



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
SOLICITATION ACKNOWLEDGEMENT FORM
INVITATION TO BID (ITB)
CONTRACTUAL SERVICES**

Page 1 of 65	SUBMIT BID TO: Florida Department of Environmental Protection Bureau of General Services - Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
AGENCY RELEASE DATE: May 13, 2019	

SOLICITATION TITLE: Janitorial Services for Bob Martinez Center Laboratory Complex	SOLICITATION NO.: 2019021
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SEALED BIDS ARE DUE: JUNE 13, 2019, at 3:00 PM
SEALED BIDS WILL BE OPENED: JUNE 14, 2019, at 10:00 AM

BIDS MUST BE VALID FOR A PERIOD OF: **180** Days

VENDOR NAME:	<hr/> AUTHORIZED SIGNATURE (MANUAL) <hr/> *AUTHORIZED SIGNATURE (TYPED), TITLE <hr/> *This individual must have the authority to bind the bidder.
VENDOR MAILING ADDRESS:	
VENDOR CITY-STATE-ZIP:	
PHONE NUMBER:	
TOLL FREE NUMBER:	
FAX NUMBER:	
EMAIL ADDRESS:	
FEID NO.:	

TYPE OF BUSINESS ENTITY (Corporation, LLC, partnership, etc.):

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

I certify that I am authorized to sign this response to this ITB for the Bidder and that the Bidder is in compliance with all requirements of this ITB; including, but not limited to, the certification requirements contained in this ITB as well as those contained above. In submitting this bid, the Bidder offers and agrees that if the bid is accepted, the Bidder will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida 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 Bidder.

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

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

PRIMARY CONTACT:		SECONDARY CONTACT:	
NAME, TITLE:		NAME, TITLE:	
ADDRESS:		ADDRESS:	
PHONE NUMBER:		PHONE NUMBER:	
FAX NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:		EMAIL ADDRESS:	

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SECTION 1.00 – INTRODUCTION

1.01. Purpose and Scope. The Department of Environmental Protection (hereinafter referred to as the "Department" or "DEP") is requesting bids from qualified Contractors (hereinafter referred to as the "Bidder" or "Respondent" or "Contractor" or "Vendor") to provide janitorial services for the Department's Laboratory Complex of the Bob Martinez Center, 2600 Blair Stone Road, Tallahassee, Florida, 32399. The areas of the complex to be cleaned include offices, cubicles, breakrooms, common areas, laboratory rooms, and toilet rooms. Bidders must have a minimum of five (5) years of experience cleaning a laboratory/hospital complex with a minimum floor area of 40,000 square feet. This experience can be shown through several references as long as it equals five (5) years or more.

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

EVENTS	DATES	TIME	LOCATION/METHOD
ITB Advertised	May 13, 2019		Vendor Bid System
Notify Procurement Officer of Intent to Attend the Pre-Bid Site Visit	May 23, 2019	4:00 PM	Email to Procurement Officer
Mandatory Pre-Bid Site Visit	May 28, 2019	3:00 PM	Bob Martinez Center Conference Room 609 2600 Blair Stone Road Tallahassee, Florida, 32399
Mandatory Pre-Bid Conference	May 30, 2019	2:30 PM	Bob Martinez Center Conference Room 609 2600 Blair Stone Road Tallahassee, Florida, 32399
Vendor Questions Due	June 4, 2019	3:00 PM	Email to Procurement Officer
Questions & Answers Addendum, on or about	June 10, 2019		Vendor Bid System
Sealed Bids Due	June 13, 2019	3:00 PM	<u>Mail to Department:</u> ITB 2019021 Bureau of General Services, Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
Public Opening	June 14, 2019	10:00 AM	Conference Room 153 3800 Commonwealth Blvd Tallahassee, Florida 32399-3000
References Contacted	June 17, 2019 – June 21, 2019		By Phone and/or Email by Department
Intent to Award, on or about	June 25, 2019		Vendor Bid System

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

1.03. Procurement Officer. Pursuant to section 287.057(23), F.S., and the PUR 1001, Section 2.00, the Procurement Officer is the sole point of contact from the date of release of this ITB until the Contract award is made. Violation of this provision may be grounds for rejecting a Bid.

Lori L. Anderson, FCCN, FCCM
Bureau of General Services – Procurement Section
Florida Department of Environmental Protection
Commonwealth Boulevard, MS#93
Tallahassee, Florida 32399-3000
Email: lori.l.anderson@dep.state.fl.us

Refer ALL inquiries in writing to the Procurement Officer by email. Responses to timely questions posed to the Procurement Officer will be posted on the VBS. The Department will not talk to any Bidders or their agents regarding a pending solicitation. Please note that no information will be given via telephone.

