or after December 22, 1989, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding, renewal, amending or modifying of any Federal contract, grant, or cooperative agreement. If any non-Federal funds are used for lobbying activities as described above in connection with this Contract, the Contractor shall submit Standard Form-LLL, "Disclosure Form to Report Lobbying", and shall file quarterly updates of any material changes. The Contractor shall require the language of this certification to be included in all subcontracts, and all subcontractors shall certify and disclose accordingly.

Pursuant to the Lobbying Disclosure Act of 1995, the Contractor agrees to refrain from entering into any subcontracts under this Agreement with any organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, unless such organization warrants that it does not, and will not, engage in lobbying activities prohibited by the Act as a special condition of the subcontract.

SEVERABILITY AND CHOICE OF VENUE

This Contract has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Contract shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Contract shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this

Contract. Any action in connection herewith, in law or equity, shall be brought in Leon County, Florida.

JURY TRIAL WAIVER

As consideration of this Contract, the parties hereby waive trial by jury in any action or proceeding brought by any party against any other party pertaining to any matter whatsoever arising out of or in any way connected with this Contract.

FLORIDA EMERGENCY SUPPLIER NETWORK

Suppliers of products and services needed by government during hurricanes and other emergencies are invited to join a Florida Emergency Supplier Network. Suppliers will identify emergency products and services available, emergency contact information, plans to maintain their operations and supply chain in emergency circumstances, and pricing arrangements.

This information will be organized and furnished to buyers at State and County Emergency Operations Centers, and suppliers will be recognized with a certificate identifying their business as a member of the Florida Emergency Supplier Network. Please go to the following website to obtain a FESN application and contract:

http://www.dms.myflorida.com/business_operations/state_purchasing/florida_emergency_network/florida_emergency_supplier_network_fesn

POSTING OF BID TABS

Bid Tabulations with Contractors identified as awarded bidders will be posted electronically as Agency Decisions on the Department of Management Services Vendor Bid System as a Public Notice. The Agency Decision may be viewed at the following site, and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3)(b), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes: http://vbs.dms.state.fl.us/vbs/main_menu.

Awarded Bidders are instructed not to proceed until a Purchase Order, Formal Written Contract, Lease, Notice to Proceed, or some other form of written notice is given to the Contractor by the Commission. A company or person who proceeds prior to receiving a Purchase Order, Formal Written Contract, Lease, Notice to Proceed, or some other form of written notice from the Commission does so without a contract and at their own risk.

Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. [119.07](#)(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

REFERENCES
FWC 13/14-42

A minimum of three (3) references from persons or firms for whom the bidder has performed similar jobs as per the specifications in this bid must be supplied with the bid. The firms and/or contact persons should be available between the hours of 8:00 AM and 5:00 PM, Eastern Time, Monday through Friday. If any reference is not available as stated above, this may be cause for rejection of the Bidder's bid. Provide a description (scope of work) of each job.

NAME OF COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/Z1P: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

JOB DATE: _____

DESCRIPTION (SCOPE OF WORK): _____

NAME OF COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/Z1P: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

JOB DATE: _____

DESCRIPTION (SCOPE OF WORK): _____

NAME OF COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/Z1P: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

JOB DATE: _____

DESCRIPTION (SCOPE OF WORK): _____

CONTRACTOR NAME

AUTHORIZED SIGNATURE

13/14-42
Scope of Work

The intent of this bid is for the rental of agricultural and heavy equipment statewide per the specifications herein. This contract may be used at various Commission locations statewide for rental of agricultural and heavy equipment.

The Contractor shall be solely responsible for complying with all applicable Federal, State and Municipal Laws, Codes and Regulations that may be required to operate and transport heavy equipment.

The Contractor shall ensure that equipment is safe and in good working condition. The equipment must meet or exceed all Federal, State, and County Safety Standards, Regulations and Codes and the equipment must meet current OSHA Standards.

CONDITION OF EQUIPMENT

All equipment delivered to Commission regional sites must be inspected prior to release for rental jointly by a Commission employee and Contractor employee and both must sign-off on the delivery condition. The inspection must be documented on the Contractor's inspection form. When the rental units are terminated and returned to the Contractor, a second inspection must be performed and any condition issues are to be fully documented by both parties on the Contractor's inspection form.

