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Submit Bid to:

Florida Department of Environmental Protection
DEP Procurement Section, Carr Building, Room 215
3800 Commonwealth Blvd, MS93
Tallahassee, Florida 32399-3000
Telephone Number: 850-245-2361

Agency Release Date:
March 3, 2020

Solicitation Title:
Wastewater Treatment Services at Bahia Honda State Park

Sealed Proposals Due: @ 3:00 PM (ET) on March 24, 2020
Sealed Proposals Opened: @ 10:00 (ET) on March 25, 2020 and may not be withdrawn within 180 days after such date and time.

Vendor Name:

Vendor Mailing Address:

City-State-Zip:

*Authorized Signature (manual)

Phone Number:

Toll Free Number:

Fax Number:

*Authorized Signature (typed), Title

Email Address:

FEID No.:

*This individual must have the authority to bind the bidder.

Type of Business Entity (Corporation, LLC, partnership, etc):

I certify that the material terms and the proposed prices contained in this response to this Invitation to Bid (this ITB) have been kept confidential by the Bidder (and all people and entities affiliated with this Bidder who have or may have had knowledge of the same) and that, to the best of my knowledge, they have not been disclosed to any third party including, but not limited to, any other bidder to this ITB. Further, I certify that the prices proposed herein were arrived at and submitted without prior understanding, agreement, or in cooperation with any other entity submitting a response to this ITB, or to induce an entity to forbear from filing a response, and that this response is in all respects made without collusion or in an effort to perpetrate a fraud on the agency.

I certify that I am authorized to sign this response to this ITB for the Bidder and that the Bidder is in compliance with all requirements of this ITB; including, but not limited to, the certification requirements contained in this ITB as well as those contained above. In submitting this response, the Bidder offers and agrees that if the response is accepted, the Bidder 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 or 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 Bidder.

Bidder agrees to abide by all conditions of this Response and, if selected, to perform in accordance with all terms of the ITB and any Contract arising there from.

Bidder Contacts: Please provide the name, title, address, telephone number, and e-mail address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings, as may be appropriate regarding the ITB schedule.

Primary Contact:

Secondary Contact:

Name, Title:

Address:

Phone Number:

Fax Number:

Email Address:
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SECTION 1.00 – INTRODUCTION

1.01 Purpose and Scope. The Department of Environmental Protection (hereinafter referred to as the "Department" or “DEP”) is requesting bids from qualified Bidders to provide operation and maintenance services for the Domestic Wastewater Facilities (wastewater treatment plant, effluent disposal systems, wastewater collection system and lift stations) within Bahia Honda State Park.

1.02 Timeline of Events. The following schedule will be strictly adhered to in all actions relative to this ITB. The Department reserves the right to make adjustments to this schedule and will notify participants in the ITB by posting an addendum on the Vendor Bid System (VBS). It is the responsibility of the Bidder to check VBS on a regular basis for such updates.

<table>
<thead>
<tr>
<th>EVENTS</th>
<th>DATES</th>
<th>TIME</th>
<th>LOCATION/METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB Advertised</td>
<td>March 3, 2020</td>
<td></td>
<td>Vendor Bid System</td>
</tr>
<tr>
<td>Notify Procurement Officer</td>
<td>March 10, 2020</td>
<td>4:00 PM</td>
<td>Email to Procurement Officer</td>
</tr>
<tr>
<td>of Intent to Attend Non-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandatory Pre-Bid Site Visit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Mandatory Pre-Bid Site Visit</td>
<td>March 12, 2020</td>
<td>3:00 PM</td>
<td>Bahia Honda State Park (Meet at the Park Shop)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>36850 Overseas Highway Big Pine Key, FL 33043</td>
</tr>
<tr>
<td>Vendor Questions Due</td>
<td>March 16, 2020</td>
<td>5:00 PM</td>
<td>Email to Procurement Officer</td>
</tr>
<tr>
<td>Questions &amp; Answers Addendum, on or about</td>
<td>March 18, 2020</td>
<td></td>
<td>Vendor Bid System</td>
</tr>
<tr>
<td>Sealed Bids Due</td>
<td>March 24, 2020</td>
<td>3:00 PM</td>
<td>Mail to Department: ITB 2020006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bureau of General Services, Procurement Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000</td>
</tr>
<tr>
<td>Public Opening</td>
<td>March 25, 2020</td>
<td>10:00 AM</td>
<td>Conference Room 153</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3800 Commonwealth Blvd Tallahassee, Florida 32399-3000</td>
</tr>
<tr>
<td>References Contacted</td>
<td>March 26-27, 2020</td>
<td></td>
<td>By Phone and/or Email by Department</td>
</tr>
<tr>
<td>Intent to Award, on or about</td>
<td>April 13, 2020</td>
<td></td>
<td>Vendor Bid System</td>
</tr>
</tbody>
</table>

*All times referenced in this solicitation are current local time in Tallahassee, Florida

1.03 Procurement Officer. Pursuant to section 287.057(23), F.S., and the PUR 1001, Section 21, the Procurement Officer is the sole point of contact from the date of release of this ITB until the Contract award is made. Violation of this provision may be grounds for rejecting a Bid.

Sabina Flanagan, FCCM
Bureau of General Services – Procurement Section
Florida Department of Environmental Protection
Refer ALL inquiries in writing to the Procurement Officer by email. Responses to timely questions posed to the Procurement Officer will be posted on the VBS, at http://myflorida.com/apps/vbs/vbs_www.main_menu in accordance with the Timeline of Events. The Department will not talk to any Bidders or their agents regarding a pending solicitation. Please note that no information will be given via telephone.

The Procurement Officer 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 DEP Procurement Section.

***ALL EMAILS TO THE PROCUREMENT OFFICER SHALL CONTAIN THE SOLICITATION NUMBER 2020006 IN THE SUBJECT LINE OF THE EMAIL***

1.04 Non-Mandatory Pre-Bid Site Visit. A Non-Mandatory Pre-Bid Site Visit will be held at the Bahia Honda State Park as specified in the Timeline of Events. Site visit will begin at the Park Shop. Specific directions will be available at the entrance gate of the Park on the day of the site visit. Prospective Bidders intending to submit a Bid may attend the Non-Mandatory Pre-Bid Site Visit as scheduled.

The Bidder shall notify the Procurement Officer of their plans to attend the facility site visit via email. The email must be received at least two (2) days prior to the date of the site visit as provided in the Timeline of Events.

Prospective Bidders should allow enough time to arrive, park, walk and gain entry into the building to ensure that they arrive prior to the applicable Pre-Bid Site Visit time.

Accessibility for Disabled Persons: Any person requiring special accommodations at any Pre-Bid Conference, public opening, or event because of a disability or physical impairment should call the listed contact person no later than five (5) days prior to the event. If you are hearing or speech impaired, please contact the Department using the Florida Relay Service at 1(800) 955-8771 (TDD). Employee Relations Manager
Department of Environmental Protection,
Bureau of Human Resource Management
HR_ER@FloridaDEP.gov
(850) 245-2485 (voice) or 711 (Florida Relay Service)

1.05 Questions.
NOTE: This section supersedes General Instructions to Respondents (PUR 1001), #5, Questions.

Information will not be provided by telephone. Any questions from prospective Bidders concerning this Solicitation shall be submitted in writing to the Procurement Officer no later than the time and date specified in the Timeline of Events. No interpretation shall be considered binding unless provided in writing by the Department in response to a request in full compliance with this provision. All questions
and answers will be posted on the VBS. Questions will not constitute a formal protest of the specifications or of the Solicitation.

Responses to all written inquiries, and clarifications or addenda if made to the Solicitation, will be made through the VBS. It is the prospective Bidder’s responsibility to periodically check the VBS. The Department bears no responsibility for any delays, or resulting impacts, associated with a prospective Bidder’s failure to obtain the information made available through the VBS.

Each submission shall have the ITB number 2020006 in the subject line of the email. Questions must be submitted in the following format to be considered:

<table>
<thead>
<tr>
<th>Question #</th>
<th>Bidder</th>
<th>ITB Section</th>
<th>ITB Page #</th>
<th>Question</th>
</tr>
</thead>
</table>

Once the Department posts the answers to the questions, Bidders may begin submitting bids; however, Bidders are encouraged to submit their Bids no earlier than five (5) days prior to the submission deadline. Bids must be submitted by the deadline listed in the Timeline of Events.

1.06 Addenda. If the Department finds it necessary to supplement, modify, or interpret any portion of the Bid documents, a written “Addendum” will be posted on the VBS. It is the responsibility of the vendor to be aware of any Addenda that might have a bearing on their bid.

