



FLORIDA DEPARTMENT OF CORRECTIONS

## Bureau of Procurement

**INVITATION TO BID (ITB)**

**FOR**

**BARBER SUPPLIES**

**FDC ITB-18-047**

**RELEASED ON**

**December 4, 2017**

**By the:**

**Florida Department of Corrections**

**Bureau of Procurement**

**501 S. Calhoun Street**

**Tallahassee, FL 32399-2500**

**(850) 717-3700**

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**Refer ALL Inquiries to  
Procurement Officer:**

Teresa Herndon

[purchasing@fdc.myflorida.com](mailto:purchasing@fdc.myflorida.com)

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**TIMELINE**  
**FDC ITB-18-047**

EVENT	DATE/TIME	LOCATION
Release of ITB	<b>December 4, 2017</b>	Vendor Bid System: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
Last day for written inquires and requests for approved equivalents to be received by the Department	<b>December 11, 2017 by 5:00 p.m., Eastern Time</b>	Submit to: Florida Department of Corrections Teresa Herndon, Procurement Officer Email: <a href="mailto:purchasing@fdc.myflorida.com">purchasing@fdc.myflorida.com</a>
Anticipated Posting of written responses to written inquires	<b>January 8, 2018</b>	Vendor Bid System: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
Sealed Bids Due and Opened	<b>January 23, 2018 at 2:00 p.m., Eastern Time</b>	Submit to: Florida Department of Corrections Teresa Herndon, Procurement Officer 501 South Calhoun Street Tallahassee, Florida 32399-2500
Anticipated Posting of Recommended Award	<b>February 20, 2018</b>	Vendor Bid System: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>

## SECTION 1.0 INTRODUCTORY MATERIALS

### 1.1 Statement of Purpose

The purpose of this Invitation to Bid (ITB) is to secure competitive Bids, from qualified Bidders, to provide Barber Supplies to various locations for the Florida Department of Corrections (Department) throughout the State. The Department is issuing this solicitation to establish a new resultant Agency Term Contract (ATC).

### 1.2 Contract Term and Renewal

As a result of this ITB, the lowest responsive and responsible Bidder will be awarded a three (3) year ATC, which may be renewed for up to three (3) renewal years, or portions thereof, in accordance with Section 287.057(13), Florida Statutes (F.S.), at the same prices, terms, and conditions. Purchases may be accomplished through the issuance of MyFloridaMarketPlace (MFMP) Purchase Orders (POs).

### 1.3 Conflicts and Order(s) of Precedence

All Bids are subject to the terms of the following sections of this ITB, which in case of conflict shall have the following order of precedence:

- a) Addenda, in reverse order of issuance
- b) Invitation to Bid, including attachments
- c) General Contract Conditions (Form PUR 1000) (Section 5.1)
- d) General Instructions to Respondents (Form PUR 1001) (Section 4.1)

### 1.4 Definitions

The terms used in this ITB, unless the context otherwise clearly requires a different construction and interpretation, have the following meanings:

- 1) **Agency Term Contract (ATC)**: A written master agreement between the Department and awarded Bidder that is mandatory for use by the entire Department, under which purchase orders shall be issued.
- 2) **Bid**: A Bidder's response to this ITB, which the Bidder shall submit on approved forms.
- 3) **Breach of Contract**: A failure of the Bidder(s) to perform services or provide commodities in accordance with the terms and conditions of the resultant Contract.
- 4) **Contractor**: The organization or individual providing services to the Department, in accordance with the terms of the resultant Contract.
- 5) **Day**: Calendar day unless otherwise stated.
- 6) **Department**: The Florida Department of Corrections (FDC).
- 7) **Mandatory Responsiveness Requirements**: Terms, conditions, and requirements that must be met by the Bidder to be considered responsive to this solicitation. Failure to meet these responsiveness requirements will cause rejection of a Bid. Any Bid

rejected for failure to meet mandatory responsiveness requirements will not be reviewed further.

- 8) **Material Deviation(s)**: The Department has established certain requirements with respect to Bids submitted. The use of shall, must, or will (except to indicate the future) in this ITB indicates a requirement, or condition, which may not be waived by the Department, except where the deviation is not material. A deviation is material if, in the Department's sole discretion, the deficient response is not in substantial accord with the ITB's requirements, provides an advantage to one Bidder over other Bidders, has a potentially significant effect on the quantity or quality of items bid, or on the cost to the Department. Material deviations cannot be waived, and shall be the basis for determining a Bid non-responsive.
- 9) **Minor Irregularity**: A variation from the ITB terms and conditions, not affecting the price, not giving the Bidder an advantage or benefit not enjoyed by other Bidders; does not adversely impact the interests of the Department. A minor irregularity will not result in a rejection of a Bid.
- 10) **PCard**: Refers to the State of Florida's purchasing card program, using the Visa platform.
- 11) **Responsible Bidder**: A Bidder who has the capability to fully perform all aspects of the resultant Contract requirements, and the integrity and reliability that will assure good faith performance.
- 12) **Responsive Bid**: A Bid, submitted by a responsible Bidder, which conforms to all material aspects of the solicitation.
- 13) **Specifications**: The detailed conditions of the Contract, including technical specifications, and other descriptions of the work, as set forth in the Contract documents.
- 14) **Subcontract**: An agreement between the Bidder and any other person, or organization, wherein that person or organization agrees to perform any requirement(s) for the Bidder, specifically related to securing, or fulfilling, the Bidder's obligations to the Department, under the terms of the Contract resulting from this ITB.
- 15) **Vendor or Bidder**: A legally qualified corporation, partnership or other entity submitting a Bid to the Department, pursuant to this ITB.

## SECTION 2.0 SCOPE OF WORK

### 2.1 Specifications

The specifications for the items to be utilized under this ITB, and resulting Contract, are indicated in Attachment I, Price Page.

The successful Bidder shall furnish the products specified, or a Department-approved equivalent. **Requests for approved equivalents must be submitted in writing to [purchasing@fdc.myflorida.com](mailto:purchasing@fdc.myflorida.com) prior to the deadline for questions included on Timeline.**

## **2.2 Estimated Quantities**

The estimated quantities listed in Attachment I, Price Page, are given only as a guideline for preparing a Bid, and should not be construed as representing actual quantities to be purchased.

## **2.3 Substitutions**

The Bidder will be required to provide only the product(s) awarded or approved equivalents. Substituted products delivered or provided to the Department without prior written approval by the Department's Contract Manager, or designee, are prohibited, may be returned at the Bidder's expense, and may lead to termination of the resultant ATC.

In the event the product specified can no longer be provided, for reasons beyond the Bidder's control (i.e. product discontinuance), the Bidder shall provide an alternate product request to the Department's Contract Administrator, or designee. The alternate product must meet (or exceed) all terms, conditions, and specifications applicable to the originally specified product. A product sample for review may be required by the Department prior to acceptance.

## **2.4 Minimum Order**

There will be no minimum order requirement.

## **2.5 Damaged Goods**

The Bidder shall be responsible for filing, processing, and collecting all damage claims. However, to assist the Bidder in the expeditious handling of damage claims, the Department's ordering office will:

- 1) Record any evidence of visible damage on all copies of the delivery carrier's Bill of Lading.
- 2) Report damage (visible or concealed) to the carrier, and Bidder, confirming such reports, in writing, within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.
- 3) Retain the item and its shipping container, including inner packing material, if applicable, until inspection is performed by the carrier and disposition given by the Bidder.
- 4) Provide the Bidder with a copy of the carrier's Bill of Lading, and Damage Inspection Report.

## **2.6 Financial Consequences**

The parties acknowledge that the late performance or delivery of goods will interfere with the timely and proper completion of services, and would cause loss and damage to the State. Further, it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any such delay. The parties agree upon a reasonable amount of financial consequences, which are not intended to be a penalty, and are solely intended to incentivize performance under the resulting Contract. Accordingly, unless otherwise stated in this ITB, financial consequences shall be assessed in the amount of \$100 per calendar day for each day the Bidder fails to complete a service, or for each day the Bidder fails to deliver goods, after the time allowed by the Contract or subsequent purchase order, subject to the force majeure provisions of the Contract. Allowing completion of work, after the time allowed, shall not act as a waiver of financial consequences by the Department.

Nothing in this section shall be construed to make the Bidder liable for delays that are beyond their reasonable control. The Department's Contract Manager, or designee, shall make the determination as to what the term "reasonable" will mean in the context of any delay.

Nothing in this section shall limit the Department's right to pursue remedies for other types of damages.

## **SECTION 3.0 NON-TECHNICAL SPECIFICATIONS**

### **3.1 Modifications after Contract Execution**

During the term of the resultant Contract, the Department may unilaterally require changes (altering, adding to, or deducting from the specifications) provided such changes are within the general scope of this solicitation.

The Bidder may request an equitable adjustment in the price(s) or delivery date(s), if the change affects the cost or time of performance. Such equitable adjustments require the express written approval of the Department.

The Department shall provide written notice to the Bidder 30 days in advance of any Department-required changes to the technical specifications, and/or scope of service, which affect the Bidder's ability to provide the service as specified herein. Any changes, other than purely administrative changes, will require a written change order or formal Contract amendment.

### **3.2 Addition/Deletion of Items**

The Department reserves the right to add or delete commodities in the resulting Contract, when considered to be in its best interest. Pricing shall be comparable to amounts awarded as a result of this ITB.

### **3.3 Summary Reports**

The Bidder shall provide the Department's Contract Manager, or designee, a report of resultant Contract sales within 30 calendar days of the end of each quarter (March, June, September and December). The report shall summarize, at a minimum: total number of units sold during the quarter, total dollar value of units sold during the quarter, total number of units sold by delivery location, total number of units sold, and total dollar value sold for the entire Contract term to date. The Department may, at its discretion, develop the format the Bidder must use for reporting. Any report format developed by the Department shall be incorporated into, and shall become a part of, the original resultant Contract. A summary report shall also be required for time periods that include less than three (3) full months of business (such as the beginning, or end of the Contract term). Failure to provide this information within 30 calendar days following the end of each quarter may result in the termination of the Contract, or assessment of financial consequences, as indicated in Section 2.6.

### **3.4 Delivery**

Product(s) shall be shipped as freight on board (FOB), and arrive within 30 days, after receipt of an order. Deliveries must be made between 8:30 a.m. to 4:00 p.m., local time, Monday through Friday, local time, excluding State holidays, unless otherwise stated herein or on a subsequent Purchase Order.



Delivery dates and times will be coordinated between the institution and the Successful Bidder. Attachment II, Delivery Locations, outlines locations of the facilities, or Bidders may navigate to <http://www.dc.state.fl.us/facilities/> to view the regional maps.

