

FLORIDA
DEPARTMENT OF HEALTH (DOH)
DOH17-016



9.2017

INVITATION TO BID (ITB)
FOR
Air Condition Unit Replacement Project,
St. Petersburg Center, Pinellas County,
FL

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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 Department of Health to obtain competitive prices for replacement of three air conditioning units at the St. Petersburg Center (205 Dr. Martin Luther King Jr. St. N., St. Petersburg, FL 33701) for the Florida Department of Health in Pinellas County.

1.2 Scope of Services

Detailed specifications for this solicitation are provided as **Attachment A** in this ITB.

1.3 Definitions

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

Business days: Monday through Friday, excluding state holidays.

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

Calendar days: All days, including weekends and holidays.

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.

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 Provider an advantage or benefit not enjoyed by other Providers, or does not adversely impact the interests of the Department.

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

Provider: The business entity that submits a Bid. This term also may refer to the entity awarded a contract by the Department in accordance with the terms of this ITB.

Vendor Bid System (VBS): Refers to the State of Florida internet-based vendor information system at: http://myflorida.com/apps/vbs/vbs_main_menu.

SECTION 2.0: PROCUREMENT PROCESS, SCHEDULE & CONSTRAINTS

2.1 Procurement Officer

The Procurement Officer assigned to this solicitation is:

Florida Department of Health
Attention: Timothy Tate
205 Dr. Martin Luther King Jr. St. N.
St. Petersburg, FL 33701
Email: Timothy.Tate@flhealth.gov

2.2 Restriction on Communications

Providers 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 as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response. Section 287.057(23), Florida Statutes.

2.3 Term

It is anticipated that the Contract resulting from this ITB will be from January 15, 2018 or the Contract execution date whichever is later, through March 28, 2018. The Contract resulting from this ITB is contingent upon availability of funds.

2.4 Timeline

<u>EVENT</u>	<u>DUE DATE</u>	<u>LOCATION</u>
ITB Advertised / Released	October 2, 2017	Posted to the Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu
Questions Submitted in Writing	Must be received PRIOR TO: October 10, 2017 5:00 PM EST	Submit to: Florida Department of Health Central Purchasing Office Attention: Timothy Tate 205 Dr. Martin Luther King Jr. St. N. St. Petersburg, FL 33701 E-mail: Timothy.Tate@flhealth.gov

Mandatory Site Visit	October 13, 2017 10:00 AM EST	Florida Dept. of Health in Pinellas County 205 Dr. Martin Luther King Jr. St. N. St. Petersburg, FL 33701 Contact: Tim Tate (727) 820-4223
Mandatory Pre-Bid Conference	Immediately following the site visit	Florida Dept. of Health in Pinellas County Purchasing Conference Room (4th floor) 205 Dr. Martin Luther King Jr. St. N. St. Petersburg, FL 33701 Contact: Tim Tate (727) 820-4223
Answers to Questions (Anticipated Date)	October 13, 2017	Posted to Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu
Sealed Bids Due and Opened	Must be received PRIOR TO: November 2, 2017 3:00 PM EST	<u>PUBLIC OPENING</u> Submit to: Florida Department of Health Central Purchasing Office Attention: Timothy Tate 205 Dr. Martin Luther King Jr. St. N. St. Petersburg, FL 33701
Anticipated Posting of Intent to Award	November 7, 2017	Posted to the Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu

2.5 **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 MyFlorida.com Vendor Bid System, http://vbs.dms.state.fl.us/vbs/main_menu. It is the responsibility of the Provider to be aware of any addenda that might affect their Bid.

2.6 **Site Visit**

A mandatory site visit will be held at the time and location indicated in the Timeline. The site visit will provide Providers with an opportunity to tour the facility identified in this ITB.

Attendance at the mandatory site visit is a prerequisite for the acceptance of a Bid. Only Providers that signed the attendance sheet for the mandatory site visit will be considered responsive.

2.7 Pre-Bid Conference

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

The Department may answer any questions at the pre-bid conference or defer them to a later date as identified in the Timeline. Only written answers are binding.

Attendance at the mandatory pre-bid conference is a prerequisite for the acceptance of a Bid. Only Providers that signed the attendance sheet for the mandatory pre-bid conference will be considered responsive.

2.8 Questions

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

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

Answers to questions submitted in accordance with the ITB Timeline and/or during the pre-bid conference, will be posted on the MyFlorida.com Vendor Bid System web site: http://vbs.dms.state.fl.us/vbs/main_menu.