1.07 Price Sheet Form. The Price Sheet Form must be completed and submitted, or the bid will be rejected. The Department will not accept any other type “Price Sheet Form” as a valid bid to this Bid. By affixing authorizing signature, the Bidder hereby affirms and agrees to all terms, conditions, provisions, and specifications within the Bid. Prior to issuance of a Contract, the selected Bidder must be properly licensed to do business within the State of Florida, if required by federal or state law, for the service or commodities the Bidder will provide this Department.

1.08 Past Performance / Client References: In the space provided on the Client Reference Form, the Bidder must list all names under which it has operated during the last five (5) years. The Department will review its records to identify all Contracts that the Bidder has undertaken with the Department, where the Bidder was the prime Contractor, during the last five (5) years (Contracts in effect during or after December 2014).

In the spaces provided on Client Reference Form, the Bidder must provide the required information for three (3) separate and verifiable clients to whom Bidder (not intended subcontractors) has provided services for projects similar in nature to those specified in the Solicitation. Confidential clients shall not be included. Do not list projects completed for the Department as a reference on this form.

The same client may not be listed for more than one (1) reference (for example, if the Bidder has completed a project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one of the projects may be listed because the client, the Florida Department of Transportation, is the same).

Clients that are listed as subcontractors in a bid will not be accepted as Past Performance references under this Solicitation. Firms that are currently parent or subsidiary companies to the Bidder will not be accepted as Past Performance references under this Solicitation.

In the event that the Bidder has had a name change since the time work was performed for a listed reference, the name under which the Bidder operated at the time that the work was performed must be given, at the end of the project description for that reference, on the Client Reference Form.
In the event that the Bidder submits a bid as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture. However, the total minimum number of clients to be listed remains three (3).

References should be available to be contacted during normal business hours (Monday-Friday, 8:00 a.m.–5:00 p.m.), per the Timeline of Events. The Department will contact ALL three (3) of the Bidder’s references in order to complete an evaluation questionnaire as provided in Client Reference Form.

A Department representative will contact the references via telephone and/or email to verify satisfactory Past Performance. The Department will attempt to contact each reference up to two (2) times during the duration of time listed on the Timeline of Events. In the event that the contact person cannot be reached following the specified number of attempts the reference will not be considered. The Department will not attempt to correct incorrectly supplied information. Each Bidder is required to have at least two (2) satisfactory references to be deemed responsible and considered for award.

Bidder must also complete and sign the Client Reference Form allowing the Department to evaluate and assess Vendor’s eligibility for Contract Award pursuant to the indicated solicitation, and that any such information provided may be subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority.

Failure to provide the required information for three (3) separate and verifiable clients in the spaces provided on the Client Reference Form, or failure to provide the required information for each reference shall result in the Bidder being deemed not responsible and their bid will not be considered for award.

1.09 Vendor Principal Place of Business Attestation. The Bidder shall complete and submit the Vendor Principal Place of Business Attestation Form, indicating whether its principal place of business is within the State. For the purpose of this ITB, “principal place of business” means the state in which the Bidder’s high-level officers direct, control, and coordinate the Bidder’s activities.

Consistent with section 287.084 (2), F.S., if a Bidder indicates on its form that its principal place of business is outside of this State, it shall have an attorney provide the opinion on the Vendor Principal Place of Business Attestation Form.

1.10 Submittal of Bid.
NOTE: This section supersedes General Instructions to Respondents (PUR 1001) #3, Electronic Submission of Responses.

The Bidder must submit one (1) original and one (1) duplicate electronic copy of the entire Bid to the Department. The hard copy of the Bid shall bear original signatures and be marked as the “Original.” The electronic copy of the Bid may be submitted on CD, DVD, or USB-compatible memory stick and must be in .pdf format. The Department will reject Bids submitted in alternate file formats or which contain information different from that in the hard copy of the Bid.

Bidders shall deliver Bids to the Department’s office designated in the Solicitation Acknowledgement Form before the date and time specified. Any Bid that is received after the exact time specified in the Timeline of Events is late. Bidder should be aware that the U.S. Postal Service does not guarantee on time delivery for any service other than Express Mail. Late Bids, as well as Bids submitted electronically or by facsimile, are Non-Responsive and will not be considered and are not eligible for Award. All Bid materials must be packaged so that each box shipped to the Department does not exceed 25 pounds.

In addition to whatever markings are required for shipment, Bid packages must be marked to show the Bidder’s name and address, the solicitation number, and the date and time Bids are due. If multiple
packages are shipped, package sequences (i.e. 1 of 3, 2 of 4, etc.) must also be indicated on the outside of the package.

The Bid package shall contain the following:

- Solicitation Acknowledgement Form;
- Price Sheet Form(s);
- Vendor Financial Attestation;
- Vendor Responsibility Disclosure;
- Vendor Conflicts of Interest Attestation;
- Vendor Principal Place of Business Attestation;
- Vendor Drug-Free Workplace Attestation;
- Vendor Scrutinized Companies Lists Attestation;
- Client Reference Forms; and
- Bidder/Subcontractor Summary Form

If you assert that any portion of your Bid is exempt from disclosure under the Florida Public Records law, you must submit a redacted version of the Bid along with the un-redacted version. The redacted copy shall be clearly titled “Redacted Copy.”

CAUTION: Bids received by the Department after the exact time specified for receipt will not be considered.

1.11 Alternate Replies.  A Bidder may not submit more than one (1) bid. The Department seeks each Bidder’s single-best bid.

1.12 General Evaluation Information.  The Department reserves the right to accept or reject any or all bids received; waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State’s best interest; and reserves the right to make an award without further discussion of the bids submitted.  No allowances will be made to the bidder because of a lack of knowledge of conditions or requirements and will not relieve any liabilities and obligations.

A non-responsive submittal shall include, but not be limited to, those that: a) are irregular or are not in conformance with the requirements and instructions contained herein; b) fail to utilize or complete prescribed forms; or c) have improper or undated signatures.  A NON-RESPONSIVE SUBMITTAL WILL NOT BE CONSIDERED.

The Department objects to and shall not consider any additional terms or conditions submitted by a Bidder, including any appearing in documents attached as part of a Bid.  In submitting its bid, a Bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have not force or effect.

1.13 Administrative Review.  All Bids will be reviewed by the Procurement Officer to ensure that complete Bids have been submitted and to ensure that the Bids meet the minimum requirements as outlined in this ITB.  In order to foster maximum competition, the Department will seek to minimize Bidders disqualifications resulting from non-responsiveness during the administrative review process. Therefore, the Department may, in its sole discretion, notify Bidders whose qualifying information or documentation does not meet the requirements of the ITB and will allow the correction of errors and omissions prior to making a final determination of responsiveness. Timely cures will be accepted by the Department.
1.14 Administrative Cure Process. In the interest of maximizing competition, the Bid qualification and cure process seeks to minimize, if not eliminate, Bidders disqualifications resulting from nonmaterial, curable deficiencies in the Bid. During the Administrative Review portion of the evaluation, if the Department determines that a nonmaterial, curable deficiency in the bid will result in the disqualification of a Bidder, the Department may notify the Bidder of the deficiency and a timeframe within which to provide the information. This process is at the sole discretion of the Department; therefore, the Bidder is advised to ensure that its Bid is compliant with the ITB at the time of submittal.

1.15 Basis of Award. The Department intends to make award to the lowest responsible, responsive Bidder meeting all specifications and conditions.

1.16 Posting of Agency Decision.  
**NOTE:** This section supersedes, General Instructions to Bidders (PUR-1001), #13, Electronic Posting of Notice of Intended Award. 

The notice of intended award will be posted for review by interested parties on the Vendor Bid System (VBS) on or after the date listed on the Timeline of Events. To access the posted results, go to [http://www.myflorida.com/apps/vbs/vbs_www.main_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu). Once at this site, the steps listed below should be followed to access the VBS. The date as specified Timeline of Events is to be used by prospective Bidders for planning purposes only and is subject to change.

- Click on Search Advertisements;
- Under the “Agency” search field, select the “Department of Environmental Protection” and scroll to the bottom of the page and click “Advertisement Search”;
- A list of all advertisements posted for DEP will be displayed; and
- Click on the applicable ITB number.

1.17 Department’s Reserved Rights.  
The Department reserves the right to:

A. Reject all bids at any time, including after an award is made when doing so would be in the best interest of the State of Florida.

B. Determine a bid non-responsive.

C. Waive any minor irregularity, technicality, or omission if the Department determines that doing so will be in the best interest of the State of Florida.

D. Make no award, as determined to be in the best interest of the State of Florida.

E. Award to the next lowest responsible, responsive Bidder if the lowest Bidder is unable to meet the terms and conditions of the Solicitation.

F. Withdraw the ITB at any time, including after an award is made, when doing so would be in the best interest of the State of Florida.