The Procurement Officer shall not be bound by any verbal information or by any written information that is not contained within the Solicitation documents or formally noticed and issued by the DEP Procurement Section.

*****ALL EMAILS TO THE PROCUREMENT OFFICER SHALL CONTAIN THE SOLICITATION NUMBER 2019021 IN THE SUBJECT LINE OF THE EMAIL*****

1.04. Mandatory Pre-Bid Site Visit. A MANDATORY Pre-Bid Site Visit will be held at the Bob Martinez Center, Conference Room 609, as specified in the Timeline of Events. All prospective Bidders intending to submit a Bid must attend the Mandatory Pre- Bid Site Visit as scheduled in order to submit a Bid. Failure to attend the Mandatory Pre-Bid Site Visit shall preclude a prospective Bidder from submitting a Bid and will render the Bid non-responsive and will result in the rejection of the Bid.

The Bidder shall notify the Procurement Officer of their plans to attend the facility site visit via email. The email must be received at least two (2) days prior to the date of the site visit as provided in the Timeline of Events. Due to limited space, and traffic through the working laboratories, the number of attendees shall be limited to two (2) people per Bidder.

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

Accessibility for Disabled Persons: Any person requiring special accommodations at any Pre-Bid Conference, public opening, or event because of a disability or physical impairment should call the listed contact person no later than five (5) days prior to the event. If you are hearing or speech impaired, please contact the Department using the Florida Relay Service at 1(800) 955-8771 (TDD).

Rockal Archie, Employee Relations Manager
Department of Environmental Protection,
Bureau of Human Resource Management
HR_ER@FloridaDEP.gov
(850) 245-2485 (voice) or 711 (Florida Relay Service)

1.05. Mandatory Pre-Bid Conference. A MANDATORY Pre-Bid Conference is scheduled at the Bob Martinez Center, , Conference Room 609, as specified in the Timeline of Events. The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and make clarifications regarding the Scope of Services, Solicitation requirements, contractual requirements, and other conditions or requirements that may, in any manner, affect the work to be performed. Any changes and/or resulting addenda to the Bid will be the sole prerogative of the Department.

Attendance at this Pre-Bid Conference is MANDATORY. Failure by a Bidder to attend or be represented at this Pre-Bid Conference will constitute a non-responsive determination of their bid package. Bids found to be non-responsive will not be considered.

Accessibility for Disabled Persons: Any person requiring special accommodations at any Pre-Bid Conference, public opening, or event because of a disability or physical impairment should call the listed contact person no later than five (5) days prior to the event. If you are hearing or speech impaired, please contact the Department using the Florida Relay Service at 1(800) 955-8771 (TDD).

Rockal Archie, Employee Relations Manager
Department of Environmental Protection,
Bureau of Human Resource Management
HR_ER@FloridaDEP.gov
(850) 245-2485 (voice) or 711 (Florida Relay Service)

1.06. Questions.

NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR 1001), Paragraph#5, Questions.

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

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

Each submission shall have the ITB number 2019021 in the subject line of the email. Questions must be submitted in the following format to be considered:

Question #	ITB Section	ITB Page #	Question

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

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

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

1.09. Past Performance / Client References. In the space provided on the Client Reference Form, the Bidder must list all names under which it has operated during the last five (5) years. The Department will review its records to identify all contracts that the respondent has undertaken with the Department,

where the Bidder was the prime contractor, during the last five (5) years (contracts in effect during or after March 2014).

In the spaces provided on Client Reference Form, the Bidder must provide the required information for three (3) separate and verifiable clients which have been completed for clients of the Bidder (not intended subcontractors) for projects similar in the Solicitation. The clients listed must be for work of similar scope and size to that specified in this Solicitation. Confidential clients shall not be included. Do not list projects completed for the Department as a reference on this form.

Bidders must have a minimum of five (5) years of experience cleaning a laboratory/hospital complex with a minimum floor area of 40,000 square feet. One or more of the references must confirm this requirement.

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

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

In the event that the Bidder has had a name change since the time work was performed for a listed reference, the name under which the Bidder operated at the time that the work was performed must be given, at the end of the project description for that reference, on the Client Reference Form.

In the event that the Bidder submits a Bid as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture. However, the total number of clients to be listed remains three (3).

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

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

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

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

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

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

1.11. Submittal of Bid.

NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR 1001) Paragraph 3, Electronic Submission of Responses.

