



**NICOLE "NIKKI" FRIED  
COMMISSIONER**

**Submit Bids to:**

Florida Department of Agriculture and Consumer Services  
407 South Calhoun Street - Mayo Building, Room SB-8  
Tallahassee, FL 32399-0800  
**Telephone: (850) 617-7181**

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**AGENCY MAILING DATE:**

MAY 7, 2019

**BIDS NO. ITB/DA-18/19-74**

**WILL BE OPENED MAY 31, 2019 @ 2:00 P.M.**

and may not be withdrawn within 90 days after such date and time

NOTICE OF INTENDED AWARD POSTING WILL BE ON OR ABOUT JUNE 3, 2019

**BID TITLE: HVAC MAINTENANCE FOR TRANE EQUIPMENT**

VENDOR NAME	AUTHORIZED SIGNATURE (MANUAL)
VENDOR MAILING ADDRESS	
CITY - STATE - ZIP	AUTHORIZED SIGNATURE (TYPED) TITLE
TELEPHONE: (        )	

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer and that the Proposer is in compliance with all requirements of the Request for Proposal including but not limited to, certification requirements. In submitting a Proposal to an agency for the State of Florida, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Proposer.

**GENERAL INSTRUCTIONS TO RESPONDENTS**

- Definitions.** The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:
  - "Buyer" means the entity that has released the solicitation. The "Buyer" may also be the "Customer" as defined in the PUR 1000 if that entity meets the definition of both terms.
  - "Procurement Officer" means the Buyer's contracting personnel, as identified in the Introductory Materials.
  - "Respondent" means the entity that submits materials to the Buyer in accordance with these Instructions.
  - "Response" means the material submitted by the respondent in answering the solicitation.
  - "Timeline" means the list of critical dates and actions included in the Introductory Materials.
- General Instructions.** Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.
- Electronic Submission of Responses.** Respondents are required to submit responses electronically. For this purpose, all references herein to signatures, signing requirements, or other required acknowledgments hereby include electronic signature by means of clicking the "Submit Response" button (or other similar symbol or process) attached to or logically associated with the response created by the respondent within MyFloridaMarketPlace. The respondent agrees that the action of electronically submitting its response constitutes:
  - an electronic signature on the response, generally,
  - an electronic signature on any form or section specifically calling for a signature, and
  - an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.
- Terms and Conditions.** All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:
  - Technical Specifications,
  - Special Conditions and Instructions,

- Instructions to Respondents (PUR 1001),
- General Conditions (PUR 1000), and
- Introductory Materials.

The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

- Questions.** Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions must be submitted via the Q&A Board within MyFloridaMarketPlace and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to this solicitation. Each respondent is responsible for monitoring the MyFloridaMarketPlace site for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer or to any Buyer personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in paragraph 19 of these Instructions.
- Conflict of Interest.** This solicitation is subject to chapter 112 of the Florida Statutes. Respondents shall disclose with their response the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent or its affiliates.

7. **Convicted Vendors.** A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:
- submitting a bid on a contract to provide any goods or services to a public entity;
  - submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
  - submitting bids on leases of real property to a public entity;
  - being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
  - transacting business with any public entity in excess of the Category Two threshold amount (\$25,000) provided in section 287.017 of the Florida Statutes.
8. **Discriminatory Vendors.** An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134 of the Florida Statutes may not:
- submit a bid on a contract to provide any goods or services to a public entity;
  - submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
  - submit bids on leases of real property to a public entity;
  - be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
  - transact business with any public entity.
9. **Respondent's Representation and Authorization.** In submitting a response, each respondent understands, represents, and acknowledges the following (if the respondent cannot so certify to any of following, the respondent shall submit with its response a written explanation of why it cannot do so).
- The respondent is not currently under suspension or debarment by the State or any other governmental authority.
  - To the best of the knowledge of the person signing the response, the respondent, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
  - Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
  - The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
  - The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other respondent or potential respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any respondent or potential respondent, and they will not be disclosed before the solicitation opening.
  - The respondent has fully informed the Buyer in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a) of the Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
  - Neither the respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
    - Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
    - Has within a three-year period preceding this certification
- had one or more federal, state, or local government contracts terminated for cause or default.
- The product offered by the respondent will conform to the specifications without exception.
  - The respondent has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.
  - If an award is made to the respondent, the respondent agrees that it intends to be legally bound to the Contract that is formed with the State.
  - The respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.
  - The respondent shall indemnify, defend, and hold harmless the Buyer and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the respondent's preparation of its bid.
  - All information provided by, and representations made by, the respondent are material and important and will be relied upon by the Buyer in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Buyer of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes.
10. **Manufacturer's Name and Approved Equivalents.** Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalog numbers listed in a specification are descriptive, not restrictive. With the Buyer's prior approval, the Contractor may provide any product that meets or exceeds the applicable specifications. The Contractor shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc. The Buyer shall determine in its sole discretion whether a product is acceptable as an equivalent.
11. **Performance Qualifications.** The Buyer reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by Respondent meet the Contract requirements. Respondent shall at all times during the Contract term remain responsive and responsible. In determining Respondent's responsibility as a vendor, the agency shall consider all information or evidence which is gathered or comes to the attention of the agency which demonstrates the Respondent's capability to fully satisfy the requirements of the solicitation and the contract.
- Respondent must be prepared, if requested by the Buyer, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the respondent for the production, distribution, and servicing of the product bid. If the Buyer determines that the conditions of the solicitation documents are not complied with, or that the product proposed to be furnished does not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Buyer may reject the response or terminate the Contract. Respondent may be disqualified from receiving awards if respondent, or anyone in respondent's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Buyer to make an investigation either before or after award of the Contract, but should the Buyer elect to do so, respondent is not relieved from fulfilling all Contract requirements.
12. **Public Opening.** Responses shall be opened on the date and at the location indicated on the Timeline. Respondents may, but are not required to, attend. The Buyer may choose not to announce prices or release other materials pursuant to s. 119.071(1)(b), Florida Statutes. Any person requiring a special accommodation because of a disability should contact the Procurement Officer at least five (5) workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Buyer by using the Florida Relay Service at (800) 955-8771 (TDD).
13. **Electronic Posting of Notice of Intended Award.** Based on the evaluation, on the date indicated on the Timeline the Buyer shall electronically post a notice of intended award at

http://fcn.state.fl.us/owa\_vbs/owa/vbs\_www.main\_menu. If the notice of award is delayed, in lieu of posting the notice of intended award the Buyer shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Buyer a notice of protest within 72 hours after the electronic posting. The Buyer shall not provide tabulations or notices of award by telephone.

14. **Firm Response.** The Buyer may make an award within sixty (60) days after the date of the opening, during which period responses shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days, the response shall remain firm until either the Buyer awards the Contract or the Buyer receives from the respondent written notice that the response is withdrawn. Any response that expresses a shorter duration may, in the Buyer's sole discretion, be accepted or rejected.
15. **Clarifications/Revisions.** Before award, the Buyer reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response.
16. **Minor Irregularities/Right to Reject.** The Buyer reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Buyer determines that doing so will serve the State's best interests. The Buyer may reject any response not submitted in the manner specified by the solicitation documents.
17. **Contract Formation.** The Buyer shall issue a notice of award, if any, to successful respondent(s), however, no contract shall be formed between respondent and the Buyer until the Buyer signs the Contract. The Buyer shall not be liable for any costs incurred by a respondent in preparing or producing its response or for any work performed before the Contract is effective.
18. **Contract Overlap.** Respondents shall identify any products covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Contractor authorizes the Buyer to eliminate duplication between agreements in the manner the Buyer deems to be in its best interest.

~~\*\*19. Public Records.~~ Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to a competitive solicitation are public records unless exempt by law. Any respondent claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information and provide the specific statutory citation for such exemption.

20. **Protests.** Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2) of the Florida Statutes and chapter 28-110 of the Florida Administrative Code. Questions to the Procurement Officer shall not constitute formal notice of a protest. It is the Buyer's intent to ensure that specifications are written to obtain the best value for the State and that specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

Section 120.57(3)(b), F.S. and Section 28-110.003, Fla. Admin. Code require that a notice of protest of the solicitation documents shall be made within seventy-two hours after the posting of the solicitation.

Section 120.57(3)(a), F.S. requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Section 28-110.005, Fla. Admin. Code requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, 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, Florida Statutes."

21. **Limitation on Vendor Contact with Agency During Solicitation Period.** Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

\* **DOES NOT APPLY TO THIS AGENCY. PLEASE REFER TO SUBMISSION INSTRUCTIONS IN THE BID DOCUMENT.**

\*\* **DOES NOT APPLY TO THIS AGENCY. PLEASE REFER TO SPECIAL CONDITIONS IN THE BID DOCUMENT.**

(PUR 1001 - 60A-1.002(7), F.A.C.)

#### GENERAL CONTRACT CONDITIONS

1. **Definitions.** The definitions contained in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:
  - (a) "Contract" means the legally enforceable agreement that results from a successful solicitation. The parties to the Contract will be the Customer and Contractor.
  - (b) "Customer" means the State agency or other entity identified in a contract as the party to receive commodities or contractual services pursuant to a contract or that orders commodities or contractual services via purchase order or other contractual instrument from the Contractor under the Contract. The "Customer" may also be the "Buyer" as defined in the PUR 1001 if it meets the definition of both terms.
  - (c) "Product" means any deliverable under the Contract, which may include commodities, services, technology or software.
  - (d) "Purchase order" means the form or format a Customer uses to make a purchase under the Contract (e.g., a formal written purchase order, electronic purchase order, procurement card, contract or other authorized means).
2. **Purchase Orders.** In contracts where commodities or services are ordered by the Customer via purchase order, Contractor shall not deliver or furnish products until a Customer transmits a purchase order. All purchase orders shall bear the Contract or solicitation

number, shall be placed by the Customer directly with the Contractor, and shall be deemed to incorporate by reference the Contract and solicitation terms and conditions. Any discrepancy between the Contract terms and the terms stated on the Contractor's order form, confirmation, or acknowledgement shall be resolved in favor of terms most favorable to the Customer. A purchase order for services within the ambit of section 287.058(1) of the Florida Statutes shall be deemed to incorporate by reference the requirements of subparagraphs (a) through (f) thereof. Customers shall designate a contract manager and a contract administrator as required by subsections 287.057(15) and (16) of the Florida Statutes.

3. **Product Version.** Purchase orders shall be deemed to reference a manufacturer's most recently release model or version of the product at the time of the order, unless the Customer specifically requests in writing an earlier model or version and the contractor is willing to provide such model or version.

4. **Price Changes Applicable only to Term Contracts.** If this is a term contract for commodities or services, the following provisions apply.

- (a) Quantity Discounts. Contractors are urged to offer additional discounts for one-time delivery of large single orders.

Customers should seek to negotiate additional price concessions on quantity purchases of any products offered under the Contract. State Customers shall document their files accordingly.