### **3.5 Mandatory Documentation**

All Bidders must submit the following mandatory documentation with their Bid:

- 1) A completed Attachment I, Price Page
- 2) Florida Preference Letter, as outlined in Section 4.8,
- 3) A completed Attachment III, Bidder's Contact Information
- 4) A completed Attachment V, Certification of Drug Free Workplace form, if applicable

### **3.6 Records and Documentation**

To the extent that information is utilized in the performance of the resulting Contract or generated as a result of it, and to the extent that information meets the definition of "public record," as defined in Section 119.011(1), F.S., said information is recognized by the parties to be a public record and, absent a provision of law or administrative rule or regulation requiring otherwise, shall be made available for inspection and copying by any person upon request as provided in Chapter 119, F.S. The Bidder agrees to: (a) keep and maintain public records required by the Department in order to perform the service; (b) upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract if the Bidder does not transfer the records to the Department; and (d) upon completion of the Contract, transfer, at no cost, to the Department all public records in possession of the Bidder or keep and maintain public records required by the Department to perform the service. If the Bidder transfers all public records to the Department upon completion of the Contract, the Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Bidder keeps and maintains public records upon completion of the Contract, the Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department. Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this ITB shall be retained by the Bidder for a period of five (5) years after the termination of the resulting Contract or longer as may be required by any renewal or extension of the Contract. Pursuant to Section 287.058(1)(c), F.S., the Department is allowed to unilaterally cancel the Contract for refusal by the Bidder to allow public access to all documents, papers, letters, or other material made or received by the Bidder in conjunction with the Contract, unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Section 119.07(1), F.S. or 119.071, F.S.

The Bidder further agrees to hold the Department harmless from any claim or damage including reasonable attorney's fees and costs or from any fine or penalty imposed as a result of failure to comply with the public records law or an improper disclosure of confidential information and promises to defend the Department against the same at its expense.

### **3.7 Price Page**

The Bidder shall complete, sign, date, and return Attachment I, Price Page. By submitting a Bid under this ITB, each Bidder warrants its agreement to the prices identified. Bids should be submitted with the most favorable pricing terms the Bidder can offer the State. Any modifications, counter offers, deviations, or challenges will not be accepted, and may render a Bid non-responsive. The submission of a Bid is the Bidder's confirmation it can provide the commodities and all requirements as outlined herein.

If a submitted Price Page includes inconsistencies, inaccuracies, or is incomplete, it may be rejected by the Department. All calculations will be reviewed and verified. The Department may correct mathematical errors, however, in the event of any miscalculation, unit prices shall prevail.

Pricing must be inclusive of tax, shipping, handling, and any other relevant fees.

### **3.8 Purchasing Card Program (PCard)**

The State of Florida has implemented use of a PCard, using the Visa platform. Upon mutual agreement of both parties, the Bidder receive payments via the PCard in the same manner as other Visa purchases. To find out more about the State's purchasing card program visit: [www.dms.myflorida.com](http://www.dms.myflorida.com).

### **3.9 Vendor Ombudsman**

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted by calling the Department of Financial Services' Toll Free Hotline, 1-800-342-2762.

### **3.10 Payment and Invoicing**

The resultant Contract will be at a fixed-rate. The Department will compensate the successful Bidder for the delivery of commodities, as specified in Attachment I, Price Page. All charges must be billed in arrears, in accordance with Section 215.422, F.S. The Department requires a single invoice for each Purchase Order under which commodities were provided. The Bidder must include any and all supporting documentation, as well as its name, mailing address, tax identification (ID) number/FEIN, Contract number, if applicable, items provided, and dates of service.

### 3.11 Contract Management

#### 3.11.1 Department's Contract Manager

The Contract Manager for this Contract will be:

Michael Harrell, Chief  
Bureau of Security Operations  
Florida Department of Corrections  
501 S. Calhoun Street  
Tallahassee, Florida 32399-2500  
Email: [Michael.Harrell@fdc.myflorida.com](mailto:Michael.Harrell@fdc.myflorida.com)

The Contract Manager will:

- 1) Serve as the liaison between the Department and the Bidder;
- 2) Verify receipt of the deliverables from the Bidder, if applicable;
- 3) Submit requests for change orders, if applicable;
- 4) Review, verify, and approve invoices from the Bidder, if applicable;
- 5) Communicate with the Contract Administrator to process all amendments, renewals and termination of the Contract; and
- 6) Evaluate Bidder performance. This evaluation will be placed on file and will be considered if the Contract is subsequently used as a reference in future procurements.

The Contract Manager may delegate the following functions to the designated Department staff:

- 1) Verification of deliverables received from the Bidder;
- 2) Monitoring the Bidder's performance; and
- 3) Reviewing, verification and approval of invoices.

#### 3.11.2 Contract Administrator

The Contract Administrator for this Contract will be:

ATC Administrator  
Bureau of Procurement  
Florida Department of Corrections  
501 S. Calhoun Street  
Tallahassee, FL 32399-2500  
Telephone (850) 717-3700  
Email: [purchasing@fdc.myflorida.com](mailto:purchasing@fdc.myflorida.com)

The Contract Administrator will:

- 1) Maintain the Contract Administration file, which is the official Contract file of record;
- 2) Process all Contract amendments, renewals and requests for termination; and
- 3) Maintain the official records of all formal correspondence between the Department and the Bidder provided by the Contract Manager for filing in the Contract Administration file.

## SECTION 4.0 PROCUREMENT RULES AND INFORMATION

### 4.1 Instructions to Respondents (PUR 1001)

The General Instructions to Respondents are outlined in form PUR 1001 which is a downloadable document incorporated in this ITB by reference. Any terms and conditions set forth within this ITB document shall supersede any and all conflicting terms and conditions set forth within form PUR 1001. There is no need to return this document with the response. <http://dms.myflorida.com/content/download/2934/11780>.

### 4.2 Bidder Inquiries

Questions related to this ITB must be received in writing, via email, by the Procurement Officer listed below, within the time indicated in the Timeline. Oral inquiries, or those submitted after the period specified in the Timeline, will not be acknowledged.

Responses to written questions will be posted on the Vendor Bid System (VBS) on or about the date referenced in the Timeline. The VBS is located at: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu).

#### **Procurement Officer Contact Information**

Teresa Herndon, Procurement Officer  
Florida Department of Corrections  
Bureau of Procurement  
Email: [purchasing@fdc.myflorida.com](mailto:purchasing@fdc.myflorida.com)

**Between the release of the solicitation, and the end of the seventy-two (72) hour period following posting of notice of intention to award (the seventy-two (72) hour period excludes Saturdays, Sundays, and State holidays), Bidders responding to this solicitation, or persons acting on their behalf, may not contact any employee, or officer, of the executive, or legislative branches of government, concerning any aspect of this solicitation, except in writing to the Procurement Officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response, as per Section 287.057(23), F. S.**

Any person requiring special accommodation in responding to this solicitation, because of a disability, should call the Bureau of Procurement, at 850-717-3700, at least five (5) days prior to any pre-solicitation conference, solicitation opening or meeting. For the hearing or speech impaired, please contact the Bureau of Procurement by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

### 4.3 Cost of Bid Preparation

Neither the Department, nor the State of Florida, is liable for any costs incurred by a Bidder in response to this ITB.

### 4.4 Instructions for Bid Submittal

Each bid response shall be prepared simply and economically, providing a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this ITB. Elaborate bindings, colored displays, and promotional material are discouraged. Emphasis in

each Bid must be on completeness and clarity of content. In order to expedite the review of Bids, it is essential that Bidders follow the format and instructions.

- 1) Bids may be sent by U.S. Mail, Courier, Overnight, or hand delivered to the location indicated in the Timeline. Electronic submission of Bids will not be accepted for the ITB.
- 2) All Bids must be submitted in a sealed envelope/package with the relevant ITB number and the date and time of the Bid opening clearly marked on the outside of the envelope/package.
- 3) It is the Bidder's responsibility to assure its Bid submittal is delivered to the proper place and time as stipulated in the Timeline. The Department's clocks will stamp Bids received, and provide the official time for the Bid opening.
- 4) Late Bids will not be accepted.
- 5) Submit one (1) original Bid, and one (1) electronic copy in searchable PDF format on a CD. The electronic copy must contain the entire Bid, as submitted, including all supporting and signed documents. If the Bidder submits a redacted copy of the Bid, as outlined in Section 4.18, the Bidder should submit one (1) redacted hard copy and one (1) redacted electronic copy, in searchable PDF format (in addition to the non-redacted version), on CD. CDs submitted should not be password protected.

#### **4.5 Disclosure of Bid Submittal Contents**

All documentation produced as part of this solicitation shall become the exclusive property of the Department, and may not be removed by the Bidder or its agents. All Bid responses shall become the property of the Department and shall not be returned to the Bidder. The Department shall have the right to use any or all ideas, or adaptations of the ideas, presented in any Bid. Selection or rejection of a Bid shall not affect this right.

#### **4.6 Bid Opening**

Bids are due, and will be publicly opened, at the time, date, and location specified in the Timeline. Bid responses received late (after bid opening date and time) will not be accepted, nor considered, and modification by the Bidder of submitted Bids will not be allowed, unless the Department has made a request for additional information. Department staff will not be held responsible for the inadvertent opening of a Bid response if it is not properly sealed, addressed, or identified. The name of all Bidders submitting Bids will be made available to interested parties, upon written request to the Procurement Officer.

#### **4.7 Bid Evaluation**

Bids that do not meet the requirements specified in this ITB may be considered non-responsive. The Department reserves the right to accept, or reject, any and all responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission(s), if the Department determines that doing so will serve its best interest(s). The Department may reject any response not submitted in the manner specified by the solicitation documents.

#### **4.8 Florida Preference**

**In accordance with Section 287.084, F.S., a Bidder whose principal place of business is located outside of the State of Florida, must accompany their Bid response documents with a written letter from an attorney at law licensed to practice law, in the**

**State where their principal place of business is located, describing the preferences granted by that State (if any) to its own business entities in the award of public contracts. The written document must identify either the preference granted or contain a statement specifying that no preferences are granted.**

When the lowest responsible and responsive Bid is submitted by a Bidder whose principal place of business is located outside the state of Florida, a five percent (5%) price preference shall be awarded, unless the State where the out-of-state Bidder is located provides a different price preference for businesses having a principal place of business in that State. In that case, the same price preference shall be awarded to the lowest responsible and responsive Bidder whose principal place of business is located in the State of Florida responding to this competitive solicitation.

#### **4.9 Basis of Award**

An award shall be made and a resulting contract issued to the lowest responsive, responsible Bidder(s) with the lowest Grand Total for each group of items, as specified on Attachment I, Price Page. A Bidder is required to bid all items, within each group in order for their Bid to be considered responsive for that Group. The Bidder does not have to bid all Groups.

In the event the low cost Bidder is found non-responsive, the Department may proceed to the next lowest cost responsive Bidder and continue the award process. If the lowest-cost Bidder is unable to meet the requirements of this ITB, the Department may proceed to the next lowest cost responsive Bidder and continue the award process.

