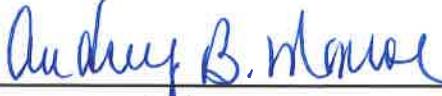


FSCJ BID:	2019-10	ISSUE DATE:	April 11, 2019
BID TITLE:	CW-GENERATOR PM, REPAIR & REPLACEMENT		
BID OPENING DATE & TIME:	May 14, 2019 at 2:00PM* (All Times are Jacksonville Local Times)		
PURCHASING AGENT:	Audrey B Monroe (amonroe@fscj.edu)		
<p>FLORIDA STATE COLLEGE AT JACKSONVILLE 501 WEST STATE STREET JACKSONVILLE, FL 32202-4068</p> <p>Submittal Format is available electronically at www.fscj.edu/bids & www.myflorida.com</p> <p>Deadline for submitting written questions is 5:00PM May 1, 2019.</p> <p>There will not be a Pre-Bid Conference Meeting.</p>		<p>INFORMAL INVITATION TO BID</p> <p>For Florida State College At Jacksonville: EMAIL Submissions Requested Email responses back to amonroe@fscj.edu</p> <p> Audrey B. Monroe Associate Director of Purchasing Construction Contracts Coordinator</p>	

VENDOR INFORMATION & NO BID BLOCKS

*Jacksonville FL local time

Each supplier desiring to be maintained in the College's computerized bidders list for future solicitations is requested to return this single form (only) when submitting a "No Bid".

Bid (see attached) No Bid Reason for Submitting "No Bid":

COMPANY SUBMITTING BID:				
MAILING ADDRESS:				
FEDERAL ID #				
CITY:				
STATE:	ZIP:	TEL:		
FAX:	EMAIL:			

<p>Minority Business Enterprise Type: #</p> <p><small>Minority Type: # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; and NM Not Minority. (Must have greater than 51% minority ownership).</small></p> <p><small>Minority Solicitation & Participation: It is Florida State College at Jacksonville "Minority (MBE) Outreach Monitoring Policy" to encourage maximum solicitation (invitation to bid) and participation by minority firms in its purchase contracts. To this end, minority and non-minority firms bidding as general contractors are encouraged to conduct similar outreach efforts in its subcontract processes as your efforts will be monitored by the College's District Board of Trustees. While the College does not establish specific goals for minority "set-asides", it does have a 25% minority solicitation (invitation to bid) monitored goal with awards being to low bidder meeting specification. Since implementation of the College Minority Outreach Program in December 1, 1991, minority/small business solicitations have been provided to 25% W/MBE firms, and awards to minorities have increased considerably on College purchase contracts.</small></p>
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"CERTIFICATE OF INDEPENDENT PRICE DETERMINATION"

IMPORTANT!! SIGNATURE BLOCK

I certify that this Bid is made without prior understanding, agreement, or connection with any other company or person and is in all respects have independently determined prices that are fair and without collusion or fraud. I agree to abide by all conditions of this ITB and certify that I am authorized to sign this ITB for the company submitting it.

Officer's Authorized Signature	Officer's Typed Name & Title

TO BE RESPONSIVE, SIGNATURE OF OFFICER AUTHORIZED TO BIND THE COMPANY SUBMITTING THIS BID IS REQUIRED

BIDDER'S CHECKLIST

This checklist is for the convenience of the company submitting a bid and may be used to assist ensuring sections of the bid are properly completed and returned. A copy of this sheet may be retained in your files as a record of your response to this offer.

ON THE INVITATION TO BID SHEET:

1. Company name, mailing address, telephone, FAX number and Federal ID# blocks are all correctly entered on the Invitation to Bid Sheet?
Yes ___ or No ___?
2. Minority Business Enterprise Type # correctly entered?
Yes ___ or No ___?
3. If NO BID is returned, have you stated your reason(s) for no bid?
Yes ___ or No ___?
4. Supplier's typed name and title correctly entered?
Yes ___ or No ___?
5. Is your bid page #1 signed by an authorized officer of the company submitting this bid?
Yes ___ or No ___?
6. Have you completed the Request for Taxpayer Certification (W-9) form noting your tax employer identification number (or SSN) in the appropriate block?
Yes ___ or No ___?

BIDDERS SHALL RETURN THE FOLLOWING DOCUMENTS WITH THEIR PROPOSAL:

1. Signed Bid Sheet
2. Cost Sheets
3. Signed General Terms and Conditions Sections:
 - a. Cooperative Purchase Agreement
 - b. Terms And Delivery
 - c. Tobacco and Smoke Free
 - d. Drug-Free Work Place
 - e. Disclosure Of Employee Relationship With Supplier
4. Site Visit Certification Form (Attachment A)
5. W-9 (Attachment B)
6. Minority Business Form (Attachment C)
7. Public Entity Crimes Form (Attachment D)

Note: This not a comprehensive list of required documents. It is the bidders' responsibility to submit all required documents.

BIDS RECEIVED UNSIGNED ARE CONSIDERED NON-RESPONSIVE AND ARE NOT ELIGIBLE FOR AWARD! PLEASE ENSURE THAT YOUR BID PAGE #1 IS SIGNED BY AN AUTHORIZED OFFICER FOR THE COMPANY.

Florida State College at Jacksonville serving over 50,000 students annually in Duval and Nassau Counties is the tenth largest community college in the country. At this time, the College has a requirement your company could potentially provide.

The College is soliciting Invitation to Bid for the purchase of: CW-Generator PM, Repair & Replacement and invites your company to submit an email OR faxed competitive proposal in response to this ITB #2019-10 to provide the College's emergency generator preventive maintenance, repairs and replacements at all College locations. This ITB solicits the submittal of priced proposals from State of Florida certified qualified firms that can partner with the College for the services as defined herein.

Proposals need to be received **before 2:00 p.m. EST. on May 14, 2019** by either email or fax in a **pdf** format **to include all documents listed in the Bidder's Checklist along with all Florida licensures required within the State of Florida to perform the scope of work** in your submittal to:

Audrey B. Monroe, Associate Director of Purchasing Construction Contracts Coordinator
Phone: 904-632-3086 / Fax: 904-632-3087 and Email: amonroe@fscj.edu

To be responsive your proposal **shall** be signed by an authorized employee/officer with the authority to bind a contract.

All prices to be quoted are to be all inclusive. FSCJ is a political subdivision of the State of Florida and as such is exempt from all Federal and State taxes. The College reserves the right to reject any portion or all bids, to re-solicit bids or not and to waive informalities as deemed in the best interest of the College.

