
Invitation to Bid (ITB)
For
Lawn Care Services
ITB No: DMS 14/15-040
The State of Florida
Department of Management Services

Procurement Officer:
Lori L. Anderson, FCCN, FCCM
Purchasing Analyst
Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335.2Z
Tallahassee, Florida 32399-0950
Telephone: (850) 488-0510
Email: dms.purchasing@dms.myflorida.com

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any protest must be timely filed with the Department of Management Services' Agency Clerk listed at:
http://www.dms.myflorida.com/agency_administration/general_counsel

TABLE OF CONTENTS

Contents

SECTION 1. INTRODUCTION.....4

1.1 Invitation4

1.2 Solicitation Objective.....4

1.3 Term4

1.4 Definitions4

1.5 Special Accommodations4

1.6 Procurement Officer.....5

SECTION 2. ITB PROCESS.....5

2.1 General Overview of the ITB Process5

2.2 Protests of Terms, Conditions and Specifications6

2.3 Timeline of Events6

2.4 Addendum to the ITB7

2.5 Contract Formation7

2.6 Disclosure of Bid Contents.....7

2.7 Withdrawal of Bids7

2.8 Diversity7

SECTION 3. BID INSTRUCTIONS8

3.1 Introduction8

3.2 MyFloridaMarketPlace (MFMP) Registration.....8

3.3 Who May Respond8

3.4 Florida Substitute Form W-9 Process.....8

3.5 How to Submit a Bid9

3.6 Qualification Questions9

3.7 Contents of Bid Submission9

3.8 Redacted Submissions10

SECTION 4. SELECTION METHODOLOGY.....12

4.1 Basis of Award.....12

4.2 Bid Disqualification.....13

4.3 Identical Bid13

SECTION 5. AWARD13

5.1 Department’s Reserved Rights for Award13

5.2	Posting of Decision	13
5.3	Protests	13
FORM 1	– BIDDER’S CONTACT INFORMATION	14
FORM 2	- NOTICE OF CONFLICT OF INTEREST	15
FORM 3	- NON-COLLUSION CERTIFICATION.....	16
FORM 4	- STATEMENT OF NO INVOLVEMENT	17
FORM 5	– BUSINESS/CORPORATE REFERENCE	18
FORM 6	– ADDENDUM/ADDENDA ACKNOWLEDGEMENT FORM	20
FORM 7	– SUBCONTRACTING	21
FORM 8	– QUALIFYING QUESTIONS.....	22

ATTACHMENTS:

- ATTACHMENT A – STATEMENT OF WORK
- ATTACHMENT B – CONTRACT
- ATTACHMENT C – FACILITY LIST
- ATTACHMENT D – SITE VISITS
- ATTACHMENT E – PRICE SHEETS (YEARS 1-5 AND RENEWAL YEARS 1-5)
- ATTACHMENT F – UNIT PRICING (YEARS 1-5 AND RENEWAL YEARS 1-5)
- ATTACHMENT G – VOLUME DISCOUNTS (YEARS 1-5 AND RENEWAL YEARS 1-5)
- ATTACHMENT H – PERFORMANCE STANDARDS AND GUARANTEES
- ATTACHMENT I – MONTHLY SUMMARY REPORT
- ATTACHMENT J – FACILITY LIST (USER AGENCY)
- ATTACHMENT K – SITE VISIT FORM (USER AGENCY)
- ATTACHMENT L – QUOTE FORM (USER AGENCY)
- ATTACHMENT M – PRICING FORMULA
- ATTACHMENT N – PRICING FORMULA EXAMPLE

SECTION 1. INTRODUCTION

1.1 Invitation

The State of Florida Department of Management Services' Division of Real Estate Development and Management (Department) is issuing this Invitation to Bid (ITB) to establish a Contract for Lawn Care Services. The solicitation will be administered through the Vendor Bid System (VBS). Bidders interested in submitting a bid must comply with all of the terms and conditions described in this ITB.

1.2 Solicitation Objective

This Lawn Care Services Contract had an average annual spend of \$485,091 over the term of the current contracts. The estimated spend is for informational purposes only and should not be construed as representing actual, guaranteed or minimum average annual spend under any new contract. The Department intends to make one award per county within each region, as determined to be in the best interest of the State.

