



**Eastern Florida**  
**STATE COLLEGE**  
Procurement Services

## INVITATION TO BID

Eastern Florida State College is seeking Bids from qualified contractors to complete all work required for the Mechanical and Electrical Upgrades to Building 16, Rooms 112 and 145, located on the Cocoa Campus at 1519 Clearlake Rd., Cocoa FL 32922. Plans and specifications for this project are provided herein.

Notice is hereby given that Eastern Florida State College of Cocoa, Florida, requests written sealed BIDs on the items specified on the attached sheet(s).

**Mechanical and Electrical Upgrades**  
**Building 16, Rooms 112 and 145**  
**Cocoa Campus**  
**BID 18-19-10**

### SCHEDULE OF EVENTS

RELEASE OF BID: May 13, 2019

MANDATORY WALKTHROUGH: May 28, 2019 at 9:00am. This meeting will take place in Building 22, Facilities Services Cocoa Campus, 1519 Clearlake Rd., Cocoa FL 32922. General Information will be given along with the opportunity to walkthrough the area. All questions regarding the scope must be put in writing in an RFI.

REQUESTS FOR INFORMATION DUE: June 4, 2019 at 2:00 pm. You **MUST** email to [collamore@easternflorida.edu](mailto:collamore@easternflorida.edu), and [gilchristl@easternflorida.edu](mailto:gilchristl@easternflorida.edu). No questions will be accepted after this time. Answers to questions regarding this Bid will be posted to the website, by close of business on June 11, 2019.

BID OPENING: June 25, 2019 at 2:00 pm. This public meeting will take place in Building 22, Facilities Complex, Cocoa Campus, 1519 Clearlake Rd., Cocoa, Florida 32922.

## TABLE OF CONTENTS

Invitation to BID Sections	Page
General Information	3
Contact Information	3
BID Submittal Information	3
Contractor Responsibility	8
Scope of Work	8
Downloads – Bid Set Drawings and Bid Set Specifications	8
Schedule of Work	8
Forms	Page
Attachment A: Statement of Warranty / Servicing	9
Attachment B: Statement of NO BID	10
Attachment C: Conflict/Non-Conflict of Interest Statement	11
Attachment D: Public Entity Crimes	12
Attachment E: BID Certification	15
Attachment F: Drug Free Workplace	16
Attachment G: BID Form	17
Attachment H: References	18
Attachment I: W9	19
Attachment J: Minority Business Enterprise Certificate	20

## **GENERAL INFORMATION**

**PURPOSE:** Eastern Florida State College (EFSC) is seeking Bids from qualified contractors to complete all work required for the Mechanical and Electrical Upgrades to Building 16, Rooms 112 and 145 on the Cocoa Campus located at 1519 Clearlake Rd., Cocoa FL 32922

1. **CONTACT:** All questions regarding this bid must be directed in writing to the Project Coordinator and Procurement Services. All prospective bidders are hereby instructed not to contact any member of the District Board of Trustees, or Eastern Florida State College (EFSC) staff regarding this bid, other than the noted contact persons below, prior to posting of a recommendation of award. Any such contact may be cause for disqualification.

Mr. Andy Collamore  
Project Coordinator  
(321)433-7209  
[collamore@easternflorida.edu](mailto:collamore@easternflorida.edu)

Mr. Lacy Gilchrist  
Procurement Director  
(321)433-7147  
[gilchristl@easternflorida.edu](mailto:gilchristl@easternflorida.edu)

2. **BID SUBMITTAL INFORMATION:** Bidder will submit one (1) original and (2) copies of the BID, complete with all supporting documentation (as required). BIDs must be received before June 25, 2019 at 2:00 pm. EFSC will only receive BIDs at the following location:

Mr. Lacy Gilchrist, Procurement Services  
Eastern Florida State College  
Cocoa Campus - Building 2, Room 157  
1519 Clearlake Road  
Cocoa Florida, 32922

The outside of the sealed envelope/container must be identified as follows:

Bidder's name  
Return address  
BID number and title  
Due date and time

The terms "vendor", "bidder", "responder", "firm", "company" or "contractor" used in this Invitation to Bid (ITB) or any subsequent documents or communications related to this BID are

interchangeable and mean the entity submitting a BID and seeking to enter into a contract for the goods and/or services requested herein.