Damage responsibility will be assessed on a case by case basis. If a unit is non-repairable due to negligence or abuse by the Commission, the Commission will be responsible at confirmed replacement value, based upon age, condition, and remaining life cycle of a unit. Commission obligation with respect to each piece of equipment shall not exceed the replacement value. Documentation must be provided by the Contractor in support of the replacement price. Normal wear and tear costs or cosmetic damages will be covered by the Contractor. If a unit is rendered inoperable due to negligence or abuse on the part of the Commission, the Commission will be obligated for the repairs. If a unit is inoperable due to the lack of proper maintenance or normal wear and tear, the Contractor will be responsible for the repairs. If a unit is taken out of service for Safety reasons, the same criterion applies.

CONTRACTOR'S EQUIPMENT INSURANCE

1. The Commission shall provide insurance coverage for rental of equipment and will not purchase said coverage from the Contractor.
2. Prior to delivery of the rental equipment, insurance coverage must be in place.
3. The Contractor shall provide to the Commission adequate equipment identification information required by the insurance carrier, such as the serial number, make, model, and any other information necessary.
4. The Contractor shall not deliver rental equipment to the delivery site until the Contractor has received a copy of the insurance policy from the Commission.

NOTIFICATION REQUIREMENTS

Rental period ends upon Contractor's notification from the Commission that a unit is ready to return.

EQUIPMENT TRACKING

All seller equipment must be clearly marked and identified with the Contractor's name and unit ID number.

DELIVERY

The Contractor shall provide adequate labor for the loading and unloading of equipment. The Contractor shall pick up equipment within 24 hours of Commission's request for pickup. All deliveries and pickups must be acknowledged in writing by the Contractor's authorized personnel, provided however, that acknowledgement of delivery or pick up shall not alter or amend the terms and conditions of the contract,

or rental order. It is therefore understood and agreed that any written forms provided by either party shall in no way serve as acceptance of any preprinted terms and conditions that may be part of such form.

