



FLORIDA DEPARTMENT OF CORRECTIONS

**Bureau of Procurement**

**INVITATION TO BID (ITB)**

**FOR**

**INMATE TOOTHPASTE**

**FDC-ITB-18-075**

**RELEASED ON**

**June 4, 2018**

**By the:**

**Florida Department of Corrections  
Office of Administration  
Bureau of Procurement  
501 S. Calhoun Street  
Tallahassee, FL 32399-2500  
(850) 717-3700**

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**TIMELINE**  
**FDC-ITB-18-075**

EVENT	DATE/TIME	LOCATION
Release of ITB	June 4, 2018	Vendor Bid System <a href="http://vbs.dms.stat.fl.us/vbs/main_menu">http://vbs.dms.stat.fl.us/vbs/main_menu</a>
Last day for written Inquiries and requests for approved equivalents to be received by the Department	June 18, 2018 By 5:00 p.m., Eastern Time	Submit to: Florida Department of Corrections Donna Roby, Procurement Officer Email: <a href="mailto:purchasing@fdc.myflorida.com">purchasing@fdc.myflorida.com</a>
Anticipated Posting of Written Responses to Written Inquiries	July 23, 2018	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 are Due and Opened	August 8, 2018 2:00 p.m., Eastern Time	Submit to: Florida Department of Corrections Donna Roby, Procurement Officer 501 South Calhoun Street Tallahassee, Florida 32399-2500
Anticipated Posting of Recommended Award	September 12, 2018	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 1) individual toothpaste in clear packets and 2) toothpaste in clear tubes for delivery to various correctional institutions 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 (3) year Contract, which may be renewed for up to (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:

- 1) Addenda, in reverse order of issuance
- 2) Invitation to Bid (ITB), including attachments
- 3) General Contract Conditions (Form PUR 1000) (Section 5.1)
- 4) 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:

- a. **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 (PO) shall be issued.
- b. **Bid:** A Bidder's response to this ITB, which the Bidder shall submit on approved forms.
- c. **Breach of Contract:** A failure of the Bidder(s) to perform services or provide commodities in accordance with the terms and conditions of the Contract which may result from the ITB.
- d. **Day:** A calendar day, unless otherwise noted.
- e. **Department:** The Florida Department of Corrections (FDC).
- f. **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.

- g. **Material Deviation(s)**: 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.
- h. **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.
- i. **PCard**: Refers to the State of Florida's purchasing card program, using the Visa platform.
- j. **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.
- k. **Responsive Bid**: A Bid, submitted by a responsible Bidder, which conforms to all material aspects of the solicitation.
- l. **Specifications**: The detailed conditions of the Contract, including technical specifications, and other descriptions of the work, as set forth in the Contract documents.
- m. **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.
- n. **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 successful Bidder shall furnish toothpaste as specified in Attachment I, Price Page.

Each tube, and individual packet of toothpaste, shall have the net content weight, brand name, and formula. The label shall be complete, legible, firmly secured to the tube and individual packet and affixed in a manner that will remain securely attached during normal usage.

The proposed toothpaste shall be able to clean the teeth effectively and have a pleasant taste.

All products must be bid as specified

### **2.2 Estimated Quantities**

Any quantities listed 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. Substituted products delivered, or provided to the Department without prior approval by the Department's Contract Manager are prohibited, may be returned at the Bidder's expense, and may lead to termination of the Contract.

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 Manager. 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.

#### **2.3.1 Minimum Order**

The minimum order that shall be placed under the resulting Contract shall be 250 tubes and/or individual packets of toothpaste. Orders received that are less than the minimum order quantity shall be provided at the contract rate, shipped prepaid with actual transportation costs added to the invoice as a separate item.

#### **2.3.2 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 inspections 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.

### **2.3.3 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 Addition/Deletion of Items or Locations**

The Department reserves the right to add or delete goods/services within the general scope of this ITB 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.

### **3.2 Summary Reports**

The Bidder shall provide the Department's Contract Manager, or designee, a report of resultant Contract sales at 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 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.

### **3.3 Delivery**

Product(s) shall be shipped as free on board (FOB), and arrive within 30 days, after the order is placed. Deliveries must be made between 8:30 a.m. to 4:00 p.m., Monday through Friday, excluding State holidays, unless otherwise stated herein or on a subsequent Contract. Bidder shall be solely responsible for the shipment until delivery at the designated facility.