2.9 Basis of Award

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

2.10 Identical Tie Bids

Where there is identical pricing from multiple Providers, the Department will determine the order of award in accordance with Florida Administrative Code, Rule 60A-1.011.

SECTION 3.0: INSTRUCTIONS FOR BID SUBMITTAL

3.1 General Instructions to Respondents (PUR 1001)

This section explains the General Instructions to Providers (PUR 1001) of the solicitation process, and is a downloadable document incorporated into this solicitation by reference. This document should not be returned with the Bid. <http://dms.myflorida.com/content/download/2934/11780>

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

3.2 Instructions for Submittal

- 3.2.1 Providers are required to complete, sign, and return the “Price Page” with the Bid submittal. **(Mandatory Requirement)**
- 3.2.2 Providers must submit all technical and pricing data in the formats specified in the ITB.
- 3.2.3 Submit one original paper copy of the Bid and one PDF copy on a single USB storage device, or CD, viewable in Adobe Acrobat Reader. The PDF copy should contain the entire Bid as submitted, including all supporting and signed documents. Refer to **Section 3.4** for information on redacting confidential information, if applicable.
- 3.2.4 Bids must be sent via mail, courier, or hand delivered to the location indicated in the Timeline. **(Mandatory Requirement)**
- 3.2.5 Bids submitted via electronic mail (email) or facsimile will **not** be considered.
- 3.2.6 Bids must be submitted in a sealed envelope/package with the solicitation number and the date and time of the Bid opening clearly marked on the outside.
- 3.2.7 The Department is not responsible for improperly marked Bids.
- 3.2.8 It is the Provider’s responsibility to ensure its Bid is submitted at the proper place and time indicated in the ITB Timeline.
- 3.2.9 The Department’s clocks will provide the official time for Bid receipt.
- 3.2.10 Materials submitted will become the property of the State of Florida 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 of Health nor the State is liable for any costs incurred by a Provider 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 the Provider considers any portion of its 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 other authority, the Provider must segregate and clearly mark the document(s) as “**CONFIDENTIAL**”.

Simultaneously, the Provider will provide the Department with a separate redacted paper and electronic copy of its 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 the Provider on the cover, and must be clearly titled “**REDACTED COPY**”.

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

3.5 Price Page (Mandatory Requirement)

The Price Page is **Attachment B** of this ITB. Providers must fill out the Price Page as indicated, sign it, and return it with their Bid.

3.6 Documentation

Providers must complete and submit the following information or documentation as part of their Bid:

3.6.1 Minimum Qualifications

The Provider must have a minimum of three years of Air Conditioning installation and repair experience in the last ten years.

3.6.2 References

Providers must provide contact information for three entities the Provider has provided commodities or services of a similar size and nature of those requested in this solicitation. Providers must use **Attachment C**, Reference Form of this ITB to provide the required information. The Department reserves the right to contact any and all entities in the course of this solicitation in order to verify experience. Information received may be considered in the Department’s determination of the Provider’s responsibility. The Department’s determination is not subject to review or challenge.

3.6.3 Statement of Non-Collusion

Providers must sign and return with their Bid the **Statement of Non-Collusion** form, **Attachment D**.

3.6.4 Licenses/Certifications

The Provider must have on staff or by subcontract:

- Air conditioning, mechanical, or other equivalent contractor license from the Department of Business and Professional Regulation

3.6.5 Warranty

Warranty information per **Section C** of **Attachment A**: Scope of Services.

3.7 Special Accommodations

Any person requiring special accommodations at DOH Purchasing because of a disability should call DOH Purchasing at (850) 245-4199 at least five (5) work days prior to any pre-Bid conference, Bid opening, or meeting. If hearing or speech impaired, please contact Purchasing by using the Florida Relay Service, at 1-800-955-8771 (TDD).

3.8 Responsive and Responsible (Mandatory Requirements)

Providers must complete and submit the following mandatory information or documentation as part of their Bid. Any Bid which does not contain the information below will be deemed non-responsive.

- Bids must be received (per **Section 3.3.4**) by the time specified (**Section 2.4**).
- **Attachment B**: Price Page (as specified in **Section 3.5**).
- Participation in the mandatory site visit per **Section 2.6** and pre-bid conference per **Section 2.7**.
- Detailed Specifications, if an “or equivalent” bid (**Attachment A, Section D**) is being submitted.