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

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

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

The Bid package shall contain the following:

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

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

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

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

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

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

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

1.14. Administrative Review. All Bids will be reviewed by the Procurement Officer to ensure that complete Bids have been submitted and to ensure that the Bids meet the minimum requirements as outlined in this ITB. In order to foster maximum competition, the Department will seek to minimize Bidders disqualifications resulting from non-responsiveness during the administrative review process. Therefore, the Department may, in its sole discretion, notify Bidders whose qualifying information or documentation does not meet the requirements of the ITB and will allow the correction of errors and omissions prior to making a final determination of responsiveness. Timely cures will be accepted by the Department.

1.15. Administrative Cure Process. In the interest of maximizing competition, the Bid qualification and cure process seeks to minimize, if not eliminate, Bidders disqualifications resulting from nonmaterial, curable deficiencies in the Bid. During the Administrative Review portion of the evaluation, if the Department determines that a nonmaterial, curable deficiency in the bid will result in the disqualification of a Bidder, the Department may notify the Bidder of the deficiency and a timeframe within which to provide the information. This process is at the sole discretion of the Department; therefore, the Bidder is advised to ensure that its Bid is compliant with the ITB at the time of submittal.

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

1.17. Posting of Agency Decision.

NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR-1001), Paragraph #3, Electronic Posting of Notice of Intended Award.

The Department will post a Notice of Intent to Award, stating its intent to enter into a Contract with the Bidder identified therein, on the Vendor Bid System (VBS) website. If the Department decides to reject all Bids, it will post its notice on the same VBS website. The Notice of Intent to Award will be posted for review by interested parties on the VBS on or after the date listed on the Timeline of Events.

1.18. Department's Reserved Rights.

The Department reserves the right to:

- A. Reject all bids at any time, including after an award is made when doing so would be in the best interest of the State of Florida.
- B. Determine a bid non-responsive.
- C. Waive any minor irregularity, technicality, or omission if the Department determines that doing so will be in the best interest of the State of Florida.
- D. Make no award, as determined to be in the best interest of the State of Florida.
- E. Award to the next lowest responsible, responsive Bidder if the lowest Bidder is unable to meet the terms and conditions of the Solicitation.
- F. Withdraw the ITB at any time, including after an award is made, when doing so would be in the best interest of the State of Florida.

- G. Withdraw or amend its Notice of Award at any time prior to execution of a contract, including, but not limited to situations in which the selected vendor fails to execute the contract.
- H. Withdraw or amend its Notice of Award if the Contractor defaults in performance.
- I. Re-procure services in accordance with Rule 60A-1.006(3), F.A.C.
- J. To make an award without further discussion of the bids submitted.

By exercising the above listed rights, the Department assumes no liability to any vendor.

1.19. MyFloridaMarketPlace Vendor Registration. Prior to execution of Contract(s) by the Department, Awarded Vendor(s) must be registered with the Florida Department of Management Services' (DMS) MyFloridaMarketPlace (MFMP) Vendor Registration System. Information about the registration process is available on, and registration may be completed at, the MFMP website. Prospective vendors who do not have Internet access may request assistance from MFMP Customer Service.

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

- 76101502 – Restroom cleaning services;
- 76110000 – Cleaning and janitorial services;
- 76111500 – General building and office cleaning and maintenance services;
- 76111501 – Building cleaning services; and
- 76111600 – Building component cleaning services.

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

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

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

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

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

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

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

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

1.26. Protest Rights. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

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

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

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

Do not send Bids to the Agency Clerk's Office. Send all Bids to the Procurement Officer identified in the solicitation.

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SECTION 2.00 –INSTRUCTIONS TO BIDDERS

This section contains the General Instructions and Special Instructions to Bidders. The “General Instructions to Respondents” Form PUR 1001 is incorporated by reference and can be accessed at MyFlorida.com or at:

https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf. The remaining instructions are “Special Instructions.”

2.01 Assertion of Confidentiality Regarding Submitted Materials.

- A. If Bidder asserts that any portion of their Bid is proprietary, trade secret, intellectual property, or otherwise confidential (“Confidential Information”) and which Bidder claims as exempt from disclosure under Chapter 119 Florida Statutes, the Florida Constitution or other authority (“Florida Public Records Law”), then Bidder must submit a redacted version of the Bid along with the un-redacted version. The redacted copy shall be clearly titled “Redacted Copy.”
- B. Any relevant and responsive information submitted which is asserted by Bidder to be Confidential Information that Bidder claims as exempt from disclosure from applicable Florida Public Records Law must be clearly marked as such in the un-redacted version of your Bid, and either removed from or obliterated in the Redacted Copy.
- C. The Redacted Copy should redact all, but only, those portions of material that Bidder asserts are Confidential Information. Bidder must identify the statutory citation supporting its claim of confidentiality for each and every redaction. Bidder shall not mark the entire Bid as confidential, trade secret or otherwise not subject to Florida Public Records Law. Any Bid with more than fifty percent (50%) of the documents, data or records so marked will be deemed non-responsive and will not be considered.
- D. Failure to identify asserted Confidential Information in Bids, and/or to redact such information in the Redacted Copy, shall constitute a waiver of any claim of confidentiality or exemption to such information, document or Bid.