Bids must be firm prices, and where products are included, shall include all packaging, handling, shipping and delivery charges, and environmental & fuel service fees.

#### **4.10 Disposal of Bids**

All Bids become the property of the State of Florida and will be a matter of public record, subject to the provisions of Chapter 119, F.S.

#### **4.11 Bid Rules for Withdrawal**

A submitted Bid may be withdrawn by submitting a written request for its withdrawal to the Department. The withdrawal request must be signed by an authorized representative of the Bidder, and must be received within 72 hours after the bid submission date indicated in the Timeline. Any submitted Bid shall remain valid for 180 days from the bid submission date, unless a different amount of time is indicated by the Department.

#### **4.12 Addenda**

If the Department deems it necessary to supplement, modify, or interpret any portion of the solicitation or exhibits, addenda and materials relative to this procurement, information will be posted on the Florida Vendor Bid System ([http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu)). **Interested parties are responsible for monitoring this site for new, changing, or clarifying information relative to this solicitation.**

#### **4.13 Verbal Instruction Procedure/Discussions**

The Bidder shall not initiate, or execute, any negotiation, decision, or action arising from any verbal discussion with any State employee. Only written communications from the Department's Procurement Officer are considered duly authorized expressions on behalf of the State. Additionally, only written communications from a Bidder are recognized as duly authorized expressions on behalf of the Bidder. Any discussion by a Bidder with any employee, or representative of the Department, involving cost or price information, occurring prior to posting of the Notice of Agency Decision, may result in rejection of said Bidder's response.

#### **4.14 No Prior Involvement and Conflict of Interest**

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

The Department considers participation in a solicitation to be any actions related to the decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or functioning in any other advisory capacity.

The Bidder shall not compensate, in any manner, directly or indirectly, any officer, agent or employee of the Department, for any act or service which they may do, or perform, for, or on behalf of, any officer, agent, or employee of the Bidder. Officers, agents, or employees of the Department shall not have any interest, directly or indirectly, in any Contract or purchase made, or authorized to be made, by anyone for, or on behalf of, the Department.

The Bidder shall have no interest, and shall not acquire any interest, that conflicts in any manner, or degree, with the performance of the services required under this ITB.

#### **4.15 State Licensing Requirements**

All entities defined under Chapters 607, 617 or 620, F.S., seeking to do business with the Department shall be on file and in good standing with the State of Florida, Department of State. If not currently registered with the Department of State, the successful Bidder has five (5) days to complete this registration upon submission of its Bid.

#### **4.16 MyFloridaMarketPlace (MFMP) Registration**

Each Bidder doing business with the State of Florida as defined in Section 287.012, F.S., must register in the MFMP Vendor Information Portal (VIP) system, unless exempted under Rule 60A-1.030, Florida Administrative Code (F.A.C.). State agencies shall not enter into an agreement for the sale of commodities or contractual services, as defined in Section 287.012, F.S., with any Bidder not registered in the MFMP VIP system, unless exempted by Rule. A Bidder not currently registered in the MFMP VIP system shall do so within five (5) days of award.

Registration may be completed at: <http://vendor.myfloridamarketplace.com>. Those needing assistance may contact the MFMP Customer Service Desk at 866-352-3776 or [vendorhelp@myfloridamarketplace.com](mailto:vendorhelp@myfloridamarketplace.com).

#### **4.17 Certificate of Authority**

All corporations, limited liability companies, corporations not for profit, and partnerships seeking to do business with the State must be registered with the Florida Department of State, in accordance with the provisions of Chapter 607, 608, 617, and 620, F.S., respectively.

#### **4.18 Confidential, Proprietary, or Trade Secret Material**

The Department takes its public records responsibilities as provided under Chapter 119, F.S. and Article I, Section 24 of the Florida Constitution, very seriously. If the Bidder considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, F.S., the Florida Constitution or other authority, the Bidder must also simultaneously provide the Department with a separate redacted copy of its response and briefly describe, in writing, the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Bidder on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the Department at the same time the Bidder submits its response to the solicitation and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Bidder shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret or otherwise not subject to disclosure. Further, the Bidder shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Bidder's determination that the redacted portions of its response are confidential, proprietary, trade secret or otherwise not subject to disclosure. If the Bidder fails to submit a Redacted Copy with its response, the Department is authorized to produce the entire documents, data, or records submitted by the Bidder in answer to a public records request for these records. In no event shall the Department, or any of its employees, or agents, be liable for disclosing, or otherwise failing to protect, the confidentiality of information submitted in response to this solicitation.

#### **4.19 E-Verify**

In accordance with Executive Order 11-116, "The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The Provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term." Bidders meeting the terms and conditions of the E-Verify System are deemed to be in compliance with this provision.

#### **4.20 Vendor Substitute W-9**

The State of Florida Department of Financial Services (DFS) requires all Bidders that do business with the state to electronically submit a Substitute W-9 Form to <https://flvendor.myfloridacfo.com>. Forms can be located at the same website once a registration has been completed. Answers to frequently asked questions related to this



requirement are found at: <https://flvendor.myfloridacfo.com>. DFS can assist Bidders with additional questions, and can be reached at 850-413-5519 or [FLW9@myfloridaacfo.com](mailto:FLW9@myfloridaacfo.com).

#### **4.21 Scrutinized Companies**

If the resulting Contract exceeds \$1,000,000.00 in total, not including renewal years, the Contractor must certify that they are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sections 215.473, F.S. and 215.4725, F.S. Pursuant to Section 287.135(5), F.S., and 287.135(3), F.S., Contractor agrees the Department may immediately terminate the Contract for cause if the Contractor is found to have submitted a false certification or if Contractor is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel during the term of the Contract.

#### **4.22 Identical Tie Bids**

During the solicitation evaluation process, if the Department receives identical pricing or scoring from multiple Bidders, the Department shall determine the order of award using the criteria set forth in Rule 60A-1.011, F.A.C. and Section 295.187, F.S. "Certified Veteran Business Enterprises".

#### **4.23 Rejection of Bids**

The Department reserves the right to reject any and all Bids received in response to this ITB.

#### **4.24 Inspector General**

The Bidder shall comply with Section 20.055(5), F.S., which states; it is the duty of every state officer, employee, agency, special district, board, commission, Vendor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review or hearing.

#### **4.25 Protest Procedures**

Pursuant to Section 120.57(3), F.S, a Notice of Protest or Formal Written Protest must be filed with the Department's Agency Clerk. Filings may be made physically at 501 South Calhoun Street, Tallahassee, Florida 32399-2500, by email to: [CO-GCAgencyClerk@fdc.myflorida.com](mailto:CO-GCAgencyClerk@fdc.myflorida.com), or by facsimile to: (850) 922-4355. Protests must be made in compliance with Rules 28-110.003 and 28-110.004, F.A.C. Filings received after regular business hours (8:00 am to 5:00 pm ET) will be filed the next business day. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

### **SECTION 5.0 SPECIAL CONDITIONS**

#### **5.1 General Contract Conditions (PUR 1000)**

The General Contract Conditions are outlined in form PUR 1000 which is a downloadable document incorporated in this ITB by reference. Any terms and conditions set forth within this ITB document shall supersede any and all conflicting terms and conditions set forth within

form PUR 1000. There is no need to return this document with the response. <http://dms.myflorida.com/content/download/2933/11777>.

## **5.2 State Initiatives**

### **5.2.1 Diversity in Contracting**

The State of Florida is committed to supporting its diverse business industry and population through ensuring participation by minority-owned, women-owned, and service-disabled veteran-owned business enterprises in the economic life of the State. The State of Florida Mentor Protégé Program connects these business enterprises with private corporations for business development mentoring. We strongly encourage firms doing business with the State of Florida to consider this initiative. For more information on the Mentor Protégé Program, please contact the Office of Supplier Diversity at (850) 487-0915.

To this end, the Department considers it vital that minority-owned, women-owned, and service-disabled veteran-owned business enterprises participate in the State's procurement process as both Bidders, and subcontractors, of this solicitation.

Information on Certified Minority Business Enterprises (CMBE), and Certified Service-Disabled Veteran Business Enterprises (CSDVBE), is available from the Office of Supplier Diversity at: [http://dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd/](http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/).

Documentation regarding Diversity in Contracting must be submitted to the Department's Contract Administrator, and should identify participation by diverse Bidders and suppliers as prime Bidders, subcontractors, vendors, resellers, distributors, or such other participation as the parties may agree. This documentation shall include the timely reporting of funds expended to certified, and other, minority-owned/service-disabled veteran-owned business enterprises. Such reports must be submitted at least monthly, and must include the period covered, the name, minority code and Federal Employer Identification Number of each minority-owned/service-disabled veteran-owned Bidder utilized during the period, the commodities and services provided by the each, and the amount paid to each under the terms of any Contract resulting from this solicitation.

### **5.2.2 Environmental Considerations**

The State supports and encourages initiatives to protect and preserve our environment. If applicable, the Bidder shall submit a plan to support the procurement of products and materials with recycled content, referencing the intent of Section 403.7065, F.S. The Bidder shall also provide a plan, if applicable, for reducing and/or handling of any hazardous waste generated by the Bidder's company, referencing Rule 62-730.160, F.A.C. It is a requirement of the Florida Department of Environmental Protection (DEP) that a generator of hazardous waste materials exceeding certain threshold must have a valid and current Hazardous Waste Generator Identification Number. This identification number shall be submitted as part of Bidder's hazardous waste plan and shall explain, in detail, its handling and disposal of this waste.

### **5.3 Subcontracts**

The Bidder may, with prior written consent of the Department, enter into written subcontracts for the delivery or performance of services, as indicated in this ITB. Anticipated subcontract agreements known at the time of bid submission, must be disclosed, and the amount of the subcontract must be identified in the Bid. If a subcontract has been identified at the time of bid submission, a copy of the proposed subcontract must be submitted to the Department. No subcontract, which the Bidder enters into with respect to performance of any of its functions under the resultant Contract, shall in any way relieve the Bidder of any responsibility for the performance of its duties. All subcontractors, regardless of function, who provide services on Department property, shall comply with the Department's security requirements, including background checks, and all other Contract requirements. All payments to subcontractors shall be made by the Bidder.

If a subcontractor is utilized by the Bidder, the Bidder shall pay the subcontractor within seven (7) working days after any payment is received from the Department, in accordance with Section 287.0585, F.S. It is understood, and agreed upon, that the Department shall not be held accountable to any subcontractor for any expenses or liabilities incurred under the subcontract, and that the Bidder shall be solely responsible to the subcontractor for all expenses and liabilities under the Contract resulting from this ITB. If the Bidder fails to pay the subcontractor within seven (7) working days, the Bidder shall pay a penalty to the subcontractor in the amount of one-half ( $\frac{1}{2}$ ) of one percent (1%) of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed, and shall not exceed 15% of the outstanding balance due.