3.9 Late Bids

The Procurement Officer must receive Bids pursuant to this ITB no later than the date and time shown in the Timeline (Refer to **Section 2.4**). Bids that are not received by the time specified will not be considered.

SECTION 4.0: SPECIAL CONDITIONS

4.1 General Contract Conditions (PUR 1000)

The General Contract Conditions (PUR 1000) form is a downloadable document incorporated in this solicitation by reference, that 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. <http://dms.myflorida.com/content/download/2933/11777>

The terms of this solicitation will control over any conflicting terms of the PUR1000. Paragraph 31 of PUR 1000 does NOT apply to this solicitation or any resulting contract.

4.2 Conflict of Interest

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 of Health 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, **Section 3.6.3.**

4.3 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 selected contractor to have appropriate registration may result in withdrawal of Contract award.

4.4 Provider Registration

Each Provider doing business with the State of Florida 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 Florida Administrative Code Rule 60A-1.033(3). 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 Provider not registered in the MyFloridaMarketPlace system, unless exempted by

rule. The successful Provider must be registered in the MyFloridaMarketPlace system within 5 days after posting of intent to award.

Registration may be completed at:

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

Providers 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.

4.5 Minority and Service-Disabled Veteran Business-Participation

The Department encourages Minority, Women, Service-Disabled Veteran, and Veteran-Owned Business Enterprise participation in all its solicitations.

4.6 Subcontractors

The Provider may enter into written subcontracts for performance of specific services under the Contract resulting from this solicitation. 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 the Provider enters into with respect to performance under the Contract will in any way relieve the Provider 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.

4.7 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. These will be established based on final determination of tasks and deliverables.

4.8 Financial Consequences

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain financial consequences that will apply if the Provider fails to perform in accordance with the Contract terms. The financial consequences will be established based on final determination of the performance measures and Contract amount.

4.9 Order

Providers 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 Direct Orders issued in MFMP 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/about-the-department-of-health/about-us/administrative-functions/purchasing/_documents/DOH-Terms-and-Conditions.pdf

4.10 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 the state of Florida. Venue must be Pinellas County, Florida.

4.11 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.

4.12 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, Provider must make the public records available for inspection or copying upon request of the Department's custodian of public records at cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or otherwise, and must comply with Chapter 119 at all times as specified therein. It is expressly understood that the Provider'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 cancel the Contract agreement.

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 the Provider 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, the Provider 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.

The Provider 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.

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

Only documents delivered by the U.S. Postal Service, a private delivery service, in person, or by facsimile during Business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m., Eastern Standard Time) will be accepted. Documents received after 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 the Timeline.

The Agency Clerk's mailing address is:

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 is:

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

**ATTACHMENT A
SCOPE OF SERVICES**

A. Background

The purpose of this Invitation to Bid (ITB) is for the Department of Health to obtain competitive Prices for the purchasing, delivery and installation of three new air conditioning units and the disposal of three existing air conditioning units at the St. Petersburg Center for the Florida Department of Health in Pinellas County.

B. Air Conditioning Unit Specifications

1. The units to be replaced with new equivalent type of any brand are:

Unit Number	Manufacture	Roof Unit	Air Handler	
1N 1 NW	Trane	TTA120B30DA	TWE090B300DA	Split/CU
IT-NE	LIBERT	FH199AUAAM	CDF205A	SPLIT/CU
IT-NW	LIBERT	FH199AUAAM	CDF205A	SPLIT/CU

2. Split units must have a matching sized (per ton) air handler for the roof unit as currently installed.
3. All units shall have auxiliary electric strip heaters and shall be 10kw, three phase.
4. All units shall have single point electrical power entry.
5. All units shall have two inch pleated filters. One extra set of filters shall be supplied for each unit.