3. **TERM OF CONTRACT:** A purchase order or contract will be established resulting from this Invitation to Bid (ITB). Any and all legal actions associated with this ITB and/or the resultant purchase order or contract shall be governed by the laws of the State of Florida.
4. **DUE DATE, TIME AND LOCATION:** The date, time and location will be carefully observed. BIDs received after the specified date and time shall be returned unopened. EFSC will not be responsible for late deliveries or delayed mail. BIDs received that fail to provide the information required in section 2 above on the outside of the envelope/container shall result in the rejection of the submitted BID.
5. **ADDENDUM NOTIFICATION:** All addenda will be posted to the Procurement Services portion of the EFSC website at <http://www.easternflorida.edu>.
6. **PUBLIC OPENING/EVALUATION:** BIDs will be publicly opened, read and recorded on the date and time specified herein unless changed by addendum. A BID may not be altered after the opening of the BID(s).
7. **AVAILABILITY OF FUNDS:** The obligations of the College under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.
8. **DELAYS:** EFSC, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of EFSC to do so. EFSC will notify bidders of all changes in scheduled due dates by posted addendum.
9. **BID WITHDRAWAL:** Bidders may withdraw their BIDs by notifying EFSC in writing at any time prior to the time set for the BID deadline. Bidders may withdraw their BIDs in person or through an authorized representative. Bidders and authorized representatives must disclose their identity (bidder business card and driver's license) and provide a signed receipt for the BID. Once opened, BID(s) become the property of EFSC and will not be returned to the bidders.
10. **INQUIRIES:** All bidders shall carefully examine the BID documents. Any ambiguities or inconsistencies shall be brought to the attention of EFSC in writing; failure to do so, on the part of the bidder, will constitute an acceptance by the bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the BID documents shall be requested in writing or asked at the pre-BID conference. Responses to questions pertaining to this BID will be posted on the Procurement section of the EFSC website. EFSC will not be responsible for any oral instructions made by any employee(s) of EFSC in regard to this BID.

11. **REVISIONS AND AMENDMENTS:** EFSC reserves the right to revise or amend the terms, conditions and specifications or both prior to the date set for opening of the BID, such revisions and amendments, if any, will be announced by an addendum to the BID.
12. **BID PREPARATION COSTS:** EFSC shall not be liable for any expenses incurred in connection with the preparation of a response to this BID.
13. **ACCURACY OF BID INFORMATION:** Any bidder who submits in its BID to EFSC any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
14. **PUBLIC ENTITY CRIMES:** In accordance with F.S. 287.133, any bidder who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a BID, Bid, or reply. See Attachment D.
15. **ADVERTISING:** In submitting a BID, the Bidder agrees not to use the results as a part of any commercial advertising unless permission is granted in writing by the College.
16. **PUBLIC RECORDS:** Any material submitted in response to this Invitation to BID will become a public document pursuant to the Florida Statutes, Chapter 119. This includes materials, which the responder might consider confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective upon submission of BID pursuant to the Florida Statutes, Chapter 119.
17. **JOINT VENTURES:** BIDs submitted by firms under “joint venture” arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this BID.
18. **DISPUTES & PROTESTS:** Per F.S.120.57 (3)(b) “Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking BIDs, Bids, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.” A protest will be filed with the Director of Procurement Services or the Manager, Procurement/Risk.

19. **IDENTICAL OR TIE BIDS:** In the event two (2) or more bidders submit the same price, the following criteria, in order of importance, shall be used to break said tie: (1) Business is within Brevard County), (2) Florida business, or (3) by flip of coin, when all other factors are equal.
20. **FAMILIARITY WITH LAWS:** All bidders are required to comply with all Federal, State, and Local laws, codes, rules and regulations controlling the action or operation of this BID.
21. **MINORITY PARTICIPATION:** It is EFSC's intent to solicit broad participation by minority firms in its construction contracts. Vendors are strongly encouraged to use minority sub-contractors, vendors and suppliers. EFSC has a progressive diversity procurement initiative, which offers equal access and opportunity to participate in all aspects of the EFSC's contracting and procurement programs.
22. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All bidders must disclose with their BID the name of any officer, director, or agent who is also an employee of EFSC. Further, all bidders must disclose the name of any EFSC District Board Member who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.
23. **SPECIAL CONDITIONS:** Any special conditions and specifications attached here to which vary from these general conditions shall have precedence.
24. **ANTI-DISCRIMINATION:** The bidder certifies they are in compliance with the non-discrimination clause in Section 202, Executive Order 11246, as amended by executive order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.
25. **ACCEPTANCE AND REJECTIONS:** EFSC reserves the right to reject all BIDs, to waive any informalities and technicalities, and to solicit and re-advertise for new BIDs, or to abandon the project in its entirety. EFSC reserves the right to reject the BID of any bidder who has previously failed in the proper performance of an award or to deliver the contract on time.
26. **AFFIRMATION:** By submission of a BID, bidder affirms the BID is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a BID for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Bidder agrees to abide by all conditions of this BID and the resulting contract.
27. **WARRANTIES AND GUARANTEES:** See Attachment A.
28. **SAFETY:** The Bidder is expected to comply with all related safety standards imposed by the Florida Department of Labor and OSHA.
29. **FINGERPRINTING:** Contractor personnel may be required to have a level 2 background check (fingerprinting) dependent upon location of services provided.