Addenda: Any addenda issued prior to the opening of the ITB for the purpose of changing the specifications of this solicitation or related documents, or clarifying the meaning of the same, shall be binding in the same way as if originally written in the ITB and related documents. The FSCJ Purchasing Department uses email addenda to all known prospective contractors, but no guarantee can be made that addenda will be received.

Note: **Deadline for submitting questions is 5:00PM May 1, 2019.** Questions **must be submitted in writing** prior to the deadline by email to Audrey B Monroe (amonroe@fscj.edu).

Having carefully examined the terms, general conditions, general specifications of this solicitation and special conditions by signing and submitting a bid thereto with the following commitment and agreement:

ANTI-COLLUSION STATEMENT: The Bidder by signing and submitting a bid has "not" divulged to, discussed or compared his/her bid with any other Bidders and has not colluded with any other Bidders or parties to a bid whatsoever. (NOTE: Including there have been No premiums, rebates or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of award of any resulting contract from this bid and the Bidder being debarred for not less than three (3) years of doing business with the College.)

FSCJ RESERVES THE RIGHT TO REJECT ANY OR ALL BID PROPOSALS RECEIVED, TO RESOLICIT OR NOT AND TO WAIVE INFORMALITIES AS DEEMED IN THE BEST INTERESTS OF THE COLLEGE.

1.0 **Overview**

1.01 The College campus solicited proposals independently to provide the specific campus Generator Preventive Maintenance, Repair & Replacement services. The current service providers and remainder of agreements:

Campus	Provider	Agreement End Date	Est Fiscal Year Value
Deerwood Center	ACF Standby Systems LLC	6/30/2019	\$5000
Downtown Campus	ACF Standby Systems LLC	6/30/2019	\$6000
Cecil Center	Perkins Power Corporation	6/30/2019	\$1000
Kent Campus	Perkins Power Corporation	6/30/2019	\$2000
Nassau Center	Ring Power Corporation	6/30/2021	\$2600
North Campus	Ring Power Corporation	6/30/2019	\$2600
South Campus	Perkins Power Corporation	6/30/2019	\$3600

Note: Repair services vary by age and type of generator, therefore is estimated as 1% within the above values.

1.02 It is the College’s intention that the resulting contract from this solicitation, would be for an initial 3-year contract period of **July 1, 2019 through June 30, 2022** with optional two (3) year extension termed periods. Renewal of each term would be subject to satisfactory performance, continued need, terms and conditions, mutually agreeable rates, and continued receipt of adequate appropriations by the State of Florida Legislature. Rates may be negotiated at the time of renewal, with the same terms and conditions. The anticipated contract will have a maximum not to exceed expenditure of \$64,999.99 per fiscal year expenditure period (July 1 – June 30).

1.03 **Award:** The College intends to evaluate/award a new contract to commence on or about July 1, 2019. **Award will be made to the low responsive bidder(s).** Award will be on an ‘all-or-none’ OR ‘per lot’ basis. The College will either accept or reject your offer on a per lot basis. All items must be individually priced for accounting purposes even though bid on an all-or-none or per lot basis.

Note: The College reserves the right to award an individual lot or a combination of lots or an all-or-none; reject any or all lots, whichever is deemed to be in the best interest of the College.

1.04 Any resultant contract shall be governed by the laws of the State of Florida and would include a ninety (90) calendar day termination provision without cause or cost for both parties.

1.05 It is the College’s intent each year to issue a purchase order(s) for the fiscal year period of services.

1.06 Service Additions and Deletions:

1.061 The quantities set forth herein are estimates only and are based upon past experience and projected usage. The college cannot guarantee, therefore, that the entire quantity of any or all items will be ordered during the period of the contract. Conversely, during the period of the contract, the college reserves the right, as necessary, to order quantities in excess of the estimated quantities at contract prices.

- 1.062 The College reserves the right to add and/or subtract units and services to the current existing scope of services as deemed in the College's best interest. The College will add and/or subtract the units and services at a mutually agreed cost similar in size and nature as designated by comparability to the contracted pricing and scope of work at the time the addition is made. The costs shall remain fixed and unchanged for the then contract termed period.
- 1.07 Any modifications to the resultant contract shall be mutually agreed upon and executed in the form of a formal Amendment to the Contract issued by the College's Purchasing Department. No modifications to scope of work can commence until the formal Amendment is fully executed.
- 1.08 Non-Exclusive: The College reserves the right as deemed in the best interest to not utilize the awarded contractor(s) and to directly purchase Generator Preventive Maintenance, Repair & Replacement and relating services as required.
- 1.09 Site Investigations: Prospective bidders desiring to inspect facilities on campus where the generators are located must make an appointment through the Maintenance Department at each campus. Upon site visit at each location, the bidder must have the named contact person (or designee) sign the provided **Site Visitation Certification Form**. (Attachment A)

The FSCJ Site Visit Certification Form (Attachment A) will need to be submitted with your proposal whether or not a representative of your firm visits any OR all sites. Site visits are NOT mandatory although, all bidders are to be familiar with each Campus/Center.

NOTE: No questions during the site visits will be answered. Deadline for asking questions is 5:00PM May 1, 2019. Questions must be submitted in writing prior to the deadline by email to Audrey B Monroe at amonroe@fscj.edu.

1.010 Cancellation, Terms Of Default/Termination

In the event that the Contractor breaches any of the terms and provisions of this contract and Invitation To Bid, the College reserves the right to accurately and specifically describe the unsatisfactory performance or condition in a written notice by certified or registered mail to the Contractor. The College will expect that the performance or condition will be corrected within a ten (10) day period from the date the notice was received by the Contractor. If the described performance or condition is not corrected satisfactorily within this time period, a 14 day notice of cancellation of the contract may be given to the Contractor, by registered or certified mail. Upon providing such written notice, the College may procure the services described herein from other sources, and may hold the Contractor liable for any and all excess costs or for any and all losses occasioned thereby.

In the event that the College breaches any of the term and provisions of this contract, the Contractor reserves the right to accurately and specifically describe the unsatisfactory performance or condition in a written notice by certified or registered mail to the College. The Contractor will expect that the performance or condition will be corrected within a thirty (30) day period from the date the notice was received by the College. If the described performance or condition is not corrected satisfactorily within this time period, a ninety (90) day notice of cancellation of the contract may be given to the College, by registered or certified mail.

The failure of either the Contractor or the College to insist upon strict performance of any of the terms or conditions of this contract shall not be construed as a waiver or release for the future of any such term or condition, and the same shall be and shall remain in full force and effect.

If either of the parties is prevented from performing under the contract because of fire, explosion, water, civil disorders, vandalism, Acts of God, energy related closings, other casualties or other disturbances beyond the control of either of the parties, the disruptions shall not be considered a default of the terms of the contract.