### **3.4 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 Sections 119.07(1) and 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.

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

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).

### **3.6 Vendor Ombudsman**

A Vendor Ombudsman has been established within the Florida Department of Financial Services (DFS). 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 DFS Toll Free Hotline, 1-800-342-2762.

### **3.7 Payment and Invoicing**

Pricing for the Contract resulting from this ITB will be at a fixed-rate. The Department will compensate the successful Bidder for the delivery of commodities and/or services, as specified in Attachment I, Price Page. All charges must be billed in arrears, in accordance with Section 215.422, F.S. The Bidder must include any and all supporting documentation, as well as its name, mailing address, tax identification (ID) number/FEIN, PO number, and items provided.

## **SECTION 4.0 PROCUREMENT RULES AND INFORMATION**

### **4.1 General Instructions to Respondents (PUR 1001)**

The General Instructions to Respondents are outlined in form PUR 1001 and are incorporated in this ITB by reference. The PUR 1001 is available as a downloadable document at <http://dms.myflorida.com/content/download/2934/11780>. 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 Bid response.

### **4.2 Bidder Inquiries**

Questions related to this ITB or requests for equivalent items to be approved, (if applicable), 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).

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Email: [Purchasing@fdc.myflorida.com](mailto:Purchasing@fdc.myflorida.com)

Between the release of the solicitation, and the end of the 72-hour period following posting of notice of intention to award (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 this solicitation. 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 contact the Bureau of Procurement at (850) 717-3700, at least five (5) days prior to any pre-solicitation conference, solicitation opening or public 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 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/DVD or flash drive (not password protected). The electronic copy must contain the entire Bid, as submitted, including all supporting and signed documents. If the Bidder chooses to submit a redacted copy of their Bid, as outlined in Section 3.18, 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/DVD or flash drive (not password protected).

#### **4.5 Price Page**

The Bidder shall complete, sign, date, and return Attachment I, Price Page. By submitting a Bid(s) in response to this ITB, each Bidder warrants its agreement to the prices provided. 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.

Bids must be firm prices and be inclusive of all packaging, handling, shipping and delivery charges, travel, environmental & fuel service fees and relevant other charges.

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.

#### **4.6 Mandatory Documentation**

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

- 1) Price Page – Attachment I
- 2) Florida Preference Letter, as outlined in Section 4.10
- 3) Bidder's Contact Information – Attachment II
- 4) Drug Free Workplace form, if applicable – Attachment III

#### **4.7 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 or returned. 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.

#### **4.8 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.

#### **4.9 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 in this solicitation.

#### **4.10 Florida Preference <if includes the provision of goods>**

In accordance with Section 287.084, F.S., a Vendor 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 to Bidders whose principle place of business is within the State of Florida, 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.

A Vendor may submit questions regarding this requirement during the prescribed question and answer period noted in the Timeline.

#### **4.11 Basis of Award**

An award shall be made to the responsive and responsible Bidder with the lowest Grand Total Price, as specified on Attachment I, Price Page. The Bidder is required to

bid all items, in order for their Bid to be considered.

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.

#### **4.12 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.

#### **4.13 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.

#### **4.14 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.

#### **4.15 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.

#### **4.16 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 in 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.

#### **4.17 State Licensing Requirements**

As applicable, 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 (DOS), or provide certification of exemption from this requirement.

#### **4.18 MyFloridaMarketPlace (MFMP) Registration**

Each Bidder doing business with the State of Florida, as defined in Section 287.012, F.S., shall maintain an active registration in the MFMP Vendor Information Portal (VIP), unless exempted under Rule 60A-1.030, Florida Administrative Code (F.A.C.). A Bidder not currently registered in the MFMP VIP system shall do so within five (5) days of award, unless otherwise exempt.

Registration may be completed at: <http://vendor.myfloridamarketplace.com>. Those needing assistance may contact the MFMP Customer Service Desk at 1-866-352-3776 or [vendorhelp@myfloridamarketplace.com](mailto:vendorhelp@myfloridamarketplace.com).

#### **4.19 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 (both printed copy and a searchable PDF document on a CD/DVD) 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.