G. Withdraw or amend its Notice of Award at any time prior to execution of a Contract, including, but not limited to situations in which the selected vendor fails to execute the Contract.

H. Withdraw or amend its Notice of Award if the Contractor defaults in performance.

I. Re-procure services in accordance with Rule 60A-1.006(3), F.A.C.

J. To make an award without further discussion of the bids submitted.

By exercising the above listed rights, the Department assumes no liability to any vendor.
1.18 **MyFloridaMarketPlace Vendor Registration.** Prior to execution of Contract(s) by the Department, Awarded Vendor(s) must be registered with the Florida Department of Management Services’ (DMS) MyFloridaMarketPlace (MFMP) Vendor Registration System. Information about the registration process is available on, and registration may be completed at, the MFMP website. Prospective vendors who do not have Internet access may request assistance from MFMP Customer Service.

The following United Nations Standard Products and Services Code (UNSPSC) are provided to assist you in your registration efforts:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>76121701</td>
<td>Sewage Treatment Services</td>
</tr>
<tr>
<td>40151500</td>
<td>Pumps</td>
</tr>
<tr>
<td>47101500</td>
<td>Water and wastewater treatment supply and disposal</td>
</tr>
<tr>
<td>72154100</td>
<td>Distribution and conditioning system equipment maintenance and repair services</td>
</tr>
<tr>
<td>83101506</td>
<td>Water treatment services</td>
</tr>
</tbody>
</table>

1.19 **Type of Contract Contemplated.** A combination fixed price and fixed unit rate Contract is proposed based on the prices submitted by the selected Bidder on the Price Sheet Form; however, the Department reserves the right to award another type Contract if such will be most advantageous to the Department and the State. The selected Contractor shall be paid for the services rendered under the Contract resulting from this Solicitation upon satisfactory completion of these services.

A copy of the proposed Contract containing all requirements is attached to this Solicitation. The requirements contained in the proposed Contract should be closely reviewed by the Bidder since modifications proposed by the Bidder will not be considered.

1.20 **Anticipated Contract Term and Renewal.** The term of the Contract will begin upon execution by both parties and remain in effect for a period of five (5) years, unless cancelled earlier in accordance with the terms of the Contract. The Department reserves the right to renew any Contract resulting from this Solicitation. Renewal(s) shall be in writing and subject to the same terms and conditions as the original Contract and any amendments thereto, for a period no greater than five (5) years. All renewals are contingent upon satisfactory performance by Contractor. Renewals may be for the entire period or in increments.

1.21 **Florida Department of State Registration Requirements.** The Bidder is responsible for registering with the Florida Department of State prior to execution of the Contract unless exempt (see applicable sections of Title XXXVI, Business Organizations, Chapters 605 through 623, F.S.).

1.22 **Convicted Vendor List.** A company placed on the Convicted Vendor List may not submit a Bid or be awarded a Contract to provide any goods or services pursuant to Rule 60A-1.006 F.A.C. The “Convicted Vendor List” is published at MyFlorida.com.

1.23 **Diversity.** The Department is dedicated to fostering the continued development and economic growth of small, minority-owned, veteran-owned, and women-owned businesses. Participation of a diverse group of Bidders doing business with the State is central to the Department’s effort.

To this end, small, minority-owned, veteran-owned, and women-owned business enterprises are encouraged to participate in the State’s procurement process as both prime Bidders and subcontractors under prime Contracts. Bidders are encouraged to partner with certified small, minority-owned, veteran-owned, and women-owned businesses for Contract performance. Enterprises that desire to be certified as a small, minority-owned, veteran-owned, or women-owned business and prime Contractors who wish
to partner with these entities can request certification information from the State’s Office of Supplier Diversity (OSD) within the Florida Department of Management Services.

1.24 Bidder Responsibility. In determining Bidder responsibility, the Department may consider any information or evidence which comes to its attention and which reflects upon a Bidder’s capability to fully perform the bid requirements and/or the Bidder’s demonstration of the level of integrity and reliability which the Department determines to be required to assure performance of the bid.

1.25 Protest Rights. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a 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.

Documents received after Business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m., Eastern Time) will be filed the following business day.

All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped, physically or digitally, by the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

The Agency Clerk's address is:
Agency Clerk, Office of General Counsel
Department of Environmental Protection
3900 Commonwealth Boulevard,
Douglas Building, MS#35
Tallahassee, Florida 32399-3000
Email: Agency_clerk@floridadep.gov

Do not send Bids to the Agency Clerk’s Office. Send all Bids to the Procurement Officer identified in the solicitation.
SECTION 2.00 – INSTRUCTIONS TO BIDDERS

This section contains the General Instructions and Special Instructions to Bidders. The “General Instructions to Respondents” Form PUR 1001 is incorporated by reference and can be accessed at MyFlorida.com or at: https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf. The remaining instructions are “Special Instructions.”

2.01 Assertion of Confidentiality Regarding Submitted Materials.

A. If Bidder asserts that any portion of their Bid is proprietary, trade secret, intellectual property, or otherwise confidential (“Confidential Information”) and which Bidder claims as exempt from disclosure under Chapter 119 Florida Statutes, the Florida Constitution or other authority (“Florida Public Records Law”), then Bidder must submit a redacted version of the Bid along with the un-redacted version. The redacted copy shall be clearly titled “Redacted Copy.”

B. Any relevant and responsive information submitted which is asserted by Bidder to be Confidential Information that Bidder claims as exempt from disclosure from applicable Florida Public Records Law must be clearly marked as such in the un-redacted version of your Bid, and either removed from or obliterated in the Redacted Copy.

C. The Redacted Copy should redact all, but only, those portions of material that Bidder asserts are Confidential Information. Bidder must identify the statutory citation supporting its claim of confidentiality for each and every redaction. Bidder shall not mark the entire Bid as confidential, trade secret or otherwise not subject to Florida Public Records Law. Any Bid with more than fifty percent (50%) of the documents, data or records so marked will be deemed non-responsive and will not be considered.

D. Failure to identify asserted Confidential Information in Bids, and/or to redact such information in the Redacted Copy, shall constitute a waiver of any claim of confidentiality or exemption to such information, document or Bid.

2.02 Conflict of Interest. The Bidder covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under the Contract.

2.03 Disclosure. Information will be disclosed to Bids in accordance with State statutes and rules applicable to this ITB after evaluations are complete.

2.04 Firm Response.

NOTE: This section supersedes, General Instruction to Bidders (PUR1001), #14, Firm Response.

The Department may make an award within one hundred eighty (180) days after the date of the Bid opening, during which period the Bid submitted shall remain firm and shall not be withdrawn. If an award is not made within one hundred eighty (180) days after the Bid opening date, the Bid shall remain firm until either the Department posts an Agency Decision, or the Department receives a written notice from the Bidder that the Bid is withdrawn, whichever occurs first. Any Bid that expresses a shorter duration shall be rejected.

2.05 Misrepresentations. All information submitted, and representations made by the Bidder are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement or omission (a “Misrepresentation”) shall be treated as a fraudulent concealment of the true facts relating to submission of the ITB. A misrepresentation shall be a basis for Department to disqualify the Bidder from
participating in this ITB, and any re-bid pertaining to this subject matter (regardless of whether the re-bid resulted from Bidder’s misrepresentation) and shall be punishable under law, including, but not limited to, Chapter 817, F.S.

2.06 Public Requests for Bids.

A. If a public records request for the Bids is made, the Department will provide the requestor access to the Redacted Copy, bearing Bidder’s assertion of exemption from disclosure. If Bidder failed to submit a Redacted Copy, the Department is authorized to produce the entire un-redacted document submitted to the Department in response to a public records request encompassing the Bid.

B. If a public records request is made for the un-redacted Bids challenging the assertion of Bidder’s exemption, the Department will notify Bidder. Bidder shall be solely responsible for taking whatever action it deems appropriate to legally defend its claim of exemption from disclosure under the Public Records Law.

C. Bidder shall obtain either an agreement with the requestor withdrawing its request or commence an action in a court of competent jurisdiction requesting an injunction prohibiting its disclosure within seventy-two (72) hours (excluding weekends and state and federal holidays) of Bidder’s receipt of notice of the public records request.

D. By submitting its Bid, Bidder agrees that no right or remedy for damages against the Department will arise from disclosure by the Department of the alleged Confidential Information following Bidder’s failure to promptly protect its claim of exemption.

E. By submitting a Bid, the Bidder agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Bidder’s assertion that the redacted portions of its Bid are Confidential Information not subject to disclosure.