1.3 Term

The initial term of the Contract will be five years with up to five renewal years. The Contract may be renewed in whole or in part for a period that will not exceed the renewal years, at the renewal pricing specified in the final bid and the Contract.

1.4 Definitions

The following definitions apply to this ITB, in addition to the definitions in the PUR 1000 and PUR 1001. Additional definitions can be found in Section 1 of ATTACHMENT B – CONTRACT. These definitions are understood in their singular, plural and possessive forms.

1.4.1 Bidder – A Vendor who submits a bid in response to this ITB.

1.4.2 Confidential Information - Any portion of a Bidder's documents, data or records disclosed relating to its bid that is clearly marked "Confidential" that the Bidder claims is confidential and not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or any other authority.

1.4.3 Contract - The agreement that results from this competitive solicitation, if any, between the Department and the Bidder identified as providing the most advantageous bid to the State. (This definition replaces the definition in the PUR 1000.)

1.4.4 State - The State of Florida.

1.4.5 Vendor - An entity that is capable and in the business of providing a commodity or contractual service similar to those within the solicitation.

1.5 Special Accommodations

Any person requiring a special accommodation due to a disability should contact the Department's Americans with Disabilities Act (ADA) Coordinator at (850) 488-0439. Requests for accommodation for meetings must be made at least five workdays prior to the meeting. A

person who is hearing or speech impaired can contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).

1.6 Procurement Officer

Pursuant to section 287.057(23), Florida Statutes, 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.

Procurement Officer for this ITB is:

Lori L. Anderson, FCCN, FCCM
Purchasing Analyst
Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335.2Z
Tallahassee, Florida 32399-0950
Telephone: (850) 488-0510
Email: dms.purchasing@dms.myflorida.com

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

SECTION 2. ITB PROCESS

2.1 General Overview of the ITB Process

The ITB is a method of competitively soliciting a commodity or contractual service under Chapter 287, Florida Statutes. The Department posts an ITB on the Vendor Bid System (VBS) to initiate the process. Vendors can submit formal questions in writing to the Procurement Officer by the date listed in the Timeline of Events below. Bids must be submitted by the deadline listed in the Timeline of Events.

The Department will hold a public opening of the bids at the date, time, and location below. Once the Department has evaluated the bids, the Department will post a notice of intent to award on the VBS. The Department reserves the right to reject all bids.

2.1.1 Bidder's Questions

Bidders will address all questions during the Question and Answer period regarding this solicitation in writing via email to the Procurement Officer. The deadline for submission of questions is reflected in Section 2.3 below.

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

Question #	Vendor	ITB Section	ITB Page #	Question

Responses to all written inquiries, and clarifications or addenda if made to the ITB, will be made through the VBS.

Questions will not constitute formal protest of the specifications or of this solicitation.

2.2 Protests of Terms, Conditions and Specifications

With respect to a protest of the terms, conditions, specifications contained in this solicitation, including any provisions governing the methods for scoring or ranking replies, awarding contracts, or modifying or amending any contract, a notice of intent to protest shall be filed in writing within 72 hours after the posting of the solicitation. For purposes of this provision, the term “the solicitation” includes this ITB, any addendum, response to written questions, clarification or other document concerning the terms, conditions, or specifications of the solicitation.

2.3 Timeline of Events

The table below contains the Timeline of Events for this solicitation. Bidders should become familiar with the Timeline of Events. The dates and times within the Timeline of Events may be subject to change. It is the Bidder’s responsibility to check the VBS for any changes. All changes to the Timeline of Events will be made through an addendum to the solicitation. Bidders are responsible for submitting all required documentation by the dates and times specified below (Tallahassee, Florida local time). The Department will not consider late documents.

Timeline of Events	Event Time (EDT)	Event Date
ITB posted in the VBS.		4/13/15
Mandatory Site Visits.		4/20/15 – 5/1/15
Deadline to submit <u>questions</u> to the Procurement Officer.	3:00 p.m.	5/6/15
Department’s anticipated posting of <u>answers</u> to Bidders’ questions in the VBS.		5/11/15
Deadline to submit bid and all required documents to the Procurement Officer.	3:00 p.m.	5/20/15
Public Opening. 4050 Esplanade Way, Room 360K Tallahassee, Florida, 32399-0950	3:00 p.m.	5/20/15
Anticipated date to post Notice of Intent to Award.		6/4/15
Anticipated contract start date.		7/1/15

2.4 Addendum to the ITB

The Department reserves the right to modify this ITB by issuing Addenda. All changes to the ITB will be made through an Addendum posted on the VBS. It is the responsibility of the Bidder to check for any changes on the VBS.