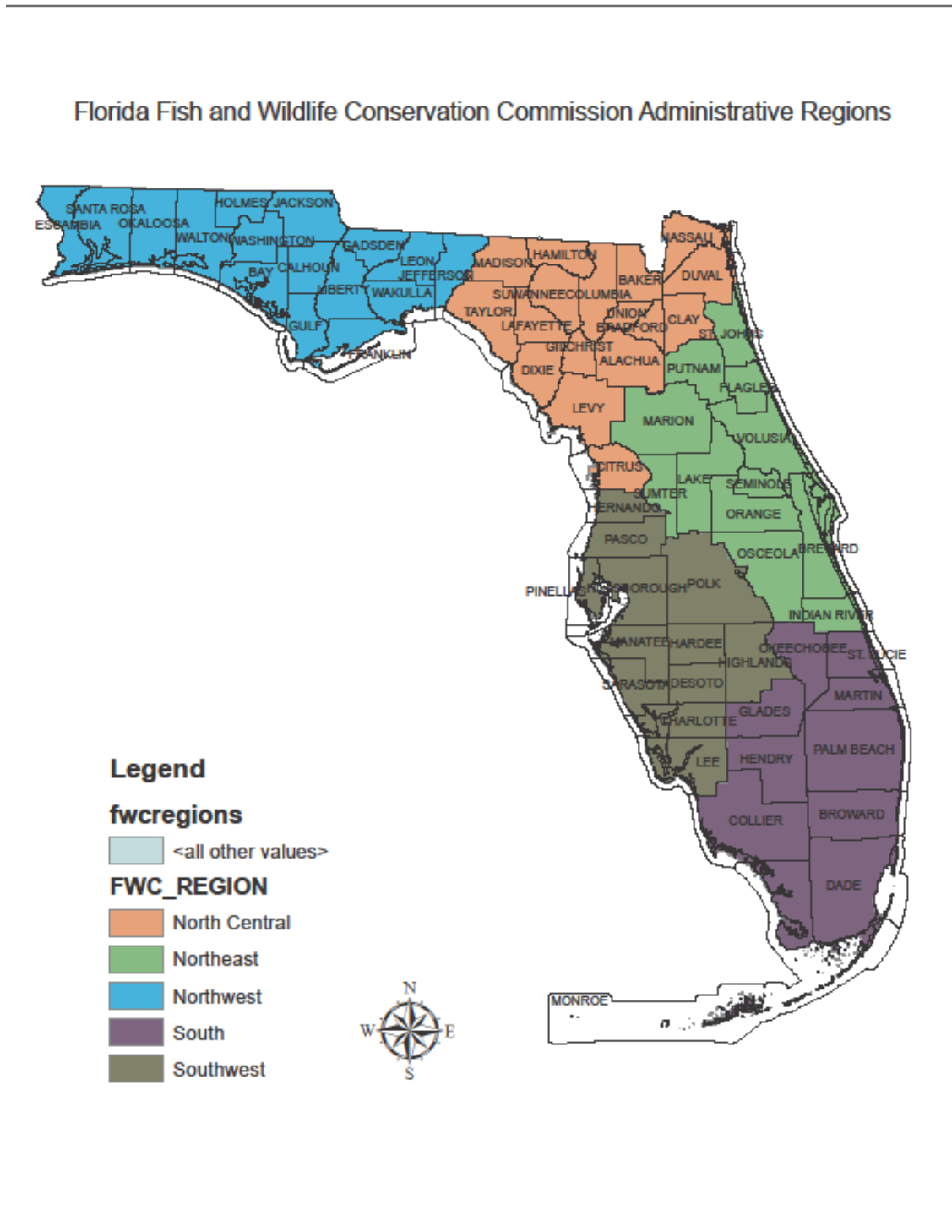
1. Bids for each piece of equipment shall include delivery and pickup charges to/from the location determined by the Regional Manager. While in the Commission's possession the Commission will provide insurance to cover liability and potential damage to the rental units.
2. Prices for each item below shall include a daily, weekly and monthly rental fee in addition to all additional fees and charges.
3. Equipment will be rented through-out the term of the contract and subsequent renewal terms as needed by the Commission and as specified by the Contract Manager. Duration of the rental period shall be based on the availability of funds and the specific rental dates set forth in a purchase order. The COMMISSION reserves the right to select specific jobs or portions of specific jobs to meet budgetary constraints and to increase services as the budget allows.
4. Prices shall include scheduled preventative maintenance (PM) fees and interval information for the following: change air filters, change engine oil and filters, change fuel filters and application of lubricants where needed. In addition to the above, the maintenance shall also include any additional repairs needed to keep equipment fully operational during the time in which the Commission has rented the equipment.
5. The Contractor shall have at a minimum two similar pieces of equipment in their inventory as specified by the Commission for each Region. This requirement is to help minimize non-availability situations when a request is made by the Commission.
6. In the event of a major failure, replacement equipment shall be provided within 24 hours of notification by the Commission. If the equipment is unique and replacement equipment is not readily available, then repairs shall be instituted by the Contractor within 24 hours. Any abnormal repair delays or replacement delays must be coordinated with the Regional Manager in advance such as ordering unique materials, or utilizing talent from out of the state.

