

TITLE PAGE
FLORIDA DEPARTMENT OF HEALTH
DOH19-013



3.2019

INVITATION TO BID (ITB)
FOR
OFFICE RELOCATION SERVICES

Respondent Name: _____

Respondent Mailing Address: _____

City, State, Zip: _____

Phone: _____ **Fax Number:** _____

E-Mail Address: _____

Federal Employer Identification Number (FEID): _____

BY AFFIXING MY SIGNATURE ON THIS BID TITLE PAGE, I HEREBY STATE THAT I HAVE READ THE ENTIRE ITB TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS AND ALL ITS ATTACHMENTS, INCLUDING THE REFERENCED PUR 1000 AND PUR 1001.

I hereby certify that my company, its employees, and its principals agree to abide to all of the terms, conditions, provisions and specifications during the competitive solicitation and any resulting Contract including those contained in the **Order Terms and Conditions**.

Signature of Authorized Representative: _____

Printed (Typed) Name and Title: _____

*An authorized representative is an officer of the respondent's organization who has legal authority to bind the organization to the provisions of this Bid. This usually is the President, Chairman of the Board, or owner of the entity. Documentation establishing delegated authority must be included with the Bid if signed by someone other than the authorized representative.

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SECTION 1.0 INTRODUCTORY MATERIALS

1.1 Statement of Purpose

The purpose of this Invitation to Bid (ITB) is for the State of Florida, Department of Health (Department), through its Division of Disability Determination (DDD), to obtain competitive prices for office relocation services from the Koger Executive Center, located at 1311 Executive Center Drive Tallahassee, Florida, 32301, to The Centre of Tallahassee, located at 2415 North Monroe Street, Tallahassee, Florida 32303.

1.2 Legal Authority

Chapter 287, Florida Statutes, Titles II and XVI of the Social Security Act, 20 CFR 404 Subpart Q, and 20 CFR 416 Subpart J.

1.3 Scope of Service

A detailed scope of work for this solicitation is provided as **Scope of Work (Attachment A)**, in this ITB.

1.4 Incorporation by Reference

The PUR 1001, General Instructions to Respondents (PUR 1001), and PUR 1000, General Contract Requirements (PUR 1000), are hereby incorporated by reference to the terms of this solicitation. Refer to **Sections 3.1** and **4.1** of this ITB for further detail.

1.5 Definitions

In addition to the definitions in the **PUR 1000** and **PUR 1001**, and the **Scope of Work (Attachment A)**, the following definitions also apply to this ITB:

Annex: A secondary building housing DDD's division director, the Program Operations Bureau, and the Information Services Bureau.

Bid: The complete written response of Provider to this ITB, including properly completed forms, supporting documents, and attachments.

Business Days: Monday through Friday, excluding state holidays.

Business Hours: 8:00 a.m. to 5:00 p.m., Eastern Time on all business days.

Calendar Days: All days, including weekends and holidays.

Central Area: Designation used to describe three offices located in a four-building complex that includes the Ashley Building, Howard Building, Lafayette Building, and the Turner Building.

Contract: The formal agreement or Order that will be awarded to the successful

Provider under this ITB, unless indicated otherwise.

Department: The Department of Health; may be used interchangeably with DOH.

Director's Hallway: An area of the Ashley Building that includes the division director and administrative support staff.

Furnishings: The items located in the rooms or buildings, which includes desks, credenzas, hutches, sit-to-stand units, chairs, tables from breakrooms, conference rooms, training rooms and, folding tables, file and storage cabinets, shelving, bookcases, floor chair mats, bulletin and white boards.

Hard Office: A non-modular office that houses senior management, bureau chiefs, program administrators, and supervisors.

Minor Irregularity: As used in the context of this solicitation, indicates a variation from the ITB terms and conditions which does not affect the price of the Bid, or give the Respondent an advantage or benefit not enjoyed by other Respondents, or does not adversely impact the interests of the Department.

Order: As used in the context of this solicitation, refers to a Purchase Order.

Respondent: The business entity that submits a Bid.

Phase: A designated relocation time period for multiple areas and buildings.

Provider: The successful Respondent awarded a contract by the Department in accordance with the terms of this ITB.

Safety Equipment: Safety and loss prevention equipment and training materials such as Automated External Defibrillator equipment and cabinets, oxygen canisters and cabinets, evacuation chairs and cabinets, Americans with Disabilities Act electric scooters, Cardiopulmonary resuscitation training equipment and supplies, safety vests, safety cones, safety signage.

State: State of Florida.

Vendor Bid System (VBS): Refers to the State of Florida's internet-based vendor information system, which is available at:
http://myflorida.com/apps/vbs/vbs_www.main_menu.

Where there is a conflict between a definition in this solicitation, **Section 1.4**, above, and the definition in **Scope of Work (Attachment A)**, the definition in this solicitation will prevail when the term is used in this solicitation. The definition in the **Scope of Work (Attachment A)**, will prevail when the term is used in the **Scope of Work (Attachment A)**.

SECTION 2.0 PROCUREMENT PROCESS, SCHEDULE, & CONSTRAINTS

2.1 Procurement Officer

The Procurement Officer assigned to this solicitation is:
Debbie Brown

Florida Department of Health
Attention: **Debbie Brown**
4052 Bald Cypress Way, Bin B07
Tallahassee, FL 32399-1749
Email: Deborah.Brown3@flhealth.gov

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

2.2 Restrictions on Communications

Pursuant to section 287.057(23), Florida Statutes, 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 listed in Section 2.1., above. Violation of this provision may be grounds for rejecting a Bid.