### **5.4 Copyrights, Right to Data, Patents and Royalties**

Where Contract activities produce original writing, sound recordings, pictorial reproductions, drawings, other graphic representation, and/or works of any similar nature, the Department has the right to use, duplicate and disclose such materials, in whole or in part, in any manner, for any purpose whatsoever, and to have others acting on behalf of the Department to do so also. If the materials so developed are subject to copyright, trademark, patent, legal title, then every right, interest, claim or demand of any kind, in and to any patent, trademark or copyright, or application for the same, will vest in the State of Florida, Department of State for the exclusive use and benefit of the State. Pursuant to Section 286.021, F.S., no person, firm or corporation, including parties to the Contract resulting from this solicitation, shall be entitled to use the copyright, patent, or trademark without the prior written consent of the Department of State.

The Department shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, or furnished by the Bidder. All computer programs and other documentation produced as part of the Contract shall become the exclusive property of the State of Florida, Department of State, with the exception of data processing software developed by the Department pursuant to Section 119.084, F.S., and may not be copied or removed by any employee of the Bidder without express written permission of the Department.

The Bidder, without exception, shall indemnify and save harmless the Department, and its employees, from liability of any nature or kind, including costs and expenses, for, or on account of, any copyrighted, patented, or unpatented invention, process, or article, manufactured, or supplied, by the Bidder. The Bidder has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article equipment or data not

supplied by the Bidder, or is based solely and exclusively upon the Department's alteration of the article. The Department will provide prompt written notification of a claim regarding copyright or patent infringement, and will afford the Bidder full opportunity to defend the action and control the defense of such claim.

Further, if such a claim is made, or is pending, the Bidder may, at its option and expense, procure for the Department the right to continue use of, replace, or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the Department agrees to return the article to the Bidder upon its request and receive reimbursement, fees and costs, if any, as may be determined by a court of competent jurisdiction.) If the Bidder uses any design, device, or material(s) covered by letter, patent or copyright, it is mutually agreed and understood, without exception, that the Contract prices shall include all royalties or costs arising from the use of such design, device, or materials.

### **5.5 Independent Contractor Status**

The Bidder shall be considered an independent contractor in the performance of its duties and responsibilities. The Department shall neither have nor exercise any control or direction over the methods by which the Bidder shall perform its work and functions, other than as provided herein. Nothing is intended to, nor shall be deemed to constitute, a partnership, or a joint venture, between the parties.

### **5.6 Assignment**

The Bidder shall not assign its responsibilities or interests to another party without prior written approval of the Department. The Department shall, at all times, be entitled to assign or transfer its rights, duties and obligations to another governmental agency of the State of Florida upon giving written notice to the Bidder.

### **5.7 Severability**

The invalidity or unenforceability of any particular provision shall not affect the other provisions hereof and shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes can still be determined and effectuated.

### **5.8 Use of Funds for Lobbying Prohibited**

The Bidder agrees to comply with the provisions of Section 216.347, F.S., which prohibits the expenditure of State funds for the purposes of lobbying the Legislature, Judicial branch of government, or a State agency.

### **5.9 Employment of Department Personnel**

The Bidder shall not knowingly engage, employ, or utilize, on a full-time, part-time, or other basis, any current or former employee of the Department, during the period of the resultant Contract, where such employment conflicts with Section 112.3185, F.S.

### **5.10 Legal Requirements**

Applicable provision of all Federal, State, county and local laws, and all ordinances, rules, and regulations shall govern development, submittal and evaluation of all bids received in response hereto, and shall govern any and all claims and disputes which may arise between person(s) submitting a Bid response hereto and the State of Florida, by and through its

officers, employees and authorized representatives, or any other person, natural or otherwise; lack of knowledge by any Bidder shall not constitute a cognizable defense against the legal effect thereof.

#### **5.11 Insurance**

The Bidder agrees to provide adequate, comprehensive insurance coverage, and to hold such insurance at all times during the existence of the resulting Contract. The Bidder accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Bidder, and the Department, under the resulting Contract. At a minimum, such insurance shall include workers' compensation and employer's liability insurance, per Florida statutory limits, covering all employees engaged in any Contract work; commercial general liability coverage; and automobile liability insurance covering all vehicles, owned or otherwise, used in the Contract work. The Bidder may be required to furnish the Department written verification of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Department reserves the right to require additional insurance where appropriate.

If the Bidder is a state agency or subdivision as defined in Section 768.28, F.S., the Bidder shall furnish the Department, upon request, written verification of liability protection in accordance with Section 768.28, F.S. Nothing herein shall be construed to extend any party's liability beyond that provided in Section 768.28, F.S.

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**ATTACHMENT I – PRICE PAGE  
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**All items in a group must be bid to be responsive for that Group.**

**Pricing must be inclusive of tax, shipping, handling, and any other relevant fees.**

<b>GROUP I CLIPPERS, TRIMMERS, BLADES &amp; GUIDES</b>					
<b>NO.</b>	<b>Description</b>	<b>Manufacture Item #</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
1	Oster Classic 76 Clipper	76076-010	\$	35	\$
2	Oster Turbo 111 Clipper	76111	\$	15	\$
3	Oster Model 10 Heavy Duty Clipper	76010	\$	15	\$
4	Oster Fast Feed Clipper	76023-510	\$	15	\$
5	Oster T-Finisher Trimmer	76059-010	\$	15	\$
6	Oster Finisher Narrow Blade Trimmer	76059-030	\$	15	\$
7	Andis MVP Clipper Model SMC-2	63220	\$	25	\$
8	Andis Master MI Clipper	01557	\$	15	\$
9	Andis Outliner II Trimmer Model GO	4603	\$	15	\$
10	Andis Styliner II Trimmer Model SLII	26700	\$	15	\$
11	Andis T-Edjer Trimmer Model AEE	15430	\$	15	\$
12	Andis Fade Master Clipper Model ML	01690	\$	15	\$
13	Replacement Blade – Oster 76-111 Size #1, Each	76918-086	\$	50	\$
14	Replacement Blade – Oster 76-10 Size #000, Each	76918-026	\$	50	\$
15	Replacement Blade – Oster Fast Feed 23-51, Each	913-50	\$	50	\$
16	Replacement Blade – Oster T-Finisher 59-01, Each Narrow Blade, Each	913-56	\$	50	\$
17	Replacement Blade – Oster T-Finisher 59-01 T-Blade, Each	913-58	\$	50	\$
18	Replacement Blade – Oster T-Finisher 59-01 Shaving Blade, Each	913-006	\$	50	\$

\_\_\_\_\_  
**NAME OF BIDDER (COMPANY)**

\_\_\_\_\_  
**FEID NUMBER**

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<b>GROUP I CLIPPERS, TRIMMERS, BLADES &amp; GUIDES</b>					
<b>No.</b>	<b>Description</b>	<b>Manufacture Item #</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
19	Replacement Blade – Andis Master MI (#22 Blade) , Each	03221	\$	50	\$
20	Replacement Blade – Andis Outliner II Trimmer, Each	04604	\$	50	\$
21	Replacement Blade – Andis Styliner II, Each	26704	\$	50	\$
22	Replacement Blade – Andis T-Edjer, Each	15528	\$	50	\$
23	Replacement Blade – Andis Fade Master, Each	01591	\$	50	\$
24	Replacement Blade – MVP UltraEdge Detachable Blade, Size 000, Each	64073	\$	50	\$
25	Replacement Blade – MVP UltraEdge Detachable Blade, Size 1, Each	64070	\$	50	\$
26	Oster Universal Comb #0 – size 1/16", Each		\$	50	\$
27	Oster Guide #1 – size 1/8", Each		\$	50	\$
28	Oster Guard #2 – size 1/4", Each		\$	50	\$
29	Oster Guard #3 – size 3/8" , Each		\$	50	\$
30	Oster Guide #4 – size 1/2", Each		\$	50	\$
31	Oster Guide #5 – size 5/8", Each		\$	50	\$
32	Oster Guide #6 – size 3/4", Each		\$	50	\$
33	Oster Guide #7 – size 7/8", Each		\$	50	\$
34	Oster Guide #8 – size 1", Each		\$	50	\$
35	Oster Guide #10 – size 1-1/4", Each		\$	50	\$
36	10-Piece Universal Comb Set, Each		\$	50	\$
<b>GRAND TOTAL - GROUP I (Sum of Column C)</b>					<b>\$ _____</b>

\_\_\_\_\_  
NAME OF BIDDER (COMPANY)

\_\_\_\_\_  
FEID NUMBER

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED REPRESENTATIVE

**ATTACHMENT I – PRICE PAGE  
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**All items in a group must be bid to be responsive for that Group.**

**Pricing must be inclusive of tax, shipping, handling, and any other relevant fees.**

<b>GROUP II PARTS</b>				
<b>No.</b>	<b>Description</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
1	Oster 76 Carbon Brush, Each	\$	20	\$
2	Oster 76 Brush Cap, Black, Each	\$	20	\$
3	Oster 76 Tension Spring, Each	\$	20	\$
4	Oster 76 Hinge Assembly, Each	\$	20	\$
5	Oster#76 Gear, Each	\$	20	\$
6	Oster 76 Clipper Lever, Each	\$	20	\$
7	Oster 76 Thrust Plate, Each	\$	20	\$
8	Oster 76 Link, Each	\$	20	\$
9	Oster 76 Socket, Each	\$	20	\$
10	Oster 76 Toggle Switch, Each	\$	20	\$
11	Oster 76 Housing, Each	\$	20	\$
12	Oster#76 Armature, Each	\$	20	\$
13	Oster 76 Blade Screw, Each	\$	20	\$
14	Oster 76 Hinge Screw, Each	\$	20	\$
15	Oster 76 Blade Guide , Each	\$	20	\$
16	Oster Cord 76, Each	\$	20	\$
17	Oster 111 Armature Assembly, Each	\$	20	\$
18	Oster 10-111 Hinge, Each	\$	20	\$

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**NAME OF BIDDER (COMPANY)**