The contract shall be deemed to have been executed and entered into within the State of Florida and contract disputes arising hereunder shall be governed in accordance with the laws of the State of Florida.

If any term or provision of the contract shall be found to be illegal or unenforceable, then, notwithstanding such provision, the remainder of the contract shall remain in full force and effect and such term or provision shall be deemed to be stricken.

- 1.011 Continuation of Services: Due to the College's transition process between fiscal years, purchase orders will be issued upon the upstart of the College's financial system which may cause a delay in issuance of the new fiscal year's purchase order.
- 1.012 During the past few years, the Florida State College at Jacksonville has issued yearly Service Purchase Orders for a fiscal termed period as well as per repair project assignment Purchase Orders. The repair Purchase Order issuance is dependent on the "as needed requirements" of the campus or center requesting the services. Any campus or center may have both types of Purchase Orders issued concurrently, dependent on the service required for that campus or center.
- 1.013 Esupplier Information: If you are not a current vendor of Florida State College at Jacksonville, you will need to go to <http://www.fscj.edu/discover/governance-administration/purchasing/vendor-application> . Copy and paste this link into your browser, click on esupplier.fscj.edu to sign onto our supplier website, esupplier.fscj.edu. That will take you to the registration portal. Click on New User Account under "Not a Bidder or Supplier". This will take you to the registration pages you will fill out.

By submitting the College a bid, **the winning contractor(s) agrees** that the College payment to your company may be made electronically by ACH. The College requires the winning bidder to register on the College's e-Supplier online system in order for the College to make payment, which will require your attachment of your completed W-9 form.

2.0 **Specifications / Scope of Work Expectancies**

2.01 The awarded Contractor shall:

- 2.011 Provide current and maintain all required licensures/certifications authorizing work of this scope in the State of Florida as define herein.
- 2.012 Be an “independent contractor” providing all required equipment, materials, tools, necessary labor, etc. services for the various defined services in the College’s buildings, facilities and property for the work to be performed as specified on each issued Purchase Order.
- 2.013 The Contractor shall maintain equipment and conduct business in compliance with State and local laws. Purchase of all licenses and all permits required for operations under this contract are included in the Contractor's obligations and responsibilities. All personnel shall be well-qualified, properly trained for the equipment being serviced, and all operations shall comply with all regulations governing the scope of work.
- 2.014 All work contracted and billable hereunder will require use of a formal Purchase Order. No work shall commence without first having a College Purchase Order or Change Order. The College shall remit payment within 40 days receipt (or number of days as identified in the General Terms and Conditions, Section titled “Terms And Delivery”) of an accepted invoice for acceptable services rendered. Each invoice is to reflect College’s Purchase Order number and be remitted monthly in accordance with the Purchase Order. Payment will be made following completion and acceptance of the service by the College's representative.
- 2.015 Contractor shall take all necessary steps to provide a safe work environment for the occupants of the College and general public in and around the work area and while the work is being performed.
- The Contractor shall conform to all applicable OSHA, State and local regulations while performing work. Utilize all manufactured items and fabricated assemblies shall comply with applicable requirements of, but not limited to, Occupational Safety and Health Act and any standards thereunder.
- 2.016 Operations shall be conducted in such manner as will cause the least disruption to College activities. All personnel employed by the Contractor shall conduct themselves in a courteous and prudent manner at all times.
- 2.017 If at any time the contractor is unable to meet the preventive maintenance schedule, the contractor shall notify the College and establish a date on which the inspection will be made that is agreeable to the College. It is not the responsibility of the College to contact the contractor to ensure performance as stipulated herein.
- 2.018 Maintain all insurance as specified in Special Condition paragraph 8.01 titled “INSURANCE FOR CONTRACTING OTHER THAN PROFESSIONAL SERVICES” and provide and maintain for all terms of the agreement.

2.02 After receipt of Notice of Award:

- 2.021 The Contractor shall meet with the Supervisor of Campus Plant, Maintenance Site Manager or Center Facilities Manager at each campus to establish schedule/application schedules and obtain the name or names of College personnel to be contacted on each inspection/application. The College's designated persons must certify that services have been performed as specified prior to payment.
- 2.022 Frequency of services shall be semi-annually plus repairs or replacement as needed.
- 2.023 Establish a comprehensive inspection report (for each Emergency Generator & Automatic Transfer Switch) to be provided to the College **within 14 days of completion** of each major or minor inspection per year and after any emergency service. The comprehensive inspection report must list the generator location, make, model, serial number and date for which the inspection was completed.
- 2.024 Contractor's personnel who provide services in and/or on the College's premises must be trained, experience and certified as a qualified technician. Such personnel shall be identifiable by name tag bearing the company name and logo and/or by a distinguishing uniform and name tag.
- 2.025 The Contractor shall be responsible for the repair or replacement cost of any damage to College property caused by the use, misuse, or negligence of the contractor's employees.
- 2.026 Upon arrival at the Campus, the contractor's representative shall report to the Supervisor of Campus Plant, Maintenance Site Manager or Center Facilities Manager or his/her authorized representative and provide information as to the purpose for the visit and the area to be visited/serviced. Upon completing the visit/service, the representative shall prepare receipted documentation of what service has been provided and the unit identification and serial number where such service was done. Such receipt shall be presented to the Supervisor of Campus Plant, Maintenance Site Manager or Center Facilities Manager or his/her authorized representative for initialing/signature. A copy of the signed receipt shall be left with the Campus Maintenance Supervisor/Manager upon departure of the provider's staff representative. If there are special precautions to be observed in connection with the service or unsafe conditions were observed, such precautions shall be written on the receipt and brought to the Supervisor of Campus Plant, Maintenance Site Manager or Center Facilities Manager or his/her authorized representative's attention.

2.03 Reports:

- 2.031 The awarded contractor(s) shall provide the College Minority/Woman Owned Business usage quarterly reports to the attention of Purchasing.
- 2.032 This report shall include at a minimum the following: All disadvantaged/minority owned business usage by name of sub-contractor, type of minority/woman owned and dollar amount of the award.