2.3 Term

It is anticipated that the Purchase Order resulting from this ITB will be for a three-month period beginning October 1, 2019 or the Purchase Order date whichever is later. The Purchase Order resulting from this ITB is contingent upon availability of funds.

2.5 Timeline

<u>EVENT</u>	<u>DUE DATE</u>	<u>LOCATION</u>
ITB Advertised / Released	09/04/2019	<u>Posted to the Vendor Bid System at:</u> http://vbs.dms.state.fl.us/vbs/main_menu
Non-Mandatory Site Visit	09/10/2019 10:00 a.m. Eastern Time	Please refer to Section 2.7 for information on the locations of the site visits.
Non-Mandatory Pre-Bid Conference	09/10/2019 12:15 p.m. Eastern Time	Ashley Building 1321 Executive Center Drive Suite 100 Tallahassee, FL 32301

Questions Submitted in Writing	Must be received PRIOR TO: 09/13/2019 5:00p.m. Eastern Time	Submit to: Florida Department of Health Central Purchasing Office Attention: Debbie Brown Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749 E-mail: Deborah.Brown3@flhealth.gov
Answers to Questions (Anticipated Date)	9/19/2019	Posted to Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu
Sealed Bids Due	Must be received PRIOR to: 9/26/2019 5:00 p.m. Eastern Time	Submit to: Florida Department of Health Central Purchasing Office Attention: Debbie Brown 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749
Sealed Bids Opened	9/27/2019 2:30 p.m. Eastern Time	<u>PUBLIC OPENING</u> Submit to: Florida Department of Health Central Purchasing Office Attention: Debbie Brown Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749
Anticipated Posting of Intent to Award	10/2/2019	Posted to the Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu

2.6 **Addenda**

If the Department finds it necessary to supplement, modify, or interpret any portion of the solicitation during the procurement process, a written addendum will be posted on the VBS. If the addendum alters the scope or specifications of the solicitation, the Respondent will be required to sign the addendum acknowledging the changes and return it with the bid submittal. It is the responsibility of the Respondent to be aware of any addenda that might affect this ITB or their Bid.

2.7 **Non-Mandatory Site Visit**

A non-mandatory site visit will be held at **10:00 a.m., Eastern Standard Time**, at the Koger Executive Center Office Complex beginning with the Ashley Building located at 1321 Executive Center Drive, Suite 100, Tallahassee, FL 32301. The site visit will provide Respondents with an opportunity to tour the facilities identified in this ITB. All attendees not present at the start of the tour will not be permitted to join the tour at other locations

due to security clearances needed to enter each building. Although attendance at the site visit is not mandatory for the acceptance of a Bid, it is strongly recommended due to the volume and complexity of the relocation services requested under this solicitation.

Location	Address
Ashley Building	1321 Executive Center Drive Suite 100 Tallahassee, FL 32301
Howard Building	2571 Executive Center Circle, East Tallahassee, FL 32301
Lafayette Building	2551 Executive Center Circle, West Tallahassee, FL 32301
Turner Building	2586 Seagate Drive, Tallahassee, FL 32301

2.8 Pre-Bid Conference

A non-mandatory pre-bid conference will be held at the time and location indicated in **Section 2.5**. Respondents may ask questions and seek clarification during the pre-bid conference and submit written questions by the time set forth in **Section 2.5**.

The Department may answer any questions at the pre-bid conference; however, only written answers are binding.

2.9 Questions

This provision takes precedence over General Instruction #5 in PUR1001.

Questions related to this solicitation must be received, in writing (either via United States Postal Service, courier, e-mail, or hand-delivery), by the Procurement Officer identified in **Section 2.1**, within the time indicated in **Section 2.5**. Verbal questions or those submitted after the period specified in **Section 2.5** will not be addressed.

Answers to questions submitted in accordance with **Section 2.5** will be posted on the VBS.

2.10 Basis of Award

A single award will be made to the responsive, responsible Respondent offering the lowest grand total for the services requested in this ITB.

2.11 Identical Outcomes

The Department will provide the Identical Tie Certification Form, Attachment F, to the affected Respondents in the event the Department’s evaluation results in identical outcomes between two or more Respondents. This form must be completed in its entirety and submitted to the Department as specified for review. The purpose of this

form is for the affected Respondents to certify their statutory qualifications for a preference to break the tie.

2.12 Modifications and Withdrawal

A Respondent may modify or withdraw its Bid at any time prior to the submittal deadline, as specified in **Section 2.5**, by submitting a request to the Procurement Officer. Requests for modification or withdrawal of a submitted Bid must be in writing and signed by an authorized signatory of the Respondent. Upon receipt and acceptance of such a request, the entire Bid will be returned to the Respondent and will not be considered unless resubmitted by the Bid due date and time.

2.13 Clarification Process

The Department may request clarification from the Respondent to resolve ambiguities or questioning information (i.e. minor irregularities) presented in its Bid. Clarifications may be requested throughout this procurement process. The Respondent's answers to requested clarifications must be in writing and must address only the information requested. The Respondent's answers to requested clarifications must be submitted to the Department within the time specified by the Department.