\_\_\_\_\_  
**FEID NUMBER**

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**ATTACHMENT I – PRICE PAGE  
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<b>GROUP II PARTS</b>				
<b>No.</b>	<b>Description</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
19	Osters #111 Brush and Spring, Each	\$	20	\$
20	Osters #10-111 Lever, Each	\$	20	\$
21	Oster #10-111 Socket, Each	\$	20	\$
22	Oster Turbo 111 Gear, Each	\$	20	\$
23	Oster Turbo 111 Link, Each	\$	20	\$
24	Oster Turbo 111 Cap Brush, Each	\$	20	\$
25	Oster Turbo 111 Upper Housing, Each	\$	20	\$
26	Oster Turbo 111 Lower Housing, Each	\$	20	\$
27	Oster 59-01 Upper Housing, Each	\$	20	\$
28	Oster 59-01 Lower Housing, Each	\$	20	\$
29	Oster 59-01 Switch Button, Each	\$	20	\$
30	Oster 59-01 Spring, Each	\$	20	\$
31	Oster 59-01 Blade Screw, Each	\$	20	\$
32	Oster 23-51 Fast Feed Upper Housing, Each	\$	20	\$
33	Oster 23-51 Fast Feed Lower Housing, Each	\$	20	\$
34	Oster 23-51 Fast Feed Switch, Each	\$	20	\$
35	Oster 23-51 Fast Feed Armature Assembly, Each	\$	20	\$
36	Oster 23-51 Fast Feed Switch Button, Each	\$	20	\$
37	Oster 23-51 Fast Feed Lever, Each	\$	20	\$
38	Oster #23-51 Fast Feed Blade Screw, Each	\$	20	\$
39	Andis ML Armature Assembly, Each	\$	20	\$
40	Andis ML Switch Button, Each	\$	20	\$

NAME OF BIDDER (COMPANY)

FEID NUMBER

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**ATTACHMENT I – PRICE PAGE  
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<b>GROUP II PARTS</b>				
<b>No.</b>	<b>Description</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
41	Andis ML Switch Assembly, Each	\$	20	\$
42	Andis ML Blade Screw, Each	\$	20	\$
43	Andis ML Adjustment Lever, Each	\$	20	\$
44	Andis T-Outliner Top Housing, Each	\$	20	\$
45	Andis T-Outliner Lower Housing, Each	\$	20	\$
46	Andis T-Outliner Housing Screw, Each	\$	20	\$
47	Andis T-Outliner Blade Screw, Each	\$	20	\$
48	Andis T-Outliner Tension Spring, Each	\$	20	\$
49	Andis T-Outliner Tension Spring Screw, Each	\$	20	\$
50	Andis Styliner II Top Housing, Each	\$	20	\$
51	Andis Styliner II Lower Housing, Each	\$	20	\$
52	Andis Styliner II Switch Sub Assembly, Each	\$	20	\$
53	Andis Styliner II Switch Button, Each	\$	20	\$
54	Andis Styliner II Blade Screw, Each	\$	20	\$
55	Andis Styliner II Housing Screw, Each	\$	20	\$
56	Andis T-Edjer Top Housing, Each	\$	20	\$
57	Andis T-Edjer Lower Housing, Each	\$	20	\$
58	Andis T-Edjer Switch Button, Each	\$	20	\$
59	Andis T-Edjer Switch Contact Spring, Each	\$	20	\$
60	Andis T-Edjer Blade Screw, Each	\$	20	\$

NAME OF BIDDER (COMPANY) \_\_\_\_\_

FEID NUMBER \_\_\_\_\_

**CONTINUED ON PAGE 27**

<b>GROUP II PARTS</b>				
<b>No.</b>	<b>Description</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
61	Andis T-Edjer Armature Assembly, 2-wire, Each	\$	20	\$
62	Andis T-Edjer Armature Assembly, 3-wire, Each	\$	20	\$
63	Andis MVP Upper Housing – Black, Each	\$	20	\$
64	Andis MVP Lower Housing - Black, Each	\$	20	\$
65	Andis MVP Blade Hinge Screw, Each	\$	20	\$
66	Andis MVP Hinge Assembly, Each	\$	20	\$
67	Andis MVP Blade Guide, Each	\$	20	\$
68	Andis MVP Blade Screw, Each	\$	20	\$
69	Andis MVP Tension Spring, Each	\$	20	\$
<b>GRAND TOTAL - GROUP II (Sum of Column C)</b>				<b>\$ _____</b>

\_\_\_\_\_  
**NAME OF BIDDER (COMPANY)**

\_\_\_\_\_  
**FEID NUMBER**

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINTED NAME OF AUTHORIZED REPRESENTATIVE**

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**ATTACHMENT I – PRICE PAGE  
FDC ITB-18-047**

**All items in a group must be bid to be responsive for that Group.**

**Pricing must be inclusive of tax, shipping, handling, and any other relevant fees.**

<b>GROUP III SUPPLIES</b>				
<b>No.</b>	<b>Description</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
1	Oster Spray Disinfectant, 16 oz Can	\$	50	\$
2	Oster Blade Lube Oil, 4 oz Bottle	\$	50	\$
3	Oster Kool Lube Spray, 14 oz Can	\$	50	\$
4	Oster Blade Wash 18 oz Bottle	\$	50	\$
5	Oster Gear Lube, Each	\$	50	\$
6	Oster Universal Cape, Each	\$	50	\$
7	Oster Original Finishing Comb, Each	\$	50	\$
8	Barbicide Liquid, 1/2 Gallon Jug	\$	50	\$
9	Barbicide Liquid, 16oz	\$	50	\$
10	Mar-v-cide Disinfectant Liquid, 1/2 Gallon	\$	50	\$
11	Mar-v-cide Disinfectant Liquid, 16 oz	\$	50	\$
12	Clippicide Spray, Each	\$	50	\$
13	Jeris Talc white, 9oz, Each	\$	50	\$
14	Wm. Marvy #3 Plastic Disinfectant Jar, Each	\$	50	\$
15	Wm. Marvy #7 Acrylic Disinfectant Jar, Each	\$	50	\$
16	Wm. Marvy Steril-ray #10w Sanitizer, Each	\$	50	\$

\_\_\_\_\_  
**NAME OF BIDDER (COMPANY)**

\_\_\_\_\_  
**FEID NUMBER**

**CONTINUED ON PAGE 29**

**ATTACHMENT I – PRICE PAGE  
FDC ITB-18-047**

<b>GROUP III SUPPLIES</b>				
<b>No.</b>	<b>Description</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
17	GTL3 Lamp for #9 Sterile Ray Sanitizer, Each	\$	50	\$
18	Barbicide Heavy Duty Jar, Each	\$	25	\$
19	H-42 Anti-Bacterial Clean Clippers 8oz, Each	\$	50	\$
20	H-42 Clean Clippers 16oz Pump Spray, Each	\$	50	\$
21	H-42 Clean Clippers 32oz Refill Size, Each	\$	50	\$
22	H-42 Clean Clippers 16oz Jar, Each	\$	25	\$
23	Marvy #9 Sterile Ray Sanitizer, Each	\$	25	\$
24	Marvy #3 Plastic Disinfectant Jar, Each	\$	25	\$
25	Marvy Steril-ray #10w Sanitizer, Each	\$	25	\$
26	Marvy #7 Acrylic Disinfectant Jar, Each	\$	25	\$
27	Brush Cap, Each	\$	25	\$
28	Clipper Blade Grinder 8", Each	\$	25	\$
29	Grinding Powder, Each	\$	25	\$
30	Grinding Compound, Each	\$	25	\$
31	Hammond Clipper Holder, Each	\$	50	\$
32	Plastic Spray Bottle 8oz, Each	\$	50	\$
33	Starflite 55 Barber Comb, Each	\$	50	\$
34	Starflite 858 Barber Comb, Each	\$	50	\$
35	Starflite 939 Barber Comb, Each	\$	50	\$
36	Barber Comb 7 ½", Each	\$	50	\$

NAME OF BIDDER (COMPANY)

FEID NUMBER

CONTINUED ON PAGE 30

**ATTACHMENT I – PRICE PAGE  
FDC ITB-18-047**

<b>GROUP III SUPPLIES</b>				
<b>No.</b>	<b>Description</b>	<b>(A) Unit Price</b>	<b>(B) Estimated Annual Quantity</b>	<b>(A x B = C) Total Price</b>
37	Box Of Sanek Neck Strips, per Box	\$	50	\$
38	Case Of Sanek Neck Strips, per Case	\$	50	\$
39	Face and Neck towel green stripe 15" x 25", Each	\$	50	\$
40	Betty Dain Nylon Barber Jacket, Black – Size Small, Each	\$	50	\$
41	Betty Dain Nylon Barber Jacket, Black – Size Med., Each	\$	50	\$
42	Betty Dain Nylon Barber Jacket, Black – Size Large, Each	\$	50	\$
43	Betty Dain Nylon Barber Jacket, Black – Size XL, Each	\$	50	\$
44	Betty Dain Nylon Barber Jacket, Black – Size 1X, Each	\$	50	\$
45	Betty Dain Nylon Barber Jacket, Black – Size 2X, Each	\$	50	\$
46	Betty Dain Nylon Barber Jacket, Black – Size 3X, Each	\$	50	\$
47	Betty Dain Nylon Barber Jacket, Black – Sizes 4X to 5X, Each	\$	50	\$
48	Betty Dain Styling Cape (Snap), Black – Size 45" x 60", Each	\$	50	\$
49	Betty Dain Styling Cape (Snap), Black – Size 54" x 60", Each	\$	50	\$
50	Betty Dain Styling Cape (Velcro), Black – Size 45" x 60", Each	\$	50	\$
51	Betty Dain Styling Cape (Velcro), Black – Size 54" x 60", Each	\$	50	\$
52	Fingernail Clipper – per dozen	\$	25	\$
53	Toenail Clipper – per dozen	\$	25	\$
<b>GRAND TOTAL - GROUP III (Sum of Column C)</b>				<b>\$ _____</b>

\_\_\_\_\_  
NAME OF BIDDER (COMPANY)

\_\_\_\_\_  
FEID NUMBER

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED REPRESENTATIVE

**ATTACHMENT II – DELIVERY LOCATIONS  
FDC ITB-18-047  
REGION I – ALL LOCATIONS**

**MAJOR INSTITUTIONS**

*\* Indicates a Work Camp adjacent to an institution.*

<p><b>Apalachee Correctional Institution East</b> 35 Apalachee Drive Sneads, Florida 32460-4166 (850) 718-0688 Fax: (850) 593-6445</p>	<p><b>Apalachee Correctional Institution West</b> 52 West Unit Drive Sneads, Florida 32460-4165 (850) 718-0577 Fax: (850) 593-6445</p>
<p><b>* Calhoun Correctional Institution</b> 19562 SE Institution Drive Blountstown, Florida 32424-5156 (850) 237-6500 Fax: (850) 237-6508</p>	<p><b>* Century Correctional Institution</b> 400 Tedder Road Century, Florida 32535-3659 (850) 256-2600 Fax: (850) 256-2335</p>
<p><b>*Franklin Correctional Institution</b> 1760 Highway 67 North Carrabelle, Florida 32322 (850) 697-1100 Fax: (850) 697-1108</p>	<p><b>Gulf Correctional Institution</b> 500 Ike Steele Road Wewahitchka, Florida 32465-0010 (850) 639-1000 SC 790-1000 Fax: (850) 639-1182</p>
<p><b>*Gulf Correctional Institution Annex</b> 699 Ike Steel Road Wewahitchka, Florida 32465 (850) 639-1509 Fax: (850) 639-1508</p>	<p><b>* Holmes Correctional Institution</b> 3142 Thomas Drive Bonifay, Florida 32425-0190 (850) 547-2100 Fax: (850) 547-0522</p>
<p><b>* Jackson Correctional Institution</b> 5563 10th Street Malone, Florida 32445-3144 (850) 569-5260 Fax: (850) 569-5996</p>	<p><b>Jefferson Correctional Institution</b> 1050 Big Joe Road Monticello, Florida 32344-0430 (850) 342-0500 Fax: (850) 997-0973</p>
<p><b>* Liberty Correctional Institution</b> 11064 N.W. Dempsey Barron Road Bristol, Florida 32321-9711 (850) 643-9400 Fax: (850) 643-9412</p>	<p><b>Northwest Florida Reception Center</b> 4455 Sam Mitchell Drive Chipley, Florida 32428-3597 (850) 773-6100 Fax: (850) 773-6252</p>
<p><b>Northwest Florida Reception Center Annex</b> 4455 Sam Mitchell Drive Chipley, Florida 32428-3597 (850) 773-6500 Fax: (850) 773-6611</p>	<p><b>* Okaloosa Correctional Institution</b> 3189 Little Silver Rd. Crestview, Florida 32539-6708 (850) 682-0931 Fax: (850) 689-7803</p>