- 2.04 Familiarity with Laws: The bidder is assumed to be familiar with all Federal, State of Florida and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve you from your contractual responsibility. Any resultant contract shall include requirements that the performance of work and resultant contract shall be governed by the laws of the State of Florida.
- 2.05 This ITB solicits a level of exceptional CW-Generator PM, Repair & Replacement to be comparable to the finest CW-Generator PM, Repair & Replacement operations in the United States. Further, a service that is sensitive and responsive to the needs of the campus and compatible with the educational and cultural objectives of the College.
- 2.06 The Contractor acknowledges and understands that the required services is being performed on public property owned by Florida State College at Jacksonville, which may at various times during the completion of the project/job be occupied by students, faculty and College administrators. Accordingly, in order to secure the property, and otherwise comply with applicable law, the Contractor agrees to the following provisions and also agrees that the failure to comply with any of these provisions may result in the termination of this Contract.
- 2.061 The Contractor shall immediately remove from the job site, for the duration of the job, any person making an inappropriate religious, racial, sexual or ethnic comment, statement or gesture toward any other individual.
- 2.062 The Contractor, Subcontractors, and their employees will refrain from using foul, abusive, or profane language on College property. The College as of March 1, 2013 is a 100% Tobacco Free on all College grounds. Smokings, use of any tobacco products or carrying firearms/weapons or illegal drugs are prohibited on College property, including all buildings and grounds.
- 2.063 The Contractor shall enforce strict discipline and good order among their employees at all times. Contractor's personnel shall have absolutely no contact with students or staff, other than administrative personnel or designated representatives, with the exception of emergency situations.
- 2.064 Contractor and Sub-contracted employees shall wear a uniform identifying the firm they represent. The College reserves the right to exclude anyone from entry into College proper for noncompliance with this requirement.
- 2.065 In compliance with the Jessica Lunsford Act all Contractor or Sub-contractor employees who perform service shall have additionally passed a Duval County Public School Board (DCPS) Level II or FDLE/FBI criminal background check. The background check will be conducted at the Consultants expense.
- 2.07 PUBLIC RECORDS: Proposer acknowledges that the College, as a political subdivision of the State of Florida is subject to the provisions of Chapter 119, Florida Statutes regarding public access to records. A proposer will not be allowed to designate its entire submittal as confidential. The proposer is required to cite/reference the specific Florida statutes exempting specific portions of submission from public disclosure.

Proposals, or replies received by the College pursuant to this solicitation will remain confidential and are exempt from Florida's Public Records Act (Ch. 119, Florida Statutes) until such time as the College provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Thereafter, by submitting a response to this solicitation, the proposer acknowledges that all documents and information submitted to the College, including pricing information, is considered a public record under Florida's Public Records Act and may be disclosed to third parties upon request notwithstanding any confidentiality clauses or labels contained in such documents. Please direct any inquires to the College contact listed herein.

Florida Statute 119.0701 (2) (a) through (d) and defined below for contracts for services with a public agency for which it is acting on behalf of the public agency as provided under Florida Statute 119.011(2)

In addition to other contract requirements provided by law, the Contractor shall:

- a) Keep and maintain public records that ordinarily and necessarily would be required by Florida State College at Jacksonville in order to perform the service.
- b) Provide the public with access to public records on the same terms and conditions that Florida State College at Jacksonville would provide the records and at a cost that does not exceed the cost provided in chapter 119, FS, or as otherwise provided by law.
- c) Ensure that public records that are exempt of confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d) Meet all requirements for retaining public records and transfer, at no cost, to Florida State College at Jacksonville 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 disclosures requirements. All records stored electronically must be provided Florida State College at Jacksonville in a format that is compatible with Florida State College at Jacksonville technology systems.

If a Contractor does not comply with a public records request, the Florida State College at Jacksonville shall enforce the contract provisions in accordance with the contract.

Contractor shall notify the College designated contact each time it receives a public records request for public records Contractor has in its possession.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS (THE OWNER CONTRACT ADMINISTRATOR).

2.08 Scope of Work to be performed:

2.081 Minor Preventive Maintenance:

Provide appropriate generator inspection and testing in accordance with factory recommended procedures. At a minimum the Minor Preventive Maintenance service shall include:

- General Inspections
 - Notify FSCJ of arrival, review service log
 - Visually inspect the general condition of the unit.
 - Check and report condition of generator enclosure.

- Report overall condition of area surrounding the generator.
- Check and report condition of generator enclosure.
- Check ALL engine hoses and clamps
- Inspect and adjust belts as required
- Replace hoses and clamps as necessary.
- Battery Starting & Charging System
 - Check battery charger operations and charge rate and adjust as necessary
 - Check battery electrolyte levels
 - Check battery specific gravity
 - Clean and tighten battery terminals and load test battery
 - Inspect starter cables, wires, and connectors for condition and security and tighten as required.
 - Record battery age.
- Lubricating System
 - Inspect for oil leaks
 - Check oil level and top off as required.
 - Check and record oil pressure at operating temperature
 - Inspect and lubricate governor actuator to rack and ball joints.
 - Inspect and lubricate air damper operating mechanism.
 - Inspect and lubricate blower bypass actuators.
 - Inspect and lubricate idler and fan drive bearings.
- Cooling System
 - Inspect radiator core for cleanliness, condition and security.
 - Inspect coolant level. Record freeze protection and add coolant as necessary.
 - Inspect coolant hoses and pipes for condition and security.
 - Check and record coolant temperature under operating conditions.
 - Check generator set for coolant leaks
 - Check and record engine running coolant temperature.
- Fuel Supply System
 - Check fuel tank level.
 - Check fuel tank containment warning for proper operation.
 - Inspect fuel supply manifolds for leaks, condition and security.
 - Inspect engine fuel lines, pump, and filters for leaks and condition.
 - Check generator set for fuel leaks
 - Check for evidence of dilution or contamination.
- Intake & Exhaust System
 - Inspect exhaust pipes and flexes where accessible and tighten clamps and flange bolts as required.
 - Check rain cap.
 - Check exhaust wet stacking.
 - Inspect Turbo Charger.
 - Inspect turbo outlet hoses and pipes for condition and security; tighten clamps and brackets as required.

- Service crankcase breathers and air box drains as required.
- Check exhaust line – drained
- Inspect louvers and duct work for condition and proper operation.
- Inspect air filters and change per manufacturer’s recommendation or as required.
- Control & Monitoring
 - Inspect fan shrouds, guard and brackets for condition and security; tighten all components as required.
 - Check Remote Annunciator Lamp (Replace bulbs as needed)
 - Check vibration isolation mounts
 - Check engine and generator gauges and indicator operations.
 - Check and ensure all engine protective devices are functional.
 - Check front and rear engine supports
 - Check radiator mounting brackets and braces.
 - Check condition and security mounts, brackets and adjusters, tighten fasteners as required.
- Generator & Breaker
 - Verify all breakers in “On” position.
- Automatic Trip Switch / Switchgear
 - Check transfer switches for any signs of corrosion and clean as necessary.
 - Check transfer switch and accessory operation.
 - Check transfer switch exerciser timer and set per owner guidelines.
- System Operation
 - Test emergency system without load transfer.
 - Test emergency shutdown functions and emergency stop.
 - Adjust Governor and frequency and record.
 - Adjust and record generator output voltage.
 - Check and record engine alternator charge.
 - Check operation of transfer pumps and day tanks.
 - Check block heater operations
- Final Inspection
 - Ensure unit left in Auto.
 - Check and record status tag.