- (b) **Best Pricing Offer.** During the Contract term, if the Customer becomes aware of better pricing offered by the Contractor for substantially the same or a smaller quantity of a product outside the Contract, but upon the same or similar terms of the Contract, then at the discretion of the Customer the price under the Contract shall be immediately reduced to the lower price.
  - (c) **Sales Promotions.** In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, a Contractor may conduct sales promotions involving price reductions for a specified lesser period. A Contractor shall submit to the Contract Specialist documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to all Customers. Upon approval, the Contractor shall provide conspicuous notice of the promotion.
  - (d) **Trade-In.** Customers may trade-in equipment when making purchases from the Contract. A trade-in shall be negotiated between the Customer and the Contractor. Customers are obligated to actively seek current fair market value when trading equipment, and to keep accurate records of the process. For State agencies, it may be necessary to provide documentation to the Department of Financial Services and to the agency property custodian pursuant to Chapter 273, F.S.
  - (e) **Equitable Adjustment.** The Customer may, in its sole discretion, make an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Contractor's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Contractor that continued performance of the Contract would result in a substantial loss.
5. **Additional Quantities.** For a period not exceeding ninety (90) days from the date of solicitation award, the Customer reserves the right to acquire additional quantities up to the amount shown on the solicitation but not to exceed the threshold for Category Two at the prices submitted in the response to the solicitation.
  6. **Packaging.** Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers. All containers and packaging shall become and remain Customer's property.
  7. **Inspection at Contractor's Site.** The Customer reserves the right to inspect, at any reasonable time with prior notice, the equipment or product or plant or other facilities of a Contractor to assess conformity with Contract requirements and to determine whether they are adequate and suitable for proper and effective Contract performance.
  8. **Safety Standards.** All manufactured items and fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State inspector. Acceptability customarily requires, at a minimum, identification marking of the appropriate safety standard organization, where such approvals of listings have been established for the type of device offered and furnished, for example: the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; and the American Gas Association for gas-operated assemblies. In addition, all items furnished shall meet all applicable requirements of the Occupational Safety and Health Act and state and federal requirements relating to clean air and water pollution.
  9. **Americans with Disabilities Act.** Contractors should identify any products that may be used or adapted for use by visually, hearing, or other physically impaired individuals.

10. **Literature.** Upon request, the Contractor shall furnish literature reasonably related to the product offered, for example, user manuals, price schedules, catalogs, descriptive brochures, etc.
11. **Transportation and Delivery.** Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Transportation of goods shall be FOB Destination to any point within thirty (30) days after the Customer places an Order. A Contractor, within five (5) days after receiving a purchase order, shall notify the Customer of any potential delivery delays. Evidence of inability or intentional delays shall be cause for Contract cancellation and Contractor suspension.
12. **Installation.** Where installation is required, Contractor shall be responsible for placing and installing the product in the required locations at no additional charge, unless otherwise designated on the Contract or purchase order. Contractor's authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. Contractor shall protect the site from damage and shall repair damages or injury caused during installation by Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. Contractor shall perform installation work so as to cause the least inconvenience and interference with Customers and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.
13. **Risk of Loss.** Matters of inspection and acceptance are addressed in s. 215.422, F.S. Until acceptance, risk of loss or damage shall remain with the Contractor. The Contractor shall be responsible for filing, processing, and collecting all damage claims. To assist the Contractor with damage claims, the Customer shall: record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading; report damages to the carrier and the Contractor; and provide the Contractor with a copy of the carrier's Bill of Lading and damage inspection report. When a Customer rejects a product, Contractor shall remove it from the premises within ten days after notification or rejection. Upon rejection notification, the risk of loss of rejected or non-conforming product shall remain with the Contractor. Rejected product not removed by the Contractor within ten days shall be deemed abandoned by the Contractor, and the Customer shall have the right to dispose of it as its own property. Contractor shall reimburse the Customer for costs and expenses incurred in storing or effecting removal or disposition of rejected product.
14. **Transaction Fee.** The State of Florida has instituted MyFloridaMarketPlace, a statewide eProcurement System ("System"). Pursuant to section 287.057(23), Florida Statutes (2002), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the Contractor shall pay to the State, unless exempt pursuant to 60A-1.032, F.A.C.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the Contractor. If automatic deduction is not possible, the Contractor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, Contractor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

Contractor shall receive a credit for any Transaction Fee paid by the Contractor for the purchase of any item(s) if such item(s) are returned to the Contractor through no fault, act, or omission of the Contractor. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the Contractor's failure to perform or comply with specifications or requirements of the agreement.

Failure to comply with these requirements shall constitute grounds for declaring the Contractor in default and recovering reprocurement costs from the Contractor in addition to all outstanding fees.

CONTRACTORS DELINQUENT IN PAYING TRANSACTION FEES MAY BE SUBJECT TO BEING REMOVED FROM THE DEPARTMENT OF MANAGEMENT SERVICES' VENDOR LIST AS PROVIDED IN RULE 60A-1.006, F.A.C.

15. **Invoicing and Payment.** Invoices shall contain the Contract number, purchase order number if applicable, and the appropriate vendor identification number. The State may require any other information from the Contractor that the State deems necessary to verify any purchase order placed under the Contract.

At the State's option, Contractors may be required to invoice electronically pursuant to guidelines of the Department of Management Services. Current guidelines require that Contractor supply electronic invoices in lieu of paper-based invoices for those transactions processed through the system. Electronic invoices shall be submitted to the Customer through the Ariba Supplier Network (ASN) in one of the following mechanisms - EDI 810, cXML, or web-based invoice entry within the ASN.

Payment shall be made in accordance with sections 215.422 and 287.0585 of the Florida Statutes, which govern time limits for payment of invoices. Invoices that must be returned to a Contractor due to preparation errors will result in a delay in payment. Contractors may call (850) 413-7269 Monday through Friday to inquire about the status of payments by State Agencies. The Customer is responsible for all payments under the Contract. A Customer's failure to pay, or delay in payment, shall not constitute a breach of the Contract and shall not relieve the Contractor of its obligations to the Department or to other Customers.

16. **Taxes.** The State does not pay Federal excise or sales taxes on direct purchases of tangible personal property. The State will not pay for any personal property taxes levied on the Contractor or for any taxes levied on employees' wages. Any exceptions to this paragraph shall be explicitly noted by the Customer in the special contract conditions section of the solicitation or in the Contract or purchase order.
17. **Governmental Restrictions.** If the Contractor believes that any governmental restrictions have been imposed that require alteration of the material, quality, workmanship or performance of the products offered under the Contract, the Contractor shall immediately notify the Customer in writing, indicating the specific restriction. The Customer reserves the right and the complete discretion to accept any such alteration or to cancel the Contract at no further expense to the Customer.
18. **Lobbying and Integrity.** Customers shall ensure compliance with Section 11.062, FS and Section 216.347, FS. The Contractor shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of the Customer's Inspector General, or other authorized State official, the Contractor shall provide any type of information the Inspector General deems relevant to the Contractor's integrity or responsibility. Such information may include, but shall not be limited to, the Contractor's business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Contractor shall retain such records for the longer of (1) three years after the expiration of the Contract or (2) the period required by the General Records Schedules maintained by the Florida Department of State which is available at the following: <http://dlis.dos.state.fl.us/barm/genschedules/gensched.htm>. The Contractor agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the State which results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The

Contractor shall not be responsible for any costs of investigations that do not result in the Contractor's suspension or debarment.

19. **Indemnification.** The Contractor shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the State and Customers, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Contractor, its agents, employees, partners, or subcontractors, provided, however, that the Contractor shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the State or a Customer.

Further, the Contractor shall fully indemnify, defend, and hold harmless the State and Customers from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right, provided, however, that the foregoing obligation shall not apply to a Customer's misuse or modification of Contractor's products or a Customer's operation or use of Contractor's products in a manner not contemplated by the Contract or the purchase order. If any product is the subject of an infringement suit, or in the Contractor's opinion is likely to become the subject of such a suit, the Contractor may at its sole expense procure for the Customer the right to continue using the product or to modify it to become non-infringing. If the Contractor is not reasonably able to modify or otherwise secure the Customer the right to continue using the product, the Contractor shall remove the product and refund the Customer the amounts paid in excess of a reasonable rental for past use. The customer shall not be liable for any royalties.

The Contractor's obligations under the preceding two paragraphs with respect to any legal action are contingent upon the State or Customer giving the Contractor (1) written notice of any action or threatened action, (2) the opportunity to take over and settle or defend any such action at Contractor's sole expense, and (3) assistance in defending the action at Contractor's sole expense. The Contractor shall not be liable for any cost, expense, or compromise incurred or made by the State or Customer in any legal action without the Contractor's prior written consent, which shall not be unreasonably withheld.

20. **Limitation of Liability.** For all claims against the Contractor under any contract or purchase order, and regardless of the basis on which the claim is made, the Contractor's liability under a contract or purchase order for direct damages shall be limited to the greater of \$100,000, the dollar amount of the contract or purchase order, or two times the charges rendered by the Contractor under the purchase order. This limitation shall not apply to claims arising under the Indemnity paragraph contain in this agreement.

Unless otherwise specifically enumerated in the Contract or in the purchase order, no party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records (unless the contract or purchase order requires the Contractor to back-up data or records), even if the party has been advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The State and Customer may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them. The State may set off any liability or other obligation of the Contractor or its affiliates to the State against any payments due the Contractor under any contract with the State.

21. **Suspension of Work.** The Customer may in its sole discretion suspend any or all activities under the Contract or purchase order, at any time, when in the best interests of the State to do so. The Customer shall provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety days, or any longer period agreed to by the Contractor, the Customer shall either (1) issue a notice authorizing resumption of work, at which time

activity shall resume, or (2) terminate the Contract or purchase order. Suspension of work shall not entitle the Contractor to any additional compensation.

**22. Termination for Convenience.** The Customer, by written notice to the Contractor, may terminate the Contract in whole or in part when the Customer determines in its sole discretion that it is in the State's interest to do so. The Contractor shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the Contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.

**23. Termination for Cause.** The Customer may terminate the Contract if the Contractor fails to (1) deliver the product within the time specified in the Contract or any extension, (2) maintain adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. The Contractor shall continue work on any work not terminated. Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Customer. The rights and remedies of the Customer in this clause are in addition to any other rights and remedies provided by law or under the Contract.

**24. Force Majeure, Notice of Delay, and No Damages for Delay.** The Contractor shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of the Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Contractor's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Contractor. In case of any delay the Contractor believes is excusable, the Contractor shall notify the Customer in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had reason to believe that a delay could result. THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the Customer. The Contractor shall not be entitled to an increase in the Contract price or payment of any kind from the Customer for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the Customer determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the State or to Customers, in which case the Customer may (1) accept allocated performance or deliveries from the Contractor, provided that the Contractor grants preferential treatment to Customers with respect to products subjected to allocation, or (2) purchase from other sources (without recourse to and by the Contractor for the related costs and expenses) to replace all or part of the products that are the subject of the delay, which purchases may be deducted from the Contract quantity, or (3) terminate the Contract in whole or in part.

**25. Changes.** The Customer may unilaterally require, by written order, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The Customer may make an equitable adjustment in the Contract price or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the written consent of the Contractor, which shall not be unreasonably withheld. If unusual quantity requirements arise, the Customer may solicit separate bids to satisfy them.

**26. Renewal.** Upon mutual agreement, the Customer and the Contractor may renew the Contract, in whole or in part, for a period that may not exceed 3 years or the term of the contract, whichever period is longer. Any renewal shall specify the renewal price, as set forth in the solicitation response. The renewal must be in writing and signed by both parties and is contingent upon satisfactory performance evaluations and subject to availability of funds.

**27. Purchase Order Duration.** Purchase orders issued pursuant to a state term or agency contract must be received by the Contractor no later than close of business on the last day of the contract's term to be considered timely. The Contractor is obliged to fill those orders in accordance with the contract's terms and conditions. Purchase orders received by the contractor after close of business on the last day of the state term or agency contract's term shall be considered void.

Purchase orders for a one-time delivery of commodities or performance of contractual services shall be valid through the performance by the Contractor, and all terms and conditions of the state term or agency contract shall apply to the single delivery/performance and shall survive the termination of the Contract.