EQUIPMENT SPECIFICATIONS

Equipment	Description
90-125 HP CRAWLER DOZER	Enclosed climate controlled cab with an 8-10 ft. six-way blade
145-160 HP LGP CRAWLER DOZER	Enclosed climate controlled cab and rear hydraulic lines for operating chopper landing gear
150-200 HP LGP CRAWLER DOZER	Enclosed climate controlled cab, 8 ft. root rake
240-300 HP LGP CRAWLER DOZER	Enclosed climate controlled cab with rear hydraulic lines and standard front blade
125-150 HP ARTICULATING 4x4 LOADER	Enclosed climate controlled cab and 2-4 yd. front bucket, optional root rake
140-160 HP ARTICULATING 4x4 LOADER	Enclosed climate controlled cab and 8 ft. root rake
140-160 HP MOTOR GRADER	Enclosed climate controlled cab and a 12-14 ft. blade
80-100 HP VIBRATORY SOIL COMPACTOR	Enclosed climate controlled cab, 7,000-8,000 lb. smooth drum with variable frequency control and steel scraper. 60-80 in. drum width
140-160 HP HYDRALIC EXCAVATOR WITH TRACKS	Enclosed climate controlled cab, must have a minimum lift capacity of 13,650-9,090 lbs., 45,000-60,000 lbs. operating weight, 1.25-2 yd. bucket, optional thumb
52-70 HP TRACK TYPE SKID STEER LOADER	Enclosed climate controlled cab, quick coupler, Rated Operating Capacity of 1,315 kg / 2,900 lb.
58-78 HP TRACK TYPE SKID STEER LOADER	Enclosed climate controlled cab, quick coupler, Rated Operating Capacity of 1,632 kg / 3,600 lb.
57-78 HP SKID STEER LOADERS	Enclosed climate controlled cab, quick coupler, Rated Operating Capacity of 907 kg / 2,000 lb. to 1,225 kg / 2,700 lb.
79-100 HP LOADER BACKHOE 4x4	Enclosed climate controlled cab, clamshell front bucket, and standard back bucket with digging teeth, backhoe digging depth of at least 14 ft. or greater
127 HP SUPERTRAK SK 120 TR	Enclosed climate controlled cab, Track Mulcher with FECON Bull Hog Shredder Head
250 HP SUPERTRAK SK250 MX	Enclosed climate controlled cab with Forestry Guard Package and standard joystick controls, Excavator Carrier with FECON Bull Hog Shredder Head, 18 ft. boom with 9 ft. 7 in. stick
400 HP SUPERTRAK SK400	Enclosed climate controlled cab with ergonomically control layout, Custom Hydrostat Carrier with FECON Bull Hog Shredder Head
12-20 TANDEM HYDRAULIC PASTURE RENOVATOR	Tandem 20 in. drums 12 ft. in length
12-30B TANDEM HYDRAULIC PASTURE RENOVATOR	Tandem 30 in. drums 12 ft. in length
60 FT 4x4 MANLIFT	
90 HP PTO 4x4 AGRICULTURAL TRACTOR	
140-150 HP PTO 4x4 AGRICULTURAL TRACTOR	
24 TON OFFROAD ARTICULATED DUMP TRUCK	
DAVCO BC705HS BRUSH CUTTER	(Requires high-flow carrier, CAT 287C or equivalent)
18-140 HP HYDRAULIC EXCAVATOR WITH TRACKS	Enclosed climate controlled cab, operating weight 3,500 to 45,000 lbs
36" WALK-BEHIND TRENCHER	Minimum 18 HP, minimum 36" digging depth

75-100 HP STREET SWEEPER	Enclosed climate controlled cab up to 45 degrees 7-9 ft. pivot broom, front mounted metal push blade, high capacity (>80 gallon) spray system
TIMBERKING TK370 FELLER BUNCHER	With 88" FECON mulcher head
FRONT END LOADER	85 - 140 HP with 3 yard bucket, quick disconnect fittings, and root rake attachment for the wheel loader, equipped for forestry operations off road, with skid plate belly pan and protected and armored hydraulics and brake lines.
DUMP TRUCK	Dump truck with 9 - 12 yard capacity, enclosed cab, air-conditioned
M - 10 AERATOR/STRAIGH DRUM CHOPPERS	Non-hydraulic
SMALL SKID STEER	Like a Bobcat
79-100 HP LOADER BACKHOE 4x4	Enclosed climate controlled cab, clamshell front bucket, and standard back bucket with digging teeth, backhoe digging depth of at least 14 ft. or greater.
BOBCAT T300	Enclosed climate controlled cab with 6ft mulching head
DITCH WITCH	
WATER TRUCK	
CATERPILLAR 287B RUBBER TRACKED LOADER	Enclosed climate controlled cab with HM 312 mulcher head
15 - 60 HP MINI EXAVATOR	Minimum lift capacity of 950-6,000 lbs., 4,000-14,000 lbs., operating weight
85 - 140 HP EXCAVATOR	Enclosed climate controlled cab, must have minimum lift capacity of 9,000-12,000 lbs., 28,000-40,000 lbs., and operating weight of .79-.81 yard bucket, optional thumb
450 HP SUPERTRACK SK450MX	With pony motor, enclosed climate controlled cab with Forestry Guard Package and fire suppression system, FECON Bull Hog Shredder Head
370 HP SUPERTRAK TIGER CATE 370	With wheeled loader/skidder carrier, enclosed climate controlled cab with Forestry guard Package and fire suppression system, FECON Bull Hog Shredder Head
100 - 120 HP FOUR-WHEEL DRIVE TRACTOR	Enclosed climate controlled cab
8 FT DOUBLE OFFSET DISK HARROW	
6 - 8 FT SEED DRILL	
75-90 HP CRAWLER DOZER	Enclosed climate controlled cab with rear hydraulic lines and standard front blade
250 HP AGRICULTURAL/FORESTRY TRACTOR (SKIDDER)	Enclosed climate controlled cab, at minimum if not climate controlled to have diamond grating screen over all the windows to protect the operator from flying debris, with power shift transmission or equivalent, 30.5 X 32 tires or larger, rear hydraulic coupler and hydraulic powered winch with implement retrieval hitch, small push blade on front
350-400 HP SUPERTRAK SK 400 RT	Enclosed climate controlled cab, 4 wheel Mulcher with a FECON Bull Hog Shredder Head.
300 HP SUPERTRAK SK 300 TR HL	Enclosed climate controlled cab, Track Mulcher with a Bull Hog Shredder/ Mulcher Head.
140 HP SUPERTRAK SK 140 CTL-C	Enclosed climate controlled cab, Rubber Track Mulcher with a Shredder/Mulcher/Chipper Head.