2.082 **Major Preventive Maintenance:**

Provide appropriate generator inspection and testing in accordance with factory recommended procedures. At a minimum the Major Preventive Maintenance service shall include:

- Includes ALL Minor Service elements PLUS
 - Change coolant element filter.
 - Change Oil and Filter per manufacturer’s specifications.
 - Oil Sampling for Lab Analysis and Testing
 - Change fuel filters.

- Change water filter / conditioner
- Check chemical – test corrosion protection, add inhibitor as required.

2.083 **Load Bank Testing**

- At a minimum: Resistive 2-hour Load Test in which settings are recorded in writing every 15-minutes. Test is to be performed during Major Preventive Maintenance Service. Load Test may be postponed to be performed during the Minor Preventive Maintenance Service by mutually agreement but must occur within a 1-year period.

2.084 **Additional “As Needed” Services (Other requested or required “As Needed” Services would be classified under the Material and Labor Cost Breakdown for Repair Services)**

- Fuel Tank Audit & Lab Analysis
- Re-polish fuel in storage tank
- Oil Sampling for Lab Analysis and Testing
- Auto Transfer Switches Replacement

2.085 **Repair Services**

Repair Work requests which are outside the maintenance scope of work shall be submitted for College approval as a separate quote proposal utilizing Section #3.103 costing break-down format and pricing. Such work will be separate from the Preventative Maintenance Services and payment for such work will be based on purchase orders designated for “As Needed or Repair Services” issued by the Purchasing Department PRIOR to work performance except when the threat of life safety exists. At such period of time when the threat of life safety exists, the contractor shall accept a written authorization to proceed with repair from the Purchasing Department to be followed by a Purchase Order issuance.

The repair Purchase Order issuance is dependent on the “as needed requirements” of the campus or center requesting the services. Any campus or center may have both service and repair types of Purchase Orders for a fiscal termed period issued concurrently, dependent on the requirement for that campus or center.

2.086 **Replacement Services**

The College may request Replacement Services when the unit is no longer deemed cost efficient to repair. Pricing for such service shall include “In-door” delivery and unit set-up testing.

FSCJ ITB #2019-10 CW-GENERATOR PM, REPAIR & REPLACEMENT

2.09 CURRENT LIST OF GENERATORS:

Campus	Bldg. Location	Generator Make	Generator Model	Generator S/N	Motor Make	Motor Model	Motor S/N	Fuel Tank Capacity	Full Load Hours	Year Installed
Cecil Center	5640 POW-MIA Memorial Parkway	Olympian 200kw 480/277V 3ph.	D200P3	OLY00000JNNS02088	Perkins Engine	GCD325	WS4486N1488224	381 gal	Est 24 hrs	2006
Deerwood Center	9911 Old Baymeadows Rd Northeast Chiller yard (Chiller yard 1)	Onan 400 kw/480v/3ph	DFCE-5655934	L030585016	Cummins Engine	NTA-855-G5	30370386	550 gal (spare tank 500 gal)	Est 19 Additional 17	2003
	9911 Old Baymeadows Rd Northeast Chiller yard (Chiller yard 1)	Onan 100 kw/277 v/3ph	100DGDB-3371557	E990906318	Cummins Engine	6BT5.9-G6	45842496	250 gal	Est 35	1998
	9911 Old Baymeadows Rd South Chiller yard (Chiller yard 3)	Kohler 60 kw/277v/3ph	60REOZJ	0620366	John Deere Engine	4045TF150	T04045T784551	133 gal	Est 25	1990
Downtown Campus	URC – 601 W State St.	Kohler 150 kw/480v/3ph	150RE0ZJD	2290604	John Deere Engine	6068HF285	PE6068L117147	244 Gal	Est 24 hrs	Mfg Dt 05/2010
	AO-501 W State St.	Olympian 100 kw/480v/3ph	D100P1	OLY00000CNPS01215	Perkins Engine	2330 / 1500	YB51047U821223K	183 Gal	Est 18 hrs	Mfg Dt 2003
	MSB-940 N Main St.	Olympian 100 kw/208v/3ph	D100P1	OLY00000ENPS01794	Perkins Engine	2330 / 1500	B51047U839368M	183 Gal	Est 18 hrs	Mfg Dt 2004
	ATC-401 W State St.	Olympian 125 kw/480v/3ph	D125P1	GABL002855	Perkins Engine	1869 / 1800	YD50517U757626	300gal	Est 32 hrs	Mfg Dt 2002
	DNT-101 W State St.	Olympian 150 kw/480v/3ph	D150P1	OLY00000HNAT00701	Perkins Engine	2334 / 1800	YD51133U806766K	300 Gal	Est 32 hrs	Mfg Dt 2003
Kent Campus	Bldg. E – 3939 Roosevelt Blvd	MTU On site Energy 150kw/480v/3ph	DS00150D6S	331185-1-1-0311	John Deere Engine	6068HF265	PE6068L154041	500 gal	Est. 42 hrs	2011
Nassau Center	Tech Cntr-76246 William Burgess Blvd. Yulee, FL	Olympian 125 kw/480v/3ph	D125P1	NAT01802	Perkins Engine	YD51130	U851932M	400gal	Est 44 hrs	
	Bldg. A-76246 William Burgess Blvd. Yulee, FL	Generac 40 kw/480v/3ph	20A01698-S	2056527	Generac	4.0L	85677	300gal	Est 75 hrs	
North Campus	4501 Capper Rd. Building E.	Olympian 125 kw/480v/3ph	G125G1	NGT00299	GM-8.1L	Vortec	BP1L10395	Natural Gas	24/7	2007
	4501 Capper Rd. Building A.	Olympian 125 kw/480v/3ph	G125G1	NGT00278	GM-8.1L	Vortec	08873	Natural Gas	24/7	2007
South Campus	Bldg. A- 11901 Beach Blvd.	Generac 135 kw/480v/3ph	9460130100	2097104	John Deere Engine	6068HF285	PE6068L034670	715 gal	Est 53 hrs	Mfg Dt 3/24/2008
	Bldg. S- 11901 Beach Blvd.	Generac/Cummins 100 kw/120v/3ph	SD0100GG176.7D18HPNL	9737565	Fiat	F4GE9685A	J602-01238811	250 gal	Est 25 hrs	Mfg Dt 6/4/2015
	Bldg. M2- 11901 Beach Blvd.	Caterpillar 300 kw/480v/3ph	SR4	4LM00503	Caterpillar	3406	4PM00095	175 gal	Est 22 hrs	Mfg Dt 2018
	Portable-11901 Beach Blvd.	Briggs & Stratton	030210	1013715760	This is a just a residential generator and is taken care of in-house Not included in the solicitation					