Contractors are required to accept purchase orders specifying delivery schedules exceeding the contracted schedule even when such extended delivery will occur after expiration of the state term or agency contract. For example, if a state term contract calls for delivery 30 days after receipt of order (ARO), and an order specifies delivery will occur both in excess of 30 days ARO and after expiration of the state term contract, the Contractor will accept the order. However, if the Contractor expressly and in writing notifies the ordering office within ten (10) calendar days of receipt of the purchase order that Contractor will not accept the extended delivery terms beyond the expiration of the state term contract, then the purchase order will either be amended in writing by the ordering entity within ten (10) calendar days of receipt of the contractor's notice to reflect the state term contract delivery schedule, or it shall be considered withdrawn.

The duration of purchase orders for recurring deliveries of commodities or performance of services shall not exceed the expiration of the state term or agency contract by more than twelve months. However, if an extended pricing plan offered in the state term or agency contract is selected by the ordering entity, the contract terms on pricing plans and renewals shall govern the maximum duration of purchase orders reflecting such pricing plans and renewals.

Timely purchase orders shall be valid through their specified term and performance by the Contractor, and all terms and conditions of the state term or agency contract shall apply to the recurring delivery/performance as provided herein and shall survive the termination of the Contract.

Ordering offices shall not renew a purchase order issued pursuant to a state term or agency contract if the underlying contract expires prior to the effective date of the renewal.

**28. Advertising.** Subject to Chapter 119, Florida Statutes, the Contractor shall not publicly disseminate any information concerning the Contract without prior written approval from the Customer, including, but not limited to mentioning the Contract in a press release or other promotional material, identifying the Customer or the State as a reference, or otherwise linking the Contractor's name and either a description of the Contract or the name of the State or the Customer in any material published, either in print or electronically, to any entity that is not a party to Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.

29. **Assignment.** The Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any purchase order issued pursuant to the Contract, without the prior written consent of the Customer. In the event of any assignment, the Contractor remains secondarily liable for performance of the contract, unless the Customer expressly waives such secondary liability. The Customer may assign the Contract with prior written notice to Contractor of its intent to do so.
30. **Antitrust Assignment.** The Contractor and the State of Florida recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Florida. Therefore, the contractor hereby assigns to the State of Florida any and all claims for such overcharges as to goods, materials or services purchased in connection with the Contract.
31. **Dispute Resolution.** Any dispute concerning performance of the Contract shall be decided by the Customer's designated contract manager, who shall reduce the decision to writing and serve a copy on the Contractor. The decision shall be final and conclusive unless within twenty one (21) days from the date of receipt, the Contractor files with the Customer a petition for administrative hearing. The Customer's decision on the petition shall be final, subject to the Contractor's right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to the Contractor's ability to pursue any other form of dispute resolution; provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.
- Without limiting the foregoing, the exclusive venue of any legal or equitable action that arises out of or relates to the Contract shall be the appropriate state court in Leon County, Florida; in any such action, Florida law shall apply and the parties waive any right to jury trial.
32. **Employees, Subcontractors, and Agents.** All Contractor employees, subcontractors, or agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under the Contract must comply with all security and administrative requirements of the Customer and shall comply with all controlling laws and regulations relevant to the services they are providing under the Contract. The State may conduct, and the Contractor shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by the Contractor. The State may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with a Customer's security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the Contract. The State may reject and bar from any facility for cause any of the Contractor's employees, subcontractors, or agents.
33. **Security and Confidentiality.** The Contractor shall comply fully with all security procedures of the United States, State of Florida and Customer in performance of the Contract. The Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Customer. The Contractor shall not be required to keep confidential information or material that is publicly available through no fault of the Contractor, material that the Contractor developed independently without relying on the State's or Customer's confidential information, or material that is otherwise obtainable under State law as a public record. To insure confidentiality, the Contractor shall take appropriate steps as to its personnel, agents, and subcontractors. The warranties of this paragraph shall survive the Contract.
34. **Contractor Employees, Subcontractors, and Other Agents.** The Customer and the State shall take all actions necessary to ensure that Contractor's employees, subcontractors and other agents are not employees of the State of Florida. Such actions include, but are not limited to, ensuring that Contractor's employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensations, and unemployment) from an employer other than the State of Florida.
35. **Insurance Requirements.** During the Contract term, the Contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the Contract. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Upon request, the Contractor shall provide certificate of insurance. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract. All insurance policies shall be through insurers authorized or eligible to write policies in Florida.
36. **Warranty of Authority.** Each person signing the Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.
37. **Warranty of Ability to Perform.** The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor's ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. The Contractor shall immediately notify the Customer in writing if its ability to perform is compromised in any manner during the term of the Contract.
38. **Notices.** All notices required under the Contract shall be delivered by certified mail, return receipt requested, by reputable air courier service, or by personal delivery to the agency designee identified in the original solicitation, or as otherwise identified by the Customer. Notices to the Contractor shall be delivered to the person who signs the Contract. Either designated recipient may notify the other, in writing, if someone else is designated to receive notice.
39. **Leases and Installment Purchases.** Prior approval of the Chief Financial Officer (as defined in Section 17.001, F.S.) is required for State agencies to enter into or to extend any lease or installment-purchase agreement in excess of the Category Two amount established by section 287.017 of the Florida Statutes.
40. **Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE).** Section 946.515(2), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles which are the subject of, or required to carry out, the Contract shall be purchased from the corporation identified under Chapter 946 of the Florida Statutes (PRIDE) in the same manner and under the same procedures set forth in section 946.515(2) and (4) of the Florida Statutes; and for purposes of the Contract the person, firm, or other business entity carrying out the provisions of the Contract shall be deemed to be substituted for the agency insofar as dealings with such corporation are concerned." Additional information about PRIDE and the products it offers is available at <http://www.pridefl.com>.
41. **Products Available from the Blind or Other Handicapped.** Section 413.036(3), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the Blind or for the Severely Handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in section 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the State agency insofar as dealings with such qualified nonprofit agency are concerned." Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.
42. **Modification of Terms.** The Contract contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the Customer and the Contractor. The Contract may only be modified or amended upon mutual written agreement of the Customer and the Contractor. No oral agreements or representations shall be valid or binding upon the Customer or the Contractor. No alteration or modification of the Contract terms, including substitution of product, shall be valid or

binding against the Customer. The Contractor may not unilaterally modify the terms of the Contract by affixing additional terms to product upon delivery (e.g., attachment or inclusion of standard preprinted forms, product literature, "shrink wrap" terms accompanying or affixed to a product, whether written or electronic) or by incorporating such terms onto the Contractor's order or fiscal forms or other documents forwarded by the Contractor for payment. The Customer's acceptance of product or processing of documentation on forms furnished by the Contractor for approval or payment shall not constitute acceptance of the proposed modification to terms and conditions.

- 43. Cooperative Purchasing.** Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser.

State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.042(16)(a), F.S. This statute requires the Department of Management Services to determine that the requestor's use of the contract is cost-effective and in the best interest of the State.

- 44. Waiver.** The delay or failure by the Customer to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of the Customer's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.
- 45. Annual Appropriations.** The State's performance and obligation to pay under this contract are contingent upon an annual appropriation by the Legislature.
- 46. Execution in Counterparts.** The Contract may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
- 47. Severability.** If a court deems any provision of the Contract void or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

***\*THIS CONDITION DOES NOT APPLY TO THIS AGENCY.***

**(PUR 1000 - 60A-1.002(7), F.A.C.) 11/06**



**INVITATION TO BID**

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
DIVISION OF ADMINISTRATION**

**SPECIAL TERMS, CONDITIONS AND SPECIFICATIONS**

**PURPOSE**

The Florida Department of Agriculture and Consumer Services (FDACS or Department) seeks to establish a contractual services agreement to provide all preventive maintenance services, routine and emergency repairs to the complete HVAC system at the Department's laboratory buildings 1 through 10, located at 3125 Conner Boulevard, Tallahassee, Florida (Conner Complex). Due to the critical public health functions performed at these laboratories and the criticality of responsiveness, the contractor must be located within a fifty (50) mile radius of the Conner Complex.

The contractor shall provide only certified technicians qualified to service the equipment, as specified herein, throughout the term of the contract. The Department will not authorize or pay invoices for services or work performed by non-certified Trane service technicians on the Trane chiller(s) specified herein and may require proof of such certifications prior to payment of invoices.

**BID OPENING**

**The bid opening will be at 2:00 p.m. on May 31, 2019.** The location of the bid opening is the Florida Department of Agriculture and Consumer Services, Bureau of General Services, 407 S. Calhoun Street, Mayo Building, Room SB-8, Tallahassee, Florida 32399-0800.

**MANDATORY PRE-BID CONFERENCE/SITE VISIT**

**A mandatory pre-bid conference for any prospective bidder will be held at 10:00 a.m., EST, on May 15, 2019, at the Doyle Conner Laboratory Complex located at 3125 Connor Boulevard, Tallahassee, Florida.** Prospective bidders must have the Certification of Site Visitation form signed at this time. **Any bid received from a prospective respondent who did not attend the mandatory pre-bid conference will not be considered.** The purpose of this conference will be to clarify the contents of this bid in order to prevent misunderstanding of the Department's terms, conditions and specifications for this project. The conference will consist of a session wherein each page of the bid (including technical specifications) will be discussed. General questions related to the specifications and plans for this project will be answered. Any material changes to the bid terms, conditions, plans or specifications must be stated in writing in the form of an addenda issued through the Department's purchasing office (see section titled "ADDENDA").

**The cut-off date for questions to be submitted will be May 17, 2019.**

**SCOPE**

The contractor shall furnish all labor, equipment and materials necessary to successfully provide the HVAC system maintenance service and repairs in accordance with the specifications listed herein.

The specifications contained in **APPENDIX I** delineate the required tasks to be performed by the contractor during quarterly and annual preventive maintenance (PM) inspections. All work performed shall be in accordance with the original equipment manufacturer (OEM) procedures and requirements. It is the contractor's responsibility to notify the contract manager in writing of any and all discrepancies between the procedures set out herein and the OEM specific procedures and requirements.

The contractor shall be able to provide on-site response to any request for **routine** service within forty-eight (48) hours of service request. Routine service is defined as an unexpected situation or occurrence that

demands forty-eight (48) hour response due to system failure, power loss and acts of nature or as declared at the discretion of the Department.

The contractor shall be able to provide on-site response to any request for **emergency** service within two (2) hours of service request. Emergency service is defined as an unexpected situation or occurrence that demands two (2) hour response due to system failure, power loss and acts of nature or as declared at the discretion of the Department.

The contractor shall provide a written service report for each PM chiller service, routine and emergency service calls, throughout the term of the contract. The written service reports shall include the chiller designation; model and serial numbers; all test results/measurements/parameters; checklist of work items performed; results of each compressor-oil analysis; final adjustments or settings; recommended/ additional repairs discovered during, but not included in the annual PM inspection, and the technician's name and date. No later than seven (7) business days after completion of the required quarterly and annual PM inspections, the contractor shall file one (1) copy of the service report in the chiller log book and provide one (1) copy of the service report to the contract manager. No later than five (5) business days after the completion of a routine or emergency service call, the contractor shall file one (1) copy of the service report in the chiller log book and provide one (1) copy to the contract manager. Failure to provide the required written service reports as specified herein shall result in a \$50 penalty for each written service report not provided, which will be deducted from the contractor's invoices.

If during a PM inspection or routine service call, a condition is discovered that would require an emergency repair, the contractor shall notify the contract manager no later than 24 hours of when an emergency is identified. The contractor shall consult with the contract manager as outlined herein to schedule all work. If refrigerant is required to be pulled from a machine to repair leaks, the contractor shall provide the contract manager with a written estimate of the work required to be performed and obtain written approval before proceeding. The contractor shall provide oil, filters, gaskets and refrigerants, if required.