2.07 Qualifications. The Bidder must prove to the satisfaction of the Department that they have available under their direct supervision the necessary organization, experience, equipment and staff to properly fulfill all the conditions, requirements, and specifications required under this ITB. Specific contractor qualifications are as follows:

Treatment plant, Collection/Transmission and Disposal Systems and lift station services shall be performed by at least a Class C Certified Plant Operator. The Contractor’s Plant Operator shall have the minimum license class as required by permit. The Contractor shall have documentation of verifiable experience (3 years preferred) operating advanced wastewater treatment plants of similar size and type as used at Bahia Honda State Park. Advanced wastewater plants are those with unit processes to remove nitrogen, phosphorus and filtration systems for further reduction of effluent suspended solids.

Plant Operator shall have appropriate field test equipment for measuring plant dissolved oxygen, effluent ammonia, nitrate, have appropriate field laboratory apparatus for carrying out settling tests, chlorine residual and pH. Equipment used for measuring chlorine residual and pH shall comply with Florida Department of Environmental Protection requirements.

The Bidder must provide contact information for references as outlined in Past Performance/Client References sections.

2.08 Prime Contractor and Subcontractor. In accordance with the terms of the Acknowledgment Form, a Bidder may not respond to this ITB as both prime Contractor and as a subcontractor. The Bidder shall be disqualified if and to the extent it responds to this ITB as a proposed prime Contractor and has agreed to serve as a subcontractor to any other Bidder to this ITB. A Bidder may not disclose to any other Bidder or subcontractor what prices or terms Bidder has included in its Bid as a prime Contractor.
All Bids to this ITB to provide services as prime Contractors which are received from affiliated entities (those with any common ownership, management or control), shall be rejected if discovered prior to selection and any award or Contract thereon shall be terminated if discovered subsequent thereto.

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3.01 Scope of Services.

The Contractor will be responsible for providing operation and maintenance Services for the Domestic Wastewater Facilities (wastewater treatment plant, effluent disposal systems, wastewater collection system and lift stations) within Bahia Honda State Park in accordance with this Scope of Services.

This Scope of Services will be attached to any Contract that may be executed as a result of this bid as the Scope of Work. By submitting a bid, each Bidder specifically acknowledges and agrees that in addition to all requirements noted elsewhere in this bid, all requirements referencing “Contractor” contained within the Scope of Service below will be applicable to the Bidder should he/she be deemed the successful Bidder. Prior to submitting a bid for this facility, it is recommended the bidder will have visited the treatment plant and all lift stations at the State Park in order to be familiar with site conditions and to better prepare a bid.

Bahia Honda State Park (Park) presently is served by an 18,000 gallons per day (annual average basis) Advanced Wastewater Treatment Facility with effluent discharge primarily to a pair of injection wells. There is also a permitted single cell, percolation/evaporation pond, typically only used in the event of emergency. Wastewater from the Park is conveyed via a combination of gravity sewer and nine lift stations, some of which are manifolded into common force mains.

Historically, Bahia Honda State Park was served by four different wastewater treatment plants as well as a number of septic systems. At the present time, the number 1, 2, and 4 wastewater treatment plants have all been demolished and flow consolidated into the number 3 wastewater treatment plant. The number 3 wastewater treatment plant was extensively modified in 2010 to increase its capacity and meet the advanced effluent discharge standards required in Monroe County. Unit processes consist of flow equalization, an activated sludge flow train consisting of an anoxic tank, aeration tanks, a second anoxic tank and a reaeration tank. Two clarifiers are in use and effluent is filtered with a pair of alternating pressure filters. Two chlorine contact tanks and aerobic sludge digestion are provided. The plant uses Alum for phosphorus control, glycerin (or commercial Micro C substitute) as a carbon feed supplement to enhance denitrification, and sodium hydroxide for boosting alkalinity. Hypochlorination is used for disinfection. The treatment plant is equipped with a standby generator.

The Park was extensively damaged by Hurricane Irma. Certain visitor areas, three lift stations, and some force mains were rendered not serviceable. Restoration efforts are ongoing, and two of the currently inoperable lift stations are expected to be in service within one year of execution of this Contract. (Reference Sections 6 and 7 of Exhibit 6; and Section VI of Exhibit 1).

Wastewater facility operations services include Operation and Maintenance of the Park's Domestic Wastewater Facility currently known as Bahia Honda State Park # 3 WWTF, as well as the Park’s wastewater collection/transmission and associated Lift Stations. The Contractor’s services are to comply with all DEP requirements stipulated in the Operating Permits FLA015032 & 63836-010-DWC, Exhibit 1, as well as the Park’s Standard Operating Procedures (SOP), Exhibit 3 manual, in order to operate the facilities efficiently and reliably and to maintain the facilities.

All services to be performed by, or under the direction of, the Contractor, shall meet or exceed the minimum requirements outlined in this Scope of Services. Under no circumstances shall services meeting less than the minimum services requirements be accepted without the prior written approval of the Park; otherwise, it shall be considered that services proposed will be performed in strict compliance with requirements and rules, regulations and governance contained in this Contract and the Contractor shall be held responsible therefore.
Services to be provided under this Contract include the following:

- Meet staffing time as required by the State wastewater permit issued for the facility, which includes:
  - Maintaining required logs and operating records
  - Filing required discharge monitoring, incident and other reports required by permit
- Responding to State routine compliance enforcement correspondence and warning letters
- Carrying out routine Operations and Management (O&M) and Testing activity for the facility
- Managing the biological aspect of the treatment plant operation including management of waste biosolids (sludge disposal)
- Managing the supply and use of chemicals used by the treatment system
- Advising owner when repair or equipment overhaul/replacement is due, provide cost proposals to carry out such repairs and complete repairs on approval
- Responding to emergencies

3.02 Related Documents

The following documents Exhibits 1 – 6 (below) pertaining to design, permitting, capacities, maintenance, performance, and operation of the facility can be accessed at the following link:

Exhibits ITB 2020006, Password: 2020006

These exhibits are hereby incorporated by reference.

- Exhibit 1 - State of Florida Domestic Wastewater Facility Permit FLA015032 and 0063836-013-UO (Effective Date: December 21, 2018 Expiration Date: December 21, 2023)
- Exhibit 2 - WWTF Asbuilt Drawings
- Exhibit 3 - WWTF SOP Manual
- Exhibit 4 - Marolf Environmental Equipment Manual
- Exhibit 5 - SP Capacity Analysis Report-2018
- Exhibit 6 - SP Operations and Maintenance Performance Report 2018

3.03 Meet Staffing Time as Required by the State Permit

During the period of this Contract, the Contractor shall staff the treatment plant in accordance with the requirements of the State permit. The permit requires, at a minimum, a Class C or higher operator for a minimum of one hour per day for 5-days per week and one weekend visit.

These are minimal staffing times. In order to complete the normal, routine and necessary observations, inspections, and maintenance required of this facility by this Scope of Services, the Contractor may have to spend time at the facility beyond the minimum required by permit. Except for work carried out as a major repair (as defined within this Scope of Services), or work responding to emergencies, or repairs to lift stations, any such time spent by the Contractor beyond the minimum required by permit shall not be the basis for a claim for additional compensation.

The Contractor shall keep current and submit all reports and logs required by the Permits to the Florida Department of Environmental Protection. These reports and logs include but are not limited to submittal of monthly discharge monitoring reports, maintaining a daily operations log book in accordance with Florida Department of Environmental Protection System Requirements for inspection on site by the State, Park manager, or other authorized persons. Contractor is responsible for filing of any required spill, malfunction or incident report as required by permit.

FDEP will be responsible to delegate to the Contractor operations services provider necessary permission on FDEP approved forms for the provider to file such reports on the FDEP’s behalf. Copies of all such reports shall be provided to the Park Manager.
The onsite, daily operations log shall include the date of service, time in/time out, description of services, observations, adjustments, activities performed, parts used, and all items required by the FDEP to be recorded in the plant logbook. The logbook shall be stored in a weatherproof enclosure and shall be accessible for review at the plant by FDEP, Park staff, and other parties as may be necessary.

The Contractor shall be required to provide copies of their log reports or process control sheet records to document the work they have performed when requested by the Park Manager.

3.04 Respond to State Routine Compliance Enforcement Correspondence and Warning Letters

From time to time following a FDEP permit-related inspection of the facility, FDEP may issue a Compliance Assistance Offer, or Warning Letter, or may communicate to the permittee that a response from the permittee is needed with respect to alleged deficiencies or requests for clarification, information or corrective measures. It will be the responsibility of the Contractor to prepare such written response, and if necessary, attend any meeting required by the FDEP in their permit-issuing capacity. Written responses shall first be provided as a draft to the Park Manager for approval prior to transmitting to the appropriate permitting division of FDEP, particularly when the response seeks to commit the Park to undertake costly repairs and/or act in accordance with a particular schedule. Providing written responses required, verbal and email communications and attending meetings with the FDEP is considered a normal and routine work effort that shall not be the basis for a claim for payment for additional work.