2.5 Contract Formation

The Department will enter into a Contract with each Bidder awarded pursuant to Section 4. The Contract will consist of Attachment A – Statement of Work, Attachment B – Contract and the pricing submitted by the awarded Bidders. No additional documents submitted by a Bidder will be incorporated in the Contract. During the solicitation period, the Department may specifically identify and incorporate by reference any additional documents which are to be incorporated into the Contract.

2.6 Disclosure of Bid Contents

All documentation produced as part of this ITB will become the exclusive property of the Department and will not be returned to the Bidder unless it is withdrawn prior to the bid opening in accordance with Section 2.7.

2.7 Withdrawal of Bids

Bidders may modify a bid at any time prior to the bid due date by sending the modified bid to the Procurement Officer. A bid may be withdrawn by notifying the Procurement Officer in writing before the bid opening.

2.8 Diversity

The Department is dedicated to fostering the continued development and economic growth of minority, veteran, 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, veteran and women-owned business enterprises are encouraged to participate in the State's procurement process as both prime Bidders and subcontractors under prime contracts.

2.9 Mandatory Site Visits

A Bidder must visit every facility within each county, as listed on Attachment C – Facility List, for which the Bidder wishes to be considered for an award. The site visits will allow the Bidder the opportunity to review and inspect all general and specific conditions that may affect the preparation of a bid, if any, and/or the performance of the resultant Contract. Facility boundaries will be specified in detail during the mandatory site visits.

2.9.1 Bidder's Responsibility

- 2.9.1.1** Contact the Facility Manager indicated on Attachment C – Facility List, to schedule a site visit.
- 2.9.1.2** Visit the facilities during the dates indicated in Section 2.3, Timeline of Events.
- 2.9.1.3** Obtain the Facility Manager's signature and date on Attachment D – Site Visits for each facility visited.
- 2.9.1.4** Submit a completed Attachment D – Site Visits, as indicated in Section 3.7, Contents of Bid/Bid Submission.

FAILURE TO ATTEND A MANDATORY SITE VISIT IN A COUNTY WILL RESULT IN DISQUALIFICATION FOR AN AWARD IN THAT COUNTY.

SECTION 3. BID INSTRUCTIONS

3.1 Introduction

This section contains the General Instructions and Special Instructions to Respondents. The General Instructions to Respondents (PUR 1001, 2006 version) are incorporated by reference and can be accessed at:

http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms

The following sections of the PUR 1001 (General Instructions) are inapplicable:

3.1.1 Section 3. Electronic Submission of Bidss

Bids shall be submitted in accordance with Section 3.7 of this solicitation.

3.1.2 Section 5. Questions

Questions shall be submitted in accordance with Section 2.1.1 of this solicitation.

The Special Instructions are in the sections below starting with Section 3.2.

In the event any conflict exists between the Special Instructions and General Instructions, the Special Instructions shall prevail.

3.2 MyFloridaMarketPlace (MFMP) Registration

Bidders must have a current vendor registration in MFMP.

<https://vendor.myfloridamarketplace.com/>.

The awarded Bidders(s) will be required to pay the required transaction fees as specified in Section 14 of the PUR 1000, unless an exemption has been requested and approved prior to the award of the Contract pursuant to Rule 60A-1.032 of the Florida Administrative Code.

3.3 Who May Respond

The Department will evaluate bids from responsive and responsible Bidders who satisfy the Qualifying Questions listed in Form 8. Bidders must answer the Qualifications Questions "yes" in order to be considered for an award.

3.4 Florida Substitute Form W-9 Process

State of Florida vendors *must* register and complete an electronic Substitute Form W-9. The Internal Revenue Service (IRS) receives and validates the information vendors provide on the Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: <http://www.myfloridacfo.com/Division/AA/StateAgencies/W-9Instructions022212.pdf>

The awarded Bidder(s), if any, must have completed this process before Contract execution.