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

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

2.04 Firm Response.

NOTE: This section supersedes Section 2.00, General Instruction to Bidders (PUR1001), Paragraph 14, Firm Response.

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

2.05 Misrepresentations. All information submitted, and representations made by the Bidder are material and important and will be relied upon by the Department in awarding the contract. Any misstatement or

omission (a "Misrepresentation") shall be treated as a fraudulent concealment of the true facts relating to submission of the ITB. A misrepresentation shall be a basis for Department to disqualify the Bidder from participating in this ITB, and any re-bid pertaining to this subject matter (regardless of whether the re-bid resulted from Bidder's misrepresentation) and shall be punishable under law, including, but not limited to, Chapter 817, F.S.

2.06 Public Requests for Bids.

- A. If a public records request for the Bids is made, the Department will provide the requestor access to the Redacted Copy, bearing Bidder's assertion of exemption from disclosure. If Bidder failed to submit a Redacted Copy, the Department is authorized to produce the entire un-redacted document submitted to the Department in response to a public records request encompassing the Bid.
- B. If a public records request is made for the un-redacted Bids challenging the assertion of Bidder's exemption, the Department will notify Bidder. Bidder shall be solely responsible for taking whatever action it deems appropriate to legally defend its claim of exemption from disclosure under the Public Records Law.
- C. Bidder shall obtain either an agreement with the requestor withdrawing its request or commence an action in a court of competent jurisdiction requesting an injunction prohibiting its disclosure within seventy-two (72) hours (excluding weekends and state and federal holidays) of Bidder's receipt of notice of the public records request.
- D. By submitting its Bid, Bidder agrees that no right or remedy for damages against the Department will arise from disclosure by the Department of the alleged Confidential Information following Bidder's failure to promptly protect its claim of exemption.
- E. By submitting a Bid, the Bidder agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Bidder's assertion that the redacted portions of its Bid are Confidential Information not subject to disclosure.

2.07 Qualifications. The Bidder must prove to the satisfaction of the Department that they have available under their direct supervision the necessary organization, experience, equipment and staff to properly fulfill all the conditions, requirements, and specifications required under this ITB. The Bidder must provide contact information for references as outlined in the Past Performance/Client References section. Bidders are only qualified for the janitorial services if they have a minimum of five (5) years of experience cleaning a laboratory/hospital complex with a minimum floor area of 40,000 square feet.

2.08 Prime Contractor and Subcontractor. In accordance with the terms of the Acknowledgment Form, a Bidder may not respond to this ITB as both prime Contractor and as a subcontractor. The Bidder **shall be disqualified** if and to the extent it responds to this ITB as a proposed prime Contractor and has agreed to serve as a subcontractor to any other Bidder to this ITB. A Bidder may not disclose to any other Bidder or subcontractor what prices or terms Bidder has included in its Bid as a prime Contractor.

All Bids to this ITB to provide services as prime Contractors which are received from affiliated entities (those with any common ownership, management or control), shall be rejected if discovered prior to selection and any award or contract thereon shall be terminated if discovered subsequent thereto.

SECTION 3.00 - SCOPE OF SERVICES

This Scope of Services will be attached to any Contract that may be executed as a result of this Bid as the Scope of Work. By submitting a Bid, each Bidder specifically acknowledges and agrees that in addition to all requirements noted elsewhere in this Bid, all requirements referencing "Contractor" contained within the Scope of Services below will be applicable to the Bidder should he/she be deemed the successful Bidder. No subcontracting is allowed.

All services to be performed shall meet or exceed the minimum requirements outlined in this Bid. Under no circumstances shall services meeting less than the minimum services requirements be permitted without the prior written approval of the Department; otherwise, it shall be considered that services proposed will be performed in strict compliance with requirement and rules, regulations and governance contained in this Bid and successful Bidder shall be held responsible therefore.