3.05 Carry Out Routine O&M Activity for the Facility

It is the responsibility of the Contractor to become familiar with the treatment plant permit’s requirements, as well as that of the supporting documents in the S.O.P., Operation and Maintenance Manual, DEP rules (in particular, the Florida Administrative Codes, 62-600, 62-604, 62-610, 62-611, 62-640, and other applicable sections), Florida Statutes, as well as be familiar with County and local regulations which affect the above referenced State Park wastewater facilities at this location. Comply with all conditions specified within the current (and any subsequent) Permit for each facility.

In carrying out routine O&M activity, Contractor shall comply with all DEP rules, Florida Statutes, and county and local regulations pertaining to the operation and maintenance of wastewater facilities, systems of treatment and control, and related appurtenances.

The Contractor shall provide all labor, parts and equipment necessary to perform the tasks in this section required for routine O&M activity under this Contract.

These tasks include, but are not limited to, those listed below and are considered included in the Contractor’s monthly rate.:

- A. Perform timer settings for plant blowers; check belt adjustment, check condition of air filters;
- B. Adjust operating speeds and timer settings for all mixers, as necessary to assure equipment’s operation efficiency;
- C. Check filter dosing, backwash pumps operation, settings and controls;
- D. Check and confirm the plant transfer and flow train piping is free of blockage and working correctly. Clear blockages found;
- E. Inspect and lubricate all equipment which requires lubrication in accordance with the manufacturer’s specifications and recommendations;
- F. Record the daily flow in gallons per day;
- G. Test and record the pH of effluent as required by permit with approved test equipment;
- H. Daily check of air supply to all required components of the treatment plant. If required, the Contractor shall individually remove, check and clean all air diffusers and skimmers as required, then adjust aeration as required to maintain balance for the plant;
I. Check sludge return pumps and controls; Check operation of recirculation pumps, pipe and valves settings and controls;

J. Clean and hose down plant and lift stations regularly to maintain good housekeeping of the facilities, and remove all unsightly debris and materials from the facility area(s) within the Park on a regular basis;

K. Check bar rack, clean as required, dispose of trash collected properly;

L. Check flow splitter box for proper adjustment; check operation of surge pumps and controls;

M. Provide sampling, testing monitoring of plant influent, effluent and biosolids for the parameters and at the location required by permit using approved laboratory and proper chain of custody for parameters requiring laboratory analysis;

N. Check effluent chlorine residual using FDEP approved SOPs and equipment as required by permit, adjust as required hypochlorinators, change solution barrels as required;

O. Perform annual flow meter calibration, or more often as required in case of doubt of meters’ accuracy;

P. Perform annual certified check of wastewater plant reduced backflow preventer on the potable washdown service line and at lift stations where an RPZ BFP is present;

Q. Monitor the safety and security of the wastewater plant and lift stations; check to ensure fences are up, access gates are closed, locks in place on gates, and control panels, monitor for unsafe conditions with plant liquids, electrical controls or equipment. When deficiencies, trespass or vandalism are identified, report same to Park manager. When conditions arise or are discovered that could pose a biological, electrical, fall, or other safety risk to the operator, Park Staff and especially members of the public, the operator shall promptly notify the Park manager and provide recommendations for corrective action;

R. Notify the Park, by written notice to both the District and Contract Manager’s offices, of changes in DEP rules, Florida Statutes, county and local regulations as they apply to plant permitting or operations;

S. Provide, and maintain on site, records as required by each Permit’s conditions, in a secure, weatherproof enclosure provided by the Contractor. On site records include those required by permit but are not limited to plant operating log book, plant permit, plant operator(s) licenses, certification of any laboratories used, flow meter and backflow preventer test certificates, sludge hauling records, plant operating manual(s) and paper copies of discharge monitoring reports;

T. Any time equipment is replaced as may be authorized by the Park, and is different from the equipment originally installed, the Contractor shall provide appropriate O&M documentation to the Park and shall add such material to the plant O&M manual;

U. Wastewater Collection System: Daily: Check and confirm the lift station controls and pumps, valves and all other incidental equipment are working correctly and properly adjusted, report deficiencies found. Monitor wet well for accumulation of excessive oil and grease or other anomalous flow or materials that may interfere with treatment plant operation and report same to Park manager. Maintain a log at each lift station recording elapsed running time of the pumps to detect deteriorating or otherwise unequal pump performance. Periodically (minimum, twice per year) open manholes and check for evidence of surcharging, blockages, obvious signs of infiltration. Check integrity of cleanouts. Periodically test influent at wastewater plant for salinity; at a minimum, every three months;

V. Supernate contents of sludge digester to thicken sludge to the maximum extent possible prior to hauling as required;

W. Inspect injection wells as required for evidence of surcharging or inability to accept flow, report immediately observations of any deterioration in performance to Park Manager;

X. Post in case of emergency signage with Contractor’s contact phone numbers at each lift station and wastewater plant.

3.06 Management of the Plant Biological Process and Management of Waste Biosolids

The Plant Operator shall perform on-site process control checks, which shall include, but are not limited to, tests for settle ability, plant DO, pH of raw wastewater, mixed liquor and final effluent pH, field tests of effluent ammonia, nitrate, phosphorus. Such process control checks shall be done at the frequency deemed necessary
by the Plant Operator (and where and when required by permit) but under no case shall be less than once a week. More frequency may be required when plant performance is not meeting required standards.

Process control tests shall be recorded on the Contractor’s process control form.

The Plant Operator shall record current settings for recirculation rate, recirculation pump timer settings, return sludge pump settings, VFD settings, and timer settings, as well as settings for all chemical feeders at least once a week.

Based on plant sludge condition, plant effluent, operators settling tests, level of sludge blanket in the clarifiers, etc. the Plant Operator shall waste sludge as required to the plant digester.

All such testing and record keeping as described above is considered included in the Contractor’s monthly rate for routine O&M services.

Contractor shall provide all sludge removal services: up to twelve (12) removals annually to empty the sludge digester and when required, pump outs of the lift stations and plant flow equalization tank when required are included in the monthly fee for services. Any additional removals require the Park’s prior written approval; the Contractor shall notify the Park when such additional removals are anticipated. The cost breakdown for any removals beyond the twelve (12) cited above shall consist of the total actual cost to the Contractor plus a handling fee charge not to exceed fifteen percent (15%). The Contractor shall be solely responsible for all sludge removal services and any required testing. The Contractor shall submit to the Park a copy of the paid haul and drop tickets for all removals and paid invoice(s) after every sludge removal service in excess of the 12 allowed under this section.

Transport of waste sludge shall be a Florida Department of Health licensed sludge hauler in accordance with facility permit requirements and local regulation.

3.07 Maintain Chemicals Inventory

Contractor shall supply all chemicals necessary for operation and maintenance of the treatment plant, and monitor consumption of all chemicals used, such as Hypochlorite Solution, nitrogen removal carbon source (such as commercial products like Micro C or Glycerin), Alum, Sodium Hydroxide Solution, and any incidental chemical usage for chlorine tablets or Lime.

3.08 Repairs to Domestic Wastewater Treatment Facilities, Effluent Disposal Systems and Collection/Transmission Lift Stations

The operations Contractor will be responsible to make repairs as necessary to assure that the facilities and lift stations are operating efficiently, reliably, and in accordance with all requirements of the DEP and the DEP Operating Permits and S.O.P.

Repairs are classified as minor and major.

The following is a list of repairs that are specifically defined as minor repairs. Minor repairs include but are not limited to activities such as these:

- Replace blower belts when required
- Replace blower filters (or clean if they are of a type that can be cleaned)
- Tighten joints on leaking air or liquid piping
- Replace bulbs in alarm lights and indicators
- Replace return sludge, surge or recirculation gate valve, and check valve
- Replace fuse or rest or replace circuit breaker, or switch in control panel
- Tighten loose fasteners on equipment, handrails
• Pull mixer, submerged pump (in plant or lift station for inspection, remove rags/trash
• Replace cracked or damaged section of PVC or galvanized pipe above plant water line and not requiring more than 1/2 hour of labor or $100 in parts.

For repairs not listed above, a minor repair is considered minor if it does not require more than a 1/2 hour of labor to perform and if parts are required, require parts costing less than $100.

The cost of labor for minor repairs is included in the monthly cost of routine and normal plant operations and maintenance. The cost of any new material acquired for such repair will be considered a reimbursable expense for actual cost invoiced to the Contractor plus a markup not to exceed fifteen percent (15%) for materials. The contractor shall submit to the Park a copy of the paid invoice(s) for materials acquired for such repair.

Minor repairs shall be recorded in the treatment plant logbook.

Major repairs are repairs which exceed the threshold for minor repairs.