3.5 How to Submit a Bid

Bidders shall submit:

3.5.1 One original version of the bid submittal and two copies.

3.5.2 One scanned copy of the entire bid in Adobe (.pdf), and Attachment E – Price Sheets (Years 1-5 and Renewal Years 1-5), Attachment F – Unit Pricing (Years 1-5 and Renewal Years 1-5) and Attachment G – Volume Discounts (Years 1-5 and Renewal in Excel (.xlsx) on a CD-ROM or USB thumb drive.

3.5.3 One **REDACTED** scanned copy of the bid, if applicable (see Section 3.8).

Sealed packages to be delivered shall be clearly marked on the outside of the package with the solicitation number and company name.

Submitted hard copies contained within the sealed packages shall be clearly marked with the Bidder's company name and solicitation number.

Bidders will submit a hard copy and CD-ROM copy of their bids to the Procurement Officer at the address listed in Section 1.6. Bidders must answer the Qualifying Questions listed in Section 3.6 in order to be able to submit a bid.

Bids shall be prepared simply and economically, providing a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this ITB. Fancy bindings, colored displays, and promotional material are not desired. The emphasis of each bid shall be on completeness and clarity of content.

Bidders are responsible for submitting their bids by the date and time specified in Section 2.3 of this solicitation. The Department will not consider late bids.

3.6 Qualification Questions

Bidders will submit a Yes/No response to the Qualifying Questions on FORM 8 and submit in accordance with Section 3.7.

3.7 Contents of Bid Submission

Bids are to be organized in sections as directed below. The Bidder shall complete each section entirely or the Bidder may be deemed nonresponsive. The following sections of this solicitation shall be submitted in one sealed package to the Procurement Officer.

The Bidder shall organize its bid submittal contents as follows:

Tab 1 A cover letter on the Bidder's letterhead with the following information:

- a) Name and headquarters location of the Bidder.
- b) Federal Employer Identification (FEID) Number.
- c) Counties the Bidder desires to be considered for award.

Tab 2 Completed FORMS:

FORM 1 – BIDDER’S CONTACT INFORMATION
FORM 2 – NOTICE OF CONFLICT OF INTEREST
FORM 3 – NON-COLLUSION CERTIFICATION
FORM 4 – STATEMENT OF NO INVOLVEMENT
FORM 5 – BUSINESS / CORPORATE REFERENCE FORM
FORM 6 – ADDENDUM ACKNOWLEDGEMENT FORM
FORM 7 - SUBCONTRACTING
FORM 8 – QUALIFYING QUESTIONS (include any documentation required by that form)

ATTACHMENT D – SITE VISITS
ATTACHMENT E – PRICE SHEETS (YEARS 1-5 AND RENEWAL YEARS 1-5)
ATTACHMENT F – UNIT PRICING (YEARS 1-5 AND RENEWAL YEARS 1-5)
ATTACHMENT G – VOLUME DISCOUNTS (YEARS 1-5 AND RENEWAL YEARS 1-5)

3.8 Redacted Submissions

The following subsection supplements section 19 of the PUR 1001. If Bidder considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, Bidder must mark the document as “Confidential” and simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department’s solicitation name, number, and the Bidder’s name on the cover, and shall be clearly titled “Redacted Copy.” The Redacted Copy should only redact those portions of material that the Bidder claims is confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the Bidder such an assertion has been made. It is the Bidder’s responsibility to assert that the information in question is exempt from disclosure under chapter 119 or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Bidder in a legal proceeding, the Department shall give the Bidder prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Bidder shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

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 determination that the redacted portions of its bid are confidential, proprietary, trade secret, or otherwise not subject to disclosure. **If Bidder fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records (see section 3.5.3).**

3.9 Subcontracting

Subcontracting for fertilization, pesticide application and irrigation services only. The Bidder shall be fully responsible for all work performed under the resultant Contract of this solicitation. The Bidder shall use only those subcontractors identified in FORM 7 – SUBCONTRACTING of the Bidder’s bid to this solicitation.