2.14 Federal Excluded Parties List

In order to comply with Federal grant requirements, and determining Provider responsibility in accordance with sections 287.057(1), (2) and (3), Florida Statutes, and Florida Administrative Code, Rule 60A-1.006(1), a Respondent or its subcontractor(s) that, at the time of submitting a Bid for a new Contract or renewal of an existing Contract is on the Federal Excluded Parties List, is ineligible for, may not submit a Bid for, enter into, or renew a Contract with an agency for goods or services, if any federal funds are being utilized.

2.15 Contract Formation

The Department will enter into a Contract with the awarded Provider pursuant to **Section 2.10**, Basis of Award. The Contract will incorporate the terms of the **Scope of Work (Attachment A)**, the Department's **Order Terms and Conditions**, and the awarded Provider's **Price Page (Attachment B)**.

SECTION 3.0 INSTRUCTIONS FOR BID SUBMITTAL

3.1 General Instructions to Respondents (PUR 1001)

The General Instructions to Respondents (PUR 1001) is incorporated by reference in this solicitation. This document should not be returned with the Bid. The PUR 1001 is located at <http://dms.myflorida.com/content/download/2934/11780>.

The terms of this solicitation control over any conflicting terms of the PUR1001.

3.2 Instructions for Submittal

- 3.2.1. Respondents must complete, sign, and return the “Title Page” with their Bid submittal.
- 3.2.2 Respondents must complete and return the **Price Page (Attachment B)** with their Bid submittal.
- 3.2.3 Respondents must submit all technical and pricing data in the formats specified in the ITB.
- 3.2.4. Respondents must submit one original paper copy of their Bid and one original copy on a single USB storage device, or CD, viewable in Adobe Acrobat Reader (PDF). The electronic copy submitted must contain the entire Bid as the submitted original copy, including all supporting and signed documents. Refer to **Section 3.4** for information on redacting confidential information, if applicable.
- 3.2.5. Bids must be sent by United States Postal Service, courier, or hand delivered to the location indicated in **Section 2.5., Timeline**.
- 3.2.6 Bids submitted via electronic mail (email) or facsimile will **not** be considered.
- 3.2.7. Bids must be submitted in a sealed envelope or sealed package with the solicitation number and the date and time of the Bid opening clearly marked on the outside.
- 3.2.8. The Department is not responsible for improperly marked Bids.
- 3.2.9 It is the Respondent’s responsibility to ensure its Bid is submitted at the proper place and time indicated in **Section 2.5., Timeline**
- 3.2.10 Bids must be received by the time specified in **Section 2.5., Timeline**.
- 3.2.11. The Department’s clocks will provide the official time for Bid receipt.
- 3.2.12. Materials submitted will become the property of the State and accordingly, the State reserves the right to use any concepts or ideas contained in the response.

3.3 Cost of Preparation

Neither the Department nor the State is liable for any costs incurred by a Respondent in responding to this solicitation.

3.4 Public Records and Trade Secrets

Notwithstanding any provisions to the contrary, public records must be made available pursuant to the provisions of the Public Records Act. If Respondent considers any portion of their Bid to this solicitation to be confidential, exempt, trade secret, or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or any other authority, Respondent must segregate and clearly mark the document(s) as “**CONFIDENTIAL**”.

Simultaneously, Respondent will provide the Department with a separate redacted paper and electronic copy of their Bid and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy must contain the solicitation name, number, and the name of Respondent on the cover, and must be clearly titled “**REDACTED COPY**”.

The redacted copy must be provided to the Department at the same time Respondent submits its Bid and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret. Respondent will be responsible for defending its determination that the redacted portions of their Bid are confidential, trade secret, or otherwise not subject to disclosure. Further, Respondent must protect, defend, and indemnify the Department for all claims arising from or relating to the determination that the redacted portions of their Bid are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Respondent fails to submit a redacted copy with their Bid, the Department is authorized to produce the entire documents, data, or records submitted by Respondent in answer to a public records request for these records.

3.5 Price Page (Attachment B)

Respondents must fill out the **Price Page (Attachment B)**, as indicated, and return it with their Bid.

3.6 Prior Experience and Contract Dispute Reporting Form

Respondent must provide documentation of prior experience related to the scope of this Bid and identify all contract disputes the Respondent (including its affiliates, subcontractors, agents, etc.) has had with such customer(s) within the last five years related to contracts under which the Respondent provided(s) commodities or services in the United States on an organizational or enterprise level that may impact or has impacted the Respondent’s ability to provide the services described in this solicitation. See **the Prior Experience and Contract Dispute Reporting Form (Attachment C)** for further details and complete the form in its entirety and submit it with the Bid. The term “contract disputes” means any circumstances involving the performance or non-performance of a contractual obligation that resulted in any of the following actions:

- 3.6.1 Identification by the contract customer that the Respondent was in default or breach of a duty or performance under the contract.

- 3.6.2 An issuance of a notice of default or breach.
- 3.6.3 The assessment of any fines or direct, consequential, or liquidated damages under such contracts.
- 3.6.4 If there are no such contract disputes, the Respondent must submit a statement confirming this fact using the title in its Bid.

3.7 Subcontractor List

Respondent may enter into written subcontracts for performance of services under the Contract resulting from this solicitation. Any anticipated subcontract agreements known at the time of Bid submission and the amount of the subcontract must be identified in the Bid. If a subcontract has been identified at the time of Bid submission, a copy of the proposed subcontract must be submitted to the Department. No subcontract that Respondent enters into with respect to performance under the Contract will in any way relieve Respondent of any responsibility for performance of its Contract responsibilities with the Department. The Department reserves the right to request and review information in conjunction with its determination regarding a subcontract request and reject any subcontractor proposed by the Respondent in its Bid.