3.01. Introduction. This Scope of Services describes janitorial services required for the DEP Laboratory Complex of the Bob Martinez Center 2600 Blair Stone Road, Tallahassee, Florida, 32399. The complex comprises 4 buildings (A-D) and the area requiring cleaning is approximately 53,000 square feet.

Areas to be cleaned will include offices, cubicles, breakrooms, common areas, laboratory rooms, and toilet rooms.

3.02. Cleaning Locations/Areas. Below is a list of the locations/areas within the Laboratory Complex that will require cleaning and maintaining.

A. Locations/Areas:

- 1ST Floor - A101, A102, A103, A104, A105, A108, A116, A117, A118, A119, A120, A121, A123, A124, A125, A126, A128, A110 (Janitorial), A129 breakroom, 9 large cubicles, and common areas.
- 2ND Floor – A204A (Kitchen), A204, Break Rm), A208 (Conference), A210 (janitorial), A216A, A216B, A216C, A216D, A216E, A216F, A216G, A216H, A216K, A216L, A216M, A216N, A216O, A216P, A216Q, A216R, 4 Cubicles and common areas.
- 3RD Floor – A304, A304B, A304C, A304D, A314, A316A, A316B, A316C, A316E, A316F, A316G, A316J, A316K, A316J, A316K, A316M. A316N, A316O, A316P and 10 Cubicles and common areas.
- 4TH Floor – A416A, A416B, A416C, A416D, A416E, A416F, A416J, AA16G, A416H, A416N, A416M, A416O, A416P, A416Q, A410, janitorial room, and common areas.

B. Elevator Lobbies:

- All areas in Building A, total of four (4) lobbies.

C. Laboratory Rooms (only):

- B205, B205A, B205B, B205C, B212, B227, B246, B236A, B303, B310, B315, B319, B338, B343, B345, B350, B403, B411, B429, B438, B443, B449, B107, B110, B112, B116, B105, C201, C206, C208, C214, C301, C307, C311, C315, D101-ABCD, D114.

D. Boat Storage:

- C101

E. Loading Dock Area:

- Building B, 2nd Floor

3.03. Supplies. The following is a list of supplies needed to complete the services during the term of this Contract. The supplies should include, but are not limited to, the following:

- Hand soap;
- Paper towels;
- Toilet paper;
- Trash Can liners;
- Floor Strippers;
- Sealers;
- Wax or floor finish;
- Bowl cleaner;
- Mopping soap;
- Carpet shampoo and spotters;
- Glass cleaner;
- Lotion cleanser;
- Walk-off mats; and
- Seat liners.

Due to the sensitive nature of testing being performed in the Laboratory Complex, a complete list of all products to be used, along with the names of the manufacturers, must be included on the Product Description Form (Section 6.00). Any products not found on the List of Approved Cleaning Products (see Exhibit 1) but included on the Product Description Form, must have labeling stating they are "Green Seal Certified."

ALL cleaning products used by the vendor must be listed on the Product Description Form, even if it is on the List of Approved Cleaning Products (Exhibit 1).

3.04. Quality Requirements.

- A. Sweeping, wet mopping or scrubbing. The floors and stairways shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.
- B. Porcelainware cleaning. Porcelain fixtures (washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.
- C. Servicing. All supply dispensers shall be filled. Empty trash cans and replace trash can liners as needed. Sanitary napkin receptacles emptied, cleaned, disinfected and new bags inserted. The Contractor shall be responsible for all paper supplies.
- D. Trash Can Liners. Trash can liners will be used according to the following specifications:
 - three (3) to seven (7) gallons – 0.31 mil (clear/natural) high density plastic.
 - 30 to 39 gallons – 1.2 mil (black) medium linear low-density plastic.
 - 40 gallons or larger – 1.5 mil (black) heavy duty low-density plastic.
- E. Spot cleaning. Smudges, marks, or spots shall be removed without causing unsightly discoloration. Furniture should be free of spotty dirt areas, smudges, or other marks which give a poor, unclean appearance.
- F. Thorough sweeping and vacuuming. Floors/carpets shall be clean and free of trash, dirt and other debris. No dirt shall be left in corners, behind radiators, under furniture or behind doors. Carpets

shall be clean and free from dust balls. Nap on carpets shall lie in one direction upon completion of vacuuming.