3.10 Cost Proposal Sheets

3.101 GENERATORS Preventive Maintenance: Rate per generator performing services individually at same campus/center on the same day as defined in Section 2.08 Scope Of Work to be performed. **TO BE RESPONSIVE, BIDDERS MUST Submit cost proposals utilizing Section 3.10 Cost Proposal Sheets provided. Pricing quoted shall be all inclusive and firm for the initial contract period (July 1, 2019 – June 30, 2022)**

Campus	Bldg. Location	Generator Make	Generator Model	Generator S/N	Motor Make	Motor Model	Motor S/N	MAJOR PM	MINOR PM	LOAD TEST
Cecil Center	5640 POW-MIA Memorial Parkway	Olympian 200kw 480/277V 3ph.	D200P3	OLY00000JNNS02088	Perkins Engine	GCD325	WS4486N1488224			
Deerwood Center	9911 Old Baymeadows Rd Northeast Chiller yard (Chiller yard 1)	Onan 400 kw/480v/3ph	DFCE-5655934	L030585016	Cummins Engine	NTA-855-G5	30370386			
	9911 Old Baymeadows Rd Northeast Chiller yard (Chiller yard 1)	Onan 100 kw/277 v/3ph	100DGDB-3371557	E990906318	Cummins Engine	6BT5.9-G6	45842496			
	9911 Old Baymeadows Rd South Chiller yard (Chiller yard 3)	Kohler 60 kw/277v/3ph	60REOZJ	0620366	John Deere Engine	4045TF150	T04045T784551			
Downtown Campus	URC – 601 W State St.	Kohler 150 kw/480v/3ph	150RE0ZJD	2290604	John Deere Engine	6068HF285	PE6068L117147			
	AO-501 W State St.	Olympian 100 kw/480v/3ph	D100P1	OLY00000CNPS01215	Perkins Engine	2330 / 1500	YB51047U821223K			
	MSB-940 N Main St.	Olympian 100 kw/208v/3ph	D100P1	OLY00000ENPS01794	Perkins Engine	2330 / 1500	B51047U839368M			
	ATC-401 W State St.	Olympian 125 kw/480v/3ph	D125P1	GABL002855	Perkins Engine	1869 / 1800	YD50517U757626			
	DNT-101 W State St.	Olympian 150 kw/480v/3ph	D150P1	OLY00000HNAT00701	Perkins Engine	2334 / 1800	YD51133U806766K			
Kent Campus	Bldg. E – 3939 Roosevelt Blvd	MTU On site Energy 150kw/480v/3ph	DS00150D6S	331185-1-1-0311	John Deere Engine	6068HF265	PE6068L154041			
Nassau Center	Tech Cntr-76246 William Burgess Blvd. Yulee, FL	Olympian 125 kw/480v/3ph	D125P1	NAT01802	Perkins Engine	YD51130	U851932M			
	Bldg. A-76246 William Burgess Blvd. Yulee, FL	Generac 40 kw/480v/3ph	20A01698-S	2056527	Generac	4.0L	85677			
North Campus	4501 Capper Rd. Building E.	Olympian 125 kw/480v/3ph	G125G1	NGT00299	GM-8.1L	Vortec	BP1L10395			
	4501 Capper Rd. Building A.	Olympian 125 kw/480v/3ph	G125G1	NGT00278	GM-8.1L	Vortec	08873			
South Campus	Bldg. A- 11901 Beach Blvd.	Generac 135 kw/480v/3ph	9460130100	2097104	John Deere Engine	6068HF285	PE6068L034670			
	Bldg. S- 11901 Beach Blvd.	Generac/Cummins 100 kw/120v/3ph	SD0100GG176.7D18HPNL	9737565	Fiat	F4GE9685A	J602-01238811			
	Bldg. M2- 11901 Beach Blvd.	Caterpillar 300 kw/480v/3ph	SR4	4LM00503	Caterpillar	3406	4PM00095			
TOTAL ANNUAL COST										

3.102 Additional “As Needed” Services to be performed during either the Major OR the Minor Preventive Maintenance Service

Auto Transfer Switches Replacement	\$ _____
Oil Sampling for Lab Analysis and Testing	\$ _____
Fuel Sampling for Chemical Lab Analysis and Testing	\$ _____
Re-polish fuel in storage tank	\$ _____

3.103 Repair Services

- Make sure you include prices for all disciplines for all hourly rates requested.
- Make sure your per visit trip charge is a College wide all-inclusive charge (NO additional sur-fees or individual campus/center charges will not be accepted).
- Material Cost to be used on this contract (calculated as a cost plus, whereas ALL material costs are to be listed on Proposals prior to work beginning).

Normal Working Hours (6:00 a.m. to 5:00 p.m.): Monday – Friday

Factory Trained Technician: \$ _____ per man-hour *

Emergency Charges: Any Time Emergency Call-In during Hours (5:01 p.m. to 5:59 a.m.)

Factory Trained Technician: \$ _____ per man-hour *

(* Hour begins when staff arrives on campus)

Response Time*: Define in the below chart your firm’s Response Plan:

- a) The response times are in terms of number of hours within a normal work day from the notification to have your staff arrive on campus.

PROJECT ACTIVITIES	ROUTINE/NORMAL RESPONSE STATUS	FAST TRACK / URGENT RESPONSE STATUS	EMERGENCY RESPONSE STATUS
Call Response			
Scheduled			
On-Site			

(Note: * In situations where safety, health, and property are at risk, the College will request an emergency response to take effect immediately.)

Repair Materials Cost Percentage Proposal *:

Cost Plus % Price: _____% (Contractors Cost MUST be included on ALL proposals)

Repair: Per Call Trip Charge

Per visit trip charge _____ per trip (to include any fuel or additional sur-fees added charges) **IF \$0.00 PUT \$0.00**

3.106 Replacement Services – Indoor On-site delivery (All-inclusive material only to include freight, handling, and operational testing) OEM List Prices to be included on Proposal.

	Discount % off OEM List Price	
	<\$25K	> \$25K
	_____ %	_____ %
	_____ %	_____ %

3.107 **Authorization to perform services in Florida:**

List the type of Current licensures your firm has to perform the type of work in the State of Florida?