30. CONTACT: Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.
31. CONSIDERATION OF BIDS: The College reserves the right to award the contract to the Bidder(s) that the College deems to offer the best overall bid. In addition, the College at its sole discretion, reserves the right to cancel this ITB, to reject any and all bids, to waive any and all informalities and/or irregularities, to re-advertise with either the identical or revised specifications, or not award a contract at all if it is deemed to be in the best interest of the College to do so. The College also reserves the right to make multiple or split awards if it is deemed to be in the College's best interest. It must be specifically understood that this Invitation-To-Bid does not create any obligation on the part of Eastern Florida State College to enter into any contract or undertake any financial obligation with respect to the program referred to herein. The College also reserves the right to award by individual item, group of terms, "All or None" or any combination thereof, with one or more suppliers. Please note any items that are quoted as part of a bundle.
32. OTHER CONSIDERATIONS: The College may consider various factors in determining the lowest and best responsible bid, including without limitation, past performance with the College, experience, financial stability, resources to perform the work, the ability to meet the specifications and time frame to complete the order. The College reserves the right to deem a bid unresponsive for those bidders who have previously failed in performance of an award or who have failed to deliver a contract within the time required by the College.
33. ADA: The supplier awarded this bid shall agree to comply with the Americans with Disabilities Act (ADA of 1990).
34. EVALUATION PROCESS: The College will evaluate all responsive bids received and determine how effectively it satisfies the ITB.

## **CONTRACTOR RESPONSIBILITY**

**SCOPE OF WORK:** Eastern Florida State College (EFSC) is seeking Bids from qualified contractors to complete all work required for the Mechanical and Electrical Upgrades to Building 16, Rooms 112 and 145 on the Cocoa Campus located at 1519 Clearlake Rd., Cocoa FL 32922. All plans and specifications for this project are detailed in the files to be downloaded.

- A. Please reference the Drawings and Specifications provided under this bid solicitation from Cape Design Engineering Company. A detailed scope of work is defined in both of these documents and can be downloaded in PDF format at <http://www.easternflorida.edu/administration-departments/procurement/solicitation-bids/index.cfm>. Click on 18-19-10. If you have trouble with the download contact [gilchristl@easternflorida.edu](mailto:gilchristl@easternflorida.edu).
- B. Download the following files separately:
- 1) 2019.02.20 - Cocoa Building 16 Mechanical and Electrical Upgrades to Rooms 112 and 145 - Bid Set Drawings
  - 2) 2019.02.20 - Cocoa Building 16 Mechanical and Electrical Upgrades to Rooms 112 and 145 - Bid Set Specs
- C. All work should be scheduled through the Project Coordinator, Andy Collamore, (321) 433-7209, [collamore@easternflorida.edu](mailto:collamore@easternflorida.edu).

***The rest of page intentionally left blank.***



**ATTACHMENT A:**

**STATEMENT OF WARRANTY AND SERVICING**

All bidders must complete the following statements of warranty and servicing, **if applicable:**

1. Blanket and individual item warranty by vendor on all items covered in this BID:

---

---

---

---

---

---

---

---

---

---

2. Servicing and repair capability of vendor and service and repair provided to The College as required for all items covered in this BID:

---

---

---

---

---

---

---

---

---

---

NOTE: Please return to Eastern Florida State College with your BID



**ATTACHMENT C:**

**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

CHECK ONE

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

CHECK ONE

The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Title

Failure to check the appropriate blocks above may result in disqualification of your Bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your Bid.