**MAJOR INSTITUTIONS (CONT'D)**

*\* Indicates a Work Camp adjacent to an institution*

<p align="center"><b>Quincy Annex</b>                  2225 Pat Thomas Parkway                  Quincy, Florida 32351-8645                  (850) 627-5400                  Fax: (850) 875-3572</p>	<p align="center"><b>Santa Rosa CI</b>                  5850 East Milton Rd.                  Milton, Florida 32583-7914                  (850) 983-5800                  Fax (850) 983-5907</p>
<p align="center"><b>Santa Rosa Annex</b>                  5850 East Milton Rd.                  Milton, Florida 32583-7914                  (850) 983-5800                  Fax (850) 983-5907</p>	<p align="center"><b>* Wakulla Correctional Institution</b>                  110 Melaleuca Drive                  Crawfordville, Florida 32327-4963                  (850) 410-1895                  Fax: (850) 410-0203</p>
<p align="center"><b>Wakulla Annex</b>                  110 Melaleuca Drive                  Crawfordville, Florida 32327-4963                  (850) 487-4341                  Fax: (850) 410-0203</p>	<p align="center"><b>* Walton Correctional Institution</b>                  691 Institution Road                  DeFuniak Springs, Florida 32433-1831                  (850) 951-1300                  Fax: (850) 951-1750</p>

**WORK CAMPS, FORESTRY CAMPS & ROAD PRISONS**

<p align="center"><b>Calhoun Work Camp</b>                  19564 SE Inst. Drive                  Blountstown, Florida 32424-5156                  (850) 674-2887                  Fax: (850) 674-2503</p>	<p align="center"><b>Century Work Camp</b>                  400 Tedder Road                  Century, Florida 32535-3659                  (850) 256-2600                  Fax: (850) 256-5005</p>
<p align="center"><b>Graceville Work Camp</b>                  5230 Ezell Road                  Graceville, Florida 32440-4289                  (850) 263-9230                  Fax: (850) 263-9235</p>	<p align="center"><b>Gulf Forestry Camp</b>                  3222 DOC Whitfield Road                  White City, Florida 32465                  (850) 827-4000                  Fax: (850) 827-2986</p>
<p align="center"><b>Holmes Work Camp</b>                  3182 Thomas Drive                  Bonifay, Florida 32425-4238                  (850) 547-2703                  Fax: (850) 547-3169</p>	<p align="center"><b>Jackson Work Camp</b>                  5607 10th Street                  Hwy 71 North                  Malone, Florida 32445-9998                  (850) 569-5260                  Fax: (850) 569-5996</p>
<p align="center"><b>Liberty Work Camp</b>                  11064 NW Dempsey Barron Road                  Bristol, Florida 32321-0711                  (850) 643-9542                  Fax: (850) 643-9562</p>	<p align="center"><b>Okaloosa Work Camp</b>                  3189 Little Silver Road                  Crestview, Florida 32539-6708                  (850) 682-0931                  Fax: (850) 682-4578</p>



**WORK CAMPS, FORESTRY CAMPS & ROAD PRISONS (CONT'D)**

<b>Wakulla Work Camp</b> 110 Melaleuca Drive Crawfordville, Florida 32327-4963 (850) 413-9663 Fax: (850) 421-1261	<b>Walton Work Camp</b> 301 World War II Veterans Lane De Funiak Springs, Florida 32433-1838 (850) 951-1355 Fax: (850) 951-1766
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**COMMUNITY RELEASE CENTERS (CRCs)**

<b>Panama City CRC</b> 3609 Highway 390 Panama City, Florida 32405-2795 (850) 872-4178 Fax (850) 747-5739	<b>Pensacola CRC</b> 3050 North L. Street Pensacola, Florida 32501-1010 (850) 595-8920 Fax (850) 595-8919
<b>Tallahassee CRC</b> <u>Physical Address:</u> 2616A Springhill Road <u>Delivery Address:</u> 2628 Springhill Road Tallahassee, Florida 32310-6730 (850) 488-2478	

**RE-ENTRY CENTERS**

<b>Gadsden Re-Entry Center</b> 630 Opportunity Lane Havana, Florida 32333 (850) 539-2440	
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**REGION II – ALL LOCATIONS**

**MAJOR INSTITUTIONS**

*\* Indicates a Work Camp adjacent to an institution.*

<p><b>* Baker Correctional Institution</b>                  P.O. Box 500, 20706 US 90 W.                  Sanderson, Florida 32087-0500                  (386) 719-4500                  Fax: (386) 758-5759</p>	<p><b>* Columbia Correctional Institution</b>                  216 S.E. Corrections Way                  Lake City, Florida 32025-2013                  (386) 754-7600                  Fax: (386) 754-7602</p>
<p><b>Columbia Correctional Institution Annex</b>                  216 S.E. Corrections Way                  Lake City, Florida 32025-2013                  (386) 466-3000                  Fax: (386) 754-7602</p>	<p><b>* Cross City Correctional Institution</b>                  568 NE 255<sup>th</sup> Street                  Cross City, Florida 32628                  (352) 498-4444                  Fax: (352) 498-4333 or 4334</p>
<p><b>Cross City East Unit</b>                  568 NE 255<sup>th</sup> Street                  Cross City, Florida 32628                  (352) 498-4444                  Fax: (352) 498-4333 or 4334</p>	<p><b>* Florida State Prison</b>                  7819 N.W. 228th Street                  Raiford, Florida 32026-1000                  (904) 368-2500                  Fax: (904) 368-2732                  (Delivery Vehicle must have drop lift capacity)</p>
<p><b>Florida St. Prison West Unit</b>                  Post Office Box 747                  State Road 16                  Starke, Florida 32091-0747                  (904) 368-2500                  Fax: (904) 368-2729</p>	<p><b>*Hamilton Correctional Institution</b>                  10650 SW 46th Street                  Jasper, Florida 32052-1360                  (386) 792-5151                  Fax: (386) 792-5152</p>
<p><b>Hamilton Correctional Institution Annex</b>                  10650 S.W. 46th Street                  Jasper, Florida 32052-1360                  (386) 792-5151                  Fax: (386) 792-5159</p>	<p><b>* Lancaster Correctional Institution</b>                  3449 S.W. State Road 26                  Trenton, Florida 32693-5641                  (352) 463-4100                  Fax: (352) 463-3476</p>
<p><b>Lawtey Correctional Institution</b>                  7819 N.W. 228<sup>th</sup> Street                  Raiford, Florida 32026-2000                  (904) 782-2000                  Fax: (904) 782-2005</p>	<p><b>* Madison Correctional Institution</b>                  382 Southwest MCI Way                  Madison, Florida 32340-4430                  (850) 973-5300                  Fax: (904) 973-5339</p>

**MAJOR INSTITUTIONS (CONT'D)**

*\* Indicates a Work Camp adjacent to an institution.*

<p><b>* Mayo Correctional Institution Annex</b>              8784 US Highway 27 West              Mayo, Florida 32066-3458              (386) 294-4500              Fax: (386) 294-4534</p>	<p><b>* New River Correctional Institution</b>              7819 NW 228<sup>th</sup> Street              Raiford, Florida 32026-3000              (904) 368-3000              Fax: (904) 368-3205</p>
<p><b>Putnam Correctional Institution</b>              128 Yelvington Road East              Palatka, Florida 32131-2112              (386) 326-6800              Fax: (386) 312-2219</p>	<p><b>*Reception and Medical Center</b>              P.O. Box 628              Hwy 231              Lake Butler, Florida 32054-0628              (386) 496-6000              Fax: (386) 496-3287</p>
<p><b>Reception and Medical Center West</b>              8183 SW 152nd Loop              P.O. Box 628              Lake Butler, Florida 32054-0628              (386) 496-6002              Fax: (386) 496-4689</p>	<p><b>*Suwannee Correctional Institution</b>              5964 U.S. Highway 90              Live Oak, Florida 32060              (386) 963-6201              Fax: (386) 963-6103</p>
<p><b>* Suwannee Correctional Institution Annex</b>              5964 U.S. Highway 90              Live Oak, Florida 32060              (386) 963-6301              Fax: (386) 963-6103</p>	<p><b>*Taylor Correctional Institution</b>              8501 Hampton Springs Road              Perry, Florida 32348-8747              (850) 838-4000              Fax: (850) 838-4024</p>
<p><b>Taylor Correctional Institution Annex</b>              8501 Hampton Springs Road              Perry, Florida 32348              (850) 838-4002              Fax: (850) 838-4024</p>	<p><b>* Tomoka Correctional Institution</b>              3950 Tiger Bay Road              Daytona Beach, Florida 32124-1098              (386) 323-1070              Fax: (386) 323-1006</p>
<p><b>Union Correctional Institution</b>              7819 N.W. 228<sup>th</sup> Street              Raiford, Florida 32026-4000              (386) 431-2000              Fax: (386) 431-2016</p>	

**WORK CAMPS, FORESTRY CAMPS & ROAD PRISONS**

<p><b>Baker Work Camp</b>              P.O. Box 500              US 90 E.              Sanderson, Florida 32087-0500              (386) 719-4670              Fax: (386) 719-2775</p>	<p><b>Cross City Work Camp</b>              568 N.E. 255<sup>th</sup> Street              Cross City, Florida 32628              (352) 498-4330              Fax: (352) 498-4338</p>
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**WORK CAMPS, FORESTRY CAMPS & ROAD PRISONS (CONT'D)**