Contractor and all service technicians on-site shall be proficient in most current version of Trane's Tracer Summit building automation system. All service technicians must be proficient in the manipulation of the system to include log-in, checking of various system statuses, chiller rotation and set point adjustments. All changes made to systems will be made under the authority of the contract manger or appointed individual. Certain services may require the use of more than one technician/contractor, which shall be the fiscal responsibility of the contractor.

### **TECHNICAL SPECIFICATIONS**

All technical specifications, conditions and requirements for the complete maintenance, service and associated repairs of the Conner Complex HVAC system are contained in **APPENDIX I**.

### **PERMITS**

The contractor is responsible for obtaining and paying for any and all permitting required, including any other drawings, design or engineering which may be needed for those permits, to fully complete this project. The contractor shall coordinate all utility taps and shall pay all associated fees, impact charges, etc. Upon completion of the work, the contractor shall deliver to the engineer a certificate of inspection and approval from the local inspection authority, if required. All fees shall be included in the bid price.

### **REQUIRED SERVICE TECHNICIAN CERTIFICATIONS**

1. As it applies to the Trane chiller(s) specified herein throughout the term of the contract, the contractor shall only provide service technicians that are properly trained and hold current certifications, at the time of service, by the manufacturer Trane to service this equipment. **The contractor shall submit with their bid copies of all service technicians' Trane certification, and if not provided, then the bid may be rejected as unresponsive.**

2. The contractor shall employ throughout the term of the contract technicians that are properly trained and certified in refrigerant handling, recovery and storage. Technicians shall have, at a minimum, successfully completed the EPA Universal Refrigerant Transition and Recovery Certification Program and shall be so certified. The contractor shall submit with their proposal copies of all technicians' EPA Universal Refrigerant Transition and Recovery Certification.

### **IDENTIFICATION / ACCESS BADGES**

Contractor and all service technicians while on-site shall be required to wear, at all times, an identification/access badge which shall be issued by FDACS, with security levels to be determined by the FDACS contract manager. The contractor shall be responsible for safeguarding the Departments property. At the end of each work period, all facilities, equipment and materials shall be secured. Contractor staff shall maintain all security protocols and restrict access to unauthorized personnel while on duty. The on-site supervisor will be responsible for issuing and receiving identification/access badges and for maintaining accountability records for all access control entrusted to them. Contractor staff names shall be provided to the contract manager for issuance of identification/access badges prior to commencement of duty. The contractor shall report lost or stolen identification/access badges so access for those badges can be terminated. The replacement cost for a lost or stolen identification/access badge is \$10.

### **BACKGROUND CHECKS**

The contractor shall conduct background checks on all service technicians for contract manager review. The contractor shall access the FDLE site to perform this check online and is responsible for payment. The address for this site is <https://web.fdle.state.fl.us/search/app/default>. If the individual has not been a resident in Florida for twelve (12) months, then a background check should be done from the person's previous residence. Also required is a copy of a photo ID along with a copy of a social security card showing the last four (4) numbers of the cardholder. These documents and a copy of the background check must be provided to the contract manager for review within three (3) business days of the completion of the background check and a minimum of one (1) week prior to starting work for the Department. The Department reserves the right to reject any proposed personnel based on background check result.

### **CONTRACT PERIOD**

The anticipated contract period shall be for a period of three (3) years beginning July 1, 2019 through June 30, 2022.

### **RENEWAL**

The contract resulting from this Invitation to Bid (ITB) may be renewed by mutual agreement on an annual basis for a maximum of three (3) one-year periods or for a period no longer than the original contract period at the same prices, terms and conditions. Renewal shall be contingent upon satisfactory performance evaluations of the contractor by the Department.

### **CONTRACT DOCUMENTS**

The construction, interpretation and performance of this contract, and all transactions under it, shall be governed by the laws of the state of Florida. The contract documents shall include all terms and conditions of the bid specifications, any addenda, bid proposal and Departmental contract issued as a result of this bid (**ATTACHMENT A, MODEL CONTRACT - CONTRACTUAL SERVICES AGREEMENT**).

### **REFERENCES/PAST PERFORMANCE**

Contractor shall provide a contact list of contractors' three (3) most recent completed projects similar in project size and scope as the work, completed within the last five (5) years. All references must be verified. It is the responsibility of the contractor to ensure that all submitted references are verified. The Department will attempt to verify references once via telephone or email. If the reference does not return the

Department's phone call or email within seventy-two (72) hours (exclusive of weekends and state holidays) of the time of the Department's phone call or email, the reference will be deemed unverified. Bids with one or more unverified references will be disqualified. References that indicate any unsatisfactory contractor work performance or workmanship may result in disqualification of the bid. **References must be current or former clients of the responding firm. The Department will not accept subcontractor/proposed personnel or personal references of a member of the responding firm as a substitute for respondent references (REFERENCES/PAST PERFORMANCE form).** Past performance with the Department will constitute a reference, whether listed or not, and will be used by the Department to determine the respondent's ability to perform services similar to those described in this bid in a satisfactory manner. Unsatisfactory past performance with the Department will result in rejection of that bid.

1. How would you rate the timeliness of any emergency service calls?

Above-satisfactory                      Satisfactory                      Unsatisfactory

2. How would you rate the overall satisfaction with this company?

Above-satisfactory                      Satisfactory                      Unsatisfactory

3. How would you rate the overall satisfaction with the service technician(s)?

Above-satisfactory                      Satisfactory                      Unsatisfactory

4. How would you rate the company's follow-up of findings and reporting of deficiencies or recommendations after service or routine maintenance?

Above-satisfactory                      Satisfactory                      Unsatisfactory

5. Did contractor submit all required service reports timely?

Above-satisfactory                      Satisfactory                      Unsatisfactory

**FLORIDA VETERAN BUSINESS ENTERPRISE OPPORTUNITY ACT PREFERENCE**

Pursuant to Section 295.187(4), Florida Statutes, a state agency, when considering two or more bids, proposals, or replies for the procurement of commodities or contractual services, at least one of which is from a certified veteran business enterprise, which are equal with respect to all relevant considerations, including price, quality, and service, shall award such procurement or contract to the certified veteran business enterprise. Proof of certification pursuant to Section 295.187(5), Florida Statutes, shall accompany the bid. **Failure to submit proof of certification will result in non-application of the preference.**

**LICENSING**

Bidder must submit with their bid response proof of possessing an active license pursuant to Chapter 489, Part I, Florida Statutes, or any other law, rule or regulation, applicable to this type work. **Failure to provide the required proof of qualification may result in rejection of bid.**

**INSURANCE REQUIREMENTS**

The contractor shall not commence any work in connection with the project until he has obtained all of the following types of insurance, and the owner has approved such insurance. Nor shall the contractor allow any independent/subcontractor to commence work on his subcontract until all similar insurance required of the independent/subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified to do business in Florida through an authorized licensed Florida Agent.

**CERTIFICATE OF INSURANCE**

The contractor shall furnish proof of insurance coverage within ten (10) calendar days after notification of award and prior to starting the contract.

The contractor shall furnish a Certificate of Insurance for all insurance required by this contract and shall include the state of Florida, Florida Department of Agriculture and Consumer Services, as additional insured. This form(s) shall be completed and signed by the authorized Licensed Florida Agent and returned to the Florida Department of Agriculture and Consumer Services, Purchasing Office, 407 South Calhoun St., Room SB-8, Mayo Building, Tallahassee, Florida 32399-0800. Certificate(s) shall be dated and show:

1. Name of the insured contractor, specific job by name, name of the insurer, number of the policy, its effective date and its termination date.
2. Statement that the insured will mail notice to the owner, at least thirty (30) calendar days, prior to any material changes in provisions or cancellation of the policy.

**CONTRACTOR'S COMMERCIAL GENERAL LIABILITY INSURANCE**

The contractor shall take out and maintain during the life of the contract:

Minimum Limits of Liability	\$1,000,000 each occurrence
	\$2,000,000 aggregate

Including Bodily Injury, Property Damage and products and completed operations.

**CONTRACTOR'S AUTOMOBILE LIABILITY INSURANCE**

The contractor shall take out and maintain during the life of this agreement Automobile Liability insurance for all claims that may arise from all operations performed under this agreement:

Minimum Limits of Liability	\$300,000 any automobile
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**WORKER'S COMPENSATION INSURANCE**

During the contract term, the contractor, at its sole expense, shall provide commercial insurance such a type and with such terms and limits as may be reasonably associated with the contract, which, as a minimum, shall be workers' compensation and employer's liability insurance in accordance with Chapter 440, Florida Statutes, with minimum employers' liability limits of \$100,000 per accident, \$100,000 per person and \$500,000 policy aggregate. Such policy shall cover all employees engaged in any contract work.

Employers who have employees who are engaged in Florida must use Florida rates, rules and classifications for those employees. In the construction industry, only corporate officers of a corporation or any group of affiliated corporations may elect to be exempt from workers' compensation coverage requirements. Such exemptions are limited to a maximum of three per corporation and each exemption holder must own at least 10% of the corporation. Independent contractors, sole proprietors and partners in the construction industry cannot elect to be exempt and must maintain workers' compensation insurance.

**HOLD HARMLESS AND INDEMNIFY**

The contractor shall hold harmless, and indemnify to the fullest extent permitted by law, the state of Florida, FDACS and/or FDACS employees from and against any and all claims, damages, losses and expenses, including, but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death or injury to or destruction of tangible property (other than the work itself) including loss of use resulting

therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the contractor, subcontractor(s), anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in the paragraph.

**INSURANCE, LOSS DEDUCTIBLE CLAUSE**

The state of Florida shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the contractor providing such insurance.

**INSURANCE, INDEPENDENT/SUBCONTRACTOR'S COMMERCIAL GENERAL LIABILITY**

The contractor shall require each of his independent or subcontractors to secure and maintain during the life of the subcontract, insurance of the type specified above or insure the activities of his independents/subcontractors in his policy, as specified above, including a separate Owners, Contractors Protective Liability Policy.

**INVOICING AND PAYMENT**

After the work is completed, the contractor shall furnish the project manager with a signed and dated invoice showing the number of acres treated. Payment will be made at the quoted price per acre. The payment will be made after the work has been verified and has been performed to the satisfaction of FFS. Invoices must be submitted in triplicate, and in sufficient detail, to allow for a proper pre-audit and post-audit thereof, to the contract manager. Payment will be made based on the bid price and successfully delivered items. Payment shall be made in accordance with Section 215.422, Florida Statutes, which states the contractor's rights and the state agency's responsibility concerning interest penalties and time limits for payment of invoices (**ATTACHMENT B, NOTIFICATION OF VENDOR OMBUDSMAN'S NAME AND TELEPHONE NUMBER**).

**DRUG-FREE WORKPLACE**

Preference shall be given to bids certifying a drug-free workplace has been implemented in accordance with Section 287.087, Florida Statutes. Whenever two or more equal bids are received by the state or by any political subdivision for the procurement of commodities or contractual services, the bid received from a business that certifies it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program (**ATTACHMENT C, DRUG-FREE WORKPLACE PROGRAM - BIDDER CERTIFICATION**). If applicable, please sign and return with your bid response.

**CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS**

Any person submitting a response to this bid **MUST** execute the enclosed form FDACS-01522, CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS and enclose it with his/her bid or proposal (**ATTACHMENT D, CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS**). The Certification for Lobbying is required by 7 CFR Part 3018 for expenditures \$100,000 and above. The Certification for Debarment and Suspension and Other Responsibility Matters is required by 7 CFR Part 3017 for expenditures \$25,000 and above.