3.9.1 Subcontracting After Contract Execution

Should the Contractor be awarded and need to subcontract any fertilization, pesticide application and irrigation services to a subcontractor not originally identified in the Contractor’s bid, the Contractor shall submit a written request to the Department’s Contract Manager identified in the Contract. The written request shall include, but is not limited to, the following:

- 3.9.1.1 The name, address and other information identifying the subcontractor;
- 3.9.1.2 Component / type of services to be performed by the subcontractor;
- 3.9.1.3 Time of performance of the identified service;
- 3.9.1.4 How the Contractor plans to monitor the subcontractor’s performance of the identified services;
- 3.9.1.5 Certification that the subcontractor has all licenses and county authority, as applicable, and/or has satisfied all legal requirements to provide the services to the Department. Also, the Contractor shall certify that the subcontractor is approved by the Florida Department of State to transact business in the State of Florida. **If the subcontractor is an out-of-state company, it must have a Florida Certificate of Authority from the Department of State, Division of Corporations, to transact business in the State of Florida. Website: www.sunbiz.org**
- 3.9.1.6 A copy of the written subcontractor agreement; and
- 3.9.1.7 Acknowledgement from the subcontractor of the Contractor’s contractual obligation to the Department and that the subcontractor agrees to comply with all terms and conditions of the bid and resulting Contract.

The Contractor acknowledges that it shall not be released of its contractual obligation to the Department because of any subcontract. The Contractor is solely responsible for ensuring the subcontractor maintains the insurance as required. The Department shall treat the Contractor’s use of a subcontractor not contained herein and/or approved by the Department as a breach of this Contract.

3.10 Price Sheet Information/Instructions

- 3.10.1 The Bidder must submit Attachment E – Price Sheets (Years 1-5 and Renewal Years 1-5) for the counties for which the Bidder wants to be considered for an award. If the Bidder does not wish to bid on a county, the Bidder should place an “X” on the “No Bid” line.
- 3.10.2 The Bidder shall provide a price in each cell of the price sheets for each county the Bidder wishes to be considered for an award.

- 3.10.3** The Bidder shall use legible handwriting, if applicable, when completing the price sheets.
- 3.10.4** All price sheet calculations will be verified for accuracy by the Department. If mathematical errors in a Bidder's price sheet calculations are identified, unit prices submitted by the Bidder will be used to determine the total price for that Bidder. Price(s) will be final based on the Department's verification, and the Department will confirm clarification with the Bidder, and if applicable, price sheets will be corrected. Department-corrected price sheets will be made available upon written request.
- 3.10.5** The Bidder shall email the Procurement Officer identified in 1.6 for an electronic version of all price sheets to complete. The electronic versions of Attachment E – Price Sheets (Years 1-5 and Renewal Years 1-5), Attachment F – Unit Price (Years 1-5 and Renewal Years 1-5) and Attachment G – Volume Discounts (Years 1-5 and Renewal Years 1-5), shall be submitted with the bid.
- 3.10.6** The Bidder shall price all items on Attachment E – Price Sheets (Years 1-5 and Renewal Years 1-5), Attachment F – Unit Price (Years 1-5 and Renewal Years 1-5) and Attachment G – Volume Discounts (Years 1-5 and Renewal Years 1-5) for each county the Bidder wishes to be considered for an award. Failure to price all items for a county shall deem the Bidder non-responsive for that county. If zero is entered on the price sheets, the Bidder shall make a notation at the bottom of the price sheet indicating the intent of the zero. If no notation is made at the bottom of the price sheet, the Department will assume that the service(s) or item(s) bid will be at no cost to the Department.
- 3.10.7** The Bidder shall print and sign the completed price sheets and submit in accordance with Section 3.5.2.
- 3.10.8** All price sheet calculations will be verified by accuracy by the Department. Price points will be awarded based on the Department's verification, and if applicable, corrected price sheets. Department-corrected price sheets will be made available upon written request.

SECTION 4. SELECTION METHODOLOGY

4.1 Basis of Award

The Contract(s) will be awarded to the responsible and responsive Bidder(s) that submit(s) the lowest priced responsive bid(s). The Department will consider the total cost for each year of the Contract, including renewal years as submitted by the Bidder. The Department reserves the right to award multiple contracts, for all or part of the work contemplated by this solicitation or reject all bids.

The Department reserves the right to award as determined to be in the best interest of the State, and to accept or reject any and all offers, or separable portions, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the best interest of the state.