The Respondent must complete **Attachment G, Subcontractors List**, in its entirety and submit it with the Bid.

3.8 Licenses/Certifications

Respondent must include the following information in the Bid:

- 3.8.1. Must provide proof of current general liability insurance coverage and provide Certificate of Insurance.
- 3.8.2. Respondent must provide a current Intrastate Movers license with the Florida Department of Agriculture and Consumer Service and must provide IM number.

3.9 Special Accommodations

Persons with disability requiring special accommodations should call the Department's Purchasing office at least five business days, prior to any pre-Bid conference, Bid opening, or meeting at (850) 245-4199. If hearing or speech impaired, please contact the Department's Purchasing office through the Florida Relay Service, at 1-800-955-8771 (TTY).

3.10 Responsive and Responsible (Mandatory Requirements)

Respondents must complete and submit the following mandatory information or documentation as part of their Bid by the time specified in Section 2.5. Any Bid which does not contain the information below will be deemed non-responsive to this ITB:

- 3.10.1 **Title Page** must be completed, signed, and returned with Bid submittal.
- 3.10.2 **Price Page (Attachment B)**, must be completed as specified in **Section 3.5**.
- 3.10.3 **Performance and Contract Reporting Form for Respondent (Attachment C)**, must be completed and returned with Bid submittal as specified in **Section 3.6**.
- 3.10.4 **Statement of Non-Collusion (Attachment D)** must be completed as specified in **Section 4.3**.
- 3.10.5 **Respondent Certification Regarding Scrutinized Companies Lists (Attachment E)** must be completed as specified in **Section 4.2**.
- 3.10.6 **Identical Tie Bids (Attachment F)** must be completed, signed and returned with Bid submittal as specified in **Section 2.11**.
- 3.10.7 **Subcontractors List (Attachment G)** must be completed, signed and returned with Bid submittal as specified in **Section 3.7**.
- 3.10.8 Licensure requirements specified in **Section 3.8**.
- 3.10.9 Bids must document the Respondent's ability to meet the following minimum requirements:
 - 3.10.9.1 Respondent must have a minimum of five years commercial moving experience.
 - 3.10.9.2 Workers' Compensation in accordance with applicable state laws and regulations.

3.11 Late Bids

The Procurement Officer must receive Bids pursuant to this ITB no later than the date and time specified in **Section 2.5**. Bids that are not received by the date and time specified will not be considered.

SECTION 4.0 SPECIAL CONDITIONS

4.1 PUR 1000, General Contract Conditions

The PUR 1000 is incorporated by reference in this ITB and contains general Contract terms and conditions that will apply to any Contract resulting from this ITB, to the extent they are not otherwise modified. This document should not be returned with the Bid. The PUR 1000 is located at <http://dms.myflorida.com/content/download/2933/11777>.

The terms of this solicitation control over any conflicting terms of the PUR 1000. Paragraph 31 of PUR 1000 does NOT apply to this ITB or any resulting contract.

4.2 Scrutinized Companies

All Respondents seeking to do business with the Department must be in compliance with section 287.135, Florida Statutes. The Department may, at its option, terminate a contract if Respondent is found to have submitted a false certification as provided under section 287.135(5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or have been engaged in business operations in Cuba or Syria.

Refer to **Respondent Certification Regarding Scrutinized Companies Lists (Attachment E) Form.**

4.3 Conflict of Interest and Statement of Non-Collusion

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

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

Refer to **Statement of Non-Collusion Form, Attachment D.**

4.4 Certificate of Authority

All limited liability companies, corporations, corporations not for profit, and partnerships seeking to do business with the State must be registered with the Florida Department of State in accordance with the provisions of Chapters 605, 607, 617, and 620, Florida Statutes, respectively, prior to Contract execution. The Department retains the right to

ask for verification of compliance before Contract execution. Failure of the successful Provider to have appropriate registration may result in withdrawal of Contract award.

4.5 Provider Registration

Each Provider doing business with the State for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, must register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1.033, Florida Administrative Code. State agencies must not enter into an agreement for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, with any Respondent not registered in the MyFloridaMarketPlace system, unless exempted by rule. The successful Provider must be registered in the MyFloridaMarketPlace system within five days after posting of the Intent to Award.

Registration may be completed at:

<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e2s1>

A Provider lacking internet access may request assistance from MyFloridaMarketPlace Customer Service at 866-352-3776 or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, FL 32399.

4.6 Minority, Women, and Florida Veteran Business Participation

The Department encourages certified minority, women, and Florida veteran business participation in all its solicitations.

4.7 Commercial General Liability Insurance

4.7.1. Respondent must secure and maintain, at its sole expense and for the duration of the Contract, term insurance policies to protect, any subcontractor(s), and the State as follows:

4.7.1.1. Workers' Compensation in accordance with applicable state laws and regulations.

4.7.1.2. General Liability Insurance covering all operations and services under the Purchase Order in amounts sufficient to protect the Department.

4.7.2. Certificates of insurance coverage described above must be furnished by Respondent on request of the Department.

4.7.3. No insurance will be acceptable unless written by a company licensed by the State of Florida, Department of Financial Services, Division of Insurance Agent and Agency Services to do business in Florida, where the work is to be performed at the time the policy is issued.