The following is a list of repairs that are specifically defined as major repairs. Major repairs include but are not limited to activities such as these:

• Replacement or overhaul of motors, pumps, mixers, major control components such as transformers, starters, VFDs, (if not the entire panel)
• Repairs to broken force mains
• Replacing inline valves
• Damage to manholes and cleanouts
• Services of a specialized Contractor such as a licensed electrician, Contractors that can TV or jet clean buried lines, repairs to tank structures, replacing diffusor drops etc.

When the Contractor deems a major repair to be necessary, the Contractor shall immediately notify the Park Manager. The Contractor shall then prepare and submit a lump sum detailed cost estimate for the repair based on the hourly rates stipulated in this Contract for labor, actual cost of parts, materials or equipment needed to make the repair, plus a markup not to exceed fifteen percent (15%) for materials. The contractor shall submit to the Park a copy of the paid invoice(s) for materials acquired for such repair.

The Contractor shall initiate the approved repairs within 48 hours of said approval. Upon completion of repairs, the Contractor shall document the work performed as is required by the DEP Operating Permits and note same in the plant on-site service logs.

From time to time, the Park may determine that improvements or other work is needed which is different from a minor or major repair and is not work requiring an emergency response. In such cases when requested by the Park, the Contractor shall advise and recommend, in writing to the Park, the need for such work and define what such improvements or other work may entail. The Contractor shall prepare and submit a detailed cost estimate, based on the hourly rates in the Contract for labor, actual cost of parts, materials or equipment needed to make the repair plus the handling fee charge as authorized in the Contract to the DEP Contract Manager. Upon written approval from the DEP Contract Manager, the Contractor may begin the approved improvements.

3.09 Emergency Response Service.

An Emergency Response Service is defined as a system or component failure that causes, or will likely cause, closure of a Park facility, inadvertent discharge of effluent, or damage to the WWTP system or its components, if not addressed by the Contractor as quickly as possible.
Emergency services may be required when:

- The Park contacts the Contractor when a situation is observed by Park staff that an emergency call is needed.
- The Contractor, in the course of performing their duties, observes a situation that merits an emergency response. In such cases, the Contractor shall notify the Park Manager of the emergency and shall advise an emergency response is being undertaken in accordance with this Scope of Services.
- The Contractor receives a call from DEP, law enforcement, or other party who observes an apparent emergency condition and contacts the Contractor directly, for example, from the In Case of Emergency (ICE) contact information posted. In such cases, the Contractor shall notify the Park Manager of the emergency and shall advise an emergency response is being undertaken in accordance with this Scope of Services.

The Contractor shall provide verbal and written notification to the Florida Department of Environmental Protection in the event of a facility emergency in accordance with item 20 of section IX General Conditions of the facility permit.

The emergency shall be logged into the facility operating logbook. The Contractor shall log: the date and time the problem was discovered, a description of the problem, the date and time the Contractor was notified, the date and time the Contractor arrived at the specified facility, the date and time the Contractor departed, and a summary of the steps taken to rectify the problem.

The Contractor shall respond to all emergency calls within three (3) hours after notification.

The Contractor and the Park shall simultaneously log the time the Park contacts the Contractor for an emergency service call and the time the Contractor arrives on-site for documentation of the above time requirements. If required for the emergency, the Contractor shall provide emergency pumping services for the facilities (inclusive of all necessary equipment such as portable pumps, sludge hauling tanker service, and other materials and labor that may be needed) in the event that an unusual occurrence makes it necessary to immediately pump out all or part of the plant or lift stations to prevent untreated wastewater from improperly escaping into the environment.

3.10 Invoicing for Monthly Services, Repairs and Emergency Services

The Contractor shall invoice the Park for operation and maintenance services on a monthly basis, in arrears, at the fixed price as stipulated in the Contract.

Minor repair and major repair services shall be invoiced as described in Section 3.09.

For emergency services, the Contractor shall invoice the Park for normal working hours, after-hours, weekend and holiday emergency based on the applicable hourly rate indicated in the Contract, the actual cost of any parts, materials, equipment or chemicals used to rectify the problem, plus a markup not to exceed fifteen percent (15%) for materials. The contractor shall submit to the Park a copy of the paid invoice(s) for materials acquired for such repair.

3.11 Liquidated Damages.

Time is of the essence concerning the Contractor’s response to emergency response calls, and if the damages suffered by the Park as a result of tardiness by the Contractor in emergency situations cannot be accurately calculated, the Park and the Contractor agree that the following is a reasonable estimate of the damages that
will be suffered by the Park for failure of the Contractor to respond to an emergency service call within the
time period specified in Section 3.10, Emergency Response Service.

The Park shall assess a $50.00 per hour fee to the Contractor for each hour, or portion thereof, to be prorated
at the beginning of each 15-minute interval beyond the allowable timeframe, during which the Contractor has
not appropriately responded. The total amount of this assessment shall be charged against the total invoice
for the emergency service call.

In the event compliance and enforcement action by regulatory agencies against the permittee of the Park
results from the Contractor’s failure to perform in accordance with the Contract, apart from circumstances
beyond the Contractor’s control, the Contractor shall assume one hundred percent (100%) of any penalties
which may result from a consent order or decree and all fines which are assessed to the Park.

3.12 Periodic Inspection by Park Management

The Department reserves the right to periodically inspect the wastewater plant, effluent disposal system and
lift stations to ascertain if the Contractor is operating and maintaining the systems in accordance with the
permit and this Scope of Services. Deficiencies found in maintaining required records, performing necessary
operational testing, discovery of equipment or features found inoperable which have not been reported,
discovery of insecure/unsafe conditions not previously reported, failure to respond to emergencies, or failure
to complete authorized major repairs, will result in the Park giving notice to Contractor to promptly correct
same. Should deficiencies be found in subsequent inspections to persist, the Park reserves the right to give
additional notice and opportunity for the Contractor to correct or terminate the Contract with the operator
at the Department’s sole discretion and in accordance with the general conditions of the Contract.

3.13 Insurance. All insurance requirements stipulated in the Contract shall be in full force and effect for the
entire term of the Contract, including any renewal periods. The Contractor shall forward a copy of all renewals
of Certificates of Insurance to the Contracts Administrator prior to the expiration of the previous policy term.

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### SECTION 4.00 – PRICE SHEET FORM

Each section must be completed on the “Price Sheet Form” or the Bid shall be deemed non-responsive and rejected. The Department reserves the right to go to the next lowest responsive Bidder should the lowest total priced Bidder be unable to meet the terms and conditions of the ITB.

The prices quoted shall include the Contractor furnishing the necessary personnel, labor, equipment, services, materials, chemicals, permits, licenses and insurance, replacement parts and otherwise doing all things necessary for or incidental to the Operation and Maintenance of Domestic Wastewater Facilities within Bahia Honda State Park in full accordance with the specifications of this Solicitation. Failure to provide any of the requested prices shall result in the bid being deemed non-responsive and therefore, rejected.

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<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>RATE CALCULATION</th>
<th>RATE</th>
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<td>1.</td>
<td>Monthly Operation, Maintenance, Inspection, Testing Services of the Treatment Plant, Effluent Disposal System, Collection/Transmission System and minor repairs as needed. (lift stations, force mains, manholes, gravity sewers and associated equipment as specified in the Scope of Services.)</td>
<td>Price Per Month Multiply X 12 months = Total Amount Per Year</td>
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<td>X 12 months $____________</td>
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#### ORIGINAL CONTRACT TERM (5 YEARS)

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<th>RATE</th>
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<td><strong>HOURLY RATES</strong></td>
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<tr>
<td>(a)</td>
<td>Major Repairs (prior approval required)</td>
<td>Hourly Labor Rate Multiply X 20 hours (Yearly estimate for award purposes only)</td>
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<td></td>
<td></td>
<td>$____________</td>
<td>X 20 hours $____________</td>
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<tr>
<td>(b)</td>
<td>Emergency Response Service (Monday – Friday 8:00 AM to 5:00 PM) As defined in Section 3.10</td>
<td>Hourly Labor Rate Multiply X 20 hours (Yearly estimate for award purposes only)</td>
<td>$______</td>
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<tr>
<td></td>
<td></td>
<td>$____________</td>
<td>X 20 hours $____________</td>
</tr>
<tr>
<td>(c)</td>
<td>Emergency Response Service (Weekdays after 5:00 PM, Weekends and Holidays) As defined in Section 3.10</td>
<td>Hourly Labor Rate Multiply X 20 hours (Yearly estimate for award purposes only)</td>
<td>$______</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$____________</td>
<td>X 20 hours $____________</td>
</tr>
</tbody>
</table>

Total of Rows of Item 2 (a)+(b)+(c) = $______

(divide) ÷ total of rows a, b, and c by 3 $______

Original Contract Term Amount (Add Item 1 total+ Item 2 total) = $______
### RENEWAL CONTRACT TERM (5 YEARS)