**CONTRACTUAL OBLIGATIONS**

The Department reserves the right to contract with additional firm(s), as deemed necessary, in order to complete work on any proposed area that the awarded vendor cannot complete due to volume of other pending projects already scheduled with the Department. The Department intends to have the awarded contractor complete all acreage for the forest but recognizes that scheduling and volume of acreage may prevent the contractor from completing the project(s) within the time frame required by the state forest area. The contractor shall provide a written notice to the Department's contract manager detailing previously scheduled acreage to determine if it is necessary for the Department to contract with additional vendors for the completion of specific state forest areas.

**COMPLIANCE WITH LAWS**

The contractor shall comply with all laws, rules, codes, ordinances and licensing requirements that are applicable to the conduct of its business, including those of federal, state and local agencies having jurisdiction and authority. By way of non-exhaustive example, Chapter 287 of the Florida Statutes and Chapter 60A-1 of the Florida Administrative Code govern this Agreement. By way of further non-exhaustive example, the contractor shall comply with section 247A(e) of the Immigration and Nationalization Act, the Fair Labor Standards Act, the Migrant and Seasonal Agricultural Worker Protection Act, the Americans with Disabilities Act and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status or veteran's status. Violation of such laws shall be grounds for termination.

**COOPERATION WITH THE INSPECTOR GENERAL**

Pursuant to Section 20.055(5), Florida Statutes, the contractor and any subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review or hearing.

**FLORIDA VETERAN BUSINESS ENTERPRISE OPPORTUNITY ACT PREFERENCE**

Pursuant to Section 295.187(4), Florida Statutes, a state agency, when considering two or more bids, proposals, or replies for the procurement of commodities or contractual services, at least one of which is from a certified veteran business enterprise, which are equal with respect to all relevant considerations, including price, quality, and service, shall award such procurement or contract to the certified veteran business enterprise. Proof of certification pursuant to Section 295.187(5), Florida Statutes, shall accompany the bid. **Failure to submit proof of certification will result in non-application of the preference.**

**SCRUTINIZED COMPANIES AND PROHIBITED BUSINESS ACTIVITIES**

Pursuant to Section 287.135, Florida Statutes, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

When goods or services to be provided are \$1 million or more, Section 287.135, Florida Statutes, requires the contractor to certify that it is not 1) on the Scrutinized Companies with Activities in Sudan List; 2) on the Scrutinized Companies; with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes or 3) engaging in business operations in Cuba or Syria.

In order for your bid to be considered responsive, **ATTACHMENT E, CERTIFICATION REGARDING SCRUTINIZED COMPANIES**, must be completed and included in your bid package. The list may be found at <https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx>. The Department may immediately terminate any contract, as a result of this bid, for cause if the contractor is found to have submitted a false certification.

**AWARD OF IDENTICAL (TIE) BIDS**

In the event that identical bids are received, preference shall be given to the bid certifying a drug-free workplace has been implemented in accordance with Section 287.087, Florida Statutes. Award shall be determined by using the number of valid vendor complaints on file or by lot; except that the bid/proposal, which relates to commodities manufactured within this state, shall be given preference. The bid of any foreign manufacturer, with a factory in the state employing over 200 employees working in the state, shall have preference over the bid of any other foreign manufacturer.

**PUBLIC ENTITY CRIMES**

A person or affiliate, who has been placed on the convicted vendor list following a conviction for a public entity crime; may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two, for a period of 36 months from the date of being placed on the convicted vendor list.

**EMPLOYMENT OF UNAUTHORIZED ALIENS**

Pursuant to Executive Order 96-236, effective October 1, 1996, the following standard provision shall apply to any contract awarded as a result of this ITB:

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

**DISCRIMINATION**

An entity or affiliate, who has been placed on the discriminatory vendor list, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact any business with any public entity.

**ANNUAL APPROPRIATIONS**

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

**DISQUALIFICATION OF BIDDERS**

More than one bid from an individual, firm, partnership, corporation or association, under the same or different names, will not be considered. Reasonable grounds for believing that a bidder is interested in more than one bid for the same work will cause the rejection of all bids in which such bidders are believed to be interested.

If there is reason to believe that collusion exists among the bidders, any or all bids will be rejected. No participants in such collusion will be considered in future bids for the same work. Falsifications of any entry made on the bidder's offer will be deemed a material irregularity and will be grounds for rejection.



**REJECTION OF BIDS**

The Department reserves the right to reject any and all bids, when such rejection is in the interest of the state of Florida, and to reject the bid of a bidder who the Department determines is not in a position to perform the contract.

**LATE BIDS**

Bids received by the Department after the bid opening time and date will be rejected as untimely and will not be opened. A late bid notice will be sent to the bidder upon the posting of award notice with instructions for its return. Unclaimed late bids will be destroyed after 45 days. Offers from vendors listed on the Department's posted award notice are the only offers received timely in accordance with the Department's bid opening time and date.

**BIDDING INSTRUCTIONS**

In addition to signing, thereby acknowledging the General Instructions to Respondents (PUR 1001) and the General Contract Conditions (PUR 1000) attached to the bid, each bidder must complete the attached Bid Price Sheet in its entirety. By affixing a manual signature to the Bid Price Sheet, the bidder states that he/she has read all the provisions of the bid package and agrees to the terms, conditions and specifications contained therein. **BID RESPONSES BY FAX WILL NOT BE ACCEPTED BY THE DEPARTMENT. BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE AS SPECIFIED HEREIN.**

**BID PRICE SHEET**

Bidder shall provide **FIRM FIXED PRICE** for the system maintenance service and associated repairs as specified herein. Pricing shall include any and all costs associated with the bid. The Department will not accept any costs for travel or other costs not included in the bid price.

**EVALUATION AND AWARD**

The Department reserves the right to award to the lowest responsive bidder based upon the upon **GRAND TOTAL PRICE** for the HVAC system maintenance service and associated repairs as specified herein. As the best interest of the state may require, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined there is competition to the lowest responsible bidder, evaluation of other bids is not required. Bidders are cautioned to make no assumptions unless their bid has been evaluated as being responsive. Any further clarification, if necessary, will be by written addendum. All other provisions of the awards paragraph, General Conditions, shall prevail.

The Department reserves the right to award, or not award, contract(s) based on the availability of funds.

**INTERPRETATIONS/DISPUTES**

Any questions concerning conditions and specifications shall be directed in writing to the purchasing office for receipt no later than 10 days prior to the bid opening. No interpretation shall be considered binding unless provided in writing by the Department's purchasing director in response to requests in full compliance with this provision. Any person, who is adversely affected by the agency's decision or intended decision, shall file with the agency a Notice of Protest in writing within 72 hours after the posting of the notice of decision or intended decision. Protests must be filed with the Agency Clerk, Florida Department of Agriculture and Consumer Services, The Holland Building, 600 South Calhoun Street, Tallahassee, Florida 32399. With respect to a protest of the terms, conditions and specifications contained in a solicitation, including any provision governing the methods for ranking bids, proposals or replies, awarding contracts, reserving rights or further negotiation or modifying or amending any contract, the Notice of Protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall state with particularity the facts and law upon which the protest is filed.

**POSTING OF BID TABULATIONS**

Tabulations with recommended award(s) will be posted for review by interested parties on the Florida Vendor Bid System located at [http://www.myflorida.com/apps/vbs/vbs\\_www.search\\_r2.criteria\\_form](http://www.myflorida.com/apps/vbs/vbs_www.search_r2.criteria_form). Tabulations will remain posted for a period of seventy-two (72) hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Failure to file the proper bond at the time of filing the formal protest will result in denial of the protest.

**QUESTIONS**

Questions regarding bidding procedures may be directed to:

Vianka Colin, Purchasing Director  
Florida Department of Agriculture and Consumer Services - Purchasing Office  
407 South Calhoun Street, SB-8 Mayo Building  
Tallahassee, Florida 32399-0800  
Telephone: (850) 617-7181  
Email: [Vianka.Colin@FreshFromFlorida.com](mailto:Vianka.Colin@FreshFromFlorida.com)

No negotiations, decisions or actions shall be initiated or executed by the bidder as a result of any discussions with any purchaser or departmental employee. Only those communications, which are in writing from the Department's purchasing office, may be considered as a duly authorized expression on behalf of the purchaser. Also, only communications from the bidders, which are in writing and signed, will be recognized by the purchaser as duly authorized expressions on behalf of the bidder.

Any questions, correspondence or contact with the Department initiated by the bidder after the bid opening date and prior to posting of intended award must be directed to the purchasing office, attention purchasing director. Department personnel will not discuss bids or proposed contract activities with bidders during the bid evaluation period. The Department will not accept any revisions or additions to any bid after the bid opening date.

**ADDENDA**

Any change to supplement, modify or interpret any portion of the bidding documents during the bidding period will be accomplished by the issuance of written addenda to the bidding documents, which will be delivered or mailed to all prospective bidders. No interpretation of the meaning of the drawings, specifications or other bidding documents and no correction of any apparent ambiguity, inconsistency or error therein will be made orally. Every request for such interpretation and supplemental instruction will be in the form of written addenda to the bidding documents. Only the interpretation or correction so given by

the Department's purchasing director in writing shall be binding, and prospective bidders are advised that no other source is authorized to give information concerning, to explain or interpret the bidding documents.



Florida Department of Agriculture and Consumer Services  
Bureau of General Services

**REFERENCES**

NICOLE "NIKKI" FRIED  
COMMISSIONER

As per the requirements of bid special condition References, each bidder is required to submit the names, addresses and telephone numbers for three (3) references. References shall be listed below.

In order for your bid to be considered responsive, this form must be completed and included in your bid package.

1. CLIENT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. CLIENT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. CLIENT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL: \_\_\_\_\_



Florida Department of Agriculture and Consumer Services  
Bureau of General Services

**CERTIFICATION OF SITE VISITATION**

NICOLE "NIKKI" FRIED  
COMMISSIONER

**FOR:** BID NUMBER: ITB/DA-18/19-74  
**TITLE:** HVAC MAINTENANCE FOR TRANE EQUIPMENT  
**LOCATION:** DOYLE CONNER LABORATORY COMPLEX  
3125 CONNOR BOULEVARD  
TALLAHASSEE, FLORIDA  
**CONTRACT MANAGER:** ALEX CASTRO (850) 617-7082  
**OPENING DATE:** MAY 31, 2019 @ 2:00 P.M.

This certifies that \_\_\_\_\_  
(NAME)

representing \_\_\_\_\_  
(COMPANY NAME)

has visited property site on \_\_\_\_\_  
(DATE)

In order for a bid to be considered, this **CERTIFICATION** must be completed and included in your bid package.

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**Florida Department of Agriculture and Consumer Services**

**Department Representative:** \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

### BID PRICE SHEET

**DESCRIPTION**

**FIRM FIXED PRICE**

**A. Preventive Maintenance Service as specified herein**

QUARTERLY HVAC SYSTEM MAINTENANCE AND REPAIR SERVICE ON THE LABS 1 THROUGH 10, AS SPECIFIED HEREIN.

\$ \_\_\_\_\_

ANNUAL HVAC SYSTEM MAINTENANCE AND REPAIR SERVICE ON THE LABS 1 THROUGH 10, AS SPECIFIED HEREIN.

\$ \_\_\_\_\_

**B. Routine Repair Services as specified herein – Hourly Rate**

HOURLY RATE FOR ROUTINE SERVICE – WEEKDAYS 8:00 A.M. TO 4:00 P.M.