4.8 Indemnification

Respondent must save and hold harmless and indemnify the Department against any and all liability, claims, judgments, or costs of whatsoever kind or nature for injury to, or death of any person or persons and for loss or damage to any property resulting from the use, service operation, or performance of work under the terms of the Contract, resulting in whole or in part from the negligent acts or omissions by Respondent, their subcontractor, or any of the employees, agents, or representatives of Respondent or subcontractor.

4.9 Performance Measures

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain performance measures which specify the required minimum level of acceptable service to be performed. The performance measures are detailed in the **Scope of Work (Attachment A)**.

4.10 Financial Consequences

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain financial consequences that will apply if Respondent fails to perform in accordance with the Contract terms. The financial consequences are detailed in the **Scope of Work (Attachment A)**.

4.11 Order

Respondents must become familiar with the Department's Order which contains administrative, financial, and non-programmatic terms and conditions mandated by federal laws, state statutes, administrative code rules, and directive of the Chief Financial Officer.

Use of the Order is mandatory for Department Orders issued in MyFloridaMarketplace as they contain the basic clauses required by law. The terms and conditions contained in the Order Terms and Conditions are non-negotiable. The State of Florida, Department of Health, Order Terms and Conditions are located at:

http://www.floridahealth.gov/_media/procurements/documents/doh-terms-and-conditions.pdf

4.12 Conflict of Law and Controlling Provisions

Any Contract resulting from this ITB, and any conflict of law issue, will be governed by the laws of Florida. Venue must be in Leon County, Florida, to the exclusion of all other jurisdictions.

Respondents acknowledge that this solicitation (including but not limited to the resulting Contract, exhibits, attachments, or amendments) is not a rule nor subject to rulemaking under Chapter 120 (or its successor) of the Florida Statutes and is not subject to challenge as a rule or non-rule policy under any provision of Chapter 120, Florida Statutes.

4.13 Agency Inspectors General

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055, Florida Statutes.

4.14 Records and Documentation

To the extent that information is used in the performance of the resulting Contract or generated as a result of it, and to the extent that information meets the definition of "public record" as defined in section 119.011(12), Florida Statutes, said information is hereby declared to be and is hereby recognized by the parties to be a public record and absent a provision of law or administrative rule or regulation requiring otherwise, Respondent must make the public records available for inspection or copying upon request of the Department's custodian of public records in accordance with Chapter 119, Florida Statutes. Respondent's refusal to comply with Chapter 119, Florida Statutes, will constitute an immediate breach of the Contract resulting from this ITB and entitles the Department to unilaterally terminate the Contract.

Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this ITB must be retained by Respondent for a period of six years after the termination of the resulting Contract or longer as may be required by any renewal or extension of the Contract. During the records retention period, Respondent agrees to furnish, when requested to do so, all documents required to be retained. Submission of such documents must be in the Department's standard word processing format. If this standard should change, it will be at no cost incurred to the Department. Data files will be provided in a format readable by the Department.

Respondent must maintain all records required to be maintained pursuant to the resulting Contract in such manner as to be accessible by the Department upon demand. Where permitted under applicable law, access by the public must be permitted without delay.

4.15 Attorney's Fees

In the event of a dispute prior to or post award, each party responding to this solicitation is responsible for its own attorneys' fees, except as otherwise provided by law.

4.16 Protests

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 will constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Only documents delivered by the United States Postal Service, a private delivery service, in person, or by facsimile during business hours will be accepted. Documents received after business hours will be filed the following business day.

No filings may be made by email or any other electronic means. All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped by the official stamp of the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

Do not send Bids to the Agency Clerk's Office. Send all Bids to the Procurement Officer and address listed in Section 2.5, Timeline.

The Agency Clerk's mailing address:

Agency Clerk
Florida Department of Health
4052 Bald Cypress Way, BIN A-02
Tallahassee, Florida 32399-1703
Telephone No. (850) 245-4005

The Agency Clerk's physical address for hand deliveries:

Agency Clerk
Florida Department of Health
2585 Merchants Row Blvd.
Tallahassee, Florida 32399
Fax No. (850) 413-8743

**ATTACHMENT A
SCOPE OF WORK
OFFICE RELOCATION SERVICES**

1. PURPOSE:

This scope of work is for office relocation services from the Koger Executive Center, located at 1311 Executive Center Drive Tallahassee, Florida, 32301, to The Centre of Tallahassee, located at 2415 North Monroe Street, Tallahassee, Florida 32303. Provider will provide these services to the Florida Department of Health (Department), Division of Disability Determinations (DDD).

2. TERM:

This scope of work will begin 10/1/2019 the date on with the purchase order is issued, whichever is later. It will end at midnight, Eastern Standard Time (EST), three months from the issue date of this purchase order or 10/1/2019, whichever is later. The State of Florida's performance and obligation to pay under this purchase order is contingent upon annual appropriation by the Legislature and satisfactory performance of the Contractor.