<p><b>Columbia Work Camp</b> 216 SE Corrections Way Lake City, FL 32025-0000 (386) 754-7668 Fax: (386) 719-2770</p>	<p><b>Gainesville Work Camp</b> 1000 NE 55<sup>th</sup> Blvd. State Road 26 East Gainesville, Florida 32641-6067 (352) 955-2045 Fax: (352) 955-3119</p>
<p><b>Hamilton Work Camp</b> 10650 SW 46<sup>th</sup> Street Jasper, Florida 32052-0000 (904) 792-5409 Fax: (386) 904-5159</p>	<p><b>Lancaster Work Camp</b> 3449 SW SR 26 Trenton, Florida 32693-5641 (352) 463-4100 Fax: (352) 463-3476</p>
<p><b>Madison Work Camp</b> Post Office Box 692 382 SW MCI Way Madison, Florida 32340-4430 (850) 973-5302 Fax: (850) 973-5358 SC 296-5339</p>	<p><b>Mayo Work Camp</b> 8976 US 27 West Mayo, Florida 32066 (386) 294-4752 Fax: (386) 294-4532</p>
<p><b>New River Work Camp</b> 13600 NE 258<sup>th</sup> Court Raiford, Florida 32083 (386) 431-2000 Fax: (386) 431-2016</p>	<p><b>RMC Work Camp</b> P.O. Box 628 Lake Butler, Florida 32054 (386) 496-4050 Fax: (386) 496-4060</p>
<p><b>Suwannee Work Camp</b> 5964 U.S. Highway 90 Live Oak, Florida 32060 (386) 963-6100 Fax: (386) 963-6103</p>	<p><b>Taylor Work Camp</b> 8501 Hampton Springs Road Perry, Florida 32348-0000 (850) 223-4501 Fax: (850) 838-4024</p>
<p><b>Tomoka Work Camp</b> 3950 Tiger Bay Road Daytona Beach, Florida 32124-1098 (321) 323-1220 Fax: (321) 323-1006</p>	

**COMMUNITY RELEASE CENTERS (CRCs)**

<p><b>Dinsmore CRC</b> 13200 Old Kings Road Jacksonville, Florida 32219 (904) 924-1700 Fax: (904) 924-1704</p>	<p><b>Lake City CRC</b> 1099 N.W. Dot Gln Lake City, Florida 32055-2564 (386) 758-0535 Fax: (386) 758-1559</p>
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**COMMUNITY RELEASE CENTERS (CONT'D)**

<p><b>Santa Fe WRC</b> 2901 Northeast 39th Avenue Gainesville, Florida 32602-1202 (352) 955-2070 Fax: (352) 955-3162 <i>Satellite Fed by Gainesville Work Camp</i></p>	<p><b>Daytona Beach WRC</b> 3601 U.S. Highway 92 West Daytona Beach, Florida 32124-1002 (386) 238-3171 Fax: (386) 947-4058</p>
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**RE-ENTRY CENTERS**

<p><b>Baker Re-Entry Center</b> 17128 US Highway 90 W Sanderson, Florida 32087 (386) 719-6300 Fax (386) 758-5759</p>	
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**REGION III – ALL LOCATIONS**

**MAJOR INSTITUTIONS**

*\* Indicates a Work Camp adjacent to an institution.*

<p><b>* Avon Park Correctional Institution</b>  P.O. Box 1100  County Road 64 East  Avon Park, Florida 33826-1100  (863) 453-3174  Fax: (863) 453-1511</p>	<p><b>Central Florida Reception Center</b>  7000 H C Kelley Rd  Orlando, Florida 32831-2518  (407) 207-7777  Fax: (407) 249-6570</p>
<p><b>Central Florida Reception Center East</b>  7000 H C Kelley Road  Orlando, Florida 32831-2518  (407) 207-7777  Fax: (407) 249-6570</p>	<p><b>Central Florida Reception Center South</b>  7000 H C Kelley Road  Orlando, Florida 32831-2518  (407) 207-7777  Fax: (407) 249-6570</p>
<p><b>* DeSoto Annex</b>  13617 S.E. Highway 70  Arcadia, Florida 34266-7800  (863) 494-3727  Fax: (863) 494-1740</p>	<p><b>Florida Women’s Reception Center</b>  3700 NW 111th Place  Ocala, Florida 34482-1479  352-840-8000  FAX: (352) 401-5331</p>
<p><b>* Hardee Correctional Institution</b>  6901 State Road 62  Bowling Green, Florida 33834-9505  (863) 767-4500  Fax: (863) 767-4504</p>	<p><b>Hernando Correctional Institution</b>  16415 Springhill Drive  Brooksville, Florida 34604-8167  (352) 754-6715  Fax: (352) 544-2307</p>
<p><b>Lake Correctional Institution</b>  19225 U.S. Highway 27  Clermont, Florida 34715-9025  (352) 394-6146  Fax: (352) 394-3504</p>	<p><b>*Lowell Correctional Institution</b>  11120 NW Gainesville Rd  Ocala, Florida 34482-1479  (352) 401-5301  Fax: (352) 401-5331</p>
<p><b>Lowell Correctional Institution Annex</b>  11120 NW Gainesville Rd  Ocala, Florida 34482-1479  (352) 401-5301  Fax: (352) 401-5331</p>	<p><b>* Marion Correctional Institution</b>  3269 NW 105th Street  Lowell, Florida 32663-0158  (352) 401-6400  Fax: (352) 840-5657</p>
<p><b>* Polk Correctional Institution</b>  10800 Evans Road  Polk City, Florida 33868-6925  (863) 984-2273  Fax: (863) 984-3072</p>	<p><b>Sumter Correctional Institution and BTU</b>  9544 County Road 476B  Bushnell, Florida 33513-0667  (352) 569-6100  Fax: (352) 569-6196</p>

**WORK CAMPS, FORESTRY CAMPS & ROAD PRISONS**

<p><b>Avon Park Work Camp</b> Post Office Box 1100 County Road 64 East Avon Park, Florida 33826-1100 (863) 453-3174 Fax: (863) 453-1511</p>	<p><b>Brevard Work Camp</b> 855 Camp Road Cocoa, Florida 32927-3700 (321) 634-6130 Fax: (321) 634-6051</p>
<p><b>DeSoto Work Camp</b> Highway 70 East Arcadia, Florida, 34266 (863) 494-3727 Fax: (863) 494-1740</p>	<p><b>Hardee Work Camp</b> 6899 State Road 62 Bowling Green, Florida 33834-9505 (863) 773-2441 Fax: (863) 773-0160</p>
<p><b>Largo Road Prison</b> 5201 Ulmerton Road Clearwater, Florida 33760-4006 (727) 570-5135 Fax: (727) 588-4920</p>	<p><b>Lowell Work Camp</b> 11120 NW Gainesville Road Ocala, Florida 34482 (352) 401-5301 Fax: (352) 401-5331</p>
<p><b>Marion Work Camp</b> Post Office Box 158 3269 NW 105<sup>th</sup> Street Lowell, Florida 32663-0158 (352) 401-6865 Fax: (352) 401-6443</p>	<p><b>Polk Work Camp</b> 10800 Evans Road Polk City, Florida 33868-6925 (863) 984-2273 Fax: (863) 984-1761</p>
<p><b>Sumter Work Camp</b> Post Office Box 1807 9544 County Road 476B Bushnell, Florida 33513-0667 (352) 569-6114 Fax: (352) 793-6845</p>	

**COMMUNITY RELEASE CENTERS (CRCs)**

<p><b>Bartow CRC</b> 550 N. Restwood Avenue Bartow, Florida 33830-4200 (863) 534-7037 Fax (863) 534-0036</p>	<p><b>Cocoa CRC</b> 585 Camp Road Cocoa, Florida 32927-4738 (321) 690-3210 Fax: (321) 634-6002</p>
<p><b>Kissimmee CRC</b> 2925 Michigan Avenue Kissimmee, Florida 34744-1200 (407) 846-5210 Fax: (407) 846-5368</p>	<p><b>Orlando CRC</b> 7300 Laurel Hill Road Orlando, Florida 32818-5278 (407) 578-3510 Fax: (407) 578-3509</p>

**COMMUNITY RELEASE CENTERS (CONT'D)**

<p><b>Pinellas CRC</b> 5205 Ulmerton Road Clearwater, Florida 33760-4002 (727) 570-5138 Fax: (727) 570-3187</p>	<p><b>St. Petersburg CRC</b> 4237 8th Avenue, South St. Petersburg, Florida 33711-2000 (727) 893-2289 Fax: (727) 893-1182</p>
<p><b>Tarpon Springs CRC</b> 566 Brady Road Tarpon Springs, Florida 34689-6707 (727) 942-5420 Fax (727) 942-5469</p>	

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**REGION IV – ALL LOCATIONS**

<b>MAJOR INSTITUTIONS</b>	
<i>* Indicates a Work Camp adjacent to an institution.</i>	
<p><b>Charlotte Correctional Institution</b>                      33123 Oil Well Road                      Punta Gorda, Florida 33955-9701                      (941) 833-2300                      Fax: (941) 575-5747</p>	<p><b>Dade Correctional Institution</b>                      19000 S. W. 377<sup>th</sup> Street                      Florida City, Florida 33034-6409                      (305) 242-1900                      Fax: (305) 242-1881</p>
<p><b>Everglades Correctional Institution</b>                      1601 S.W. 187<sup>th</sup> Ave.                      Miami, Florida 33185-3701                      (305) 228-2054                      Fax: (305) 228-2039</p>	<p><b>Homestead Correctional Institution</b>                      19000 S. W. 377<sup>th</sup> Street                      Florida City, Florida 33034-6409                      (305) 242-1700                      Fax: (305) 242-2424</p>
<p><b>* Martin Correctional Institution</b>                      1150 S.W. Allapattah Road                      Indiantown, Florida 34956-4397                      (772) 597-3705                      Fax: (772) 597-3742</p>	<p><b>Okeechobee Correctional Institution</b>                      3420 N.E. 168<sup>th</sup> St.                      Okeechobee, Florida 34972-4824                      (863) 462-5474                      Fax: (863) 462-5402</p>
<p><b>South Florida Reception Center</b>                      14000 NW 41<sup>st</sup> Street                      Doral, Florida 33178-3014                      (305) 592-9567                      Fax: (305) 470-5628</p>	<p><b>South Florida Reception Center - South</b>                      13910 NW 41<sup>st</sup> Street                      Doral, Florida 33178-3014                      (305) 592-9710                      Fax: (305) 470-5628</p>