4.2 Bid Disqualification

Bids that do not meet all requirements, specifications, terms, and conditions of the solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. Bids that contain provisions that are contrary to the requirements of the ITB are not permitted. Bids with alternate provisions and conditions that are not consistent with the primary goals of the ITB may be deemed non-responsive. Bidders whose bids, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of a contract may be rejected as not responsible. The Department reserves the right to determine which bids meet the requirements of this solicitation, and which bidders are responsive and responsible.

4.3 Identical Bid

In the event that the Department's receives two identical bids, the Department will select a Bidder based on the criteria identified in rule 60A-1.011, Florida Administrative Code.

SECTION 5. AWARD

5.1 Department's Reserved Rights for Award

The Department reserves the right to:

- Divide the work among vendors by type of service or geographic area, or both; and
- Award contracts for less than the entire service area or less than all services encompassed by this solicitation, or both.

5.2 Posting of Decision

The Department will post a Notice of Intent to Award Contract, stating its intent to enter into one or more contracts with the vendor or vendors identified therein, on the VBS website http://vbs.dms.state.fl.us/vbs/main_menu.

If the Department decides to reject all bids, it will post its notice on the same VBS website.

5.3 Protests

5.3.1 Time Limits for Filing Protests

All notice of protest(s) must be filed within **72 hours** of the posting of the agency decision or solicitation. Any formal protest must be filed within 10 days of the notice of protest. A formal written protest is "filed" when **actually received** by the Department's Agency Clerk.

5.3.2 Bond Must Accompany Protest

When protesting a decision or intended decision (including a protest of the terms, conditions, and specifications of the solicitation), the protestor must post a bond with the formal protest that is equal to one percent of the Department's estimated contract amount.

FAILURE TO POST AN ORIGINAL BOND FOR THE REQUISITE AMOUNT AT THE TIME OF FILING THE FORMAL WRITTEN PROTEST WILL RESULT IN A REJECTION OF THE PROTEST.

FORM 1 – BIDDER’S CONTACT INFORMATION

The Bidder shall identify the contact information as described below.

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

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

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-mail _____

Legal Entity Name _____

FORM 2 - NOTICE OF CONFLICT OF INTEREST

Company or Entity Name _____

For the purpose of participating in the solicitation process and complying with the provisions of Chapter 112, of the Florida Statutes, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of the State of Florida or one of its agencies:

_____	_____
_____	_____
_____	_____

The persons listed below are current State employees who own an interest of 10 percent or more in the company/entity named above:

_____	_____
_____	_____
_____	_____

Name of Bidder's Organization

Signature of Authorized Representative and Date

Print Name

FORM 3 - NON-COLLUSION CERTIFICATION

STATE OF _____
COUNTY OF _____

I state that I _____ of _____,
(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Bid, or potential Bid.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Bid, or potential Bid, and they will not be disclosed before Bid opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher that the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.
5. _____, its affiliates, subsidiaries, officers, director, and employees
(Name of Firm)
are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to Bid, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Dated this _____ day of _____ 2015.
Name of Organization: _____
Signed by: _____
Print Name _____

being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____ 2015.
Notary Public: _____
My Commission Expires: _____

FORM 4 - STATEMENT OF NO INVOLVEMENT

I, _____, as an authorized representative of the aforementioned company, certify that no member of this firm nor any person having any interest in this firm has been involved with the Department of Management Services to assist it in:

- 1. Developing this solicitation; or,
- 2. Performing a feasibility study concerning the scope of work, if applicable.

Name of Bidder's Organization

Signature of Authorized Representative and Date

Print Name

FORM 5 – BUSINESS/CORPORATE REFERENCE

This form must be completed by the person giving the reference on the Bidder. For purposes of this form, the Bidder is the business entity that currently or has previously provided services to your organization, and is submitting a response to a solicitation. Upon completion of this form, please return original to Bidder.

This business reference is for (Bidder's Name): _____

Name of the person providing the reference: _____

Title of person providing the reference: _____

Organization name of person providing the reference: _____

Telephone number of the person providing the reference: _____

Please identify your relationship with the Bidder (e.g., subcontractor, customer, etc.).

How many years have you done business with the Bidder?

Please provide
dates: _____

If a customer, please describe the primary service the Bidder provides your organization.