\$ \_\_\_\_\_

HOURLY RATE FOR ROUTINE SERVICE – **LABOR ONLY** WEEKDAYS 8:00 A.M. TO 4:00 P.M.

\$ \_\_\_\_\_

**C. Emergency Repair Services as specified herein - Hourly Rate**

HOURLY RATE FOR EMERGENCY SERVICE – WEEKDAYS 7:00 A.M. TO 5:00 P.M.

\$ \_\_\_\_\_

HOURLY RATE FOR EMERGENCY SERVICE – NIGHTS - 5:00 P.M. TO 7:00 A.M., WEEKENDS OR HOLIDAYS

\$ \_\_\_\_\_

**GRAND TOTAL (A + B + C)**

\$ \_\_\_\_\_

ADDITIONAL PARTS AND MATERIALS – **Discount** percentage (%) from OEM Standard Retail Price (MSRP)

\_\_\_\_\_ %

ADDITIONAL PARTS AND MATERIALS – **Discount** percentage (%) from non-OEM Standard Retail Price (MSRP)

\_\_\_\_\_ %

**ACKNOWLEDGE ADDENDUM(S):** \_\_\_\_\_

By affixing signature to this **BID PRICE SHEET**, vendor acknowledges reading and agrees to accept all terms, provisions and conditions in this Invitation to Bid.

**CONTRACTOR NAME:** \_\_\_\_\_

**SIGNATURE (MANUAL):** \_\_\_\_\_

**SIGNATURE (PRINTED):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**FEID/SSN:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**\*\*\*Please submit two (2) copies of all bid documents, including Bid Price Sheet.\*\*\***

# ATTACHMENT A



Florida Department of Agriculture and Consumer Services  
Division of Administration

## CONTRACTUAL SERVICES AGREEMENT

NICOLE "NIKKI" FRIED  
COMMISSIONER

This AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, the DEPARTMENT, and \_\_\_\_\_, the CONTRACTOR.

CONTRACT PERIOD: \_\_\_\_\_

SCOPE OF WORK: The CONTRACTOR agrees to provide the following commodities and/or services:

\_\_\_\_\_  
\_\_\_\_\_

DELIVERABLES: The CONTRACTOR must provide the following quantifiable, measureable and verifiable units of deliverables which must be received and accepted in writing by the contract manager before payment. These deliverables are directly related to the Scope of Work specifying minimum levels of service to be performed and criteria for evaluating the successful completion of each deliverable.

\_\_\_\_\_  
\_\_\_\_\_

Intellectual property is subject to the following provisions:

- A. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this contract shall become the exclusive property of the DEPARTMENT and may be copyrighted, patented or otherwise restricted as provided by Florida or federal law. Neither the CONTRACTOR nor any individual employed under this contract shall have any proprietary interest in the product.
- B. With respect to each deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the DEPARTMENT.

- C. In the event it is determined as a matter of law that any such work is not a "work for hire," CONTRACTOR shall immediately assign to the DEPARTMENT all copyrights subsisting therein for the consideration set forth in the contract and with no additional compensation.
- D. The foregoing shall not apply to any preexisting software, or other work of authorship used by CONTRACTOR to create a deliverable but which exists as work independent of the deliverable, unless the preexisting software or work was developed by CONTRACTOR pursuant to a previous contract with the DEPARTMENT or a purchase by the DEPARTMENT under a State Term Contract.

The DEPARTMENT agrees to provide the following services:

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The Department of Management Services' designated United Nations Standard Products and Services Code (UNSPSC) is: \_\_\_\_\_

The DEPARTMENT will pay the CONTRACTOR as follows:

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Failure to meet the minimum level of services of this agreement will result in a financial consequence. The CONTRACTOR shall perform all tasks within the time frame established in this agreement. The DEPARTMENT shall reduce payment by:

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Bills for any authorized travel expenses shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, governing payments by the state for travel expenses. Authorization for travel expenses must be specified in the paragraph for payments directly above.

Bills for services shall be submitted to the DEPARTMENT in detail sufficient for a proper pre-audit and post-audit thereof.

Section 215.422, Florida Statutes, provides that agencies have five (5) working days to inspect and approve goods and services, unless bid specifications or the purchase order specifies otherwise. With the exception of payments to health care providers for hospital, medical or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the date the goods or services are received, inspected and approved, a separate interest

penalty set by the Chief Financial Officer pursuant to Section 55.03, Florida Statutes, will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at (850) 617-7200 or Purchasing Office at (850) 617-7181.

Transaction Fee: CONTRACTOR shall be pre-qualified as meeting mandatory requirements and qualifications and shall remit fees pursuant to section 287.057(22), F.S., and any rules implementing section 287.057, F.S.

Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the DEPARTMENT.

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 at (850) 413-5516 or by calling the Department of Financial Services' Hotline, 1-877-693-5236.

The DEPARTMENT may make partial payments to the CONTRACTOR upon partial delivery of services when a request for such partial payment is made by the CONTRACTOR and approved by the DEPARTMENT.

This contract may be cancelled by either party giving \_\_\_\_\_ written notice.

The DEPARTMENT may terminate this contract at any time in the event of the default or failure of the CONTRACTOR to fulfill any of its obligations hereunder. Prior to the exercise of any remedy provided for herein, the DEPARTMENT shall provide thirty (30) calendar days written notice of default and shall provide the CONTRACTOR the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the DEPARTMENT shall have all rights and remedies provided at law or in equity, including without limitation the following:

- A. Temporarily withhold cash payments pending correction of the deficiency by the CONTRACTOR.
- B. Disallow all or part of the cost of the services not in compliance.
- C. Wholly or partly suspend or terminate this contract.

The DEPARTMENT shall have the right of unilateral cancellation 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 s. 24(a) of Article I of the State Constitution and s. 119.07(1), Florida Statutes.

**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:**

**OFFICE OF GENERAL COUNSEL  
407 SOUTH CALHOUN STREET, SUITE 520  
TALLAHASSEE, FL 32399  
PHONE: (850) 245-1000  
EMAIL: [PRCUSTODIAN@FRESHFROMFLORIDA.COM](mailto:PRCUSTODIAN@FRESHFROMFLORIDA.COM)**

The CONTRACTOR must:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the DEPARTMENT in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the DEPARTMENT provides the records and at a cost that does not exceed the cost provided by the 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.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the DEPARTMENT all public records in possession of the CONTRACTOR upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the DEPARTMENT in a format that is compatible with the information technology systems of the DEPARTMENT.

Extension of a contract for contractual services shall be in writing for a single period only not to exceed six (6) months and shall be subject to the same terms and conditions set forth in the initial contract. There shall be only one extension of a contract unless the failure to meet the criteria set forth in the contract for completion of the contract is due to events beyond the control of the CONTRACTOR. Contracts for contractual services may be renewed on a yearly basis for no more than three (3) years, or for

a period no longer than the term of the original contract, whichever period is longer. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. Renewals shall be contingent upon satisfactory performance evaluations by the DEPARTMENT and subject to the availability of funds. Renewal costs may not be charged by the CONTRACTOR. Exceptional purchase contracts (single source and emergency contracts) pursuant to section 287.057(3)(a) and (c), Florida Statutes, may not be renewed.

It is mutually understood and agreed that:

- A. The state of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature as provided in Section 287.0582, Florida Statutes.
- B. Payments made under this contract are subject to the approval of the State Chief Financial Officer (Department of Financial Services).

It is expressly understood and agreed that any articles that are the subject of, or required to carry out, in accordance with section 287.042, Florida Statutes, this contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in section 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the state agency insofar as dealings with such qualified nonprofit agency are concerned. Available products, pricing and delivery information may be obtained by contacting: RESPECT of Florida, 2475 Apalachee Parkway, Suite 205, Tallahassee, Florida 32301-4946, telephone number (850) 877-4816 and fax number (850) 942-7832.

It is expressly understood and agreed that any articles which are the subject of, or required to carry out, in accordance with section 287.095(3), Florida Statutes, this contract shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in section 946.515(2) and (4), Florida Statutes; and for the purposes of this contract the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the DEPARTMENT insofar as dealings with such corporation are concerned. The "corporation identified" is Prison Rehabilitative Industries and Diversified Enterprises,

Incorporated. Available products, pricing and delivery schedules may be obtained by contacting: PRIDE of Florida, 223 Morrison Road, Brandon, Florida 33511-4835, telephone number (813) 324-8700.

The CONTRACTOR is informed that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a CONTRACTOR, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The CONTRACTOR shall not discriminate on the basis of race, sex, religion, color, national origin age or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.); Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).

The CONTRACTOR is informed that the employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the CONTRACTOR knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

The CONTRACTOR will comply with section 20.055, Florida Statutes.

The CONTRACTOR is informed that an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

Any changes to the AGREEMENT require the written approval of each party's authorized official.

In the event that two or more documents combine to form this agreement between the parties, including future amendments and

addenda, and in the event that there are contradictory or conflicting clauses or requirements in these documents, the provisions of the document(s) prepared by the DEPARTMENT shall be controlling.

All contracts entered into by the DEPARTMENT or any division or bureau thereof, are and shall be controlled by Florida law, contrary provisions notwithstanding.

In the event that any clause or requirement of this agreement is contradictory to, or conflicts with the requirements of Florida law, including, but not limited to requirements regarding contracts with Florida's governmental agencies, the offending clause or requirement shall be without force and effect and the requirements of the Florida Statutes and rules promulgated thereunder on the same subject shall substitute for that clause or requirement and be binding on all parties to this contract.

The contract manager for the DEPARTMENT is \_\_\_\_\_ and is located at \_\_\_\_\_

The contract manager for the CONTRACTOR is \_\_\_\_\_ and is located at \_\_\_\_\_

Signed by parties to this agreement:

FLORIDA DEPARTMENT OF AGRICULTURE    CONTRACTOR  
AND CONSUMER SERVICES

\_\_\_\_\_  
Signature  
Director of Administration

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **ATTACHMENT B**

## **STATE OF FLORIDA**

### **FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

#### **NOTIFICATION OF VENDOR OMBUDSMAN'S NAME AND TELEPHONE NUMBER**

Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and service, unless the bid specifications, purchase order or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

If a payment is not available within 40 days, a separate interest penalty of .02740 percent per day will be due and payable, in addition to the invoice amount, to the vendor. Payments to health care providers for hospital, medical or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, and the daily interest rate is .03333 percent. Interest penalties of less than one (1) dollar will not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the agency.

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 payments(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services Consumer Hotline at 1-877-693-5236 or (850) 413-3089.