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>RATE CALCULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Monthly Operation, Maintenance, Inspection, Testing Services of the Treatment Plant, Effluent Disposal System, Collection/Transmission System and minor repairs as needed. (lift stations, force mains, manholes, gravity sewers and associated equipment as specified in the Scope of Services.)</td>
<td>Price Per Month Multiply X 12 months = Total Amount Per Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Price Per Month</th>
<th>Multiply X 12 months</th>
<th>= Total Amount Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$_____________</td>
<td>$_____________</td>
<td>$_____________</td>
</tr>
</tbody>
</table>

### 2. HOURLY RATES

(a) Major Repairs (prior approval required)

<table>
<thead>
<tr>
<th>Hourly Labor Rate</th>
<th>Multiply X 20 hours (Yearly estimate for award purposes only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________</td>
<td>$_____________</td>
</tr>
</tbody>
</table>

(b) Emergency Response Service (Monday – Friday 8:00 AM to 5:00 PM) As defined in Section 3.10

<table>
<thead>
<tr>
<th>Hourly Labor Rate</th>
<th>Multiply X 20 hours (Yearly estimate for award purposes only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________</td>
<td>$_____________</td>
</tr>
</tbody>
</table>

(c) Emergency Response Service (Weekdays after 5:00 PM, Weekends and Holidays) As defined in Section 3.10

<table>
<thead>
<tr>
<th>Hourly Labor Rate</th>
<th>Multiply X 20 hours (Yearly estimate for award purposes only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________</td>
<td>$_____________</td>
</tr>
</tbody>
</table>

Total of Rows of Item 2 (a)+(b)+(c) =

(divide) ÷ total of rows a, b, and c by 3

Renewal Contract Term Amount (Add Item 1 + Item 2 total) =

Original Contract Term Amount + Renewal Contract Term Amount =

***GRAND TOTAL $_____________________

*** Used for Basis of Award

---

**Note:** The **estimated** number of hours per year listed in Item 2 is an estimate for bidding purposes only and is not a guarantee of minimum expected hours needed for major repairs and emergency services. The selected Contractor will be paid for services actually used as determined by the DEP, be it more or less than the quantity specified.

Signature: _______________________________

Name of Bidder /Company: _______________________________

Printed/Typed Name of Authorized Signatory and Title: _______________________________

*Footnotes, notation, and exceptions made on this form shall not be considered.*
SECTION 5.00 - VENDOR FINANCIAL ATTESTATION

Vendors shall complete and submit answers to the questions set forth below. To be eligible for Contract Award as a Responsible Vendor under section 287.012(25), F.S., Vendor must be able to respond “YES” to each statement below.

I, _____________________________________ am the ________________________________ of ________________________________ (Authorized Representative’s Name) (Title)

_______________________________________, (the “Vendor”), and am authorized to represent and contractually bind Vendor. I do hereby attest, to the best of my knowledge and belief, the following:

1. I have direct knowledge of the financial condition and operations of Vendor. ☐ No ☐ Yes

2. Vendor has sufficient financial resources to honor its short-term obligations and is current on all payments not in dispute. ☐ No ☐ Yes

3. Vendor has financial resources sufficient to honor its long-term obligations and remain in business over the life of the Contract. ☐ No ☐ Yes

4. Vendor’s operations generate income which exceeds Vendor’s operating expenses. ☐ No ☐ Yes

5. Vendor has the capacity to provide the commodities and/or Contractual services as specified in the Contract document, the solicitation, and the response. ☐ No ☐ Yes

__________________________________________
Signature

__________________________________________
Date
SECTION 6.00 - VENDOR RESPONSIBILITY DISCLOSURE

Vendors shall complete and submit answers to the questions set forth below. For each affirmative answer, Vendors shall provide a detailed, written explanation (1 page) relevant to the issue and attach copies of documents relevant to the written explanation(s) provided (unlimited pages). The Department reserves the right to request additional information, as needed, to determine a Vendor’s Responsibility pursuant to section 287.012(25), F.S.

I, _____________________________________ am the ________________________________ of

(Authorized Representative’s Name) (Title)

_______________________________________, (the “Vendor”), and am authorized to represent and

(Vendor’s Legal Name)

Contractually bind Vendor. I do hereby attest, to the best of my knowledge and belief, the following:

Within the past 5 years, has the vendor:

1. Been the subject of civil litigation or settlements? ☐ No ☐ Yes

2. Been subject to criminal judgments or administrative actions? ☐ No ☐ Yes

3. Been suspended or barred from participation in any competitive process or Contract award? ☐ No ☐ Yes

4. Had any licenses or certifications suspended, revoked, or canceled? ☐ No ☐ Yes

5. Had any Contracts or agreements terminated for cause? ☐ No ☐ Yes

6. Been the subject of bankruptcy proceedings? ☐ No ☐ Yes

7. Undergone a major change of organizational structure, ownership, or name? ☐ No ☐ Yes

__________________________
Signature

__________________________
Date
SECTION 7.00 - VENDOR CONFLICTS OF INTEREST ATTESTATION

This solicitation is subject to Chapter 112, Florida Statutes. Vendors shall indicate whether or not any conflict exists regarding any Florida Department of Environmental Protection employee.

I, _____________________________________ am the ________________________________ of

(Authorized Representative’s Name) (Title)

_____________________, (the “Vendor”), and am authorized to represent and

(Vendor’s Legal Name)

Contractually bind Vendor. I do hereby attest, to the best of my knowledge and belief, the following:

- Vendor has disclosed all officers, directors, employees, other agents that are presently an employee of the Florida Department of Environmental Protection; and
- Vendor has disclosed all employees that own, directly, or indirectly, an interest of five percent (5%) or more in the Bidder’s company, or its affiliates; and
- Vendor’s officers, directors, employees, or other agents will not create a conflict in any manner or degree that will adversely impact the performance of the services required to be performed under the Contract.

Employee Disclosure:

<table>
<thead>
<tr>
<th>Full Legal Name</th>
<th>DEP Position Title</th>
<th>Disclosed Position Held or % of Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________
Signature

__________________________
Date
SECTION 8.00 - VENDOR PRINCIPAL PLACE OF BUSINESS ATTESTATION

All Bidders must complete section I. If the Bidder’s principal place of business is outside the State of Florida, the Bidder must also have an attorney who is licensed to practice law, in the state of their principal place of business, complete Section II.

Section I. Bidder’s Principal Place of Business

(Please select one)

☐ The Bidder’s principal place of business is in the State of Florida.

☐ The Bidder’s principal place of business is outside of the State of Florida.

Section II. Legal Opinion About Foreign State Preferences in Contracting

(Please select all that apply)

☐ The Bidder’s principal place of business is in the State of ____________ and it is my legal opinion that the laws of that state do not grant a preference in the letting of any or all public Contracts to business entities whose principal places of business are in that state.

☐ The Bidder’s principal place of business is in the State of ____________ and it is my legal opinion that the laws of that state grant the following preference(s) in the letting of any or all public Contracts to business entities whose principal places of business are in that state. [Please describe applicable preference(s) and identify applicable state law(s) below]

☐ The Bidder’s principal place of business is in the political subdivision of ____________ and it is my legal opinion that the laws of that political subdivision grant a preference in the letting of any or all public Contracts to business entities whose principal places of business are in that political subdivision. [Please describe applicable preference(s) and identify applicable law(s) below]

BIDDER’S ATTORNEY

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Phone #: ( ) -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Address:</td>
</tr>
<tr>
<td>State of Licensure:</td>
<td>Bar Number:</td>
</tr>
</tbody>
</table>

If the Department discovers that any information on this form is false after the award to the Bidder is made, the Department reserves the right to terminate the Contract and the Bidder will be liable for costs associated with re-procuring the commodities and/or Contractual services.
SECTION 9.00 - VENDOR DRUG-FREE WORKPLACE ATTESTATION

Per section 287.087, Florida Statutes, whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received, the bid, proposal, or reply received from a business that certifies that it has a drug-free workplace in full compliance with the requirements of s. 287.087, F.S. shall be given preference in the award process.

I, _____________________________________ am the ________________________________ of

(Authorized Representative’s Name) (Title)

______________________________, (the “Vendor”), and am authorized to represent and contractually bind Vendor. I do hereby attest, to the best of my knowledge and belief, the following:

☐ Vendor does have a Drug-Free Workplace in full compliance with the requirements of s. 287.087, F.S.

☐ Vendor does not have a Drug-Free Workplace in full compliance with the requirements of s. 287.087, F.S.