<b>WORK CAMPS, FORESTRY CAMPS &amp; ROAD PRISONS</b>	
<p><b>Ft. Myers Work Camp</b>                      P.O. Box 051107                      12551 Wainwright Drive                      Immokalee, Florida 34142-9628                      (239) 332-6915                      Fax: (239) 332-6992</p>	<p><b>Glades Work Camp</b>                      2600 N Main Street                      Belle Glade, Florida 33430-5314                      (561) 829-1800                      Fax: (561) 992-1355</p>
<p><b>Loxahatchee Road Prison</b>                      230 Sunshine Road                      West Palm Beach, Florida 33411-3616                      (561) 791-4760                      Fax: (561) 791-4763</p>	<p><b>Martin Work Camp</b>                      1150 SW Allapattah Road                      Indiantown, Florida 34956-4310                      (772) 597-3705                      Fax: (772) 597-4238</p>

**COMMUNITY RELEASE CENTERS**

<p><b>Atlantic CRC</b> 263 Fairgrounds Road West Palm Beach, Florida 33411-3639 (561) 791-4187 Fax: (561) 791-4749 <i>Satellite Fed by Loxahatchee Road Prison</i></p>	<p><b>Ft. Pierce CRC</b> 1203 Bell Avenue Ft. Pierce, Florida 34982-6544 (772) 468-3929 Fax: (772) 467-3140</p>
<p><b>Hollywood CRC</b> P.O. Box 8759 8501 W. Cypress Dr. Pembroke Pines, Florida 33025-4542 (954) 985-4720 Fax: (954) 967-1251</p>	<p><b>Miami North CRC</b> 7090 Northwest 41st Street Miami, Florida 33166-6817 (305) 470-5580 Fax (305) 470-5584</p>
<p><b>Opa Locka CRC</b> 5400 Northwest 135th Street Opa Locka, Florida 33054-4310 (305) 827-4057 Fax: (305) 364-3188</p>	<p><b>West Palm Beach CRC</b> 261 West Fairgrounds Road West Palm Beach, Florida 33411-3639 (561) 791-4750 Fax: (561) 791-4018</p>

**RE-ENTRY CENTERS**

<p><b>Everglades Re-Entry Center</b> 1601 SW 187 Ave Miami, Florida 33194 (305) 278-2000 Fax (305) 228-2039</p>	<p><b>Sago Palm Re-Entry Center</b> 500 Baybottom Road Pahokee, Florida 33476 (561) 924-4320 Fax (561) 924-4303</p>
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**ATTACHMENT III – BIDDER’S CONTACT INFORMATION**  
**FDC ITB-18-047**

The Bidder shall identify the contact information as described below.

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

**For contractual purposes, should the Bidder be awarded, the contact person shall be:**

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

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

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**ATTACHMENT IV - PURCHASE ORDER TERMS AND CONDITIONS**  
**FDC ITB-18-047**

**STATE OF FLORIDA**  
**DEPARTMENT OF CORRECTIONS**  
**AND**  
**FLORIDA COMMISSION ON OFFENDER REVIEW**  
**Revised: November 2016**

The following purchase order terms and conditions apply to all Vendors doing business with the Florida Department of Corrections and the Florida Commission on Offender Review.

For good and valuable consideration, received and acknowledged as sufficient, the parties agree to the following, in addition to the terms and conditions expressed in the MyFloridaMarketPlace (MFMP) Purchase Order (PO). By accepting this electronic Purchase Order, the Vendor agrees to be bound by these conditions and instructions. Where these terms and conditions may conflict with those incorporated by reference in the MFMP PO, these terms and condition shall supersede.

1. The Vendor is an independent contractor for all purposes hereof.
2. The laws of the State of Florida shall govern this PO and the venue for any legal actions arising here shall be Leon County, Florida.
3. The State of Florida's performance and obligation to pay under this PO is contingent upon annual appropriation by the Legislature.
4. The Vendor agrees to obtain and maintain during the PO term, commercial insurance of such type and with such terms and limits as may be reasonably associated with the goods and/or services purchased in the PO. This insurance may include but is not limited to Liability Insurance, Errors and Omissions Insurance and Workers Compensation Insurance.
5. The Vendor will comply, as required, with the Health Insurance Portability and Accountability Act (42 USC & 210, et seq.) and regulations promulgated thereunder (45 CFR Parts 160, 162, and 164). Health Information Technology for Economic and Clinical Health Act (HITECH), 42 U.S.C. 17935, 17921 and 17931 ET SEQ, and Section 945.10, Florida Statutes (F.S.).
6. The Vendor shall maintain confidentiality of all data, files, and records related to the goods and/or services provided pursuant to this PO that are confidential or exempt from disclosure, pursuant to Florida or Federal laws. The Vendor shall comply with all State and Federal laws, and the Department's Procedures 102.004, 102.006, 102.008 and 401.006. A copy of these procedures will be made available upon request. The Vendor shall also comply with any applicable professional standards of practice with respect to confidentiality of information.
7. The Vendor agrees to indemnify, defend, and hold the State of Florida, its officers, employees and agents harmless, to the full extent allowed by law, from all fines, claims, assessments, suits, judgments, or damages, consequential or otherwise. This will include court costs and attorneys' fees, arising out of any acts, actions, breaches, neglect or omissions of Vendor, its employees and agents, related to this PO, as well as for any

determination arising out of or related to this PO, that the Vendor or Vendor's employees, agents, subcontractors, assignees or delagees are not independent contractors in relation to the Department. This PO does not constitute a waiver of sovereign immunity or consent by the Department, or the State of Florida, or its subdivisions to suit by third parties in any matter arising herefrom.

8. All patents, copyrights, and trademarks arising, developed or created in the course or as a result hereof are Department's property, and nothing resulting from Vendor's services or provided by the Department to Vendor may be reproduced, distributed, licensed sold or otherwise transferred without prior written permission of the Department. This paragraph does not apply to the Department's purchase of a license for Vendor's intellectual property.
9. If this PO is for personal services, the Vendor's staff assigned to this Contract shall be subject, at the Department's discretion and expense, to a Florida Department of Law Enforcement (FDLE) Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) background/criminal records check. This background check will be conducted by the Department and may occur or re-occur at any time during the Contract period. The Department has full discretion to require the Vendor to disqualify, prevent, or remove any staff from any work under the Contract. The use of criminal history records and information derived from such records checks are restricted, pursuant to Section 943.054, F.S. The Department shall not disclose any information regarding the records check findings or criteria for disqualification or removal to the Vendor. The Department shall not confirm to the Vendor the existence or nonexistence of any criminal history record information. In order to carry out this records check, the Vendor shall provide the following data for any individual of the Vendor or Vendor's staff assigned to the Contract: Full name, Social Security Number, Race, Sex, Date of Birth, Driver's License Number and State of Issue. If requested, the Vendor's staff shall submit to fingerprinting by the Department for the background checks.
10. Section 287.057(17)(c), Florida Statutes, provides, "A person who receives a contract that has not been procured pursuant to subsections (1)-(3) to perform a feasibility study of the potential implementation of a subsequent contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such contract. However, this prohibition does not prevent a vendor who responds to a request for information from being eligible to contract with an agency." The Department considers participation through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or any other advisory capacity to constitute participation in drafting of the solicitation.
11. **TERMINATION:** This PO may be terminated by either party upon no less than 30 calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
12. In the event funds to finance this PO become unavailable, the Department may terminate the PO upon no less than 24 hours' written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department shall be the final authority as to the availability of funds. If any breach of the terms and conditions of

the Department's PO or any of its incorporated documents occurs by the Vendor, and unless the provider's breach is waived by the Department in writing, the Department may, by written notice to the provider, terminate this PO upon no less than 24 hours' written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. If applicable, the Department may employ the default provisions in Chapter 60A-1.006, Florida Administrative Code (F.A.C.). Waiver of breach of any provisions of this PO shall not be deemed to be a waiver of any other breach and shall not be constructed to be a modification of the terms of this PO. The provisions herein do not limit the Department's right to remedies at law or to damages.

13. The terms of this PO will supersede the terms of any and all prior or subsequent agreements you may have with the Department with respect to this purchase. Accordingly, in the event of any conflict, the terms of this PO shall govern.
14. As required by State of Florida Executive Order Number 11-116, the Vendor identified in this PO is required to utilize the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility of: all persons employed during the contract term by the Vendor to perform employment duties pursuant to the Contract, within Florida; and all persons, including subcontractors, assigned by the Vendor to perform work pursuant to the Contract with the Department. (<http://www.uscis.gov/e-verify>) Additionally, the Vendor shall include a provision in all subcontracts that requires all subcontractors to utilize the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility of: all persons employed during the contract term by the Vendor to perform work or provide services pursuant to this Contract with the Department.
15. The employment of unauthorized aliens by any Vendor is considered a violation of Section 274A(E) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this PO.
16. No Vendors or any personnel assigned to provide goods and/or services, as specified by this PO, may be a convicted felon or have relatives either confined by or under supervision of the Department, unless an exception is granted by the Department prior to the rendering of goods and/or services.
17. The Vendor will comply with the national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA), Federal Rule 28 C.F.R. Part. 115. The Vendor will also comply with all Department policies and procedures that relate to PREA, which will be made available to the Vendor upon request. The Vendor agrees to: (a) keep and maintain public records required by the Department in order to perform the service; (b) upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the

duration of the contract term and following completion of the Contract if the Contractor does not transfer the records to the Department; and (d) upon completion of the Contract, transfer, at no cost, to the Department all public records in possession of the Contractor or keep and maintain public records required by the Department to perform the service. If the Contractor transfers all public records to the Department upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department. Pursuant to §287.058(1)(c), F.S, the Department is allowed to unilaterally cancel the Contract for refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the Contract, unless the records are exempt from §24(a) of Art. I of the State Constitution and §119.07(1), F.S.

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this Contract, contact the custodian of public records at:**

**Florida Department of Corrections**  
**ATTN: Public Records Unit**  
**501 South Calhoun Street**  
**Tallahassee, Florida 32399-2500**  
**Telephone: (850) 717-3605**  
**Fax: (850) 922-4355**  
**Email: [CO.PublicRecords@fdc.myflorida.com](mailto:CO.PublicRecords@fdc.myflorida.com)**

18. The Vendor shall comply with Section 20.055(5), F.S., which states; it is the duty of every state officer, employee, agency, special district, board, commission, Vendor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review or hearing. If this PO exceeds \$1,000,000.00 in total, the Vendor agrees that they are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sections 215.473, F.S. and 215.4725, F.S. Pursuant to Section 287.135(5), F.S., and 287.135(3), F.S., the Vendor agrees the Department may immediately terminate the PO if the Vendor is found to be on or is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel during the term of the PO.

**ATTACHMENT V – CERTIFICATION OF DRUG FREE WORKPLACE PROGRAM**  
**FDC ITB-18-047**

Section 287.087, Florida Statutes provides that, where identical tie bids are received, preference shall be given to a bid received from a Vendor that certifies it has implemented a drug-free workforce program. In order to have a drug-free workplace program, a business shall:

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 under response 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 response, 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 894, Florida Statutes, 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 any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

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

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

\_\_\_\_\_  
**VENDOR'S SIGNATURE**

(Form revised 11/10/15)