NICOLE "NIKKI" FRIED  
COMMISSIONER

## ATTACHMENT C

Florida Department of Agriculture and Consumer Services  
Bureau of General Services

### DRUG-FREE WORKPLACE PROGRAM - BIDDER CERTIFICATION

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace 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 bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

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VENDOR'S SIGNATURE

FDACS-01218 09/12

# ATTACHMENT D



NICOLE "NIKKI" FRIED  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

## CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS

### LOBBYING

As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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

\_\_\_\_\_  
PRINTED NAME/TITLE OF REPRESENTATIVE

\_\_\_\_\_  
CONTRACT / PURCHASE ORDER NUMBER

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE / DATE

### DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by 7 CFR Part 3017, for persons entering into a contract, grant or cooperative agreement over **\$25,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

\_\_\_\_\_  
PRINTED NAME/TITLE OF REPRESENTATIVE

\_\_\_\_\_  
CONTRACT / PURCHASE ORDER NUMBER

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE / DATE

FDACS-01522 03/09

# ATTACHMENT E



Florida Department of Agriculture and Consumer Services  
Division of Administration

## CERTIFICATION REGARDING SCRUTINIZED COMPANIES

NICOLE "NIKKI" FRIED  
COMMISSIONER

<b>Certification Regarding Scrutinized Companies that Boycott Israel List and Engage in a Boycott of Israel</b>	
<p>I, _____ (Enter Name of Authorized Representative), as the authorized representative of _____ (Enter Legal Name of Contractor), (the "company") hereby certify that, the company has reviewed Section 287.135, Florida Statutes, and certify the company:</p> <ol style="list-style-type: none"><li>1. Is not listed on the Scrutinized Companies that Boycott Israel list or</li><li>2. Does not participate or engage in a boycott of Israel.</li></ol> <p>The List of Scrutinized Companies that Boycott Israel can be located on the State Board of Administration of Florida's website at <a href="https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx">https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx</a></p> <p>I understand that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the Company to civil penalties, attorney's fees and other penalties and consequences as provided by Section 287.135, Florida Statutes.</p>	
Signature of Authorized Representative:	Date:

<b>Certification Regarding Scrutinized Companies List And Business Operations in Cuba/Syria</b>	
<p>I, _____ (Enter Name of Authorized Representative), as the authorized representative of _____ (Enter Legal Name of Contractor), (the "company") hereby certify that, the company has reviewed Florida Laws Chapter 2018-52 (revising Section 287.135, Florida Statutes) and Section 287.135, Florida Statutes, and certify the company:</p> <ol style="list-style-type: none"><li>1. Is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and</li><li>2. Does not have business operations in Cuba or Syria.</li></ol> <p>The Scrutinized List of Prohibited Companies can be located on the State Board of Administration of Florida's website at <a href="https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx">https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx</a></p> <p>I understand that Section 287.135, Florida Statutes, prohibits Florida state agencies from contracting for goods or services over \$1,000,000, with companies on either List or that are engaged in business operations in Cuba or Syria, and that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the Company to civil penalties, attorney's fees, and other penalties and consequences as provided by Section 287.135, Florida Statutes.</p>	
Signature of Authorized Representative:	Date:



## APPENDIX I

### Minimum Technical Specifications

All parts, materials, labor and travel expenses for the quarterly and annual maintenance inspections shall be included in the quarterly and annual pricing. These maintenance services shall at a minimum include:

1. TEST AND INSPECT: On-site labor required to visually inspect and test the equipment to determine its operating condition and efficiency. Typical activities include:
  - a. Testing for motor winding resistance; excessive vibration; fan rpm; refrigerant charge; refrigerant oil (acid); water condition; flue gas analysis; safety controls; crankcase heaters; combustion and draft; control system(s) or any other test required for effective operation;
  - b. Inspecting for worn, failed or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks or any other required inspection for effective operation.
2. PREVENTIVE MAINTENANCE: On-site labor required to clean, align, tighten, calibrate, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:
  - a. Cleaning fan impellers and blades; coil surfaces; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; boiler, chiller and condenser tubes or any other component that requires cleaning as required for effective operation;
  - b. Aligning belt drives; drive couplings; coil fins or any other required alignment for effective operation;
  - c. Calibrating safety controls; temperature and pressure controls or any other required calibration for effective operation;
  - d. Tightening electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections or any other required tightening for effective operation;
  - e. Adjusting belt tension; refrigerant charge; super heat; fan RPM; burner fuel/air ratios; gas pressure; control set-points and limits; compressor cylinder unloaders; damper close-off; sump floats or any other adjustment required for effective operation;
  - f. Lubrication of motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages or any other lubrication required for effective operation;
  - g. Painting for corrosion control, as directed by our scheduling and tasking system and on an as-needed basis, or any other required painting for effective operation.
3. SCHEDULES AND WORK HOURS: Quarterly inspections shall be performed during the months of March, July, November. Annual inspections shall be performed during the month of January. All inspections will be scheduled in advance with the contract manager, and conducted during normal working hours, which are Monday through Friday, 8:00 a.m. to 4:00 p.m.
4. SIEMENS CONTROLS: Alarm conditions sensed by the Siemens Controls system that require emergency service shall be coordinated with Siemens Controls. **The alarm notification will be sent to our 24-hour/ 7-day service #: 888-345-8450.** Secondary phone #'s and/or e-mail addresses will be provided at service start-up meeting.

### ADDITIONAL REQUIREMENTS

- a. Remove, check, clean and calibrate both the condenser and chilled water temperature sensors. Verify and record any temperature offsets observed between the chiller sensors and the energy management control system sensors.
- b. Log machine and record using only calibrated test equipment. Use of existing gauges or thermometers is prohibited. The contractor will provide proof of equipment calibration upon the Department's request.
- c. Do not pressurize low-pressure chillers for initial leak test. Review the refrigerant-purge log. If the purge run time is excessive and appears to be working properly, the contractor must consult with and provide the contract manager with a written proposal within five (5) working days to pressurize the chiller to perform a leak test. If approved by the contract manager, the contractor may proceed with the leak test and mark leak locations. The contractor shall consult with the contract manager and provide the contract manager with a written proposal within five (5) working days to repair the leaks.

- d. **CONDENSER TUBE CLEANING** - Pull condenser heads and inspect tubes for deposits, brush tubes, and contact the contract manager if brushing does not remove debris/scale satisfactorily. If air cooled, coils should be cleaned. The contractor should contact the contract manager who will then contact the water treatment contractor regarding treatment procedures and chemical scale removal. This task will be scheduled with the contract manager at least one (1) week prior to performing the task.

## **PREVENTIVE MAINTENANCE (PM) SERVICES**

### **Quarterly Inspections (in addition to annual tasks)**

The following are the minimum required maintenance tasks to be performed by the contractor during QUARTERLY inspections.

#### **Centrifugal Operational Quarterly Inspection**

- Customer Notification;
- Initial Site Inspection;
- Review Diagnostics;
- Review Purge Report;
- Oil Level and Temperature Check;
- Lock Out Tag-Out Units with Potentially High or Medium Voltage Starters;
- Remove Lock-Out Tag Out and Restore Power for Units with High or Medium Voltage Starters;
- Return Unit to Normal Operation;
- Manual Log with Electronic Device.

#### **Compressor and Oil Pump**

- Check oil pump motor, coupling, oil cooler, heater and electrical terminals and make necessary adjustments.
- Perform insulation test on oil pump motor using a megohm meter and record results.
- Perform insulation test on compressor motor using a megohm meter and record results.
- Check electrical terminals on compressor motor and tighten if necessary.
- Check piping for leaks or corrosion.
- Change oil filter.
- Inspect all external oil lines and fittings for leaks and advise as needed.
- Inspect all external refrigerant lines and fittings for leaks and advise as needed.
- Inspect load/unload chiller operation and adjust as necessary.
- Check oil level and color and add as needed.

#### **Compressor Starter**

- Check all electrical connections and tighten if necessary.
- Check Starter for operation and make adjustment if needed.
- Check contacts for pitting and abnormal wear.

#### **Control Panel**

- Check operation of all timers and make necessary adjustments.
- Check motor temperature and make necessary adjustments.
- Check high-pressure safety cutout and make necessary adjustments.
- Check low-pressure safety cutout and make necessary adjustments.
- Check oil temperature control and make necessary adjustments.
- Check chilled and condenser water temperature controls.
- Chilled water temperatures.
- Check control indicator lights and replace as needed.
- Check relief valve for leaks.
- Check all gauges and calibrate as necessary.
- Check all relays for conditions and operation.
- Check electrical connections and tighten.
- Check low temperature control and make necessary adjustments.
- Check interlock circuit and make necessary adjustments.
- Check operation of load limit and make necessary adjustments.
- Check current calibration controller and make necessary adjustments.
- Check oil temperature to bearings and make necessary adjustments.
- Check oil pressure and make necessary adjustments.

- Check operation of flow switches and/or pressure differential switches and calibrate as needed.
- Check super heat and make necessary adjustments.
- Check sub-cooling and make necessary adjustments.

**Purge Units**

- Inspect purge;
- Check compressor;
- Check operating and safety controls and calibrate as needed;
- Change filter drier cores or cartridges;
- Record purge readings;
- Perform inspection as recommended by the purge OEM operation and maintenance guidelines.

**RTAC - Quarterly Inspection Air-Cooled**

- Customer Notification;
- Initial Site Inspection;
- Review Diagnostics;
- Condenser Fans Check RTA\* Per Circuit;
- Lock Out Tag Out (Standard);
- Visual Electrical Inspection;
- Visual Condenser Coil Check;
- Remove Lock Out Tag Out;
- Start Unit;
- Complete Required Paper Work;
- TechView/KestrelView Connection;
- Run Service Report from TechView;
- Techview/Kestrel View Disconnection.

**Quarterly Mechanical-Draft Cooling Tower (2 Cell)**

- Inspect External Condition of Tower;
- Visual Inspection of Mechanical Operating Unit;
- Verify Water Level;
- Tower Upper and Lower Basin Inspection Only;
- Check Condition of Gear Box;
- Cooling Tower Motor Check and Lube.

**Quarterly Pump Maintenance**

- Lock Out Tag Out Pumps;
- Quarterly Pump Maintenance;
- Pump Coupling Inspection;
- Remove Lock Out Tag Out.

**AHU M Series Quarterly**

- AHU Visual Equipment Inspection;
- Lock Out Tag Out (Standard);
- Remove Access Panels or Open Access Doors;
- Supply Fan Belt Inspection;
- Condensate Inspection;
- Air Handler Filter Visual Inspection;
- Reinstall Access Panels or Close Access Doors;
- Remove Lock Out Tag Out;
- Return Unit to Normal Operation.

**Blower Coil Air Handler Quarterly Maintenance**

- Description;
- Blower Coil Air Handler Limited Inspection.

**Annual Inspections (in addition to quarterly tasks)**

The following are minimum required maintenance tasks to be performed by the contractor during ANNUAL inspections of Centrifugal and Air-Cooled Chillers:

**RTAC Annual (Air-Cooled)**

- Customer Notification;
- Initial Site Inspection;
- Review Diagnostics;
- Lock Out Tag Out at Main Disconnect;
- Electrical Inspection (RTA\*);
- Compressor Starter Inspection (Wye-Delta Closed Transition) Series R Air Cooled;
- Flow/Differential Mechanical Switch Check;
- Remove Lock Out Tag Out at Main Disconnect;
- Condenser Fans Check RTA\* Per Circuit;
- Visual Condenser Coil Check;
- Oil Return Operation Check Per Circuit;
- Oil Level Check Per Compressor;
- Oil Analysis Per Compressor;
- Low Temperature Sensor Calibration;
- Control Panel Calibration Check;
- Leak Test Inspection (Positive Pressure);
- Coil Cleaning Water (Applied);
- Start Unit;
- Compressor Check (HeliRotor Compressors);
- Compressor and Oil Separator Heater Check;
- TechView/KestrelView Connection;
- Run Service Report from TechView;
- Techview/Kestrel View Disconnection;
- Complete Required Paper Work.

**Compressor and Oil Pump**

- Take oil sample, perform oil trend analysis and send copy of the results to the facility manager, and mail a copy the contract manager within thirty (30) days.
- Check oil pump motor, coupling, oil cooler, heater and electrical terminals and make necessary adjustments.
- Perform insulation test on oil pump motor using a megohm meter and record results.
- Perform insulation test on compressor motor using a megohm meter and record results.
- Check electrical terminals on compressor motor and tighten if necessary.
- Check piping for leaks or corrosion.
- Change oil filter.
- Inspect all external oil lines and fittings for leaks and advise as needed.
- Inspect all external refrigerant lines and fittings for leaks and advise as needed.
- Inspect load/unload operation and adjust as necessary.
- Check oil level and color and add as needed.
- Change motor and refrigerant filter dryer cores and cartridges.