- G. Metal polishing. Metal surfaces shall be free of smears, stains and fingerprints. They shall be clean and bright and polished to a uniform luster.
- H. Wood polishing. Wood surfaces shall be clean and free of smudges and residue.
- I. Thorough dusting. There shall be no dust streaks. Corners, crevices, molding and ledges shall be free of dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.
- J. Damp mopping and spray buffing. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area should have a uniform luster.
- K. Glass cleaning. All glass shall be clean and free of dirt, dust, streaks, watermarks and spots and shall not be cloudy.
- L. Cleaning surface tops. Areas should be free of dust, dirt, grime, etc.
- M. Cleaning thresholds. Thresholds shall be clean and free of oil, grease, dirt and grime.
- N. Solid waste collection. All solid waste generated in the building shall be collected and removed to storage areas designated for trash by the Building Manager.
- O. Floor Stripping. All old finish or wax shall be removed. There shall be no evidence of gum, rust, bums, or scuff marks. Stripping compound must be approved by the Laboratory Safety Officer.
- P. Window washing. Washed glass shall be clean and free of dirt, grime, streaks and excessive moisture and shall not be cloudy. Window sashes, sills, wood work and other surroundings of interior glass shall be wiped free of drippings and other watermarks.
- Q. Collection of trash bags. Bags will be collected and stored inconspicuously until removed to compactor or disposal areas. There should be no bags in evidence in public areas. All bags shall be removed nightly.
- R. Recycle areas. The main trash and Recycle areas for Building A are the elevator lobby and individual trash containers in each office and cubicle.
 - Building A: 1st, 2nd, 3rd and 4th floor lobby area.
 - Building B/C: Loading dock, 3rd floor C wing in front of C301 and 4th floor Southeast Corridor.
 - Building C: 1st floor C101 area

These containers shall be used to collect white and colored paper. Cardboard boxes will be removed daily. Aluminum cans and plastic bottles must be removed once recycle container is full.

3.05. Cleaning Procedures. The following list of procedures defines the areas within the Laboratory Complex which need cleaning and maintaining and provides directions for the cleaning of these areas.

- A. Procedure 1: Toilet Rooms. The Complex contains a total of eighteen (18) toilet rooms. Eight (8) of the toilet rooms are designated for women, eight (8) are designated for men, and two (2) additional private toilet rooms, located in the locker room areas of Buildings C and D, are used by both genders. All toilet rooms contain a single toilet and wash basin. The eight men's rooms also contain a single urinal. All dispensers, receptacles, etc., which are to be used are noted in the instructions contained herein.

1. Sweep and wet mop or scrub floor utilizing a cleaner/disinfectant. Clean all spills with mop and cleaner/disinfectant solution.
2. Unstop plugged drains and toilets with plumber's plunger. Report leaks to the Department Contract Manager or designee(s).
3. Clean all fixtures – inside and outside basins, shelves, hardware, water closets, urinals, washbasins, mirrors, trash cans, dispensers and wall surfaces utilizing a cleaner/disinfectant sponge or cloth. Raise water closet seats. Wipe dry with cloth.
4. Empty trash cans and replace trash can liners as needed, service paper towel, soap, toilet paper, and seat cover dispensers (where and as required). Empty, clean and disinfect sanitary napkin receptacles; replace soiled bags with new ones. Collect soiled bags in separate containers for disposal.
5. Spot clean stainless steel, chrome, and other surfaces and dust horizontal surfaces utilizing stainless steel cleaner.

B. Procedure 2: Room Cleaning - Laboratory Buildings

1. Daily: Empty trash cans and remove trash, recycling containers, and cardboard boxes to designated disposal area. Wash badly soiled trash cans with cleaner/disinfectant solution. (Note: Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame-resistant construction). Spot clean floors, walls, inside of windows, doors, and door facings as needed. Pick up trash and remove chewing gum spots. Clean smudges, streaks, etc. from window interiors.

2. Weekly:

- Clean outside of glass doors to laboratory cabinets within the buildings.
- Sweep and/or vacuum traffic patterned areas and extend the sweep or vacuum to remove obvious dirt from around and under furniture. Vacuum or wet mop entrance ways, including doormats as required. Dust mop resilient floors.

3. Monthly: Damp mop and spray buff all hard and resilient flooring. Spray buff all traffic patterns and scruffy areas.

Note: All damp mopping and spray buffing to use only water or alcohol-based cleaners or polishes. Mops are to be rinsed often and the solution changed frequently to avoid any evidence of smearing.