Figure 1 Please Note the following map is provided as a reference for the delivery area of each region and does not reflect particular addresses for each delivery. The Regional Manager Contract Designee shall provide specific site delivery locations as needed.



**FWC 13/14-42
PRICE SHEET**

CONTRACTOR SHALL NOT ALTER THE PRICE SHEET IN ANY WAY.

THIS IS A MULTIPLE AWARD BID. An award will be made per piece of equipment per region, to the responsive, responsible bidder offering the lowest price per piece of equipment including all applicable delivery charges and renewal year prices. Price quoted shall be less any Federal or State sales or use taxes. The bidder recognizes that the State of Florida, by virtue of its sovereignty, is not required to pay taxes on services, goods and/or equipment purchased incident to such service. Quoted price shall include all necessary items to complete the project.

PURSUANT TO SECTIONS 287.057(2) AND 287.057(3), FLORIDA STATUTES EACH CONTRACTOR SHALL SUPPLY A PRICE FOR EACH YEAR THAT A CONTRACT MAY BE RENEWED. (SEE RENEWAL CLAUSE).

Note: The Commission reserves the right to award to the bidder that submits the Lowest Total Price Per Piece of Equipment including enclosed climate control cab.

Price Sheet Example Only					
EQUIPMENT		DAILY	WEEK	MONTH	TOTAL BID PRICE Including climate control Yes or No
1.	90-125 HP CRAWLER DOZER *EXAMPLE ONLY*	OT\$100.00	OT\$700.00	OT \$2000.00	\$11,990 Yes *EXAMPLE ONLY*
		RY1\$110.00	RY1\$710.00	RY1\$2100.00	
		RY2\$120.00	RY2\$720.00	RY2\$2200.00	
		RY3\$130.00	RY3\$800.00	RY3\$2300.00	
North Central Region					
EQUIPMENT		DAILY	WEEK	MONTH	TOTAL BID PRICE including climate control Yes or No
1.	250 HP SUPERTRAK SK250 MX	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
2.	TRACTOR WITH A BUCKET	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
Northeast Region					
EQUIPMENT		DAILY	WEEK	MONTH	TOTAL BID PRICE including climate control Yes or No
1.	250 HP SUPERTRAK SK250 MX	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
2.	12-30B TANDEM HYDRAULIC PASTURE RENAVATOR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	

Northwest Region

EQUIPMENT		DAILY	WEEK	MONTH	TOTAL BID PRICE including climate control Yes or No
1.	BOBCAT T300	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	

Southwest Region

EQUIPMENT		DAILY	WEEK	MONTH	TOTAL BID PRICE including climate control Yes or No
1.	127 HP SUPERTRAK SK120 TR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
2.	250 HP SUPERTRAK SK250 MX	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
3.	350-400 HP SUPERTRAK SK 400 RT	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
4.	300 HP SUPERTRAK SK 300 TR HL	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
5.	140 HP SUPERTRAK SK 140 CTL-C	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
6.	12-30B TANDEM HYDRAULIC PASTURE RENAVATOR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
7.	250 HP AGRICULTURAL/ FORESTRY TRACTOR (SKIDDER)	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
8.	TIMBERKING TK370 FELLER BUNCHER	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
9.	M - 10 AEREATOR/ STRAIGH DRUM CHOPPERS	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
10.	TRACTOR WITH A BUCKET	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	