NOTE: Please return to Eastern Florida State College with your BID

**ATTACHMENT D:**

**PUBLIC ENTITY CRIMES**

Any person submitting a BID or qualification in response to this invitation must execute the enclosed for PUR 7068, SWORN STATEMENT UNDER PARAGRAPH 287.133(3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s), in the space(s) provided, and enclose it with the BID or qualification. However, if you have provided the completed form to the submittal address listed in this Invitation and it was received on or after January 1, 1995, another completed form is not required for the remaining calendar year. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to:

\_\_\_\_\_  
(Print name of the public entity)

By

\_\_\_\_\_  
(Print name of entity submitting sworn statement)

Whose business address is:

\_\_\_\_\_  
and (if applicable) the Federal Employer Identification No. (FEIN) is:

\_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any BID or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which BIDs or applies to BID on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_The entity submitting this sworn statement, or one or more of the officers, directors, executive, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Personally known

OR Produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

My commission expires on: \_\_\_\_\_ (Type of identification)

---

(Printed, typed and/or stamped commissioned name of Notary Public)

A person or affiliate who has been placed on the convicted firm list following a conviction for a public entity crime may not submit a BID on a contract to provide any goods or services to a public entity, may not submit a BID on a contract with a public entity for the construction or repair of a public building or public work, may not submit BIDs on leases of real property to a public entity, may not be awarded or perform work as a firm, sub-firm, 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, for CATEGORY TWO for a period of thirty six months from the date of being placed on the convicted firm list.

NOTE: Please return to Eastern Florida State College with your BID

**ATTACHMENT E:**

**BID CERTIFICATION**

I certify that this BID is made without prior understanding, agreement or connection with any corporation, firm or person submitting a BID for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this BID; I certify that I am authorized to sign this BID.

I hereby agree to furnish the items and/or services at the prices and terms stated in my BID. I have read and understand the terms and conditions of the Invitation to BID.

This bidder is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name(s) and Title(s) \_\_\_\_\_

Legal Name of Bidder \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Date \_\_\_\_\_ Email address \_\_\_\_\_

NOTE: Please return to Eastern Florida State College with your BID

**ATTACHMENT F:**

**DRUG FREE WORKPLACE**

The undersigned Bidder in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under BID, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

NOTE: Please return to Eastern Florida State College with your BID



**ATTACHMENT G:**

**BID FORM**

I hereby agree to furnish all materials, equipment, products and labor required as indicated in the attached Invitation to BID and Scope of Work for the sum.

BID quoted price in numeral form: \_\_\_\_\_

BID quoted price in written form: \_\_\_\_\_

Proposing Firm's Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

NOTE: Please return to Eastern Florida State College with your BID

**ATTACHMENT H:**

**REFERENCES**

Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

NOTE: Please return to Eastern Florida State College with your BID

**ATTACHMENT I:**

The W-9 submitted must be the latest form from the Internal Revenue Service which can be obtained at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer                  Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3): Exempt payer code (if any): _____ Exemption from FATCA reporting code (if any): _____ (Apply to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
		Social security number _____ - _____ - _____ OR Employer identification number _____ - _____
<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> . <b>Purpose of Form</b> An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.		
Cat. No. 10231X		Form <b>W-9</b> (Rev. 10-2018)

NOTE: Please return to Eastern Florida State College with your BID

**ATTACHMENT J:**

If your firm is greater than 51% owned and controlled by a woman or minority please complete this certificate and include a copy with your submittal.

**MINORITY/ WOMAN BUSINESS ENTERPRISE/SERVICE-DISABLED VETERAN  
ENTERPRISE CERTIFICATE**

I HEREBY DECLARE AND AFFIRM that I am the (Title) \_\_\_\_\_ representative of the firm of \_\_\_\_\_ a minority business enterprise (MBE/WBE) as defined by Florida Statutes 287.0943 (2) (e)1-3 and that our firm will provide information requested by the College to document this fact. The foregoing statements are true and correct and include all material necessary to identify and explain the operations of \_\_\_\_\_

as well as the ownership thereof. Further, the undersigned does agree to provide the College current, complete and accurate information regarding actual work performed on the project, the payment thereof and any proposed changes in any of the arrangements hereinabove stated and to permit and audit an examination of the books, records and files of the above named company by authorized representatives of the College. It is recognized and acknowledged that the statements herein are being given under oath and material misrepresentation will be grounds for terminating any pre-qualification/contract, which may be awarded in reliance hereon. Termination is understood to forfeiture of payment for all work not performed at time of notification.

I DO SOLEMNLY DECLARE OR AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

\_\_\_\_\_  
SIGNATURE OF COMPANY'S AUTHORIZED  
REPRESENTATIVE

STATE OF \_\_\_\_\_ COUNTY (CITY) OF \_\_\_\_\_

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, in the foregoing affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purpose therein contained. In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

- |                                     |                          |
|-------------------------------------|--------------------------|
| M1- Black American Man              | M6- Small Business       |
| M2- Hispanic American               | M7- Disabled             |
| M3- Asian American                  | M8- American Woman       |
| M4- Native American                 | M9- Black American Woman |
| M5- Native Hawaiian                 | NM- Non-Minority         |
| S10- Service-Disabled Veteran Owned |                          |

My commission expires: