



**ADAM H. PUTNAM  
COMMISSIONER**

**Submit Bids to:**

Florida Department of Agriculture and Consumer Services  
407 South Calhoun Street - Mayo Building, Room SB-8  
Tallahassee, FL 32399-0800

**Telephone: (850) 617-7181**

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BIDS NO. **ITB/DM-17/18-31**

AGENCY MAILING DATE:

DECEMBER 6, 2017

WILL BE OPENED **DECEMBER 22, 2017 @ 2:00 P.M.**

and may not be withdrawn within 90 days after such date and time

NOTICE OF INTENDED AWARD POSTING WILL BE ON OR ABOUT DECEMBER 26, 2017

BID TITLE: **REPAIRS AT FLORIDA CITY STATE FARMERS MARKET**

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

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

**GENERAL INSTRUCTIONS TO RESPONDENTS**

- Definitions.** The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:
  - "Buyer" means the entity that has released the solicitation. The "Buyer" may also be the "Customer" as defined in the PUR 1000 if that entity meets the definition of both terms.
  - "Procurement Officer" means the Buyer's contracting personnel, as identified in the Introductory Materials.
  - "Respondent" means the entity that submits materials to the Buyer in accordance with these Instructions.
  - "Response" means the material submitted by the respondent in answering the solicitation.
  - "Timeline" means the list of critical dates and actions included in the Introductory Materials.
- General Instructions.** Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.
- ~~3. **Electronic Submission of Responses.** Respondents are required to submit responses electronically. For this purpose, all references herein to signatures, signing requirements, or other required acknowledgments hereby include electronic signature by means of clicking the "Submit Response" button (or other similar symbol or process) attached to or logically associated with the response created by the respondent within MyFloridaMarketPlace. The respondent agrees that the action of electronically submitting its response constitutes:~~
  - an electronic signature on the response, generally,
  - an electronic signature on any form or section specifically calling for a signature, and
  - an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.
- Terms and Conditions.** All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:
  - Technical Specifications,
  - Special Conditions and Instructions,
  - Instructions to Respondents (PUR 1001),
  - General Conditions (PUR 1000), and
  - Introductory Materials.

The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.
- ~~5. **Questions.** Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions must be submitted via the Q&A Board within MyFloridaMarketPlace and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to this solicitation. Each respondent is responsible for monitoring the MyFloridaMarketPlace site for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer or to any Buyer personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in paragraph 19 of these Instructions.~~

6. **Conflict of Interest.** This solicitation is subject to chapter 112 of the Florida Statutes. Respondents shall disclose with their response the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent or its affiliates.
7. **Convicted Vendors.** A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:
- submitting a bid on a contract to provide any goods or services to a public entity;
  - submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
  - submitting bids on leases of real property to a public entity;
  - being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
  - transacting business with any public entity in excess of the Category Two threshold amount (\$25,000) provided in section 287.017 of the Florida Statutes.
8. **Discriminatory Vendors.** An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134 of the Florida Statutes may not:
- submit a bid on a contract to provide any goods or services to a public entity;
  - submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
  - submit bids on leases of real property to a public entity;
  - be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
  - transact business with any public entity.
9. **Respondent's Representation and Authorization.** In submitting a response, each respondent understands, represents, and acknowledges the following (if the respondent cannot so certify to any of following, the respondent shall submit with its response a written explanation of why it cannot do so):
- The respondent is not currently under suspension or debarment by the State or any other governmental authority.
  - To the best of the knowledge of the person signing the response, the respondent, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
  - Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
  - The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
  - The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other respondent or potential respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any respondent or potential respondent, and they will not be disclosed before the solicitation opening.
  - The respondent has fully informed the Buyer in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a) of the Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
  - Neither the respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
    - Has within the preceding three years been convicted of
- or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- The product offered by the respondent will conform to the specifications without exception.
  - The respondent has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.
  - If an award is made to the respondent, the respondent agrees that it intends to be legally bound to the Contract that is formed with the State.
  - The respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.
  - The respondent shall indemnify, defend, and hold harmless the Buyer and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the respondent's preparation of its bid.
  - All information provided by, and representations made by, the respondent are material and important and will be relied upon by the Buyer in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Buyer of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes.
10. **Manufacturer's Name and Approved Equivalents.** Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalog numbers listed in a specification are descriptive, not restrictive. With the Buyer's prior approval, the Contractor may provide any product that meets or exceeds the applicable specifications. The Contractor shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc. The Buyer shall determine in its sole discretion whether a product is acceptable as an equivalent.
11. **Performance Qualifications.** The Buyer reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by Respondent meet the Contract requirements. Respondent shall at all times during the Contract term remain responsive and responsible. In determining Respondent's responsibility as a vendor, the agency shall consider all information or evidence which is gathered or comes to the attention of the agency which demonstrates the Respondent's capability to fully satisfy the requirements of the solicitation and the contract.
- Respondent must be prepared, if requested by the Buyer, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the respondent for the production, distribution, and servicing of the product bid. If the Buyer determines that the conditions of the solicitation documents are not complied with, or that the product proposed to be furnished does not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Buyer may reject the response or terminate the Contract. Respondent may be disqualified from receiving awards if respondent, or anyone in respondent's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Buyer to make an investigation either before or after award of the Contract, but should the Buyer elect to do so, respondent is not relieved from fulfilling all Contract requirements.

12. **Public Opening.** Responses shall be opened on the date and at the location indicated on the Timeline. Respondents may, but are not required to, attend. The Buyer may choose not to announce prices or release other materials pursuant to s. 119.071(1)(b), Florida Statutes. Any person requiring a special accommodation because of a disability should contact the Procurement Officer at least five (5) workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Buyer by using the Florida Relay Service at (800) 955-8771 (TDD).
13. **Electronic Posting of Notice of Intended Award.** Based on the evaluation, on the date indicated on the Timeline the Buyer shall electronically post a notice of intended award at [http://fcn.state.fl.us/owa\\_vbs/owa/vbs\\_www.main\\_menu](http://fcn.state.fl.us/owa_vbs/owa/vbs_www.main_menu). If the notice of award is delayed, in lieu of posting the notice of intended award the Buyer shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Buyer a notice of protest within 72 hours after the electronic posting. The Buyer shall not provide tabulations or notices of award by telephone.
14. **Firm Response.** The Buyer may make an award within sixty (60) days after the date of the opening, during which period responses shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days, the response shall remain firm until either the Buyer awards the Contract or the Buyer receives from the respondent written notice that the response is withdrawn. Any response that expresses a shorter duration may, in the Buyer's sole discretion, be accepted or rejected.
15. **Clarifications/Revisions.** Before award, the Buyer reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response.
16. **Minor Irregularities/Right to Reject.** The Buyer reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Buyer determines that doing so will serve the State's best interests. The Buyer may reject any response not submitted in the manner specified by the solicitation documents.
17. **Contract Formation.** The Buyer shall issue a notice of award, if any, to successful respondent(s), however, no contract shall be formed between respondent and the Buyer until the Buyer signs the Contract. The Buyer shall not be liable for any costs incurred by a respondent in preparing or producing its response or for any work performed before the Contract is effective.
18. **Contract Overlap.** Respondents shall identify any products covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Contractor authorizes the Buyer to eliminate duplication between agreements in the manner the Buyer deems to be in its best interest.

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

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

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

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

Section 28-110.005, Fla. Admin. Code requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

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

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

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

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

### GENERAL CONTRACT CONDITIONS

1. **Definitions.** The definitions contained in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:
  - (a) "Contract" means the legally enforceable agreement that results from a successful solicitation. The parties to the Contract will be the Customer and Contractor.
  - (b) "Customer" means the State agency or other entity identified in a contract as the party to receive commodities or contractual services pursuant to a contract or that orders commodities or contractual services via purchase order or other contractual instrument from the Contractor under the Contract. The "Customer" may also be the "Buyer" as defined in the PUR 1001 if it meets the definition of both terms.
  - (c) "Product" means any deliverable under the Contract, which may include commodities, services, technology or software.
  - (d) "Purchase order" means the form or format a Customer uses to make a purchase under the Contract (e.g., a formal written purchase order, electronic purchase order, procurement card, contract or other authorized means).
2. **Purchase Orders.** In contracts where commodities or services are ordered by the Customer via purchase order, Contractor shall not deliver or furnish products until a Customer transmits a purchase order. All purchase orders shall bear the Contract or solicitation number, shall be placed by the Customer directly with the Contractor, and shall be deemed to incorporate by reference the Contract and solicitation terms and conditions. Any discrepancy between the Contract terms and the terms stated on the Contractor's order form, confirmation, or acknowledgement shall be resolved in favor of terms most favorable to the Customer. A purchase order for services within the ambit of section 287.058(1) of the Florida Statutes shall be deemed to incorporate by reference the requirements of subparagraphs (a) through (f) thereof. Customers shall designate a contract manager and a contract administrator as required by subsections 287.057(15) and (16) of the Florida Statutes.
3. **Product Version.** Purchase orders shall be deemed to reference a manufacturer's most recently release model or version of the product at the time of the order, unless the Customer specifically

requests in writing an earlier model or version and the contractor is willing to provide such model or version.

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

- (a) **Quantity Discounts.** Contractors are urged to offer additional discounts for one time delivery of large single orders. Customers should seek to negotiate additional price concessions on quantity purchases of any products offered under the Contract. State Customers shall document their files accordingly.
- (b) **Best Pricing Offer.** During the Contract term, if the Customer becomes aware of better pricing offered by the Contractor for substantially the same or a smaller quantity of a product outside the Contract, but upon the same or similar terms of the Contract, then at the discretion of the Customer the price under the Contract shall be immediately reduced to the lower price.
- (c) **Sales Promotions.** In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, a Contractor may conduct sales promotions involving price reductions for a specified lesser period. A Contractor shall submit to the Contract Specialist documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to all Customers. Upon approval, the Contractor shall provide conspicuous notice of the promotion.
- (d) **Trade-In.** Customers may trade-in equipment when making purchases from the Contract. A trade-in shall be negotiated between the Customer and the Contractor. Customers are obligated to actively seek current fair market value when trading equipment, and to keep accurate records of the process. For State agencies, it may be necessary to provide documentation to the Department of Financial Services and to the agency property custodian pursuant to Chapter 273, F.S.
- (e) **Equitable Adjustment.** The Customer may, in its sole discretion, make an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Contractor's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Contractor that continued performance of the Contract would result in a substantial loss.

**5. Additional Quantities.** For a period not exceeding ninety (90) days from the date of solicitation award, the Customer reserves the right to acquire additional quantities up to the amount shown on the solicitation but not to exceed the threshold for Category Two at the prices submitted in the response to the solicitation.

**6. Packaging.** Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers. All containers and packaging shall become and remain Customer's property.

**7. Inspection at Contractor's Site.** The Customer reserves the right to inspect, at any reasonable time with prior notice, the equipment or product or plant or other facilities of a Contractor to assess conformity with Contract requirements and to determine whether they are adequate and suitable for proper and effective Contract performance.

**8. Safety Standards.** All manufactured items and fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State inspector. Acceptability customarily requires, at a minimum, identification marking of the appropriate safety standard organization, where such approvals of listings have been

established for the type of device offered and furnished, for example: the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; and the American Gas Association for gas-operated assemblies. In addition, all items furnished shall meet all applicable requirements of the Occupational Safety and Health Act and state and federal requirements relating to clean air and water pollution.

**9. Americans with Disabilities Act.** Contractors should identify any products that may be used or adapted for use by visually, hearing, or other physically impaired individuals.

**10. Literature.** Upon request, the Contractor shall furnish literature reasonably related to the product offered, for example, user manuals, price schedules, catalogs, descriptive brochures, etc.

**11. Transportation and Delivery.** Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Transportation of goods shall be FOB Destination to any point within thirty (30) days after the Customer places an Order. A Contractor, within five (5) days after receiving a purchase order, shall notify the Customer of any potential delivery delays. Evidence of inability or intentional delays shall be cause for Contract cancellation and Contractor suspension.

**12. Installation.** Where installation is required, Contractor shall be responsible for placing and installing the product in the required locations at no additional charge, unless otherwise designated on the Contract or purchase order. Contractor's authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. Contractor shall protect the site from damage and shall repair damages or injury caused during installation by Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. Contractor shall perform installation work so as to cause the least inconvenience and interference with Customers and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

**13. Risk of Loss.** Matters of inspection and acceptance are addressed in s. 215.422, F.S. Until acceptance, risk of loss or damage shall remain with the Contractor. The Contractor shall be responsible for filing, processing, and collecting all damage claims. To assist the Contractor with damage claims, the Customer shall: record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading; report damages to the carrier and the Contractor; and provide the Contractor with a copy of the carrier's Bill of Lading and damage inspection report. When a Customer rejects a product, Contractor shall remove it from the premises within ten days after notification or rejection. Upon rejection notification, the risk of loss of rejected or non-conforming product shall remain with the Contractor. Rejected product not removed by the Contractor within ten days shall be deemed abandoned by the Contractor, and the Customer shall have the right to dispose of it as its own property. Contractor shall reimburse the Customer for costs and expenses incurred in storing or effecting removal or disposition of rejected product.

**14. Transaction Fee.** The State of Florida has instituted MyFloridaMarketPlace, a statewide eProcurement System ("System"). Pursuant to section 287.057(23), Florida Statutes (2002), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the Contractor shall pay to the State, unless exempt pursuant to 60A-1.032, F.A.C.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the Contractor. If

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

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

Failure to comply with these requirements shall constitute grounds for declaring the Contractor in default and recovering recprocurement costs from the Contractor in addition to all outstanding fees. CONTRACTORS DELINQUENT IN PAYING TRANSACTION FEES MAY BE SUBJECT TO BEING REMOVED FROM THE DEPARTMENT OF MANAGEMENT SERVICES' VENDOR LIST AS PROVIDED IN RULE 60A-1.006, F.A.C.

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

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

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

- 16. Taxes.** The State does not pay Federal excise or sales taxes on direct purchases of tangible personal property. The State will not pay for any personal property taxes levied on the Contractor or for any taxes levied on employees' wages. Any exceptions to this paragraph shall be explicitly noted by the Customer in the special contract conditions section of the solicitation or in the Contract or purchase order.
- 17. Governmental Restrictions.** If the Contractor believes that any governmental restrictions have been imposed that require alteration of the material, quality, workmanship or performance of the products offered under the Contract, the Contractor shall immediately notify the Customer in writing, indicating the specific restriction. The Customer reserves the right and the complete discretion to accept any such alteration or to cancel the Contract at no further expense to the Customer.
- 18. Lobbying and Integrity.** Customers shall ensure compliance with Section 11.062, FS and Section 216.347, FS. The Contractor shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon

request of the Customer's Inspector General, or other authorized State official, the Contractor shall provide any type of information the Inspector General deems relevant to the Contractor's integrity or responsibility. Such information may include, but shall not be limited to, the Contractor's business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Contractor shall retain such records for the longer of (1) three years after the expiration of the Contract or (2) the period required by the General Records Schedules maintained by the Florida Department of State which is available at the following: <http://dliis.dos.state.fl.us/barm/genschedules/gensched.htm>. The Contractor agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the State which results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for any costs of investigations that do not result in the Contractor's suspension or debarment.

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

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

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

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

Unless otherwise specifically enumerated in the Contract or in the purchase order, no party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records (unless the contract or purchase order requires the Contractor to back-up data or records), even if the party has been

advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The State and Customer may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them. The State may set off any liability or other obligation of the Contractor or its affiliates to the State against any payments due the Contractor under any contract with the State.

21. **Suspension of Work.** The Customer may in its sole discretion suspend any or all activities under the Contract or purchase order, at any time, when in the best interests of the State to do so. The Customer shall provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety days, or any longer period agreed to by the Contractor, the Customer shall either (1) issue a notice authorizing resumption of work, at which time activity shall resume, or (2) terminate the Contract or purchase order. Suspension of work shall not entitle the Contractor to any additional compensation.
22. **Termination for Convenience.** The Customer, by written notice to the Contractor, may terminate the Contract in whole or in part when the Customer determines in its sole discretion that it is in the State's interest to do so. The Contractor shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the Contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.
23. **Termination for Cause.** The Customer may terminate the Contract if the Contractor fails to (1) deliver the product within the time specified in the Contract or any extension, (2) maintain adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. The Contractor shall continue work on any work not terminated. Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Customer. The rights and remedies of the Customer in this clause are in addition to any other rights and remedies provided by law or under the Contract.
24. **Force Majeure, Notice of Delay, and No Damages for Delay.** The Contractor shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of the Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Contractor's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Contractor. In case of any delay the Contractor believes is excusable, the Contractor shall notify the Customer in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had reason to believe that a delay could result. THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR

EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the Customer. The Contractor shall not be entitled to an increase in the Contract price or payment of any kind from the Customer for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the Customer determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the State or to Customers, in which case the Customer may (1) accept allocated performance or deliveries from the Contractor, provided that the Contractor grants preferential treatment to Customers with respect to products subjected to allocation, or (2) purchase from other sources (without recourse to and by the Contractor for the related costs and expenses) to replace all or part of the products that are the subject of the delay, which purchases may be deducted from the Contract quantity, or (3) terminate the Contract in whole or in part.

25. **Changes.** The Customer may unilaterally require, by written order, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The Customer may make an equitable adjustment in the Contract price or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the written consent of the Contractor, which shall not be unreasonably withheld. If unusual quantity requirements arise, the Customer may solicit separate bids to satisfy them.
26. **Renewal.** Upon mutual agreement, the Customer and the Contractor may renew the Contract, in whole or in part, for a period that may not exceed 3 years or the term of the contract, whichever period is longer. Any renewal shall specify the renewal price, as set forth in the solicitation response. The renewal must be in writing and signed by both parties, and is contingent upon satisfactory performance evaluations and subject to availability of funds.
27. **Purchase Order Duration.** Purchase orders issued pursuant to a state term or agency contract must be received by the Contractor no later than close of business on the last day of the contract's term to be considered timely. The Contractor is obliged to fill those orders in accordance with the contract's terms and conditions. Purchase orders received by the contractor after close of business on the last day of the state term or agency contract's term shall be considered void.

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

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

The duration of purchase orders for recurring deliveries of commodities or performance of services shall not exceed the expiration of the state term or agency contract by more than twelve

months. However, if an extended pricing plan offered in the state term or agency contract is selected by the ordering entity, the contract terms on pricing plans and renewals shall govern the maximum duration of purchase orders reflecting such pricing plans and renewals.

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

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

28. **Advertising.** Subject to Chapter 119, Florida Statutes, the Contractor shall not publicly disseminate any information concerning the Contract without prior written approval from the Customer, including, but not limited to mentioning the Contract in a press release or other promotional material, identifying the Customer or the State as a reference, or otherwise linking the Contractor's name and either a description of the Contract or the name of the State or the Customer in any material published, either in print or electronically, to any entity that is not a party to Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.
29. **Assignment.** The Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any purchase order issued pursuant to the Contract, without the prior written consent of the Customer. In the event of any assignment, the Contractor remains secondarily liable for performance of the contract, unless the Customer expressly waives such secondary liability. The Customer may assign the Contract with prior written notice to Contractor of its intent to do so.
30. **Antitrust Assignment.** The Contractor and the State of Florida recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Florida. Therefore, the contractor hereby assigns to the State of Florida any and all claims for such overcharges as to goods, materials or services purchased in connection with the Contract.
31. **Dispute Resolution.** Any dispute concerning performance of the Contract shall be decided by the Customer's designated contract manager, who shall reduce the decision to writing and serve a copy on the Contractor. The decision shall be final and conclusive unless within twenty one (21) days from the date of receipt, the Contractor files with the Customer a petition for administrative hearing. The Customer's decision on the petition shall be final, subject to the Contractor's right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to the Contractor's ability to pursue any other form of dispute resolution; provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.