4. Every four (4) months: Strip seal and apply four (4) coats of floor finish to all resilient flooring during the months of April, August and December for each year of this Contract. The scheduled dates are listed below:

- April 27 and 28, 2019
- August 24 and 25, 2019
- December 14 and 15, 2019
- April 11 and 12, 2020
- August 22 and 23, 2020
- December 12 and 13, 2020
- April 17 and 18, 2021
- August 21 and 22, 2021

- December 11 and 12, 2021
- April 23 and 24, 2022
- August 20 and 21, 2022
- December 10 and 11, 2022
- April 22 and 23, 2023
- August 19 and 20, 2023
- December 9 and 10, 2023

Note: The stripping and finishing of floors shall only be done between 8:00 a.m. and 6:00 p.m. on weekends.

5. Services to be performed as required to maintain quality standards:

- Wash or damp wipe the inside and outside of trash cans as necessary to keep them in an acceptable condition.
- Wipe down and treat surface of wood paneling.

C. Procedure 3: Room Cleaning - Office Buildings. All office areas, conference rooms, bridge walkways, public lobbies, and the corridor space adjacent to these areas.

1. Daily:

- Empty trash cans, replace trash can liners as needed and remove trash to designated disposal area.
- Wash badly soiled receptacles with cleaner/disinfectant solution. (Note: Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame-resistant construction.)
- Wash or steam clean all cans used for collection of food remnants, inside and out.
- Clean debris and litter from planters and spot clean floors, walls, inside of windows, doors, door facings, and furniture in main lobby areas as needed.
- Pick up trash and remove chewing gum spots. Replace furniture in proper configuration.
- Clean smudges, streaks, etc., from window interiors.
- Clean both sides of plate glass entrance to offices within the buildings.
- In office areas, file rooms, libraries, conference rooms and other areas:
 - Sweep and/or vacuum traffic patterned areas and extend the sweep or vacuum to remove obvious dirt from around and under furniture.
 - Vacuum or wet mop entranceways, including door mats as required.
 - Dust mop resilient floors.
- Dust all horizontal surfaces that are readily available and visibly require dusting with a treated dust cloth.

2. Weekly:

- Thoroughly dust horizontal surfaces of furniture.
- Thoroughly vacuum carpets with vacuum equipped with brushes and/or beater bars.
- Sweep full floor areas.
- Vacuum vents and venetian blinds.
- Thoroughly dust all vertical surfaces (furniture, knee walls, chair rungs, table legs, etc.).

- Damp wipe both sides of all glass in doors, partitions, bookcases, and any other glass.
- Spot clean all glass.

3. Bi-weekly:

- Damp mop and spray buff all hard and resilient flooring.
- Spray buff all traffic patterns and scruffy areas.

Note: When damp mopping, a clean water and chemical solution shall be used. Mops are to be rinsed often and the water and chemical solution changed frequently to avoid any evidence of smearing.

4. Quarterly: In office areas, file rooms, conference rooms, and Electronic Data Processing (EDP) areas, dust all wall surfaces, vertical surfaces and under surfaces (knee walls, chair rungs, table legs, etc.).

5. Semi-annually: In office areas, file rooms, conference rooms, and EDP areas, damp wipe all glass in office areas, such as doors, partitions, and bookcases.

6. Annually: Shampoo carpet in office areas and cubicles.

7. Services to be performed as required to maintain quality standards:

- Wash or damp wipe the inside and outside of trash cans as necessary to keep them in an acceptable condition.
- Wipe down and treat surfaces of wood paneling.

D. Procedure 4: Main Entrances, Lobbies and Corridors.

1. Daily:

- Sweep and/or vacuum full floor area.
- Clean and polish metal doorknobs, push bars, kick plates, railings, and other metal surfaces.
- Clean and polish wood handrails, doors and other wood surfaces.
- Clean spots and marks off walls, dust all surfaces within approximately 70 inches from the floor.
- Wipe out soiled trash cans with damp cloth and replace liners as needed.
- Dust sills, ledges, furniture tops and clean water fountains.
- Spot clean column supports, door facings, and doors, using detergent solution in a spray bottle and sponge.
- Place furniture and related items in proper configuration.
- Damp mop and spray buff all hard and resilient floors.
- Clean both sides of entrance door glass and glass surrounding entrance doors within reach.
- Remove smudges and soil from doors, windows and clock faces.

2. Weekly: Clean water fountains with an approved detergent solution and rinse with clear water and sponge.

3. Bi-weekly: Dust fronts and sides of furniture, baseboards, molding, door frames, picture frames, undersides of chairs, using treated cloth, dust mop, or dusting mitt.

4. Monthly:

- Spot clean upholstered fabric with shampoo solution and brush.
- Clean fiberglass furniture with cloth dampened with diluted neutral synthetic solution and Naugahyde furniture with cloth dampened with detergent similar to borax.
- Vacuum overhead vents and light diffusers.