Have you attached copies of all current licensures: Attached? Yes _____ No _____

Has your firm attached a copy of the Florida Department of State issued Certificate of Incorporation?

Yes _____ No _____

Bid Submitted By:

Contractor Company Name: _____

Authorized Signature and Title: _____

Print Name: _____

SEAL: _____
Area Code/Telephone No Extension

_____ Email

Attest: _____ Fax _____

Witness: _____

GENERAL TERMS AND CONDITIONS

**** Cooperative Purchase Agreement ****

PURCHASES BY OTHER STATE OF FLORIDA COLLEGES, UNIVERSITIES AND STATE AGENCIES: With the consent and agreement of the successful bidder(s), purchases may be made under this bid/proposal by other community/state colleges, state universities, district school boards, and other state agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the bid solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from date of award.

Bidder(s) shall note exceptions to the above paragraph, if any:

**** Terms And Delivery ****

PAYMENT TERMS: NET 40 DAYS OR PROMPT PAYMENT DISCOUNT OF _____%, _____ DAYS OFFERED BY BIDDER.

NOTE: ANY PROMPT PAYMENT DISCOUNT OFFERED BY THE BIDDERS WILL BE TAKEN BY THE COLLEGE IF PAYMENT IS MADE WITHIN THE TIME PERIOD OFFERED.

DELIVERY: UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, DELIVERY TO BE NO LATER THAN 40 DAYS AFTER RECEIPT OF ORDER. DELIVERY WILL BE MADE _____ DAYS AFTER RECEIPT OF ORDER (BIDDER MUST COMPLETE IF OTHER THAN 40 DAYS)

FLORIDA SALES TAX EXEMPTION NO: 85-8012556864C-6

ALTERNATE ELECTRONIC METHODS OF PAYMENT ACCEPTED AT NO ADDITIONAL COSTS:

**** Tobacco and Smoke Free ****

Tobacco and Smoke Free Environment: Effective March 1, 2013, Florida State College at Jacksonville District Board of Trustees approved Board of Trustees Rule #6Hx7-2.19. In accordance with Board Rule 6Hx7-2.19 and the Florida Indoor Clean Air Act, any consultant or sub-consultant employee performing work in respect to your firms' contract is prohibited from the use, distribution or sale of all tobacco products in all indoor and exterior College owned property.

Agreed? Yes _____ No _____

**** Drug-Free Work Place ****

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that

Does: (name of business) _____

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 action that will take 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's assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation 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/proposal, 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 1893 or of any controlled substance law of the united states or any state, for a 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 any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Bidder's Signature

DATE: _____

**** Disclosure Of Employee Relationship With Supplier ****

Pursuant to Florida Statute 112.313(7) and FSCJ Board Rule # 6Hx 7-2.9 (4), College Employees, while acting in a private capacity, are not allowed to do business with the College. This also applies to the buying or selling of goods or services to the College from any business entity of which the employee or their spouse or child is an officer, partner, director, or proprietor or otherwise has a material interest. This may include private instructional services provided to the College from a full time or adjunct faculty member.

As such, does your company have any employee or their Spouse that owns > 5% of your company and is also a FSCJ full time/ part time or adjunct employee of the College? **Yes**___ **No** ____ (If Yes, Define below the name of the employee and or Board member as well as detail below their relationship with your company and the College):

**** Discrimination ****

Any entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. This is in accordance with hb 2127, section 6(3)(a), all invitations to bid, as defined by 287.012(11) fs, request for proposals, as defined by 287.012(15) fs, and any written contract document of the state shall contain a statement informing entities of the discrimination provisions.

8.01 ** INSURANCE FOR CONTRACTING OTHER THAN PROFESSIONAL SERVICES

The “awarded” contractor shall furnish a current Certificate of Insurance to the College Purchasing Manager prior to contract award / commencement of the work, as well as a copy of your GL policy endorsement (on the ISO Endorsement Schedule format attached) that ensures the College will be provided 30 days written notice if your policy lapses for any reason. This certificate must include the College Bid Number and be effective for the term of the contract and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-.

The College’s required insurance coverage’s and minimum limits of liability are as shown below:

Commercial General Liability* Coverage – Occurrence Form Required	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit Each Accident
Workers Compensation and Employers Liability	Workers Compensation Statutory Limits \$100,000 E. L. Each Accident \$100,000 E. L. Disease Each Employee \$100,000 E. L. Disease Policy Limit

*Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering any resultant contract, agreement or Purchase Order, or lease, broad form property damage, and property damage resulting from explosion, collapse or underground (X,C,U) exposures.

Coverage B shall include personal injury. Coverage C medical payment is not required. The College requires General Liability Insurance policies include a waiver of subrogation in favor of the College.

The contractor will be responsible for builder’s risk/loss for the raw materials/equipment supplying into the project up until the College accepts and takes possession of the project.

“The winning contractor’s above described policies shall be endorsed such that should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the College. A copy of the winning contractor’s actual notice of cancellation endorsement as issued on the policy(ies) signed by an authorized representative of the insurer(s) shall also be provided.”

THE DISTRICT BOARD OF TRUSTEES, FLORIDA STATE COLLEGE AT JACKSONVILLE, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR THE COMMERCIAL GENERAL LIABILITY COVERAGE (using the attached ISO Endorsement Schedule.)

Here is a sample of a Certificate of Insurance. http://www.fscj.edu/district/purchasing/insurance.php	How to Read a Certificate of Insurance. http://www.fscj.edu/district/purchasing/insurance.php
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AWARD CONTRACTOR’S INSURER: Please make sure that the Insurance Certificate or ACORD form returned to the College as evidence of insurance contains the College as Certificate Holder and the bid number is listed on the certificate as shown in the sample. Without a copy of your client’s GL policy endorsement and these two pieces of information the certificate submitted will be considered incomplete.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):	Location(s) of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who is An Insured is amended to include as an additional insured the person(s) or organizations(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insured(s), the following additional exclusions apply;

This insurance does not apply to “bodily injury” or “property damage” occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed, or
2. That portion of “your work” out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

15.01 **Time Of Essence/Failure To Perform **

It is hereby understood and mutually agreed, by and between the parties hereto, that the time of completion is an essential condition to this contract.

If said vendor shall neglect or fail or refuse to furnish and deliver the specified services within the time herein specified, then said vendor does hereby agree, as a consideration for the awarding of this contract, to pay to the College the sum expended by the College to contract for rental of alternate services for the period required from the scheduled delivery date until actual completion of delivery of the services specified in the contract. If the vendor shall be delayed in the completion of his work by reason of unforeseeable causes beyond his control and without his fault or negligence, including, but not restricted to, acts of nature or of the public enemy, acts or neglect of the owner, riots, civil commotions, freight embargoes or priority regulations, the period herein specified for the completion of his work shall be extended by such time as shall be fixed by the College.