3. LOCATION OF WORK:

The worksite for this scope of work are the following locations. Each of the buildings located below only has passenger elevators, not freight elevators:

LOCATION	ADDRESS
Ashley Building	1321 Executive Center Drive Tallahassee, Florida 32301
Howard Building	2571 Executive Center Circle East Tallahassee, Florida 32301
Lafayette Building	2551 Executive Center Circle West Tallahassee, Florida 32301
Turner Building	2586 Seagate Drive Tallahassee, Florida 32301
The Centre of Tallahassee	2415 North Monroe Street Suites 1600, 1700, & 1800 Tallahassee, Florida 32303

4. PROVIDER QUALIFICATIONS AND EXPERIENCE: The Contractor must possess the following minimum qualifications and experience:

- 4.1. Must have a minimum five years commercial moving experience.
- 4.2. Must have a current Intrastate Movers license with the Florida Department of Agriculture and Consumer Service.
- 4.3. Must have proof of current general liability insurance coverage

5. PROVIDER RESPONSIBILITIES:

5.1. **SERVICE TASKS:** Provider will perform the following tasks in the time and manner specified:

- 5.1.1. Provider will have all the necessary equipment to perform the following at each Phase:

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- 5.1.1.1. Disassemble and assemble furnishings at all worksites.
- 5.1.1.2. Load all tagged safety equipment, furnishings, boxes, supplies, and materials as indicated in inventory lists labeled Exhibits 1-5 at each worksite.
- 5.1.1.3. Transport and unload safety equipment, furnishings, boxes, supplies, and materials into designated and labeled areas of worksites as directed by on-site personnel.

- 5.1.2. Provider will relocate offices in Phases as indicated in **Sections 5.1.3. through 5.1.6.** Contractor will arrive at each worksite, specified in **Section 3** above, at 8:00 a.m., Eastern Standard Time (EST) on the date indicated for each Phase. Diagrams are included in each exhibit for each worksite. Dates for each Phase are subject to change based on construction delays, unforeseen circumstances, or inclement weather as determined by DDD's designated contact and the Provider's project manager.

- 5.1.3. **Phase I:** Relocate four fire-proof cabinets located throughout multiple worksites as indicated on Exhibit 1 on October 16, 2019.
 - 5.1.3.1. One fire-proof cabinet located at The Storage Center, 3110 Apalachee Parkway Unit 05409, Tallahassee, Florida 32311, will be relocated to U-Haul Moving and Storage at Lake Ella Unit A003, 1580 North Monroe Street, Tallahassee, Florida 32303. The dimensions of the cabinet are 17.75" W x 22.15" D x 52.75" H and Weighs 251.00 lbs.
 - 5.1.3.2. One fire-proof cabinet located in the Ashley Building, Room 120, will be relocated to the Centre of Tallahassee Suite 1600, Annex Room 538. The dimensions of the cabinet are: 17.75" W x 22.15" D x 41" H and Weighs: 435.00 lbs.
 - 5.1.3.3. One fire-proof cabinet in the Lafayette Building, Room 203, will be relocated to the Centre of Tallahassee, Suite 1700, Room 111. The dimensions of the cabinet are: 38" W x 23" D x 41" H and Weighs: 756.00 lbs.
 - 5.1.3.4. One fire-proof cabinet in the Howard Building, Room 135, will be relocated to the Centre of Tallahassee, Suite 1800, Room 414. The dimensions of the cabinet are: 17.75" W x 22.15" D x 52.75" H and Weighs: 435.00 lbs.

- 5.1.4. **Phase II:** Relocate hard offices from the Ashley Building 1st and 2nd floors, Lafayette Building 2nd floor, Turner Building 1st and 2nd floor and Howard Building 1st floor as indicated on Exhibit 2, to The Centre of Tallahassee Suites 1600, 1700 and 1800_ beginning Friday, October 11, 2019, from 8:00 a.m. to 5:00 p.m., EST and will continue on Saturday, October 12, 2019, 7:00 a.m. to 6:00 p.m., EST., and Sunday, October 13, 2019, 8:00 a.m. to 5:00 p.m., EST., as necessary. Phase II hard offices include:
 - 5.1.4.1. Ashley Building 1st floor:
 - 5.1.4.1.1. Information Services offices
 - 5.1.4.1.2. Director's Hallway area offices
 - 5.1.4.1.3. Program Operations offices
 - 5.1.4.1.4. Administrative Services offices
 - 5.1.4.1.5. Human Resources offices
 - 5.1.4.2. Ashley Building 2nd floor:

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- 5.1.4.2.1. Program Services offices
- 5.1.4.2.2. Central Area II Annex
- 5.1.4.3. Turner Building 1st and 2nd floors:
 - 5.1.4.3.1. All offices
- 5.1.4.4. Howard Building 1st floor:
 - 5.1.4.4.1. Office #124
- 5.1.4.5. Additional hard offices.
 - 5.1.4.5.1. Ashley Building: eight offices located on 1st floor and four offices on 2nd floor.
 - 5.1.4.5.2. Howard Building one office located on the 1st floor
 - 5.1.4.5.3. Lafayette Building five offices located on the 2nd floor.
 - 5.1.4.5.4. Turner Building one office on the 1st floor and one office on the 2nd floor.

- 5.1.5. **Phase III:** Relocate hard offices in the Lafayette Building 1st floor and 2nd floor as indicated on Exhibit 3 to The Centre of Tallahassee Suites 1700 and 1800 on 1st and 2nd floors, beginning Friday, October 18, 2019, 8:00 a.m. to 5:00 p.m., EST and will continue on Saturday, October 19, 2019, 7:00 a.m. to 6:00 p.m., EST., and Sunday, October 20, 2019, 8:00 a.m. to 5:00 p.m., EST., as necessary. Phase III hard offices include:
 - 5.1.5.1. Lafayette Building 1st floor:
 - 5.1.5.1.1. Disability Hearings Unit offices
 - 5.1.5.1.2. Contracted Doctor's offices
 - 5.1.5.2. Lafayette Building 2nd floor:
 - 5.1.5.2.1. Quality Assurance offices
 - 5.1.5.2.2. Finance and Accounting offices
 - 5.1.5.3. Additional hard offices:
 - 5.1.5.3.1. Lafayette Building one office located on the 1st floor,
 - 5.1.5.3.2. Lafayette Building one offices located on the 2nd floor.

- 5.1.6. **Phase IV:** Relocate hard offices in the Lafayette Building and Howard Building to The Centre of Tallahassee Suites 1700 and 1800 1st and 2nd floors as indicated on Exhibit 4 beginning Friday, October 25, 2019, at 8:00 a.m. to 5:00 p.m., EST and will continue Saturday, October 26, 2019, 7:00 a.m. to 6:00 p.m., EST., and Sunday, October 27, 2019, 8:00 a.m. to 5:00 p.m., EST., as necessary. Phase IV hard offices include:
 - 5.1.6.1. Lafayette Building 1st floor:
 - 5.1.6.1.1. Clerical Support offices,
 - 5.1.6.2. Lafayette Building 2nd floor:
 - 5.1.6.2.1. Central Area III/Medically Needy offices
 - 5.1.6.3. Lafayette Building one additional office located on the 2nd floor.
 - 5.1.6.4. Howard Building 1st and 2nd floor:
 - 5.1.6.4.1. Central Area I offices
 - 5.1.6.4.2. Two additional offices on 1st and 2nd floor.

- 5.1.7. Return to the Centre of Tallahassee Suites 1600, 1700 and 1800, 1st and 2nd floors, within five business days following each relocation to remove packing materials and boxes from the premises.

**ATTACHMENT A
SCOPE OF WORK
OFFICE RELOCATION SERVICES**

- 5.1.8. Return to the Koger Executive Center office buildings listed below, between November 13-19, 2019 to remove packing materials, boxes, and debris.
 - 5.1.8.1. Lafayette Building
 - 5.1.8.2. Howard Building
 - 5.1.8.3. Turner Building
 - 5.1.8.4. Ashley Building

5.2. **DELIVERABLES:** Contractor will complete and submit the following deliverables to the Department in the time and manner specified:

- 5.2.1. Upon Completion of all Phases: Provision of office relocation services in the time and manner specified in Section 5.1.

6. METHOD OF PAYMENT:

- 6.1. A purchase order will be issued to the Contractor.
- 6.2. The method of payment for this purchase order is unit rate.
- 6.3. The Contractor will not receive payment in advance for goods or services described in this scope of work.
- 6.4. The Contractor must submit an invoice upon completion of all deliverables upon completion of all deliverables that provides a detailed accounting of the deliverables performed during the invoice period for which payment is being requested.
- 6.5. The Contractor is responsible for the performance of all tasks and deliverables contained in this scope of work.

7. PERFORMANCE MEASURES AND FINANCIAL CONSEQUENCES: All deliverables and related tasks must be completed 100% as specified. Failure to satisfactorily complete or submit a deliverable in the time and manner specified will result in a financial consequence as indicated below:

- 7.1. Failure to complete and submit Tasks 5.1.1. through 5.1.6. in the time and manner specified will result in a payment reduction equal to 10 percent of the total invoiced amount.
- 7.2. Failure to complete and submit Task 5.1.7. in the time and manner specified will result in a payment reduction equal to 2 percent of the total invoiced amount.
- 7.3. Failure to complete and submit Task 5.1.8 in the time and manner specified will result in a payment reduction equal to 5 percent of the total invoiced amount.

8. CONTRACTOR TRAVEL REIMBURSEMENT:

The Provider will not be reimbursed for any travel expenses under this agreement.

9. DEPARTMENT CONTRACT MANAGER:

The Department Contract Manager for this scope of work is:

**ATTACHMENT A
SCOPE OF WORK
OFFICE RELOCATION SERVICES**

Angham (Ann) Habib Government Operations Consultant II Angham.Habib@ssa.gov 850-488-4222 ext.5318	Florida Department of Health Division of Disability Determinations 1321 Executive Center Drive, Suite 100 Tallahassee, FL 32301
Email for Invoices or Notifications: FLDDS.Admin.Services@ssa.gov	
Contract Manager Training Database	

10. CONTROLLING TERMS AND CONDITIONS:

- 10.1. Invitation to Bid DOH19-013;
- 10.2. Department's Purchase Order Terms and Conditions;
- 10.3. Department's Scope of Work; and
- 10.4. Contractor's Response to the Department's Invitation to Bid.

**ATTACHMENT B
PRICE PAGE**

A single award will be made to the responsive, responsible Respondent offering lowest grand total for the services requested in this ITB, including delivery, FOB destination.

Unit price will control in the case of mathematical error(s).

No changes should be made to the format of this price page.

Description	Unit Price	Quantity	Grand Total Price
Commercial Moving Services	\$ _____ Hourly Rate	X _____ Service Hours (Not to exceed 1,100)	\$ _____

**ATTACHMENT C
PRIOR EXPERIENCE AND CONTRACT DISPUTE REPORTING FORM**

This document is to be used by the Respondent to certify information related to **Section 3.6.** five years of prior performance related to the scope of this Bid and contract disputes the Respondent (including its affiliates, subcontractors, agents, etc.) has had with any such customer(s) within the last five years.