C. Service Tasks

1. Removal of existing ac units from site, the disposal of existing units, and the installation of the new units shall be the Provider's responsibility.
2. The Provider is responsible for having the new units Factory Coated for Corrosion Resistance on condenser coils.
3. The units will be installed to code and the Provider will provide all city and county permits.
4. Replacement or repair of mounting curbs, stands, electrical, and piping as required.
5. The new curb shall be positioned and any additional roof penetrations required for the function of the air conditioning shall be the Provider's responsibility and water tight.
6. Supply and return ducts and plenums shall be completely tied into existing duct and sealed to prevent air leaks.
7. Provider shall provide a crane for removal of existing and setting of the new rooftop units.
8. Provider shall install new condensate drain piping for each unit. Piping shall terminate in a Department approved location off the roof.
9. New electrical disconnects shall be supplied and installed for each unit and shall be Provider's responsibility.
10. Any changes to the existing electrical power supply branch circuits, breakers or conductors for the package units that may be required by code or by the equipment manufacturer, shall be the responsibility of the Provider.
11. SERVICE TIMES:
- All work will be planned for regular work days, Monday through Friday, from 8:00 AM to 5:00 PM and completed by March 28, 2018. The building must be secured at night. Therefore, should work be required after 5:00 PM, a representative of Pinellas County Health Department will be present until work is completed to a point that it can be resumed the following day and the building is secured.

ATTACHMENT A SCOPE OF SERVICES

D. Approved Equivalents

Providers may submit “or equivalent” specifications that meet or exceed the specifications provided herein. All Bids with “or equivalent” specifications must include detailed specifications so the Department can make an accurate comparison. The Department or its designee, at its sole discretion, will determine if the submitted specifications meet or exceed the required specifications.

E. Literature

Technical documentation is required to be provided with Bid submissions to demonstrate compliance of the product Bid with applicable technical requirements of this ITB. All Bids must meet or exceed all conditions and specifications of this ITB.

The Department, in its sole discretion and in the best interest of the State, may determine the acceptability of the Bid through technical documentation made available to the Department as of the date and time of Bid opening. Such authority of the Department shall in no way relieve the Provider from the ultimate responsibility of submitting the required technical documentation, nor shall any Provider assume that such documentation is otherwise available to the Department. The Department shall not be responsible for the accuracy of the technical documentation in its possession.

F. Manuals

The Provider must furnish equipment operation manuals upon delivery at no additional cost to the Department.

G. Warranty

A minimum of a one year labor and materials, and 5 year compressor warranty (from delivery date) is required. The warranty shall apply to all equipment purchased under the provisions of the Bid. Warranties submitted with Bids, either appearing separately or included in pre-printed literature, of less than one year for labor and materials and 5 year compressor are not acceptable and provisions herein take precedence. Warranty documentation is required with Bid submittal.

H. Delivery/Installation

Adherence to the delivery/installation schedule stated in this ITB is critical to the success of this project.

All items/services requested in this ITB must be delivered/installed, FOB destination to the address listed below no later than March 28, 2017.

St. Petersburg Center
205 Dr. Martin Luther King Jr. St. N.
St. Petersburg, FL 33701

**ATTACHMENT B
PRICE PAGE**

A single award solicitation will be made to the responsive, responsible Provider offering the lowest grand total price for the items/services requested in this ITB including delivery, FOB destination. No alterations to this price sheet are permitted, other than filling in the blanks provided for prices.

Description	Grand Total Price
Replacement of three air conditioning units as specified in Attachment A	\$ _____

Provider Name: _____

Provider Mailing Address: _____

City-State-Zip: _____

Telephone Number: _____

Email Address: _____

Federal Employer Identification Number (FEID): _____

BY AFFIXING MY SIGNATURE ON THIS BID, 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**.

Signature of Authorized Representative*: _____

Printed (Typed) Name and Title: _____

*An authorized representative is an officer of the Provider'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 other than the President, Chairman or owner.

**ATTACHMENT C
REFERENCE FORM**

Provider's Name: _____

Providers must provide contact information for three references evidencing three years of Air Conditioning installation and repair experience in the last ten years. Providers may use this reference form to provide the required information. The Department of Health will not be accepted as a reference for this solicitation. The Department reserves the right to contact any and all entities in the course of this solicitation in order to verify experience. Information received may be considered in the Department's determination of the Provider's responsibility. The Department's determination is not subject to review or challenge.

1.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	General Description of Work:	
	Service Dates:	
	Approximate Contract Value:	\$
2.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	General Description of Work:	
	Service Dates:	
	Approximate Contract Value:	\$

**ATTACHMENT C
REFERENCE FORM**

3.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	General Description of Work:	
	Service Dates:	
	Approximate Contract Value:	\$

**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 Administrative Code Rules promulgated pursuant thereto, or any procurement policy of the Department of Health. I certify I have full authority to legally bind the Provider, Respondent, or Vendor to the provisions of this Bid, proposal or reply.

Signature of Authorized Representative*

Date

*An authorized representative is an officer of the Provider'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 other than the President, Chairman or owner.