Did the Bidder act as a primary provider or as a
subcontractor? _____

Do you have a business, profession, or interest in the Bidder's organization? If yes, what is that interest?

Have you experienced any contract performance problems with the Bidder's organization?

Would you conduct business with the Bidder's organization
again? _____

Are there any additional comments you would like to make regarding the Bidder's organization?

Dated this _____ day of _____ 2015.

Name of Organization: _____

Signed by: _____

Print Name _____

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____ 2015.

Notary Public: _____

My Commission Expires: _____

FORM 6 – ADDENDUM/ADDENDA ACKNOWLEDGEMENT FORM

This acknowledgment form serves to confirm that the Bidder has reviewed, complied with and/or accepted all Addenda to the solicitation posted on the Vendor Bid System (VBS).

Please list all Addenda below.

Name of Bidder's Organization

Signature of Authorized Representative and Date

Print Name

Date

FORM 7 – SUBCONTRACTING

The Bidder shall complete the information below on all subcontractors that shall provide services to the Bidder to meet the requirements of the resultant Contract, should the Bidder be awarded. Submission of this form does not indicate the Department's approval, but provides the Department with information on proposed subcontractors for review.

Please complete a separate sheet for each subcontractor.

Service: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____

Fax: _____

Current Registered as Certified Minority Business Enterprise (CMBE) or Women-Owned Business (WBE)? Yes _____ No _____

Occupational License No: _____

Acknowledgement from Bidder that this subcontractor has successfully complied with the "Subcontractor Acceptance Process": Yes _____ No _____

W-9 verification: Yes _____ No _____

In a job description format, describe below the responsibilities and duties of the subcontractor based on the technical specifications or statement of work outlined in this solicitation.

FORM 8 – QUALIFYING QUESTIONS

ITB Section Reference	QUALIFYING QUESTION	Bidder's Response YES/NO
3.6.1	Does the Bidder certify that the Bidder or person submitting the bid and its pricing is authorized to respond to this ITB on the Bidder's behalf?	
3.6.2	Does the Bidder certify that the Bidder is not a Discriminatory Vendor or Convicted Vendor as defined in Sections 7 and 8 of the PUR 1001?	
3.6.3	Does the Bidder certify compliance with Section 9 of the PUR 1001?	
3.6.4	Does the Bidder certify that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List? http://www.sbafla.com/fsb/Portals/Internet/PFIA/CurrentProhibitedCompaniesList.pdf	
3.6.5	Does the Bidder accept the terms and conditions of Attachment H – Performance Standards and Guarantees?	
3.6.6	Is the Bidder registered in MFMP? Bidders desiring to sell commodities or contractual services to the State are required by Rule 60A-1.030, Florida Administrative Code, to register in MFMP. Also see Section 3.2, MFMP Registration.	
3.6.7	Did the Bidder perform the site visits for each facility within each county the Bidder wants to be considered for award and provide the completed Attachment D – Site Visits?	
3.6.8	Did the Bidder provide the Department copies of the Bidder's Articles of Incorporation? NOTE: Pursuant to section 607.1501, Florida Statutes, out-of-state corporations are required to obtain a Florida Certificate of Authorization pursuant to section 607.1503(1), Florida Statutes, from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. The Bidder agrees to attain such authorization within seven business days of notice of award, should the Bidder be awarded. Website: www.sunbiz.org	
3.6.9	Does the Bidder provide copies of its Landscaping Occupational License and Pesticide Application License issued by the State of Florida?	
3.6.10	Has the Bidder's company been in business and provided services similar in size and scope described in this ITB to a governmental entity or other entity for a minimum of three years? If yes, the Bidder must provide the number of years providing this service and contact information for a minimum of three contracts, the services provided and the term of each contract.	

	<p>Note: In providing contact information, the Bidder shall not include:</p> <ul style="list-style-type: none"> Current Department contract Contracts with persons currently or formerly employed by the Bidder's organization. Contracts with Board members of the Bidder's organization. Contracts with relatives of any individuals or holders of contracts identified in items 3.6.10.1 – 3.6.10.3. Contracts based solely in a foreign country. 	
--	---	--

Name of Bidder's Organization

Signature of Authorized Representative and Date

Print Name

Date