__________________________________________
Signature

__________________________________________
Date
SECTION 10.00 - VENDOR SCRUTINIZED COMPANIES LISTS ATTESTATION

Per section 287.135, Florida Statutes, agencies are prohibited from Contracting with Vendors for commodities or Contractual services valued at over $1,000,000 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes (F.S.).

I, ________________________________, am the ________________________________ of ________________________________, (the “Vendor”), and am authorized to represent and Contractually bind Vendor. I do hereby attest, to the best of my knowledge and belief, the following:

The Vendor submitting this Response is not listed on any of the following lists:

- Scrutinized Companies with Activities in Sudan List
- Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List
- Scrutinized Companies that Boycott Israel List

I understand that, pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Vendor to immediate Contract termination, civil penalties, attorney’s fees, and/or other costs.

________________________________________
Signature

________________________________________
Date
SECTION 11.00 - CLIENT REFERENCE FORM

The Vendor shall complete and submit this entire form. Using the form(s) provided in this Section, Vendor shall identify and include three (3) current and/or past clients (for each service if bidding on both), either businesses or governmental agencies, to which the Vendor has provided commodities and/or Contractual services of similar scope and size as those identified in the ITB within the last five (5) years.

I, _____________________________________ am the ________________________________ of (Authorized Representative’s Name) _________________________________________, (the “Vendor”), and am authorized to represent and (Vendor’s Legal Name) _________________________________. I do hereby:

1. Grant permission to the Florida Department of Environmental Protection (the “Department”) to contact the references listed below at a time and using a method convenient to the Department.

2. Waive any claim, either Contractual or otherwise, to confidentiality that exists between the listed Client(s) and Vendor regarding Vendor’s performance under the listed Contract(s).

3. Release the Client’s Contact(s), or their successors, or designees, to discuss with, and provide any requested information to, the Department concerning Vendor’s performance under the listed Contract(s).

4. Release, forever discharge, and hold harmless the Department and the listed Client(s) from any claim or liability that Vendor may make related to the loss, either real or perceived, that may exist due, in whole or in part, to the Department’s evaluation of the information disclosed by the listed Client(s) regarding Vendor’s performance.

I understand that the purpose of this permission and release is for the Department to evaluate and assess Vendor’s eligibility for Contract Award pursuant to the indicated solicitation, and that any such information provided may be subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority.

____________________________________
Signature

____________________________________
Date
### Client #1

*If Vendor has undergone a change of name, ownership, or organization, the name under which the Vendor operated at the time of performance shall be disclosed in this section.

<table>
<thead>
<tr>
<th>Client Name &amp; Internet Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Name:</td>
</tr>
<tr>
<td>Webpage Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City, State, and ZIP:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commodity/Service Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of Services:</td>
</tr>
<tr>
<td>From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Contract Value:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commodity/Service Description*</th>
</tr>
</thead>
</table>
Client #2

*If Vendor has undergone a change of name, ownership, or organization, the name under which the Vendor operated at the time of performance shall be disclosed in this section.

<table>
<thead>
<tr>
<th>Client Name &amp; Internet Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Name:</td>
</tr>
<tr>
<td>Webpage Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City, State, and ZIP:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commodity/Service Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of Services: From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Contract Value:</td>
</tr>
</tbody>
</table>

| Commodity/Service Description* |
Client #3

*If Vendor has undergone a change of name, ownership, or organization, the name under which the Vendor operated at the time of performance shall be disclosed in this section.

<table>
<thead>
<tr>
<th>Client Name &amp; Internet Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Name:</td>
</tr>
<tr>
<td>Webpage Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City, State, and ZIP:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commodity/Service Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of Services:</td>
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<tr>
<td>From:</td>
</tr>
<tr>
<td>To:</td>
</tr>
<tr>
<td>Contract Value:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commodity/Service Description*</th>
</tr>
</thead>
</table>
## SECTION A  BIDDER IDENTIFICATION (to be completed by the Bidder.)

As Bidder to this Solicitation, I / we intend to utilize the following team in connection with this project. In the spaces provided below, list the name of the Bidder/Subcontractor and indicate the Office of Supplier Diversity business category of each one listed.

<table>
<thead>
<tr>
<th>LIST NAMES OF BIDDER(S)/SUBCONTRACTOR(S)</th>
<th>INDICATE THE ONE OFFICE OF SUPPLIER DIVERSITY CATEGORY THAT BEST DESCRIBES EACH ORGANIZATION LISTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STATE NON-MINORITY BUSINESS CLASSIFICATION</td>
</tr>
<tr>
<td></td>
<td>NON-MINORITY (A)</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Section B  ACKNOWLEDGEMENT (to be completed by the Bidder(s.).)

I / WE HEREBY CERTIFY that, as Bidder to this Solicitation, that the information provided herein is true and correct.

Bidder ___________________________  Signature ___________________________

Name and Title ___________________  Date ___________________________

***IMPORTANT***

BOTH SECTIONS OF THIS FORM MUST BE COMPLETED AND SECTION B MUST BE DATED AND BEAR THE BIDDER’S SIGNATURE FOR THIS FORM TO BE DEEMED RESPONSIVE.

Please review to ensure all sections are complete and the form is acknowledged correctly.
SECTION 13.00 - PAST PERFORMANCE EVALUATION FORM

The following questions will be posed to the clients identified in the Bidder’s Proposal. Answers will be scored according to the points specified for each of the below questions.

Reference Name & Company: __________________________________________________________

Vendor’s Name: _________________________________________________________________

Date of Interview: _______________________________________________________________

Interviewer: _________________________________________________________________

Please describe the work the Vendor performed for Reference’s company:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

For the next questions, please rate the Vendor’s performance using the following scale:

<table>
<thead>
<tr>
<th>Superior (4)</th>
<th>Excellent (3)</th>
<th>Satisfactory (2)</th>
<th>Fair (1)</th>
<th>Poor (0)</th>
</tr>
</thead>
</table>

1. How would you rate the Vendor’s overall quality of work?

2. How would you rate the Vendor’s use of appropriate equipment and methods?

3. How would you rate the Vendor’s use of adequate personnel in quantity?

4. How would you rate the Vendor’s use of adequate personnel in experience?

5. How would you rate the Vendor’s use of adequate personnel in professionalism?

6. How well did the Vendor adhere to the agreed-upon schedule?

7. How well did the Vendor perform in responding to emergency call-outs?

8. How well did the Vendor perform the daily task of maintaining the cleanliness of their areas of responsibility?

9. How well did the Vendor communicate with your staff?
SECTION 14.00 – SOLICITATION PROPOSAL CHECKLIST

This “Checklist” is provided merely for the convenience of the Bidder and may not be relied upon in lieu of the instructions or requirements of this Solicitation.

To ensure that Bidder’s Bid package can be accepted, please be sure the following items are fully completed and enclosed:

1. ___ The Solicitation Acknowledgement Form must be completed and signed. If a Bidder fails to submit a completed Solicitation Acknowledgement Form with their Bid the Department reserves the right to contact the Bidder by telephone for submission of this document via email. This right shall be exercised when the Bid has met all other requirements of the Solicitation. Did you complete the following?
   1) Vendor Name;
   2) Vendor Mailing Address;
   3) City, State and Zip Code;
   4) Phone Number and Fax Number with Area Code;
   5) Email Address;
   6) F.E.I.D. Number;
   7) Type of Business Entity (Corporation, LLC, Partnership, etc.);
   8) Sign Form (by individual authorized to bind company);
   9) Type Name of Signatory and Title; and,
   10) Primary and Secondary Contact Information?

In the event that the Bidder submits a Bid as a joint venture, each member of the joint venture must complete and sign a separate Solicitation Acknowledgement Form.

2. ___ Additional Documents - this section of the bid shall contain the following:
   • Vendor Financial Attestation;
   • Vendor Responsibility Disclosure;
   • Vendor Conflicts of Interest Attestation;
   • Vendor Principal Place of Business Attestation Form;
   • Vendor Drug-Free Workplace Attestation; and
   • Vendor Scrutinized Companies Lists Attestation.
   • Bidder/Subcontractor Summary Form

3. ___ Client Reference Form (W/THREE (3) COMPLETED CLIENT FORMS)

4. ___ The Price Sheet Form must be completed and signed. If a Bidder fails to submit a completed Price Sheet Form with their submittal, the submittal will be rejected. Did you complete the following?
   1) Prices;
   2) Sign Form;
   3) Bidder/Company Name; and
   4) Print/Type name of Signatory and Title.

   o One (1) Original Hard Copy of entire Bid
   o One (1) Electronic Copy of entire Bid on CD/DVD, or USB. Must indicate the Bidder’s name, ITB number, and volume and title (if separated).

Note: If Bidder asserts that any portion of the Bid is exempt from disclosure under the Florida Public Records law, Bidder must submit a redacted version of the Bid along with the unredacted version. The redacted copy shall be clearly titled “Redacted Copy.”