#### **4.20 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.

#### **4.21 Vendor Substitute W-9**

The 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 and answers to frequently asked questions are located on that website once a registration has been completed. DFS is ready to assist Bidders with additional questions and may be reached by contacting (850) 413-5519, or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com).

#### **4.22 Scrutinized Companies Contractor Certification**

If the resulting Contract is for any amount of money, the Bidder certifies they are not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the resulting Contract exceeds \$1,000,000.00 in total, not including renewal years, the Bidder certifies that they are not listed on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Sections 215.473, F.S., and 215.4725, F.S., and further certifies they are not engaged in business operations in Cuba or Syria. Pursuant to Sections 287.135(5), F.S., and 287.135(3), F.S., the Bidder agrees the Department may immediately terminate the resulting Contract for cause if the Bidder is found to have submitted a false certification or if the Bidder is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the resulting Contract. Any company that submits a bid or proposal for a Contract, or intends to enter into or renew a Contract with an agency or local governmental entity for goods or services, of any amount, must certify that the company is not participating in a boycott of Israel.

#### **4.23 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."

#### **4.24 Rejection of Bids**

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

#### **4.25 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.

#### **4.26 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 a.m. to 5:00 p.m., 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.

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## **SECTION 5.0 SPECIAL CONDITIONS**

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

The General Contract Conditions are outlined in form PUR 1000, and incorporated in this ITB by reference. The PUR 1000 is available as a downloadable document at <http://dms.myflorida.com/content/download/2933/11777>. 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 a Bid response.

### **5.2 Modifications after Contract Execution**

During the term of the 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.

### **5.3 State Initiatives**

#### **5.3.1. 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, Bidders may contact the Department of Management Services', Office of Supplier Diversity at (850) 487-0915.

The State is dedicated to fostering the continued development and economic growth of minority-owned, women-owned, and service-disabled veteran-owned business enterprises. Participation by a diverse group of Vendors doing business with the State is central to this effort. To this end, 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.

### **5.3.2 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 thresholds must have a valid and current Hazardous Waste Generator Identification Number. This identification number shall be submitted as part of the Bidder's explanation of its hazardous waste plan and shall explain, in detail, its handling and disposal of this waste.

## **5.4 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. The Department is only authorized to pay the successful Bidder for any services or commodities provided under the resulting Contract.

If a subcontractor is utilized by the Bidder, the Bidder shall pay the subcontractor within seven (7) business 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) business days, the Bidder shall pay a penalty to the subcontractor in the amount of one-half (½) 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.

## **5.5 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.

## **5.6 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.

## **5.7 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.

## **5.8 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.

## **5.9 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.

## **5.10 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 Contract resulting from this solicitation, where such employment conflicts with Section 112.3185, F.S.

## **5.11 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.

## **5.12 Insurance**

The Bidder agrees to provide adequate, comprehensive insurance coverage, and to hold such insurance at all times during the existence of the Contract resulting from this solicitation. 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 Contract resulting from this solicitation. 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.

**5.13 Annual Appropriation**

The State of Florida's and the Department's performances and obligations to pay for services under any resulting Contract, or PO, are contingent upon an annual appropriation by the Legislature. The costs of services paid under any other Contract or from any other source are not eligible for reimbursement under this Contract.

**5.14 Tax Exemption**

The Department agrees to pay for commodities and/or services according to the conditions of the resulting Contract. The State of Florida does not pay federal excise taxes and sales tax on direct purchases of commodities or services.

**5.15 Prison Rape Elimination Act (PREA)**

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.

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**ATTACHMENT I – Price Page  
FDC-ITB-18-075**

Bids must be firm prices, and shall include all packaging, handling, shipping, and other applicable fees. Bidders shall provide a Unit Cost per item below, then propagate a total for the item based upon the Estimated Number of cases to be purchased, as needed. The Bidder shall also complete the following Table in its entirety.

Shipping Destinations include all sites listed in Attachment IV, Delivery Locations  
For each item above, the Vendor shall provide the proposed brand and number of units (items) in each box or case, as indicated in Columns D-F. The size of packaging will not be used for the basis of an award (see Section 4.11, Basis of Award, for additional information).