Customer	
Commodity/Service Provided	
Contract/Agreement #	
Term of Contract/Agreement	
Contact Person Name	
Contact Person E-mail address	
Contact Person Phone number	

Customer	
Commodity/Service Provided	
Contract/Agreement #	
Term of Contract/Agreement	
Contact Person Name	
Contact Person E-mail address	
Contact Person Phone number	

Customer	
Commodity/Service Provided	
Contract/Agreement #	

**ATTACHMENT C
PRIOR EXPERIENCE AND CONTRACT DISPUTE REPORTING FORM**

Term of Contract/Agreement	
Contact Person Name	
Contact Person E-mail address	
Contact Person Phone number	

Customer	
Commodity/Service Provided	
Contract/Agreement #	
Term of Contract/Agreement	
Contact Person Name	
Contact Person E-mail address	
Contact Person Phone number	

**ATTACHMENT D
STATEMENT OF NON-COLLUSION**

I hereby certify that my company, its employees, and its principals, had no involvement in performing a feasibility study of the implementation of the subject Contract, in the drafting of this solicitation document, or in developing the subject program. Further, my company, its employees, and principals, engaged in no collusion in the development of the instant Bid, proposal or reply. This Bid, proposal or reply is made in good faith and there has been no violation of the provisions of Chapter 287, Florida Statutes, the Florida Administrative Code Rules promulgated pursuant thereto, or any procurement policy of the Department. I certify I have full authority to legally bind Respondent to the provisions of this Bid, proposal or reply.

Signature of Authorized Representative*

Date

*An authorized representative is an officer of the Respondent's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by someone other than the President, Chairman or owner.

**ATTACHMENT E
RESPONDENT CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST**

Respondent Name: _____

Respondent Mailing Address: _____

City-State-Zip: _____

Telephone Number: _____

Email Address: _____

Federal Employer Identification Number (FEID): _____

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, 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. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of the Respondent, I hereby certify that the company identified above in the section entitled "Respondent Name" is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Signature of Authorized Representative*: _____

Printed (Typed) Name and Title: _____

*An authorized representative is an officer of the Respondent's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by someone other than the President, Chairman or owner.

**ATTACHMENT F
IDENTICAL TIE CERTIFICATION FORM**

Respondent Name: _____

Respondent Mailing Address: _____

City-State-Zip: _____

Telephone Number: _____

Email Address: _____

Federal Employer Identification Number (FEID): _____

Chapter 287, Florida Statutes, provide Respondents the advantage of “tie breakers” whenever two or more bids, proposal, or replies received by an agency are equal with respect to price, quality, and service. For a Respondent to take advantage of the below “tie breakers,” it must meet the statutory qualifications for one or more of these provisions and certify that it qualifies for the cited preference.

If the Department discovers that any information on this form is false after the award to the Respondent is made, the Department reserves the right to terminate the Contract and hold the awarded Respondent liable for costs associated with re-procuring the services. The Respondent certifies that below preferences apply:

Yes	No	Applicable Certification
		<u>Certified Minority Business Enterprise</u> : This Bid is from a certified minority-owned firm or company in accordance with sections 287.057(11) and 287.0943, Florida Statutes.
		<u>Certified Veteran Business Enterprise</u> : This Bid is from a certified veteran business enterprise in accordance with section 295.187, Florida Statutes.
		<u>Drug Free Workplace</u> : This Bid is from a Respondent that currently maintains a drug-free workplace environment in accordance with section 287.087, Florida Statutes.
		<u>Foreign Manufacturer (This preference only applies to State procurements of commodities)</u> : This Bid is from a foreign manufacturer with a factory in Florida employing over 200 employees in the State in accordance with section 287.092, Florida Statutes.
		<u>Preference to Florida Business (This preference only applies to State procurements of personal property)</u> : This Bid is from a vendor who meets the requirements of section 287.084, Florida Statutes.
		This Proposal is from a Respondent that is not eligible for any of the above preferences.

**ATTACHMENT F
IDENTICAL TIE CERTIFICATION FORM**

Additional Tie Breaker Criteria: If more than one Respondent is entitled to the certified veteran business enterprise preference specified in section 295.187, Florida Statutes or another preference identified above that is applicable to this solicitation, the Department will award the Contract to the business having the smallest net worth as specified in section 295.187(4), Florida Statutes. The Respondent certifies its net worth is: _____

As the person authorized to sign this statement on behalf of the Respondent, I certify that this Bid complies fully with the above requirements.

Signature of Authorized Representative*: _____

Printed (Typed) Name and Title: _____

***An authorized representative is an officer of the Respondent's organization who has legal authority to bind the organization to the provisions of the Proposal, Reply or Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Proposal, Reply or Bid, if signed by someone other than the President, Chairman or owner.**

**ATTACHMENT G
SUBCONTRACTORS LIST**

Each Respondent must submit with its Bid a list of the subcontractors who will perform work under the Contract. The Respondent must determine that a listed subcontractor has been successfully engaged in performing the services required under this solicitation and is qualified to provide the services under the resulting Contract.

In the event that no subcontractor will be used, this form must be returned with the Respondent's response indicating "No Subcontractors will be used."

NO SUBCONTRACTORS WILL BE USED:

Subcontractor Name:	
Product or Services Provided	
Address:	
City and Zip	
Phone #	

Subcontractor Name:	
Product or Services Provided	
Address:	
City and Zip	
Phone #	

Subcontractor Name:	
Product or Services Provided	
Address:	
City and Zip	
Phone:	

*Authorized Representative's Signature

*Typed Name and Title of Authorized Representative

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