Without limiting the foregoing, the exclusive venue of any legal or equitable action that arises out of or relates to the Contract shall be the appropriate state court in Leon County, Florida; in any such action, Florida law shall apply and the parties waive any right to jury trial.

32. **Employees, Subcontractors, and Agents.** All Contractor employees, subcontractors, or agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under the Contract must comply with all security and administrative requirements of the Customer and shall comply with all controlling laws and regulations relevant to the services they are providing under the Contract. The State may conduct, and the Contractor shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by the Contractor. The State may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or

training qualifications, quality of work, change in security status, or non-compliance with a Customer's security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the Contract. The State may reject and bar from any facility for cause any of the Contractor's employees, subcontractors, or agents.

33. **Security and Confidentiality.** The Contractor shall comply fully with all security procedures of the United States, State of Florida and Customer in performance of the Contract. The Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Customer. The Contractor shall not be required to keep confidential information or material that is publicly available through no fault of the Contractor, material that the Contractor developed independently without relying on the State's or Customer's confidential information, or material that is otherwise obtainable under State law as a public record. To insure confidentiality, the Contractor shall take appropriate steps as to its personnel, agents, and subcontractors. The warranties of this paragraph shall survive the Contract.
34. **Contractor Employees, Subcontractors, and Other Agents.** The Customer and the State shall take all actions necessary to ensure that Contractor's employees, subcontractors and other agents are not employees of the State of Florida. Such actions include, but are not limited to, ensuring that Contractor's employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensations, and unemployment) from an employer other than the State of Florida.
35. **Insurance Requirements.** During the Contract term, the Contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the Contract. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Upon request, the Contractor shall provide certificate of insurance. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract. All insurance policies shall be through insurers authorized or eligible to write policies in Florida.
36. **Warranty of Authority.** Each person signing the Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.
37. **Warranty of Ability to Perform.** The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor's ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. The Contractor shall immediately notify the Customer in writing if its ability to perform is compromised in any manner during the term of the Contract.
38. **Notices.** All notices required under the Contract shall be delivered by certified mail, return receipt requested, by reputable air courier service, or by personal delivery to the agency designee identified in the original solicitation, or as otherwise identified by the Customer. Notices to the Contractor shall be delivered to the person who signs the Contract. Either designated recipient may notify the other, in writing, if someone else is designated to receive notice.
39. **Leases and Installment Purchases.** Prior approval of the Chief Financial Officer (as defined in Section 17.001, F.S.) is required for State agencies to enter into or to extend any lease or installment-purchase agreement in excess of the Category Two amount established by section 287.017 of the Florida Statutes.
40. **Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE).** Section 946.515(2), F.S. requires the following statement to be included in the solicitation: "It is expressly

understood and agreed that any articles which are the subject of, or required to carry out, the Contract shall be purchased from the corporation identified under Chapter 946 of the Florida Statutes (PRIDE) in the same manner and under the same procedures set forth in section 946.515(2) and (4) of the Florida Statutes; and for purposes of the Contract the person, firm, or other business entity carrying out the provisions of the Contract shall be deemed to be substituted for the agency insofar as dealings with such corporation are concerned." Additional information about PRIDE and the products it offers is available at <http://www.pridefl.com>.

- 41. Products Available from the Blind or Other Handicapped.** Section 413.036(3), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the Blind or for the Severely Handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in section 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the State agency insofar as dealings with such qualified nonprofit agency are concerned." Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.
- 42. Modification of Terms.** The Contract contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the Customer and the Contractor. The Contract may only be modified or amended upon mutual written agreement of the Customer and the Contractor. No oral agreements or representations shall be valid or binding upon the Customer or the Contractor. No alteration or modification of the Contract terms, including substitution of product, shall be valid or binding against the Customer. The Contractor may not unilaterally modify the terms of the Contract by affixing additional terms to product upon delivery (e.g., attachment or inclusion of standard preprinted forms, product literature, "shrink wrap" terms accompanying or affixed to a product, whether written or electronic) or by incorporating such terms onto the Contractor's order or fiscal forms or other documents forwarded by the Contractor for payment. The Customer's acceptance of product or processing of documentation on forms furnished by the Contractor for approval or

payment shall not constitute acceptance of the proposed modification to terms and conditions.

- 43. Cooperative Purchasing.** Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser.
- State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.042(16)(a), F.S. This statute requires the Department of Management Services to determine that the requestor's use of the contract is cost-effective and in the best interest of the State.
- 44. Waiver.** The delay or failure by the Customer to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of the Customer's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.
- 45. Annual Appropriations.** The State's performance and obligation to pay under this contract are contingent upon an annual appropriation by the Legislature.
- 46. Execution in Counterparts.** The Contract may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
- 47. Severability.** If a court deems any provision of the Contract void or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

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

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



INVITATION TO BID

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
DIVISION OF MARKETING AND DEVELOPMENT

SPECIAL TERMS, CONDITIONS AND SPECIFICATIONS

**PURPOSE**

The Florida Department of Agriculture and Consumer Services (FDACS or Department) seeks to obtain competitive bids for repairs sustained from Hurricane Irma at the Florida City State Farmers Market located at 300 North Krome Avenue, Florida City, Florida, as specified herein.

**BID OPENING**

**The bid opening will be at 2:00 p.m. on December 22, 2017.** The location of the bid opening is the Florida Department of Agriculture and Consumer Services, Bureau of General Services, 407 S. Calhoun Street, Mayo Building, Room SB-8, Tallahassee, Florida 32399-0800.

**CONTRACT DOCUMENTS**

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

**CONTRACT/CONSTRUCTION PERIOD**

Whenever the word "day" is used in the contract documents, it shall mean a calendar day, unless otherwise specifically provided. The date of commencement of the work is the date established in a written Notice to Proceed. The Department shall furnish a Notice to Proceed along with the executed contract. **The contract period shall end 120 calendar days after issuance of the building permit and Notice to Proceed.** The time for completion of the work includes, without limitation, obtaining required permits and other governmental and quasi-governmental approvals, acquiring bonds and interim and final inspections. Completion of the work shall be the date of substantial completion of the work certified by the owner, when construction is sufficiently complete in accordance with the contract documents that the owner may, if they so elect, occupy and use the work for the purpose for which it is intended. **TIME IS OF THE ESSENCE WITH RESPECT TO THE TIME OF COMPLETION OF THE WORK.**

**CONTRACT MANAGER**

The contractor will coordinate and schedule all work with the Department's contract manager, Paul Cardwell, Market Manager, Florida City State Farmers Market, 300 North Krome Avenue, Florida City, Telephone: (350) 246-6334.

**SCOPE**

Bidders shall include all labor, materials and tools necessary to complete the project in accordance with the specifications listed herein.

**TECHNICAL SPECIFICATIONS**

See **APPENDIX I** for detailed specifications.

**SITE VISIT**

It is **STRONGLY** recommended that each bidder, before submitting a bid, inspect the site where the project is to be completed, to satisfy themselves regarding all general and local conditions that may affect the preparation of their bid and cost of contractor's performance. Appointments, if needed, for site inspection may be arranged with the project manager or on-site contact, between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday. It is the bidders' responsibility to consider any and all site conditions or requirements for the project. **A site visit is STRONGLY recommended but IS NOT mandatory.**

Bidders shall place no reliance on any information obtained from employees of agencies during the site visit or other contacts. The project manager or on-site contact may escort bidders on the site visit; however, any interpretations will be handled through an addendum issued by the purchasing director. Information obtained from the project manager or on-site contact is not binding unless in writing.

**CONTRACTOR WARRANTY AND GUARANTEE**

The contractor shall furnish to the Department a one (1) year written warranty and guarantee per specifications, which includes all parts and labor. This guarantee shall be in addition to any manufacturer's warranties. The guarantee shall be provided within ten (10) days from substantial completion of the project. The one (1) year period will start upon substantial completion of the project by the Department. Only certified technicians qualified to service the equipment as specified herein, throughout the term of any contract.

**PERMITS**

The building permits for this project will be the responsibility of the contractor and will be issued from the local authority. At the time of application for a permit, the contractor shall provide two sets of construction documents and specifications and a list of all subcontractors that will include appropriate license numbers. A building permit will be issued after these items have been reviewed and approved by the building code administrator. The contractor will pay for the building permits and coordinate inspections with the local permitting authority. When complete, the contractor shall request that a certificate of completion or certificate of occupancy be issued. All fees shall be included in the bid price.

**REFERENCES/PAST PERFORMANCE**

Contractor shall provide a contact list of contractor's three (3) most recent completed projects similar in project size and scope as the work, completed within the last five (5) years. All references must be verified. It is the responsibility of the contractor to ensure that all submitted references are verified. The Department will attempt to verify references once via telephone or email. If the reference does not return the Department's phone call or email within seventy-two (72) hours (exclusive of weekends and state holidays) of the time of the Department's phone call or email, the reference will be deemed unverified. Bids with one or more unverified references will be disqualified. References that indicate any unsatisfactory contractor work performance or workmanship will result in disqualification of the bid. **References must be current or former clients of the responding firm. The Department will not accept subcontractor/proposed personnel or personal references of a member of the responding firm as a substitute for respondent references (REFERENCES/PAST PERFORMANCE form).** Past performance with the Department will constitute a reference, whether listed or not, and will be used by the Department to determine the respondent's ability to perform services similar to those described in this bid in a satisfactory manner. Unsatisfactory past performance with the Department will result in rejection of that bid.

**FLORIDA VETERAN BUSINESS ENTERPRISE OPPORTUNITY ACT PREFERENCE**

Pursuant to Section 295.187(4), Florida Statutes, a state agency, when considering two or more bids, proposals, or replies for the procurement of commodities or contractual services, at least one of which is from a certified veteran business enterprise, which are equal with respect to all relevant considerations, including price, quality, and service, shall award such procurement or contract to the certified veteran

business enterprise. Proof of certification pursuant to Section 295.187(5), Florida Statutes, shall accompany the bid. **Failure to submit proof of certification will result in non-application of the preference.**

### **PERFORMANCE BOND**

If the contract amount is greater than \$100,000, then before final execution of the contract resulting from this Invitation to Bid (ITB), the contractor shall furnish the Department with a **performance bond in the amount of one-hundred percent (100%) of the bid price**. This bond must be written by a surety company authorized to do business in the state of Florida and signed by a Florida licensed agent. The bond shall be furnished to the Department prior to final execution of the construction contract. The construction contract shall not be finalized by the Department until the performance bond is in place and approved by the Department's contract manager and purchasing office in writing.

The cost of the performance bond shall be borne by the contractor. The bond shall be accompanied by a duly authenticated or certified document, in duplicate, evidencing that the person executing the bond on behalf of the surety company is a licensed Florida agent for the bonding company. In the usual case, the conferring of that authority has occurred prior to the date of the bond and the document showing the date of appointment and enumeration of powers of the person executing the bond is accompanied by a certification that the appointment and powers have not been revoked and remain in effect. The date of that certification shall be dated the same as the bond. **Failure to comply with all provisions of this agreement can result in vendor forfeiture of this performance bond. Failure to furnish the required performance bond, or to execute the construction contract associated with this bid in a timely manner, shall result in the forfeiture of the bid guarantee to the Department.**

### **BID BOND GUARANTEE**

If the bid price amount is greater than \$100,000, each bid shall be accompanied by a bid bond guarantee payable to the Department in the amount of five percent (5%) of the base bid price. The form of the bid bond guarantee can be written by a surety company authorized to do business in the state of Florida and signed by a Florida licensed agent. Bid bond guarantees of unsuccessful contractors shall be returned following completion of the award posting period. The successful contractor's bid bond guarantee shall be exchanged for a performance bond (see PERFORMANCE BOND) prior to final execution of the construction contract. If the successful contractor fails to provide the required performance bond as specified, the bid bond guarantee shall be forfeited to the Department.

### **BIDDER QUALIFICATIONS:**

#### **LICENSING**

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

#### **LISTING OF SUBCONTRACTORS**

In order that the Department may be assured that only qualified and competent subcontractors will be employed on the project, the contractor shall submit to the Department a list of subcontractors who will perform work. The contractor shall have determined, to his own complete satisfaction, that a listed subcontractor has been successfully engaged in this particular type of business for a reasonable length of time, has successfully completed installations or renovations comparable to that which is required by these specifications and is qualified both technically and financially to perform the phase of this work for which he is listed. **Proof of any licenses or certifications required of subcontractors shall be submitted with the list of subcontractors by the contractor.** Any subcontractor(s) not listed and approved in the award of this bid will not be allowed to proceed with any work related to this project. Any subcontractor(s) proposed after the start of this project must be submitted in writing to the Department for approval. Work by

the proposed subcontractor must not commence until the Department has given approval. The "**List of Subcontractors**" form must be completed and included in each bid package, if applicable.

### **PRODUCTS FOR APPLICATION AND INSTALLATION**

The contractor shall not change the approved products at any time during the performance of this contract, without prior written approval from the contract manager and architect/engineer firm. Liquidated damages shall begin upon the Department's notice of use of improper products and continue until the contractor remediates and substitutes the improper product with an authorized product, all at the expense of the contractor.

### **LIQUIDATED DAMAGES**

In the event the work is not completed on the completion date, and inasmuch as failure to complete the project within the time fixed in the bid will result in substantial injury to the owner, and as damages arising from such failure cannot be calculated with any degree of certainty, it is hereby agreed that, if the project is not completed within the fixed time, the contractor shall pay to the owner, as liquidated damages for such delay and not as a penalty, one hundred dollars (\$100) for each calendar day elapsing between the date fixed for completion and the actual date of completion. The contractor shall also be liable for liquidated damages as described in the Products Submitted for Application and Installation herein.

### **STATE FIRE MARSHAL'S APPROVAL**

Florida Statute 255.25 requires that all plans and specifications for construction, alteration or installation of new equipment be reviewed by the State Fire Marshal's office for compliance with current Life Safety codes. The Department/Architect firm shall be responsible for obtaining State Fire Marshal approval prior to the commencement of any work by the contractor. Any fees required by the State Fire Marshal for review are also the responsibility of the Department/Architect firm; however, it shall remain the contractor's responsibility to coordinate inspections with the State Fire Marshal.

### **CODES AND INSPECTIONS**

The contractor is required to comply with all federal, state and local laws; ordinances; rules; regulations and codes that in any manner affect the work. Ignorance on the part of the contractor will in no way relieve him from this responsibility. All inspections required to ensure compliance with required codes are the responsibility of the contractor and must be accepted by the contract manager.

### **SAFETY REQUIREMENTS**

Contractor shall comply with applicable requirements of Occupational Safety and Health Act (OSHA) and any standard there under. The specified safety regulations shall be enforced during the complete performance of the contract. The contractor shall comply with the Department of Labor, Occupational Safety and Health Regulations for construction, promulgated under the Occupational Safety and Health Act of 1970 (P.L. 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (P.L. 91-54). The contractor alone shall be responsible for the safety, efficiency and adequacy of his equipment, appliances and methods and for any damage that may result from their failure or their improper construction, maintenance or operation.

### **PROHIBITION OF ASBESTOS**

No material containing asbestos shall be used. Certification from the contractor that no such material was used in the project will be required before acceptance of the project by the Department. Contractor shall also forward a copy of this certification to Bureau of General Services, 407 S. Calhoun Street, Tallahassee, Florida 32399.

**TIME DELAYS**

If the contractor is delayed at any time in the progress of the work by changes ordered in the work, by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipated, unavoidable casualties or other causes, he may submit a written request for additional time to complete the work, with supporting documentation. If FDACS determines that the circumstances warrant an extension of time for completion of the contract, the time will be granted for completion by a change order **(ATTACHMENT B, CHANGE ORDER REQUEST)** for such reasonable time as FDACS may determine. Oral requests for extensions will not be considered.

**WORK SCHEDULE**

The contractor shall submit a proposed work schedule to the contract manager at the time of the pre-construction meeting. The schedule shall be in the form of a work schedule or a detailed report showing the following information:

- A. For each area of work:
  - (1) work dates
  - (2) work shift time
  - (3) number of employees on site
  - (4) dates of start and completion per area of work
- B. Any items of work that will delay the start or completion of the entire project.
- C. Project completion and final inspection. The schedule shall be dated and signed by the contractor.

**CONTRACTOR QUALITY CONTROL REQUIREMENTS**

The contractor shall inspect all work during the performance of the contract. Records of the inspections and tests shall be maintained. Surveillance of the inspection system will be performed by the FDACS contract manager.

**QUALITY OF MATERIAL**

Manufactured materials incorporated in the project shall be of first quality and shall meet all specifications. The contractor shall ensure receipt of the manufacturer's certificate of compliance, NOA, and Florida Product Approval, as applicable.

**FLORIDA MATERIALS/LABOR**

The contractor's attention is called to Section 255.04, Florida Statutes, which requires that on public building contracts, Florida products and labor shall be used wherever price and quality are equal.

**ENERGY-EFFICIENT AND SUSTAINABLE BUILDINGS**

All state agencies, county officials, boards of county commissioners, school boards, city councils, city commissioners and all other public officers of state boards or commissions that are charged with the letting of contracts for public work, for the construction of public bridges, buildings and other structures must specify in the contract lumber, timber and other forest products produced and manufactured in this state, if wood is a component of the public work, and if such products are available and their price, fitness and quality are equal.

**TAXES**

Although FDACS is not subject to the Florida sales and use tax, any contractor who purchases materials and services, which will be used in the construction of state-owned/operated buildings, will not be exempt from the tax on these materials and services as evidenced by Florida Statutes.

**WEATHER CONDITIONS**

In the event of temporary suspension of work or during inclement weather or whenever the Department's contract manager shall direct, the contractor will, and will cause his subcontractors to, protect carefully his and their work and materials against damage or injury from weather. If any work or materials shall have been damaged or injured by reason of failure on the part of the contractor or any of his subcontractors so to protect his work, such materials shall be removed and replaced at the expense of the contractor.

**WORKMANSHIP**

All work is to be accomplished by skilled craftsmen complimenting the trade involved. All material used is to be installed in strict accordance with the manufacturer's specifications. Improper installation or poor workmanship will not be accepted.

**CLEAN-UP**

Upon completion of the work, the contractor shall remove all trash and debris from the site and shall leave the premises clean and in a finished condition acceptable to the owner. All equipment removed during the course of the project must be disposed of by the contractor. Departmental dumpsters are not to be used for the disposal of any products in relation to the completion of this project. All debris shall be hauled away and destroyed in an appropriate manner. No hauling fee(s), tipping fee(s), trash fee(s), hazardous waste fee(s) or other related garbage fee(s) shall be charged to the Department.

**MANUFACTURER WARRANTIES**

The vendor shall furnish manufacturer warranties with all equipment or materials purchased by the Department as a result of this bid.

**CONTRACTOR WARRANTY AND GUARANTEE**

The contractor shall furnish to the Department a one (1) year written guarantee against any defects in materials and workmanship. This guarantee shall be in addition to any manufacturer's warranties. The guarantee shall be provided within ten (10) days from completion of the project. The one (1) year period will start upon satisfactory acceptance of the project by the Department.

**COMPLIANCE WITH LAWS**

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

**INSURANCE REQUIREMENTS**

The contractor shall not commence any work in connection with the project until he has obtained all of the following types of insurance and such insurance has been approved by the owner, nor shall the contractor

allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida through an authorized licensed Florida Agent.

**BUILDER’S RISK INSURANCE**

Contractor shall maintain, or cause to be maintained, Builder’s Risk insurance in an amount not less than the total cost of the insurable improvements being constructed, as approved by FDACS, with responsible insurance companies legally authorized to transact business in Florida and with a Best’s Insurance Guide Rating of B+ or better. FDACS approval shall not be unreasonably withheld, conditioned or delayed.

**CONTRACTUAL LIABILITY-WORK CONTRACTS**

The contractor's liability policy shall include contractual liability coverage designed to protect the vendor from contractual liabilities assumed by the vendor in the performance of this contract.

**CERTIFICATE OF INSURANCE**

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

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

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

**CONTRACTOR'S COMMERCIAL GENERAL LIABILITY INSURANCE**

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

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

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

**CONTRACTOR'S AUTOMOBILE LIABILITY INSURANCE**

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

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

During the contract term, the contractor, at its sole expense, shall provide commercial insurance such a type and with such terms and limits as may be reasonably associated with the contract, which, as a minimum, shall be workers’ compensation and employer’s liability insurance in accordance with Chapter 440, Florida Statutes, with minimum employers’ liability limits of \$100,000 per accident, \$100,000 per

person and \$500,000 policy aggregate. Such policy shall cover all employees engaged in any contract work.

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

**HOLD HARMLESS AND INDEMNIFY**

The contractor shall hold harmless, and indemnify to the fullest extent permitted by law, the state of Florida, FDACS and/or FDACS employees from and against any and all claims, damages, losses and expenses, including, but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death or injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the contractor, subcontractor(s), anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in the paragraph.

**INSURANCE, LOSS DEDUCTIBLE CLAUSE**

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

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

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

**SPECIAL CONDITIONS**

**PUBLIC RECORDS**

Any documents submitted shall be considered public record pursuant to Chapter 119, Florida Statutes.

**UNILATERAL CANCELLATION**

The state shall have the right of unilateral cancellation for the refusal by the contractor, upon request by the Department's custodian of public records, to provide copies of requested public records, or permit inspection of public records, as required by Chapter 119, Florida Statutes.

**INDEPENDENT CAPACITY OF CONTRACTOR**

The contractor, its officers, agents and employees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the state.



**INVOICING AND PAYMENT**

Payment will be made by state government warrant upon completion of the project or as specified in the **APPLICATIONS FOR PAYMENT** section of this bid. Invoices must be submitted in triplicate, and in sufficient detail, to allow for proper pre-audit and post-audit thereof, to the Department's contract manager. The Department will then place the invoice in line for payment. Payment shall be made in accordance with Section 215.422, Florida Statutes, which states the contractor's rights and the state agency's responsibility concerning interest penalties and time limits for payment of invoices (**ATTACHMENT D, NOTIFICATION OF VENDOR OMBUDSMAN'S NAME AND TELEPHONE NUMBER**).

**APPLICATIONS FOR PAYMENT**

1. SUMMARY

A. This section specifies administrative and procedural requirements governing each prime contractor's applications for payment.

1. Coordinate the schedule of values and applications for payment with the contractor's construction schedule, submittal schedule and list of subcontracts.

2. SCHEDULE OF VALUES

A. Coordination: Coordinate preparation of the schedule of values with preparation of the contractor's construction schedule.

1. Submit the schedule of values to the owner at the earliest possible date but no later than seven (7) days before the date scheduled for submittal of the initial applications for payment.

2. APPLICATIONS FOR PAYMENT

- a. Each application for payment shall be consistent with previous applications and payments as certified by the owner.
- b. Payment-Application Times: The date for each progress payment is the 15th day of each month. The period covered by each application for payment starts on the day following the end of the preceding period and ends 15 days prior to the date for each progress payment.
- c. Payment-Application Forms: Use **ATTACHMENT E, CONTRACTOR'S REQUEST FOR PAYMENT**, as the form for applications for payment. As provided on this form, a 10% retainer will be withheld from each payment and released at completion of the project upon final approval and acceptance by the owner.

**AUDITING DUTIES**

The contractor will comply with section 20.055, Florida Statutes.

**INSPECTION AND ACCEPTANCE**

Each phase of the services, including quality of work rendered under this contract, is subject to inspection by FDACS during both the contractor's operations and after completion of the tasks. When the contractor is satisfied with the completion of the contract, all required inspections and approvals of permitting authorities have been received and prior to acceptance of any phase of work, the contractor shall submit a written request for an inspection to the contract manager. If the contract manager determines the work is sufficiently complete to warrant an inspection, one shall be performed.

**SUBSTANTIAL COMPLETION**

Contractor shall submit, upon substantial completion of this project, an original notarized copy of the certificate of substantial completion (**ATTACHMENT C, CERTIFICATE OF SUBSTANTIAL COMPLETION**). Substantial completion shall mean that the project has been issued a "Certificate of Completion" from the local permitting agency and shall be the start date for warranties. An inspection will be performed, and the contractor will have 30 days in which to complete any final punch list items prior to final close out of the project.

**CERTIFICATE OF CONTRACT COMPLETION**

Contractor is required to submit, upon completion of this project, an original notarized copy of the certificate of contract completion. This form certifies that all materials, labor and other charges against this project have been paid in accordance with the contract; that no liens have been attached against the project; that all Worker's Compensation claims have been settled and that no public liability claims are pending. This form must be submitted to the Department with the invoice before payment will be made (**ATTACHMENT F, CERTIFICATE OF CONTRACT COMPLETION**).

**FINAL PAYMENT**

Before final payment is made, all warranties, invoices, certification of asbestos-free materials, as-builts, contact list, consent of surety, lien releases, other items specific to this project and the certificate of contract completion form (**ATTACHMENT F, CERTIFICATE OF CONTRACT COMPLETION**) shall be provided to FDACS. Any damage to the structure or furnishings shall be repaired or replaced by contractor before invoicing or request for final payment. In accordance with Section 215.422, Florida Statutes, FDACS shall have cause to pay to the contractor the entire unpaid balance of the contract award amount.

**DRUG-FREE WORKPLACE**

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

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

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

**AWARD OF IDENTICAL (TIE) BIDS**

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

foreign manufacturer, with a factory in the state employing over 200 employees working in the state, shall have preference over the bid of any other foreign manufacturer.

### **PUBLIC ENTITY CRIMES**

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

### **EMPLOYMENT OF UNAUTHORIZED ALIENS**

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

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

### **DISCRIMINATION**

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

### **ANNUAL APPROPRIATIONS**

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

### **DISQUALIFICATION OF BIDDERS**

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

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

### **REJECTION OF BIDS**

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

**LATE BIDS**

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

**TERMINATION OF CONTRACT**

FDACS reserves the right to terminate the contract, or any portion thereof, for good cause at any time upon written notice to the contractor. A determination of good cause to terminate the contract may include, but is not limited to the following:

1. A single breach of contract of such severe nature as to indicate the inability or unwillingness of the contractor to perform with a satisfactory degree of quality and promptness;
2. A series of deficiencies indicating either (a) willful or (b) negligent and persistent inattention to safety or to compliance with applicable codes;
3. Repetitious failure to make corrections or to otherwise perform after request;
4. Bankruptcy or insolvency of the contractor;
5. Death or disability of contractor's personnel such that contractor will not be able to perform with the appropriate degree of promptness and quality;
6. Any other condition or circumstances that will prevent contractor from performing with the appropriate degree of promptness and quality;
7. Refusal by the contractor to allow access to all documents, letters or other material subject made or received by the contractor in conjunction with this contract in accordance with the provisions of Chapter 119, Florida Statutes.

**BIDDING INSTRUCTIONS**

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

**BID PRICE SHEET**

Bidder shall provide a **firm fixed total price for each project listed** as specified herein. The Department will not accept any costs for travel or other costs not included in the bid price.

**EVALUATION AND AWARD**

The Department reserves the right to award to the lowest responsive bidder based upon the **GRAND TOTAL as specified herein**. As the best interest of the state may require, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined there is competition to the lowest responsible bidder, evaluation of other bids is not required. Bidders are

cautioned to make no assumptions unless their bid has been evaluated as being responsive. Any further clarification, if necessary, will be by written addendum. All other provisions of the awards paragraph, General Conditions, shall prevail.

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

### **INTERPRETATIONS/DISPUTES**

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

### **POSTING OF BID TABULATIONS**

Tabulations with recommended award(s) will be posted for review by interested parties on the Florida Vendor Bid System located at <http://myflorida.com>, click on Business, Doing Business with the State of Florida, Everything for Vendors and Customers, Vendor Bid System, Search Advertisements. Tabulations will remain posted for a period of seventy two (72) hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Failure to file the proper bond at the time of filing the formal protest will result in denial of the protest.

### **QUESTIONS**

Questions regarding bidding procedures may be directed to:

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

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

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

**ADDENDA**

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

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

**CHANGES TO CONTRACT**

The contractor's performance of work necessary to complete the project is specified herein. Should conditions alter the nature and extent of the work specified in the bidding and contract documents cause greater or less cost and/ or time to perform the work specified, an adjustment shall be made by means of a written change order to the contract cost and/or time (**ATTACHMENT B, CHANGE ORDER REQUEST**). It is in the best interest of the state that the contractor performs changes in the work and that bidding not be required if:

- A. Contractor's performance and capability remain satisfactory at time of proposed change order.
- B. The change is within the general scope of the contract, and the contract contains a method of calculating overhead and profit caused by change orders.
- C. The change will reduce either the scope or size of the project or the contract amount.
- D. The change is an integral part of the project and is necessary to correct an unanticipated condition, which is necessary to permit the construction to continue and the contractor will agree to a reasonable negotiated increase in the contract price. The Department will make a determination of the best interest of the state based on these criteria for each proposed change in work.



Florida Department of Agriculture and Consumer Services  
Bureau of General Services

ADAM H. PUTNAM  
COMMISSIONER

REFERENCES/PAST PERFORMANCE

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

1. Bidder shall provide a contact list of contractor's three (3) most recently completed projects similar in project size and scope of work, completed within the last three (3) years. Please review the specifications within the ITB.

a. CLIENT NAME/CONTRACT MANAGER: \_\_\_\_\_

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

PROJECT LOCATION/DESCRIPTION: \_\_\_\_\_

VALUE OF PROJECT: \_\_\_\_\_ DATE PROJECT COMPLETED: \_\_\_\_\_

b. CLIENT NAME/CONTRACT MANAGER: \_\_\_\_\_

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

PROJECT LOCATION/DESCRIPTION: \_\_\_\_\_

VALUE OF PROJECT: \_\_\_\_\_ DATE PROJECT COMPLETED: \_\_\_\_\_

c. CLIENT NAME/CONTRACT MANAGER: \_\_\_\_\_

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

PROJECT LOCATION/DESCRIPTION: \_\_\_\_\_

VALUE OF PROJECT: \_\_\_\_\_ DATE PROJECT COMPLETED: \_\_\_\_\_

2. Did contractor complete all of the projects listed above on time? ( ) yes ( ) no

3. Were the clients listed above, satisfied with the workmanship of the project? ( ) yes ( ) no

4. Were there any contractor performance or workmanship issues with the projects listed above? If yes, were the issues resolved satisfactorily for the client? ( ) yes ( ) no ( ) n/a

5. Did contractor complete all of the projects listed above, at or under budget? ( ) yes ( ) no

6. Were there any contractual issues/disputes with the projects listed above? If yes, were the issues/disputes resolved satisfactorily for the client? ( ) yes ( ) no ( ) n/a

BIDDER NAME: \_\_\_\_\_

**REFERENCES/PAST PERFORMANCE** (continued)

7. Name and contact for key personnel that would be assigned to this project:  
Project Manager: \_\_\_\_\_  
Was this Project Manager assigned to any of the projects listed above? ( ) yes ( ) no  
Which project(s): a, b, c? \_\_\_\_\_  
On-site supervisor: \_\_\_\_\_  
Was this supervisor assigned to any of the projects listed above? ( ) yes ( ) no  
Which project(s): a, b, c? \_\_\_\_\_
8. State your current payment and performance bonding capacity: Single project: \$2,000,000 (minimum)  
\$ \_\_\_\_\_; Aggregate projects: \$ \_\_\_\_\_
9. Contact name of your bonding agent, telephone number and email:  
\_\_\_\_\_
10. Please state the number of years your firm has operated under its current name of incorporation (legal entity):  
\_\_\_\_\_

By affixing signature to this **REFERENCES/PAST PERFORMANCE** form, contractor acknowledges that the information provided herein is true and correct.

**BIDDER NAME:** \_\_\_\_\_

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

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





Florida Department of Agriculture and Consumer Services  
Bureau of General Services

**LIST OF SUBCONTRACTORS**

ADAM H. PUTNAM  
COMMISSIONER

Listed below are the names, addresses and telephone numbers of any/all subcontractors that will perform work related to the scope of work.

NAME: \_\_\_\_\_

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

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

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

NAME: \_\_\_\_\_

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

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

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

NAME: \_\_\_\_\_

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

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

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

NAME: \_\_\_\_\_

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

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

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

# BID PRICE SHEET

<u>DESCRIPTION</u>	<u>FIRM FIXED TOTAL PRICE</u>
Item 1: Repairs to Building # 1 as Specified Herein	\$ _____
Item 2: Repairs to Building # 2 as Specified Herein	\$ _____
Item 3: Repairs to Building # 3 as Specified Herein	\$ _____
Item 4: Repairs to Building # 5 as Specified Herein	\$ _____
Item 5: Repairs to Building # 9 as Specified Herein	\$ _____
Item 6: Repairs to Building # 10 as Specified Herein	\$ _____
Item 7: Repairs to Building # 11 as Specified Herein	\$ _____
Item 8: Repairs to Building # 11A as Specified Herein	\$ _____
Item 9: Repairs to Building # 13 as Specified Herein	\$ _____
Item 10: Repairs to Building # 14 as Specified Herein	\$ _____
Item 11: Repairs to Building # 17 as Specified Herein	\$ _____
GRAND TOTAL	\$ _____

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

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

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

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

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

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

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

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

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

**APPENDIX I**

ITEM 1: Building # 1 - Replace damaged roof panels and rake trim; two (2) runs of roof panels on north side of roof and four (4) roof panels on south side of roof. Debris shall be removed from site upon completion.

Replace missing wind damaged roof panels and rake trim on the east end of building 1- gable trim and roof repair/replacement

- 1) Remove balance of the 100 lineal feet of missing rake with accessories.
- 2) Remove and replace the first two (2) runs of roof panels on the north side of roof and four (4) runs of panels on the south side of roof. 900 square foot of roofing total.
- 3) Furnish and install new 24-gauge galvalume finished " PBR" type screw down roof panels in place of the damaged roof panels that were removed to make repairs.
- 4) New roof panels shall be installed with required long life fasteners, sealants and closures.
- 5) Peak of roof shall have a new 24-gauge galvalume finished die formed ridge cap installed in place of the one that was removed to make repairs.
- 6) Existing eave gutters shall be re-secured to new roof panels.
- 7) Furnish and install 100 lineal feet of new 24-gauge colored rake trim in place of the missing/ damaged rake trim on the east gable end of building.
- 8) New rake trim shall be installed with new long life fasteners and sealants to insure it is weather tight and secured to the existing steel building structure.
- 9) New rake trim profile to match existing.

ITEM 2: Building #2 - Replace missing/damaged rake trim on north end of building. Remove/ install 20-lineal feet of new rake trim to match existing.

Replace missing/wind damaged rake trim on the north end of building 2 gable trim repair/replacement.

- 1) Remove balance of the 20 lineal feet of missing rake with accessories.
- 2) Furnish and install 20 lineal feet of new 24-gauge colored rake trim in place of the missing/damaged rake trim on the east gable end of building.
- 3) New rake trim shall be installed with new long life fasteners and sealants to insure it is weather tight and secured to the existing steel building structure.
- 4) New rake trim profile to match existing debris.

ITEM 3: Building #3 - Furnish and install 40-lineal feet of new 24-gauge colored gutter to match existing gutter. Repair existing chain link fencing. Remove damaged comer post and patch concrete. Install new comer post and reconnect existing chain link fence.

Replace missing/wind damaged gutter on the south east corner of building and repair damaged chain link fencing/post building 3.

Gutter Repairs

- 1) Remove balance of the 50-lineal feet of missing gutter with accessories.
- 2) Furnish and install a total of 40- lineal feet of new 24-gauge colored gutter to match the existing gutter profile.
- 3) New gutter shall have new rubberized eave closures installed to insure water does not run back in to eaves of building.
- 4) New gutter shall have new metal gutter support straps installed in place of the existing damaged gutter support straps.
- 5) Gutter over laps shall be riveted together and sealed with a commercial grade gutter sealant.
- 6) Existing downspouts shall be re-attached to the new gutter system.
- 7) Balance of gutter shall have the existing gutter laps resealed with new gutter sealants.

Chain Link Fence Repairs

- 1) Disassemble the existing chain link fencing from the damaged corner post to make repairs.
- 2) Remove the existing damaged corner post.
- 3) Patch the existing damaged concrete foundation at point where the existing corner post was dislodged from concrete foundation.
- 4) Core drill the existing foundation to allow for installation of new 2" diameter corner post.
- 5) New corner post shall be epoxy embedded into the existing foundation to insure it is secure and stable for re-installation of chain link fencing.
- 6) Reconnect the existing chain link fencing to the new corner post.

ITEM 4: Building #5 - furnish and install 120-lineal feet of new 24-gauge colored gutter to match existing gutter. debris shall be removed from site upon completion.

Replace missing/wind damaged gutter on the east side loading dock building 5.

Gutter Repairs

- 1) Remove balance of the 120-lineal feet of missing gutter with accessories.
- 2) Furnish and install a total of 120-lineal feet of new 24-gauge colored gutter to match the existing gutter profile.
- 3) New gutter shall have new rubberized eave closures installed to insure water does not run back in to eaves of building.
- 4) New gutter shall have new metal gutter support straps installed in place of the existing damaged gutter support straps.
- 5) Gutter over laps shall be riveted together and sealed with a commercial grade gutter sealant.
- 6) Existing downspouts shall be re-attached to the new gutter system.
- 7) Balance of gutter shall have the existing gutter laps resealed with new gutter sealants.

ITEM 5: Building #9 - Furnish and install 80-lineal feet of new 24-gauge colored gutter to match existing gutter. Debris shall be removed from site upon completion.

Replace missing/wind damaged gutter on the north side loading dock canopy building 9.

Gutter Repairs

- 1) Remove balance of the 80-lineal feet of missing gutter with accessories.
- 2) Furnish and install a total of 80-lineal feet of new 24-gauge colored gutter to match the existing gutter profile.
- 3) New gutter shall have new rubberized eave closures installed to insure water does not run back in to eaves of building.
- 4) New gutter shall have new metal gutter support straps installed in place of the existing damaged gutter support straps.
- 5) Gutter over laps shall be riveted together and sealed with a commercial grade gutter sealant.
- 6) Existing downspouts shall be re-attached to the new gutter system.
- 7) Balance of gutter shall have the existing gutter laps resealed with new gutter sealants.

ITEM 6: Building# 10 - Replace damaged gutter and rake trim on north end of building. Furnish and install 20-lineal feet of new 24-gauge colored gutter to match existing gutter. Debris shall be removed from site upon completion.

Replace missing/wind damaged gutter and rake trim on the south and east side of building 10 north end storage building.

- 1) Remove balance of the 20-lineal feet of missing gutter with accessories.
- 2) Furnish and install a total of 20-lineal feet of new 24-gauge colored gutter to match the existing gutter profile.
- 3) New gutter shall have new rubberized eave closures installed to insure water does not run back in to eaves of building.

- 4) New gutter shall have new metal gutter support straps installed in place of the existing damaged gutter support straps.
- 5) Gutter over laps shall be riveted together and sealed with a commercial grade gutter sealant.
- 6) Existing downspouts shall be re-attached to the new gutter system.
- 7) Balance of gutter shall have the existing gutter laps resealed with new gutter sealants.
- 8) Remove and replace a total of 30-lineal feet of existing wind damaged high side rake trim with accessories.
- 9) Furnish and install 30-lineal feet of new 24-gauge colored high side rake trim with related closures, sealants and fasteners to insure the new materials is secured and weather tight.

ITEM 7: Building #10 - Furnish and install 75-Lineal feet of new 24-gauge colored gutter to match existing gutter. Debris shall be removed from site upon completion.

Replace missing/wind damaged gutter on the east side loading dock building 10.

#### Gutter Repairs

- 1) Remove balance of the 75-lineal feet of missing gutter with accessories.
- 2) Furnish and install a total of 75-lineal feet of new 24-gauge colored gutter to match the existing gutter profile.
- 3) New gutter shall have new rubberized eave closures installed to insure water does not run back in to eaves of building.
- 4) New gutter shall have new metal gutter support straps installed in place of the existing damaged gutter support straps.
- 5) Gutter over laps shall be riveted together and sealed with a commercial grade gutter sealant.
- 6) Existing downspouts shall be re-attached to the new gutter system.
- 7) Balance of gutter shall have the existing gutter laps resealed with new gutter sealants.

ITEM 8: Building #11 A - Replace missing fascia trim and soffit panels with related support framing on south side of building, 24 feet wide x 120 feet long; new 24-gauge galvanized eave/fascia strut. Debris shall be removed from site upon completion.

Replace missing/wind damaged fascia trim and soffit panels with related support framing on the south side of building 11-a fascia and soffit repairs 24" wide x 120' long south wall.

- 1) Remove balance of damaged fascia trim and soffit panels with accessories.
- 2) Remove 100-lineal feet of existing deteriorated eave strut/fascia member for replacement.
- 3) Cut back the eaves of the existing roof panels 6 inches +/- to remove rusted thru sections of roof panels.
- 4) Cut back the existing soffit framing 6 inches +/- to allow for installation of new framing members, flashings and accessories.
- 5) Install 100-lineal feet of new 14-gauge galvanized eave/ fascia strut in place of the existing deteriorated strut member (this excludes work to the entry canopy framing, fascia or soffit).
- 6) Furnish and install 100-lineal feet of new perforated soffit with related trim and accessories in place of existing.
- 7) Furnish and install 100-lineal feet of new 24-gauge fascia cap trim in place of wind damaged fascia cap trim.
- 8) Furnish and install 100-lineal feet of new 24-gauge colored eave trim to cap over top of the new fascia trim along the new eave line of roof.
- 9) Fill in the new eave line of roof with new long life fasteners, eave closures and sealants for a finished appearance
- 10) Add additional fasteners to secure the existing soffit on the north sidewall and east end wall of building 4 locations that have a sag in the existing soffit. No framing repairs of soffit/fascia replacement for these areas.
- 11) Excludes all work to the entry canopy located on the south side of building main entrance.

ITEM 9: Building # 13 - Remove and replace roof panels from the gable end 3 feet wide x 80 feet long section. Install new 24-gauge galvanized type screw down panels and 80 lineal feet of colored rake trim. Debris shall be removed from site upon completion.

Replace missing/wind damaged roof panels and rake trim on the east end of building 13.

#### Gable Trim and Roof Repair/Replacement

- 1) Remove balance of the 80- lineal feet of missing rake with accessories.
- 2) Remove and replace the first roof panel run in from the gable end. 3' wide x 80' long section (north and south side of roof along with load dock canopy).
- 3) Furnish and install new 24-gauge galvalume finished "pbr" type screw down roof panels in place of the damaged roof panels that were removed to make repairs.
- 4) New roof panels shall be installed with required long life fasteners, sealants and closures.
- 5) Peak of roof shall have a new 24-gauge galvalume finished die formed ridge cap installed in place of the one that was removed to make repairs.
- 6) Existing eave gutters shall be re-secured to new roof panels.
- 7) Furnish and install 80 lineal feet of new 24-gauge colored rake trim in place of the missing/damaged rake trim on the east gable end of building.
- 8) New rake trim shall be installed with new long life fasteners and sealants to ensure it is weather tight and secured to the existing steel building structure.

ITEM 10: Building # 14 - Furnish and install 40-lineal feet of new 24-gauge colored gutter to match existing gutter. Debris shall be removed from site upon completion.

Replace missing/wind damaged gutter on the south west corner of building 14

#### Gutter Repairs

- 1) Remove balance of the 40-lineal feet of missing gutter with accessories.
- 2) Furnish and install a total of 40-lineal feet of new 24-gauge colored gutter to match the existing gutter profile.
- 3) New gutter shall have new rubberized eave closures installed to insure water does not run back in to eaves of building.
- 4) New gutter shall have new metal gutter support straps installed in place of the existing damaged gutter support straps.
- 5) Gutter over laps shall be riveted together and sealed with a commercial grade gutter sealant.
- 6) Existing downspouts shall be re-attached to the new gutter system.
- 7) Balance of gutter shall have the existing gutter laps resealed with new gutter sealants.

ITEM 11: Building # 17 - Remove/replace and repair damaged HIP flashing. Install 22 lineal feet of 24-gauge galvalume sub flashing. Debris shall be removed from site upon completion.

Remove, replace and or repair wind damaged hip flashings on the north east corner of roof building 17.

#### Restaurant Roof Repairs

- 1) Remove the balance of wind damaged hip flashings with related closures, sealants and sub flashings.
- 2) Furnish and install new storm guard roofing underlayment over exposed hip substrate to ensure weather tightness is achieved.
- 3) Furnish and install 24-gauge galvalume sub flashings in place of the existing wind damaged flashings. new sub flashings shall be installed with new fasteners and sealants to insure weather tightness.
- 4) Replace the existing roof deck along the hip to insure roof decking is secure to the existing substrate.
- 5) Furnish and install 22- lineal feet+/- of new 24-gauge galvalume finished hip cap flashings in place of existing. New flashings shall be installed as per roofing manufactures guidelines. New flashing finish will not match the existing hip flashings or roof decking due to discoloration related to the sun and fading and weathering of the existing metal roof system.



ATTACHMENT A
Florida Department of Agriculture and Consumer Services
Bureau of General Services

AGREEMENT BETWEEN DEPARTMENT AND CONTRACTOR

ADAM H. PUTNAM
COMMISSIONER

STATE PROJECT NO.:
STATE MINORITY VENDOR DESIGNATION

FDACS PROJECT NAME AND LOCATION:

DRAWINGS:

SPECIFICATIONS:

ADDENDA:

THIS AGREEMENT

made this day of in the year .

BY AND BETWEEN

Florida Department of Agriculture and Consumer Services hereinafter called the Department, and

hereinafter called the Contractor.

The Department and the Contractor agree as set forth below.

ARTICLE 1. THE CONTRACT DOCUMENTS - The Contract Documents consists of this Agreement, the Contractor's proposal, all terms, conditions, and specifications of the Invitation to Bid, Drawings, and all Addenda issued prior to execution of this Agreement. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the drawings, specifications and addenda is as follows:

In the event of a conflict in the provisions of said Contract Documents, or any of them that are not an allowed and intentional modification or Change Order, the provisions of the Invitation to Bid shall control.

ARTICLE 2. THE WORK - The Contractor shall perform all the work required by the Contract Documents for items as specified in the

ARTICLE 3. CONTRACT SUM - The Department shall pay the Contractor for the performance of the work, subject to additions and deductions by Change Order as provided in the Conditions of the Invitation to Bid, in current funds, the Contract Sum of

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

CONTRACTOR

APPROVED:

By: Corporate President's Signature

ATTEST:

By: Corporate Secretary's Signature

AS WITNESSED:

By: Witness

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

APPROVED:

By: Director of Administration

AS WITNESSED:

By: Witness

APPROVED AS TO FORM AND LEGALITY:

By: Office of the General Counsel

CORPORATE SEAL



**ATTACHMENT B**  
 Florida Department of Agriculture and Consumer Services  
 Division of Administration  
 Bureau of General Services

**ADAM H. PUTNAM**  
**COMMISSIONER**

**CHANGE ORDER REQUEST**

**From:**

*(Contractor)*

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**To:**

*(Division Contract Manager)*

Florida Department of Agriculture and Consumer Services  
 Division of Administration  
 Bureau of General Services  
 407 South Calhoun Street  
 Tallahassee, Florida 32399

Date From:
Date To:
Change Order No:
FDACS Contract or PO No:
FDACS Complete Project Name:

The Contract is changed as follows:

DESCRIPTION OF CHANGE (Attach additional pages if required)	Decrease	Increase
Subtotal	\$ -	\$ -
Total Net Add/(Deduct)	\$ 0.00	

Contract Time			Contract Amounts	
	Days	SUBSTANTIAL COMPLETION		
Original Contract Period			Original Contract Sum	
Contract Period Prior To This CO			Net Change By Previously Approved CO	
Change Requested Add/(Deduct)			Contract Sum Prior To This CO	\$ -
New Contract Period Including This CO	0		This CO Add/(Deduct)	\$ -
			New Contract Sum Including This CO	\$ -

This Change Order Request will become an Amendment to the Contract Agreement between Contractor and the Owner, and all contract provisions shall apply unless specifically exempted. The amount and time change designated are the maximum agreed to by both the Owner and the Contractor for this change. In consideration of the foregoing adjustments in contract time and contract sum, the Contractor hereby releases Owner from all claims, demands or causes of action arising out of the transactions, events and occurrences giving rise to this Change Order. Except as provided by this Change Order, the contract remains in full force and effect.

<b>CONTRACTOR</b>	FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
<i>Signature</i>	<i>Signature</i>
<i>Print Name</i>	Joey B. Hicks, Director of Administration
<i>Date</i>	<i>Date</i>





ADAM H. PUTNAM  
COMMISSIONER

# ATTACHMENT C

Florida Department of Agriculture and Consumer Services  
Division of Administration  
Bureau of General Services

## CERTIFICATE OF SUBSTANTIAL COMPLETION

**From:**

*(Architect/Engineer)*

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

**To:**

*(Division Contract Manager)*

Florida Department of Agriculture and Consumer Services  
Division of Administration  
Bureau of General Services  
407 South Calhoun Street  
Tallahassee, Florida 32399

FDACS Contract or PO No:
FDACS Complete Project Name:
Certificate of Occupancy Date: (OR COMPLETION CERTIF. DATE)
Date of Substantial Completion:

The work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the project or portion thereof designated below is hereby established as entered above.

THE PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

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

Below (or attached hereto) is a list of items to be completed or corrected by the Contractor. The omission of items on such list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract Documents.

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

TO BE COMPLETED BY ARCHITECT/ENGINEER THROUGH SUBSTANTIAL COMPLETION DATE	DATE	DAYS	LIQUIDATED DAMAGES
1. Notice to Proceed (N.T.P)			<i>Insert Number Only for Damages Per Day</i>
2. Time Specified in Original Contract for Substantial Completion			
3. Time Extension Granted by Change Orders			
4. Total Days Allowed to Substantial completion (Add Lines 2 and 3)			
5. Substantial Completion date & <b>actual</b> days from N.T.P. through Substantial Completion date			
6. Substantial Completion Date Overrun (Subtract Line 4 from 5 and Enter Overrun. If line 5 less than line 4, enter 0.)			\$ -

ARCHITECT- ENGINEER	CONTRACTOR	OWNER
The work under this contract as stated above is Substantially Complete on the Date set above in accordance with the terms of the contract.	The work under this contract as stated above is Substantially Complete on the Date set above in accordance with the terms of the contract. The Contractor will complete or correct the work on the list of items above (or attached hereto) within the time prescribed in the contract from the above Date of Substantial Completion.	The Owner acknowledges the work or designated portion thereof as substantially complete on the date indicated above..
<i>Signature</i>	<i>Signature</i>	<i>Signature</i>
<i>Title</i>	<i>Title</i>	<i>Title</i>
<i>Date</i>	<i>Date</i>	<i>Date</i>
<i>Print Name</i>	<i>Print Name</i>	<i>Print Name</i>

# **ATTACHMENT D**

## **STATE OF FLORIDA**

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

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

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

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

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services Consumer Hotline at 1-877-693-5236 or (850) 413-3089.



**ATTACHMENT E**  
 Florida Department of Agriculture and Consumer Services  
 Division of Administration  
 Bureau of General Services

ADAM H. PUTNAM  
 COMMISSIONER

**CONTRACTOR'S REQUEST FOR PAYMENT**

**From:**  
 (Contractor)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date From:
Date To:
Pay Request No:
FDACS Contract or PO No:
FDACS Complete Project Name:

**To:** (Division Contract Manager)  
 Florida Department of Agriculture and Consumer Services  
 Division of Administration  
 Bureau of General Services  
 407 South Calhoun Street  
 Tallahassee, Florida 32399

CHANGE ORDER SUMMARY			
Change Order totals previously approved by Owner		ADDITIONS	DEDUCTIONS
Total Approved this Request			
Number	Date Approved		
<b>CURRENT TOTALS</b>		\$ -	\$ -
Net change by Change Orders		--	

CONTRACT AMOUNT SUMMARY	
1. Original Contract Sum.....	
2. Net Change by Change Orders.....	\$ -
3. CONTRACT SUM TO DATE (line 1 ± 2).....	\$ -
4. Total Completed & Stored to Date (EARNED)..... <small>(column G on continuation sheet)</small>	\$ -
PERCENT COMPLETE _____	
5. Retainage:	
a. 10% WORK COMPLETED	\$ -
b. 10% STORED MATERIALS	\$ -
<b>Total Retainage</b> .....	\$ -
<small>(line 5a + 5b or total in column I on continuation sheet)</small>	
6. Total Earned Less Retainage.....	\$ -
<small>(line 4 less line 5)</small>	
7. Less Previous Billings.....	
<small>(line 6 from prior certificate)</small>	
8. CURRENT PAYMENT DUE	\$ -
9. Balance To Complete Including Retainage <small>(line 3 less line 6)</small>	\$ -

CONTRACT TIME SUMMARY	
Base Contract Calendar Days:	_____
Adjusted Days by Change Order:	_____
Revised Contract Days:	_____
Elapsed Days to Date:	_____
Net Days Remaining:	_____
Estimated Days Ahead (+) or Behind (-):	_____

**CERTIFICATION BY THE CONTRACTOR:** I certify that all items and amounts on this Application are correct, that all work has been performed and material supplied in full accordance with the terms and conditions of the Contract, and that all materialmen, laborers and subcontractors, as defined in Chapter 713.01, Florida Statutes, have been paid the amounts due them out of any previous payments made to the contractor by the Owner. Further, I agree to promptly pay each materialmen, laborer and subcontractor, as defined in Chapter 713.01, Florida Statutes, upon receipt of payment from the Owner, out of the amount paid to me on, account of such materialman's laborer's or subcontractor's work, the amount to which said materialman, laborer and subcontractor is entitled, reflecting the percentage actually retained, if any, from payments to myself on account of such materialman's, laborer's and subcontractor's work.

**CONTRACTOR**

(Signature)

(Title, company name, date)

ARCHITECT- ENGINEER CERTIFICATE FOR PAYMENT	APPROVED
I certify that I have investigated and verified this Progress Payment Application; that to the best of my knowledge and belief, the above application is a true statement of the value of the work performed and the materials suitable stored on the site; that all work and materials included in this Certificate have been observed by me or by my authorized assistants; that all work has been performed and material supplied in full accordance with the terms of this Contract; and I approve for payment the amount noted above.	Contract Manager verification of payment for:
Signature of Architect/Engineer _____ Date _____	Signature of Division Contract Manager _____ Date _____
Print Architect/Engineer Name _____ Date _____	Print Division Contract Manager Name _____ Date _____



ADAM H. PUTNAM  
COMMISSIONER

# ATTACHMENT F

Florida Department of Agriculture and Consumer Services  
Division of Administration  
Bureau of General Services

## CERTIFICATE OF CONTRACT COMPLETION

**From:** \_\_\_\_\_  
*(Architect/Engineer)*

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

**To:** *(Division Contract Manager)*

Florida Department of Agriculture and Consumer Services  
Division of Administration  
Bureau of General Services  
407 South Calhoun Street  
Tallahassee, Florida 32399

FDACS Contract or PO No:
FDACS Complete Project Name:
Final Contract or PO Total Amount INCLUDING Total Liquidated Damages Below:
Date of Final Completion:

TO BE COMPLETED BY ARCHITECT/ENGINEER THROUGH	FINAL COMPLETION DATE	DATE	DAYS	LIQUIDATED DAMAGES
1.	Amount of Liquidated Damages at Substantial Completion date			
2.	Time Specified in Original Contract between Substantial Completion & Final Completion			<i>Enter Number Only For Damages Per Day</i>
3.	Time Extension Granted by Change Orders			
4.	Total Days Allowed Between Substantial & Final Completion <small>(Add Lines 2 and 3)</small>			
5.	Contract Complete date & <b>actual</b> days between Substantial and Final Completion			
6.	Final Completion Overrun <small>(Subtract Line 4 from 5 and Enter Overrun. If line 5 less than line 4, enter 0.)</small>			\$ -
<b>Total Liquidated Damages (Substantial + Final Completion)</b>				<b>\$ -</b>

CONTRACTOR'S AFFIDAVIT	ARCHITECT- ENGINEER CERTIFICATE	DEPARTMENT'S CERTIFICATE
I solemnly swear (or affirm): That the work under the above named contract and all amendments thereto have been satisfactorily completed; that all amounts payable for materials, labor and other charges attributable to the project have been paid; that no liens have been attached against the project; that no suits are pending by reason of work on the project under the contract; that all Workman's Compensation claims are covered by Workman's Compensation Insurance as required by law; and that all public liability claims are covered by insurance.	I CERTIFY that the work under the above contract has been satisfactorily completed on the date set forth in accordance with the terms of the contract.	I CERTIFY that the work on the above named project has been satisfactorily completed under the terms of the contract.
Signature	Signature	Signature
Title	Title	Title
Date	Date	Date
Print Name	Print Name	Print Name

STATE OF: \_\_\_\_\_  
 COUNTY OF: \_\_\_\_\_  
 The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
 by \_\_\_\_\_  
(name & title of officer/agent)  
 who is personally known to me or has produced \_\_\_\_\_ as identification.  
 \_\_\_\_\_  
(Notary signature)  
 \_\_\_\_\_  
(Notary name or stamp)

## ATTACHMENT G



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Bureau of General Services

### DRUG-FREE WORKPLACE PROGRAM BIDDER CERTIFICATION

**IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:**

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

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**VENDOR'S SIGNATURE**

# ATTACHMENT H

Florida Department of Agriculture and Consumer Services  
Division of Administration



ADAM H. PUTNAM  
COMMISSIONER

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

### LOBBYING

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

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

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

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

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

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

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### DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

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

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

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

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

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