Description of Goods	(A) Unit Cost (Per Item)	(B) Estimated Quantity Per Cases/Packets Purchased Annually	(C=A x B) Extended Annual Cost	(D) Name of Proposed Brand	(E) Number of Items (Column A) in a Box, if applicable	(F) Number of Boxes (Column E) in a Case, if applicable
<b>1</b> <ul style="list-style-type: none"> <li>• Clear Individual Toothpaste Packet - Sodium Fluoride (minimum of 0.243%) Sodium Monofluorophosphate (minimum of 0.76%) or Stannous Fluoride (minimum of 0.0454%)</li> <li>• Free of Animal Fat</li> <li>• Minimum Size 0.28 ounces</li> </ul>	\$ _____	<b>86,000 Clear Toothpaste Packets</b>	\$ _____			
<b>2</b> <ul style="list-style-type: none"> <li>• Clear Tube Toothpaste - Sodium Fluoride (minimum of 0.243%)</li> <li>• Sodium Monofluorophosphate (minimum of 0.76%) or Stannous Fluoride (minimum of 0.0454%)</li> <li>• Free of Animal Fat</li> <li>• Minimum Size 2.5 ounces to 3.0 ounces</li> </ul>	\$ _____	<b>1,596,816 Clear Tube Toothpaste</b>	\$ _____			
<b>Grand Total Price (Sum of Column C)</b>						

For each item above, the Vendor shall provide the proposed brand and number of units (items) in each box or case, as indicated in Columns D-F. The size of packaging will not be used for the basis of an award (see Section 4.11, Basis of Award, for additional information).

NAME OF VENDOR \_\_\_\_\_

FEID# \_\_\_\_\_



**ATTACHMENT II – Bidder’s Contact Information and Certification  
FDC-ITB-18-075**

- I. The Bidder shall identify the contact information for Solicitation and Contractual purposes per the requested fields of the table below.

	<b>Bidder Contact Person For Solicitation Purposes</b>	<b>Bidder Contact Person For Contractual Purposes (should Bidder be awarded)</b>
<b>Name:</b>		
<b>Title:</b>		
<b>Address: (Line 1)</b>		
<b>Address: (Line 2)</b>		
<b>City, State, Zip code</b>		
<b>Telephone: (Office)</b>		
<b>Telephone: (Mobile)</b>		
<b>Fax:</b>		
<b>Email:</b>		

- II. Per Section 4.22, any company that submits a bid or proposal for a Contract, or intends to enter into or renew a Contract with an agency or local governmental entity for goods or services, of any amount, must certify that the company is not participating in a boycott of Israel. By signing below, the Bidder manifests this certification:

\_\_\_\_\_

Authorized Bidder Signature

\_\_\_\_\_

Date

**ATTACHMENT III – Certification of Drug Free Workplace Program  
FDC ITB-18-075**

Section 287.087, Florida Statutes (F.S) 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 procured through this solicitation, a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services procured through this solicitation, 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, F.S., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five 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.

**Vendor Name:**

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**Vendor's Signature:**

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**ATTACHMENT IV – Delivery Locations  
FDC ITB-18-075**

**REGION I – ALL LOCATIONS**

<b><i>MAJOR INSTITUTIONS</i></b>	
<i>* Indicates a work camp adjacent to an institution.</i>	
<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 (CONTD)**

*\* 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 (CONTD)***

<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***

<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**

<b><i>MAJOR INSTITUTIONS</i></b>	
<b><i>* Indicates a work camp adjacent to an institution.</i></b>	
<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</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) 368-27299</p>	<p><b>*Hamilton Correctional Institution</b>                      10650 SW 46th Street                      Jasper, Florida 32052-1360                      (386) 792-5151                      Fax: (386) 792-515</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>	

**FORESTRY CAMPS & ROADPRISONS**

<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***

<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 (CONTD)**

<p><b>Santa Fe CRC</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 CRC</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**

<b><i>MAJOR INSTITUTIONS</i></b>	
<b><i>* Indicates a work camp adjacent to an institution.</i></b>	
<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>
<p><b>Zephyrhills Correctional Institution</b>                      2739 Gall Boulevard                      Zephyrhills, Florida 33541-9701                      (813) 782-5521                      Fax: (813) 782-4954</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***

<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><i>MAJOR INSTITUTIONS</i></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><i>WORK CAMPS, FORESTRY CAMPS &amp; ROAD PRISONS</i></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 V – Security Requirements  
FDC-ITB-18-075**