Provided, that the vendor shall, within seven (7) days from the beginning of such delay, notify the executive director of purchasing in writing of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the vendor within a reasonable time of decision in the matter.

21.02 ** Annual Firm Price/Indefinite Quantity Contract **

The intent of this ITB is to establish an annual supply/service requirements contract for the College.

The contract is for the initial period commencing July 1, 2019 or date of contract execution if award is subsequent thereto through June 30, 2022 for an initial 3-year contract period with optional two (3) year extension termed periods. Renewal of each term would be subject to satisfactory performance, continued need, terms and conditions, mutually agreeable rates, and continued receipt of adequate appropriations by the State of Florida Legislature. Rates may be negotiated at the time of renewal, with the same terms and conditions.

An unfunded annual requirement contract will be awarded to the successful vendor(s). No deliveries are to be made or services provided thereunder until each fiscal year funded purchase orders are issued by the Executive Director of Purchasing. All such orders will cite the basic contract number and will include price, terms and delivery provisions as set forth therein. Invoicing will be made in accordance with the instructions contained in the funded purchase orders.

The quantities set forth herein are estimates only and are based upon past experience and projected usage. The College cannot guarantee, therefore, that the entire quantity of any or all items will be ordered during the period of the contract. Conversely, during the period of the contract, the College reserves the right, as necessary, to order quantities in excess of the estimated quantities at contract prices.

1.02 ** EXCLUSIVE CONTRACTS **

FSCJ reserves the right to order items from other sources as deemed appropriate in conducting normal business or in the best interests of the college. However, this provision shall not be used to circumvent the intent of the contract.

FSCJ Site Visit Certification Form

Bidders are to include in their submittal a signed and checked Site Visitation Certification Forms whether or not the Bidder elected to take advantage of the site visits opportunity.

_____ **I hereby declined the FSCJ site visit opportunity**, by submitting a ITB, I acknowledge that I have investigated and satisfied myself as to the conditions affecting the work, including, but not limited to, those bearing upon transportation, disposal, handling, and storage of materials, availability of labor, water, electric power, at the site, the character of equipment and facilities needed preliminary to and during prosecution of the scope of work. In submitting an ITB, I further acknowledge that I have satisfied myself as to obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all exploratory work done by the College as well as from information presented by the specifications made a part of this contract. Any failure by the bidder to acquaint himself with the available information will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. The College assumes no responsibility for any conclusions or interpretations made by the bidder on the basis of the information made available by the College.

_____ **I do hereby certify I have inspected** the following FSCJ campus/center sites fully satisfying the requirement to inspect "all" College generators to fully understand their existing condition which is the basis of submitting a proposal. **No questions will be answered during the non-mandatory site visit and must be submitted in writing.**

(Contractor Name)

(Contractor's signature)

(Contractor's printed name)

Site Contact	Campus/Center	Telephone Numbers	College Employee Signature	Date
Ray McEwen	Downtown Campus AO/URC/ATC/Main St.	904-633-8197		
Dale Cason	Kent Campus	904-381-3560		
Chris Owens	Cecil Center	904-779-4177		
Mark Gandy	North Campus	904-766-6692		
Terry Pittman	Nassau Center	904-548-4452		
Ron Dykeman	South Campus	904-646-2417		
Zoran Bozic	Deerwood / Open Campus	904-997-2749		

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 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.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

<p>Part I Taxpayer Identification Number (TIN)</p> <p>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.</p> <p>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.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> </tr> <tr> <td colspan="6" style="text-align: center;">or</td> </tr> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> </tr> </table>	Social security number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					or						Employer identification number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>				
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<p>Part II Certification</p>	<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 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 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 I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. 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.</p>
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<p>Sign Here</p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

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-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.

**MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS
ENTERPRISE CERTIFICATE**

I HEREBY DECLARE AND AFFIRM that I am the _____ (Title) representative of the firm of _____ (Company Name) minority business enterprise (MBE/WBE) _____ (Minority Type) as defined by Florida State College at Jacksonville in the specifications for **ITB 2019-10 CW-Generator PM, Repair & Replacement** that I will provide information requested by COLLEGE to document this fact. The foregoing statements are true and correct and include all material necessary to identify and explain the operations of _____ (Company Name) as well as the ownership thereof. Further, the undersigned does agree to provide COLLEGE current, complete and accurate information regarding actual work performed on the project, the payment therefor 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 representative of COLLEGE. It is recognized and acknowledged that the statements herein are being given under oath and material misrepresentation will be grounds for terminating any 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 of _____ City of _____

On this _____ day of _____, 2018, 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)

My commission Expires:

Minority Type: #M1 if Black American Man; M2 if Hispanic American; M3 if Asian American; M4 if Native American (Eskimo & Aleutian); M5 if Native Hawaiian; M6 if Small Business; M7 if Disabled; M8 if American Woman; M9 if Black American Woman; and NM if Not Minority. (Must have greater than 51% minority ownership)

"Minority/Woman Business Enterprises that file false misrepresentation of their MBE/WBE status shall be found guilty of a felony of the second degree and be debarred from bidding no less than 36 months pursuant to 287.094 Florida Statute".

**SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES ON PUBLIC ENTITY CRIME**

This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.

1. This sworn statement is submitted to _____
(Print name of the public entity)

by _____
(Print individual's name and title)

for _____
(Print name of the entity submitting sworn statement)

Whose business address is _____

(If Applicable) its Federal Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet.) Required as per IRS Form W-9.

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 with the United States, including but not limited to, and bid or contract for goods or services to be provided to any public entity or agency or political subdivision or 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, nonjury trial, or entry of a plea of guilt or nolo contendere.

4. I understand that "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 offices, directors, and executives. Partners, shareholders, employees, members and agents who active in the management of the 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 fair market value under an arm's length agreement, shall be a facie case that one person controls another. 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 proceeding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(c), 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 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 the entity.

6. **Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting those sworn statements. (Please indicate which statement applies.)**

_____ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor 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, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an 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, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administration Hearing 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 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 OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided on this _____ day of

_____, 20____.

(NOTARY PUBLIC)

My Commission Expires: _____

Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information in its programs or activities. Inquiries regarding the non-discrimination policies may be directed to the College's Equity Officer, 501 West State Street, Jacksonville, Florida 32202 | (904) 632-3221 | equityofficer@fscj.edu.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.