South Region					
	EQUIPMENT	DAILY	WEEK	MONTH	TOTAL BID PRICE including climate control Yes or No
1.	75-90 HP CRAWLER DOZER	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
2.	90-125 HP CRAWLER DOZER	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
3.	145-160 HP LGP CRAWLER DOZER	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
4.	125-150 HP ARTICULATING 4x4 LOADER	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
5.	140-160 HP ARTICULATING 4x4 LOADER	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
6.	140-160 HP MOTOR GRADER	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
7.	80-100 HP VIBRATORY SOIL COMPACTOR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
8.	140-160 HP HYDRAULIC EXCAVATOR WITH TRACKS	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
9.	58-78 HP TRACK TYPE SKID STEER LOADER	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
10.	79-100 HP LOADER BACKHOE 4x4	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
11.	127 HP SUPERTRAK SK 120 TR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
12.	250 HP SUPERTRAK SK250 MX	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	

13.	400 HP SUPERTRAK SK400	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
14.	12-30B TANDEM HYDRAULIC PASTURE RENAVATOR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
15.	15 - 60 HP MINI EXCAVATOR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
16.	85 - 140 HP EXCAVATOR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
17.	450 HP SUPERTRACK SK450MX	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
18.	370 HP SUPERTRAK TIGER CATE 370	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
19.	100 - 120 HP FOUR-WHEEL DRIVE TRACTOR	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
20.	8 FT DOUBLE OFFSET DISK HARROW	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	
21.	6 - 8 FT SEED DRILL	OT\$	OT\$	OT\$	
		RY1\$	RY1\$	RY1\$	
		RY2\$	RY2\$	RY2\$	
		RY3\$	RY3\$	RY3\$	

KEY: OT=Original Term

RY=Renewal Year

BY SIGNING BELOW I ATTEST THAT I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM AT THE PRICE QUOTED ABOVE. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION.

Contractor_____

Title_____

Address_____

Fax_____

Signed_____

City/State/Zip_____

Print Name_____

Telephone_____

**FWC Terms and Conditions
INSTRUCTIONS AND CONDITIONS**

In addition to the Terms and Conditions issued by the Department of Management Services on purchase orders issued via My Florida Marketplace, the following terms and conditions also apply to this transaction:

1. Price(s) specified on the purchase order are all inclusive, with no added fees allowed, including travel expenses.
2. The Commission assumes no liability for merchandise shipped other than to the specified destination. If the delivery location, delivery date or completion of the service date cannot be met as specified, Vendor must notify the Commission promptly. Incorrect shipments not complying with the requirements of this purchase order, including delivery destination, must be re-delivered at the Vendor's expense.

Note: Signature by Commission personnel for deliveries does not confirm either a complete or accurate shipment. Incomplete or incorrect shipments not complying with the requirements of this Purchase Order must be re-delivered at the Vendor's expense.
3. The State of Florida is not required to pay direct Federal Excise and State taxes on services or commodities purchased.
4. Vendors are expected to examine the specifications, delivery schedule(s), prices and all instructions pertaining to commodities and services. Failure to do so will be at the Vendor's risk.
5. Time is of the essence on this order. The State may cancel all or any portion of this order if delivery or performance is not completed within the specified time.
6. The terms and conditions of the purchase order may not be modified by the Vendor. Modifications or amendments of the purchase order require a change order to be issued by the Commission. For questions regarding change orders, contact the Commission's Purchasing Office in Tallahassee at the number referenced on purchase order.
7. The Commission may test the commodities for compliance with specifications, and commodities found to not be in compliance may be rejected and returned at the Vendor's expense and result in termination of the contract as discussed below. Inspection and acceptance will be at destination unless otherwise specified on the purchase order. As provided by section 215.422, F.S., the Commission has five (5) working days to inspect and approve commodities and services unless bid or purchase order specifications state otherwise.
8. The Commission may terminate the Contract if the Vendor fails to (1) deliver the product within the time specified in the Contract or any extension, (2) maintain adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default, including procurement responsibilities. The Vendor shall continue work on any work not terminated. Except for defaults of subcontractor at any tier, the Vendor shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Vendor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Vendor and the subcontractor, and without the fault or negligence of either, the Vendor shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Vendor to meet the required delivery schedule. If, after termination, it is determined that the Vendor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Commission. The rights and remedies of the Commission in this clause are in addition to any other rights and remedies provided by law or under the Contract.
9. A purchase order for services within the ambit of section 287.058(1), F.S., shall be deemed to incorporate by reference the requirements of subparagraphs (a) through (i) thereof. In addition to terminating the contract as described above, if the Vendor materially fails to comply with the terms and conditions of this Agreement, the Commission may take one or more of the following actions, as appropriate for the circumstances:
 - A. Temporarily withhold cash payments pending correction of the deficiency by the Vendor.
 - B. Reduction of cash payment if correction of deficiency is not made by the Vendor.
 - C. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
 - D. Request refund of previously disbursed payments.
 - E. Withhold future awards for the project or program.
 - F. Take other remedies that may be legally available.
 - G. Propose Vendor for Debarment and Suspension in accordance with Executive Orders 12549 and 12689.

10. The Commission may terminate this Agreement at any time with or without cause by a written notice by certified mail, return receipt requested, from the Commission to the Vendor. Upon receipt of such notice, the Vendor shall, unless the notice directs otherwise, immediately discontinue all work and services. The Vendor may request approval from the Commission to terminate the purchase order in the event of a documented hardship or circumstances beyond the Vendor's control, and such approval will not be unreasonably withheld.

11. The Vendor shall be paid upon submission of properly certified invoice(s) to the Commission after delivery and acceptance of commodities or services is confirmed in writing by the Commission. Invoices shall contain detail sufficient for a proper pre-audit and post audit thereof and shall contain the purchase order and the Vendor's Federal Employer Identification Number or Social Security Number.

12. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the commodities or services are received, inspected, and approved, a separate interest penalty set by the DFS pursuant to subsection 55.03(1), F.S. will be due and payable in addition to the invoice amount. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of the eligibility for payment is determined, and the daily interest rate is .03333%. Invoice payment requirements do not start until a properly completed invoice is provided to the Commission. Invoices returned to a vendor due to preparation errors will result in a payment delay.

13. If renewal terms are included in the accompanying procurement document, this Contract may be renewed for the term and price established in that document. Costs associated with the renewal may not be passed on to the Commission. Exceptional purchase contracts pursuant to sections 287.057(3)(a) and (c), F.S., may not be renewed.

14. The Commission shall ensure compliance with section 11.062, FS and section 216.347, FS. The Vendor shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of the Commission's Inspector General, or other authorized State official, the Vendor shall provide any type of information the Inspector General deems relevant to the Vendor's integrity or responsibility. Such information may include, but shall not be limited to, the Vendor's business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Vendor shall retain such records for the longer of (1) three years after the expiration of the Contract or (2) the period required by the General Records Schedules maintained by the Florida Department of State. The Vendor agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Vendor's compliance with the terms of this or any other agreement between the Vendor and the State which results in the suspension or debarment of the Vendor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Vendor shall not be responsible for any costs of investigations that do not result in the Vendor's suspension or debarment.

15. The parties hereby waive trial by jury in any action or proceeding brought by any party against any other party pertaining to any matter arising out of or in any way connected with this purchase order, and no third party benefits are created or contemplated by the parties. Venue for any actions, in law or equity, arising from this purchase order, shall be in Leon County, Florida to the exclusion of all other lawful venues.

16. All copy, photos, artwork disks, CDs, and other materials supplied by the Commission must be returned in good condition upon completion of any work. Payment will not be authorized until return is affected.

17. The Vendor shall maintain insurance sufficient to adequately protect the Commission from any and all liability and property damage hazards which may result in the performance of this purchase order. All insurance shall be with insurers qualified and duly licensed to transact business in the State of Florida. A Certifications of Insurance evidencing that all appropriate coverage is in full force and effect shall be provided to the Commission upon request.

18. The Vendor shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the Commission and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Vendor, its agents, employees, partners, or subcontractors, provided, however, that the Vendor shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the Commission. This provision shall not be deemed a waiver section 768.28, Florida Statutes.

19. Unless specifically addressed in an attached Scope of Work or bid documents, intellectual property rights to preexisting property will remain with the Vendor. The Vendor shall indemnify and hold harmless the Commission and its employees from any liability

including costs and expenses for or on account of any copyrighted, patented, or un-patented invention, process or article manufactured or supplied by the Vendor. Unless specifically addressed in attached documents, intellectual property rights to all property created or otherwise developed by the Vendor for the Commission will be owned by the State of Florida, Department of State. Proceeds derived from the sale, licensing, marketing or other authorization related to any such intellectual property right controlled by the State of Florida shall be handled in the manner specified by applicable state statute.

20. Where activities supported by the contract produce original writing, sound recordings, pictorial reproductions, drawings or other graphic representation and works of any similar nature, the Commission has the unlimited, royalty-free, nonexclusive, irrevocable right to use, duplicate and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to have others acting on behalf of the Commission to do so.

21. In accordance with section 946.515(6), F.S., if a product or service required for the performance of this Contract is certified by or is available from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) and has been approved in accordance with subsection 946.515(2), F.S., the following statement applies:

It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this contract shall be purchased from [PRIDE] In the same manner and under the same procedures set forth in subsections 946.515(2) and (4), F.S.; and for purposes of this contract the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for this agency insofar as dealings with such corporation are concerned.

The above clause is not applicable to subcontractors unless otherwise required by law. Additional information about PRIDE and the products it offers is available at <http://www.pride-enterprises.org>.

22. In accordance with subsection 413.036(3), F.S., if a product or service required for the performance of this Contract is on the procurement list established pursuant to subsection [413.035\(2\)](#), F.S., the following statement applies:

It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to chapter 413, F.S., in the same manner and under the same procedures set forth in subsections 413.036(1) and (2), F.S.; and for purposes of this contract, the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the state agency insofar as dealings with such qualified nonprofit agency are concerned.

Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.

23. Vendor agrees to procure any recycled products or materials which are the subject of or are required to carry out this Contract in accordance with section 403.7065, F.S.

24. This Contract may be unilaterally canceled by the Commission for refusal by the Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Contractor in conjunction with this Contract, unless exemption for such records is allowable under Florida law. Pursuant to Section 119.0701, F.S., the Contractor shall comply with the following:

- i. Keep and maintain public records that ordinarily and necessarily would be required by the Commission in order to perform the service.
- ii. Provide the public with access to public records on the same terms and conditions that the Commission would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law.
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- iv. Meet all requirements for retaining public records and transfer, at no cost, to the Commission all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the Commission.

Attachment B
CERTIFICATIONS AND ASSURANCES

The Commission will not award this Contract unless Contractor completes the CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performance of this Contract, Contractor provides the following certifications and assurances:

- A. **Debarment and Suspension Certification (2 CFR Part 1400)**
- B. **Certification Regarding Lobbying (31 U.S.C. 1352)**
- C. **Certification Regarding Public Entity Crimes (section 287.133, F.S.)**
- D. **Certification Regarding Drug-Free Workplace Requirements (41 U.S.C. 701 et. seq.) (as applicable to recipients and subrecipients of federal financial assistance)**
- E. **Certification Regarding the Scrutinized Companies List (section 287.135, F.S.) (as applicable)**

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.

The undersigned Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; 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;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A.2. of this certification; and/or
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

If Contractor is unable to certify to any of the statements in this certification, CONTRACTOR shall attach an explanation to this Contract.

B. CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an

employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement, the undersigned shall also complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

The undersigned shall require that language of this certification be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this Contract imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CERTIFICATION REGARDING PUBLIC ENTITY CRIMES, SECTION 287.133, F.S.

Contractor hereby certifies that neither it, nor any person or affiliate of Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, F.S., nor placed on the convicted vendor list.

Contractor understands and agrees that it is required to inform the Commission immediately upon any change of circumstances regarding this status.

**D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
(If Contractor is a Recipient of Subrecipient of Federal Financial Assistance)**

Pursuant to the Drug-Free Workplace Act of 1988, the undersigned attests and certifies that the Contractor (if not an individual) will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph D.1. of this certification.
4. Notifying the employee in the statement required by paragraph D.1. of this certification that, as a condition of employment under the Contract, the employee will:

- a. Abide by the terms of the statement.
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the Commission in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Contract Manager on whose Contract activity the convicted employee was working. The notice shall include the identification number(s) of each affected Contract.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b. herein, with respect to any employee who is so convicted:
- a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

If the Contractor is an individual, the Contractor certifies that:

1. As a condition of the grant, Contractor will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and,
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, Contractor will report the conviction, in writing, within 10 calendar days of the conviction, to the Commission. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

E. CERTIFICATION REGARDING the SCRUTINIZED COMPANIES LISTS, SECTION 287.135, F.S.

If this Contract is in the amount of \$1 million or more, in accordance with the requirements of section 287.135, F.S., Contractor hereby certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, F.S. Contractor also hereby certifies that it is not engaged in business operations in Cuba or Syria.

Contractor understands that pursuant to section 287.135, F.S., the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs.

If Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this Contract.

By signing below, Contractor certifies the representations outlined in parts A through E above are true and correct.

(Signature and Title of Authorized Representative)

Contractor Date

(Street)

(City, State, ZIP Code)