- 1) Per Section 944.47, Florida Statutes (F.S.) it is unlawful to introduce into or upon the grounds of any state correctional institution, or to take or attempt to take or send or attempt to send any of the following items, which are considered, unless authorized by the officer-in-charge of the correctional institution.
  - a) Any written or recorded communication to any inmate of any state correctional institution
  - b) Any currency or coin given or transmitted, or intended to be given or transmitted to any inmate of any state correctional institution
  - c) Any article of food or clothing given or transmitted, or intended to be given or transmitted, to any inmate of any state correctional institution
  - d) Any intoxicating beverage or beverage which causes, or may cause, an intoxicating effect.
  - e) Any controlled substance or any prescription or nonprescription drug having a hypnotic, stimulating, or depressing effect.
  - f) Any firearm or weapon of any kind or any explosive substance, including any weapons left in vehicles on the grounds of a state correctional institution

A person, who violated any provision of Section 944.47, F.S., as it pertains to an article of contraband, is guilty of a felony.

- 2) Do not leave keys in the ignition of motor vehicles. All vehicles must be locked and windows rolled up when parked on state property. Wheel locking devices may also be required.
- 3) All keys must be kept in pockets at all times.
- 4) Confirm with the Institutional Warden where construction vehicles should be parked.
- 5) Obtain formal identification (driver's license or non-driver's license identification obtained from the Florida Department of Highway Safety and Motor Vehicles or equivalent agency in another state), that must be presented each time Contractor staff enter or depart the Institution and as requested by Department staff.
- 6) Absolutely no transactions between Contract personnel and inmates are permitted. This includes, but is not limited to, giving or receiving cigarettes, stamps, or letters.
- 7) No communication with inmates, verbal or otherwise, is permitted without the authorization of the Institution's Officer-in-Charge (OIC).
- 8) Strict tool control will be enforced at all times. Tools within the Correctional Institution are classified as AA, A, or B. Class AA tools are defined as any tool that can be utilized to cut chain link fence fiber or razor wire in a rapid and effective manner. Class A tools are defined as those tools which, in their present form, are most likely to be used in an escape or to do bodily harm to staff or inmates. Class B tools are defined as tools of a less hazardous nature. Every tool is to be geographically controlled and accounted for at all

times. At the end of the workday, toolboxes will be removed from the compound or to a secure area as directed by the Department's security staff. The Contractor must maintain two copies of the correct inventory with each tool box, one copy will be used and retained by the Department's security staff, who will search and ensure a proper inventory of tools each time the tool box is brought into the Institution, the other copy will remain with the tool box at all times. Tools should be kept to a minimum (only those tools necessary to complete the job). All lost tools must be reported to the Institution's Chief of Security (Colonel or Major) immediately. No inmate will be allowed to leave the area until the lost tool is recovered.

- 9) Approval must be obtained from the Institution's Chief of Security prior to bringing any powder-activated tools into the Institution. Strict accountability of all powder loads and spent cartridges must be maintained at all times.
- 10) All persons and deliveries to be on Department property will enter and exit by only one designated route, to be determined by the Department, and subject to security checks at any time. As the security check of vehicles is an intensive and time consuming (10-15 minutes) process, the Contractor should minimize the number of deliveries.
- 11) Establish materials storage and working areas with the Institution's Warden and/or Chief of Security.
- 12) Control end-of-day construction materials and debris. Construction materials and debris can be used by inmates as weapons or as a means of escape. Construction material will be stored in locations agreed to by Department security staff and debris will be removed or moved to a designated location. Contractor should arrange for the Department's security staff to inspect the project area before construction personnel leave. This will aid the Contractor in assuring that necessary security measures are taken.
- 13) Coordinate with the Institution's Warden and Chief of Security regarding any shutdown of existing systems (gas, water, electricity, electronics, sewage, etc.). Institutional approval is required prior to shutting down any existing utility system. The Contractor should arrange for alternative service, if required, and expeditious re-establishment of the shutdown system.
- 14) All Contractor staff and equipment will maintain a minimum distance of 100 feet from all perimeter fencing, unless expressly authorized by the Institution's Warden.
- 15) For security purposes, a background check will be made upon all Contractor staff that provide services on the project.

**The Department, represented by the Institution's Warden, reserves the right to reject any person whom it determines may be a threat to the security of the institution.**