**Compressor Starter**

- Check electrical connections and tighten if necessary.
- Check starter for operation and make adjustments if needed.
- Check contacts for pitting and abnormal wear.

**Control Panel**

- Check operation of all timers and make necessary adjustments.
- Check motor temperature and make necessary adjustments.
- Check high-pressure safety cutout and make necessary adjustments.
- Check low-pressure safety cutout and make necessary adjustments.
- Check oil-failure control and make necessary adjustments.
- Check oil-temperature control and make necessary adjustments.
- Check chilled and condenser water controls.

- Remove/check/clean and calibrate both the condenser and chilled water temperature sensors. Verify and record any temperature offsets/differences observed between the chiller sensors and the Energy Management Control System sensors for both condenser and chilled water temperatures.
- Check control indicator lights and replace as needed.
- Check relief valve for leaks.
- Check all gauges and calibrate as necessary.
- Check all relays for condition and operation and repair as needed.
- Check electrical connections and tighten.
- Check low-temperature control and make necessary adjustments.
- Check interlock circuit and make necessary adjustments.
- Check oil temperature thermometer and make necessary adjustments.
- Check operation of flow switches and pressure-differential switches and calibrate as needed.
- Check evaporator and condenser approach temperatures and adjust as necessary.
- Check super heat and make necessary adjustments.
- Check sub-cooling and make necessary adjustments.
- Check current calibration controller and make necessary adjustments.
- Check oil temperature to bearings and make necessary adjustments.
- Check oil pressure and make necessary adjustments.
- Log machine and record using only calibrated test equipment. Use of existing gauges or thermometers is prohibited.

**Annual Mechanical-Draft Cooling Tower Inspect and Clean (2 Cell)**

- Inspect External Condition of Tower;
- Visual Inspection of Mechanical Operating Unit;
- Verify Water Level;
- Tower Upper and Lower Basin Inspection and Clean;
- Check Condition of Gear Box;
- Change Oil in Cooling Tower Gear Box;
- Fan Check for Cooling Tower;
- Cooling Tower Motor Check and Lube;
- Basin Heater Inspection on Cooling Tower.

**Boiler Annual Maintenance**

- Water Boiler Maintenance Safety Check;
- Shut Down Boiler;
- Drain Boiler;
- Boiler Internal Cleaning Natural Gas, Propane, Oil (Commercial and Industrial);
- Boiler Internal Inspection Natural Gas/Propane/Oil (Commercial and Industrial);
- External cleaning for Natural Gas/Propane Water Boiler (Commercial and Industrial);
- Burner Safety Inspection for Natural Gas/Propane Water Boilers (Commercial and Industrial);
- Thermo Shock;
- Boiler External Inspection for Water Boilers (Commercial and Industrial) (Natural Gas/Propane).

**Annual Pump Maintenance**

- Customer Notification;
- Initial Site Inspection;
- Lock Out Tag-Out Pumps;
- Pump Maintenance;
- Remove Lock-Out Tag-Out;
- Adjust Packing Seal;
- Remove Lock-Out Tag-Out;
- Log Pump.

**Humidifier Maintenance**

- Dri-Steam humidifier maintenance in accordance with OEM specifications.

**Routine and Emergency Repair Services**

- A. The contractor shall provide the following routine or emergency professional maintenance and repair services for the HVAC system comprised of the equipment list specified herein.
1. **The contractor shall provide on-site response to any request for routine service within forty-eight (48) hours of service request.** Routine service is defined as an unexpected situation or occurrence that demands forty-eight (48) hour response due to system failure, power loss, and acts of nature or as declared at the discretion of the Department.
  2. **The contractor shall provide on-site response to any request for emergency service within two (2) hours of service request.** Emergency service is defined as an unexpected situation or occurrence that demands two (2) hour response due to system failure, power loss, and acts of nature or as declared at the discretion of the Department.
- B. Routine or emergency service calls shall be billed at an hourly rate which includes, travel expenses or other expenses required for response.

**System Failure**

Should any of the contractor's activities result in the HVAC system failure, or shutdown, of any part of the air conditioning system, the contractor shall immediately notify the Department's contract and project manager. The contractor shall make every effort to expedite the service and minimize the disruption. The contractor shall employ every ordinary and extraordinary effort to minimize HVAC down time.

**System Condition**

Whenever contractor services are provided, the contractor shall ensure that the HVAC equipment and system are left in an operational and fully-functioning condition prior to leaving the site.

**Contractor Accessibility**

The contractor shall be accessible to the Department by telephone for service notification twenty-four (24) hours per day, seven (7) days per week, including weekends and holidays. The contractor shall submit a list of the names and all cellular phone numbers of their service managers, service supervisors, service salesmen, service technicians and service dispatchers. If the contractor utilizes an answering service, voice mail or paging service, this service shall be available twenty-four (24) hours per day and a return call to the Department shall occur within fifteen (15) minutes of the Department's first notification attempt.

BID NUMBER: ITB/DA-18/19-74

OPENING DATE: MAY 31, 2019 @ 2:00 P.M.

**Included Equipment List for Quarterly and Annual Preventive Maintenance**

QTY	EQUIPMENT	MANUFACTURER	MODEL	SERIAL #	RATING	LOCATION
	<b><u>Chiller Systems</u></b>					
1	Chiller 1 1-Compressor	Trane	CVHF570	LO4M05399	600 Tons	Chiller Room
1	Chiller 2 1- Compressor	Trane	Lo4M05401		600 Tons	Chiller Room
1	Chiller 3 2- Compressors	Trane	RTAC2254	UO5B09857	110 Tons	Physical Plant
1	Cooling Twr. 1 1 - Fan Motor	BAC	3676A-1		20 HP	Chiller/Boiler Plant
1	Cooling Twr. 2 1 - Fan Motor	BAC	3676A-A		20 HP	Chiller/Boiler Plant
	<b><u>Boiler System</u></b>					
1	HW Boiler 1	Patterson-Kelly	SN-2000-2	CN18-04-26388	59 Blr HP	Boiler Room
1	HW Boiler 2	Patterson-Kelly	SN-2000-2	CN18-04-26335	59 Blr HP	Boiler Room
1	HW Boiler 3	Patterson-Kelly	SN-2000-2	CN18-04-26333	59 Blr HP	Boiler Room
1	HW Boiler 4	Patterson-Kelly	SN-2000-2	CN18-04-26382	59 Blr HP	Boiler Room
1	HW Boiler 5	Patterson-Kelly	SN-2000-2	CN18-04-26383	59 Blr HP	Boiler Room
	<b><u>Air Handlers</u></b>					
1	Air Handling Unit 1 1- Supply Fan Motor 1- Variable Speed Drive	Trane	MCCB050		40 HP 40 HP	Lab Mechanical Rm 1
1	Air Handling Unit 3 1- Supply Fan Motor 1- Variable Speed Drive	Trane	MCCB050		40 HP 40 HP	Lab Mechanical Rm 3
1	Air Handling Unit 4 1- Supply Fan Motor 1- Variable Speed Drive	Trane	MCCB050		40 HP 40 HP	Lab Mechanical Rm 4
1	Air Handling Unit 5 1- Supply Fan Motor 1- Variable Speed Drive	Trane	MCCB050		40 HP 40 HP	Lab Mechanical Rm 5
1	Air Handling Unit 7 1- Supply Fan Motor 1- Variable Speed Drive	Trane	MCCB050		40 HP 40 HP	Lab Mechanical Rm 7
1	Air Handling Unit 2 1- Supply Fan Motor 1- Variable Speed Drive	Trane	MCCB030		25 HP 25 HP	Lab Mechanical Rm 2

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**OPENING DATE: MAY 31, 2019 @ 2:00 P.M.**

QTY	EQUIPMENT	MANUFACTURER	MODEL	SERIAL #	RATING	LOCATION
1	Air Handling Unit 8 1- Supply Fan Motor 1- Variable Speed Drive	Trane	MCCB030		25 HP 25 HP	Lab Mechanical Rm 8
1	Air Handling Unit 6 1- Supply Fan Motor 1- Variable Speed Drive	Trane	MCCB025		15 HP 15 HP	Lab Mechanical Rm 6
1	Air Handling Unit 9 1- Supply Fan Motor	Trane	MCCB040		40 HP	Lab Mechanical Rm 9
1	Air Handling Unit 10 1- Supply Fan Motor	Trane	MCCB040		40 HP	Lab Mechanical Rm 10
1	Fan Coil Unit 1 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 2 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 3 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 4 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 5 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 6 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 7 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 8 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 9 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan coil Unit 10 1- Supply Fan Motor	Trane	BCHC090D2**A2NA4EO		1 HP	
1	Fan Coil Unit 11 1- Supply Fan Motor	Trane	BCHC024D2**A1MB1F0		0.3 HP	
1	Fan Coil Unit 14 1- Supply Fan Motor	Trane	BCHC024D2**A1MB1F0		0.3 HP	
1	Fan Coil Unit 12 1- Supply Fan Motor	Trane	BCHC024D2**A2MB1F0		0.3 HP	
1	Fan Coil Unit 13 1- Supply Fan Motor	Trane	BCHC024D2**A2MB1F0		0.3 HP	
1	Fan Coil Unit 15 1- Supply Fan Motor	Trane	BCHC024D2**A2MB1F0		0.3 HP	



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<b>QTY</b>	<b>EQUIPMENT</b>	<b>MANUFACTURER</b>	<b>MODEL</b>	<b>SERIAL #</b>	<b>RATING</b>	<b>LOCATION</b>
1	VPU-1 1- Supply Fan Motor 1- Variable Speed Drive	Trane	TSCX040		30 HP 30 HP	Roof
1	VPU-2 1- Supply Fan Motor 1- Variable Speed Drive	Trane	TSCX050		40 HP 40 HP	Roof
1	VPU-3 1- Supply Fan Motor 1- Variable Speed Drive	Trane	TSCX050		40 HP 40 HP	Roof
1	VPU-4 1- Supply Fan Motor 1- Variable Speed Drive	Trane	TSCX050		40 HP 40 HP	Roof
1	VPU-5 1- Supply Fan Motor 1- Variable Speed Drive	Trane	TSCX050		40 HP 40 HP	Roof
1	<b>Special Pump(s)</b> PCHWP-1	Bell & Gossett	5BC Series 1510	CT5135-02 M40	15 HP	Chiller/Boiler Room
1	PCHWP-2	Bell & Gossett	5BC Series 1510	CT5135-01 M40	15 HP	Chiller/Boiler Room
1	PCHWP-3	Bell & Gossett	3BC Series 1531	CT513G-01 A50	10 HP	Chiller/Boiler Room
1	SCHWP-1	Bell & Gossett	GE Series 1510	CT5137-01 M40	40 HP	Chiller/Boiler Room
1	SCHWP-2	Bell & Gossett	GE Series 1510	CT5137-01 M40	40 HP	Chiller/Boiler Room
1	CWP-1	Bell & Gossett	8X8891/2 Series 80-SC	CT5138-02 A50	30 HP	Physical Plant
1	CWP-2	Bell & Gossett	8X8891/2 Series 80-SC	CT5138-01 A50	30 HP	Physical Plant
1	SHHWP-1	Bell & Gossett	5E Series 1531		30 HP	Chiller/Boiler Room
1	SHHWP-2	Bell & Gossett	5E Series 1531		30 HP	Chiller/Boiler Room
5	Humidifier	Dri-Steam	GTS-400		Stm. Jet	Roof