5. Quarterly: Clean and polish metal door thresholds.

E. Procedure 5: Biology Shop (Room C106)

1. Monthly:

- Sweep and/or vacuum full floor area.
- Clean and polish metal doorknobs, push bars, kick plates, railings and other surfaces.

2. Semi-annually: Strip seal and apply four (4) coats of floor finish to resilient flooring.

F. Procedure 6: Air Quality (Room B105).

1. Daily:

- Vacuum or damp mop full floor area.
- Dust counter/table tops with damp cloth only, DO NOT MOVE EQUIPMENT and DO NOT SWEEP.
- Damp mop hard and resilient floors.
- Empty trash cans replace trash can liners as needed and remove trash to designated disposal area.

2. Weekly:

- Clean sliding glass doors. Inside surfaces and doors inside the laboratory are to be cleaned with water only.
- Dust all cabinets (including top) with a damp cloth only. Cabinet glass doors are to be cleaned with water only.

3. Quarterly/As needed:

- Strip seal and apply four (4) coats of floor finish to all hard and resilient floors.

G. Procedure 7: Stairways.

1. Daily:

- Monitor area to remove litter, spot mop spills and heavy soil, spot clean doors, and remove chewing gum.

2. Every other day:

- Dust mop or vacuum stair landings and steps.
- Dust railings, ledges, grills, fire apparatus and doors.

3. Weekly:

- Vacuum treads and landings with portable vacuum and wash handrails with cloth and detergent solution.
- Spot clean walls and risers.

4. Bi-weekly:

- Mop stair treads.

5. Monthly:

- Wet mop or scrub steps, risers and landings.
- Clean glass surfaces and polish bright metal and woodwork.
- Spot clean walls to a height of approximately 70 inches.

H. Procedure 8: Loading Areas (including platform, docks and enclosed corridor outside of room C214)

1. Daily:

- Sweep
- Empty trash cans, replace trash can liners and remove trash, recycling containers and cardboard boxes to designated disposal area.

2. Quarterly:

- Wet mop or scrub.

I. Procedure 9: Elevators

1. Daily:

- Clean all surfaces in the interior of the elevator car, including floor track, with tank-type vacuum cleaner.
- Polish bright metal surfaces.
- Vacuum carpets, damp mop and spray buff resilient floors.
- Continuously spot clean obvious soil from walls, doors, and floors.
- Remove gum as needed.
- Mop resilient elevator floors, using a detergent solution.
- Rinse floors with mop dampened with clear water.
- Damp clean all elevator walls and doors on each floor, with sponge or cloth dampened in detergent solution.
- Dry with a clean, dry cloth.

J. Procedure 10: Drinking fountains

1. Daily:

- Wipe fountains dry with a clean, dry cloth to prevent water spotting.

K. Procedure 11: EDP and Electronic Equipment Areas

1. Daily:

- Floors shall be damp mopped.

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L. Procedure 12: Windows and Glass

1. Daily:

- Clean both sides of the interior windows and inside of exterior windows to keep free of obvious smudges, fingerprints, streaks, etc. This includes glass over and around exterior doors.

M. Procedure 13: Locker Rooms

1. Daily:

- Empty all trash cans and replace trash can liners as needed.
- Damp clean benches, furniture and lockers using clean/disinfectant in a plastic spray bottle and clean cloth.
- Sweep floor with a treated dust mop or push broom (for wet floors).
- Mop floors with cleaner/disinfectant solution in mopping outfit.
- Wring mop slightly before applying.
- Rinse in clear water as needed.
- Pick up litter, etc., and dispose of properly.

N. Procedure 14: Trash and Recycle Collection

1. Daily:

- Empty contents of trash cans/carts into larger waste container and replace trash can liners.
- Replace the trash cans/carts to the original location.
- Each trash can/carts should be disinfected to eliminate germs and foul odors.
- Monitor ground areas to remove litter.
- Use spray disinfectant on the inside of collection containers and elsewhere, as needed, to eliminate germs, foul odors, etc.

O. Procedure 15: Boat Storage

1. Daily:

- Empty trash cans, replace trash can liners as needed and remove trash, recycling containers and cardboard boxes to designated disposal area.
- Sweep.
- Lock the boat storage gate compound.

P. Procedure 16: Composition Floor Maintenance.

1. Daily:

- Spot mop to pick up spills or heavy soil and dust mop floors which were spray buffed with a treated dust mop.
- Dust mop floors (includes under furniture), using a treated swivel dust mop.
- Pick up soil with dust pan.
- Vacuum clean dust mops as often as necessary to keep clean.
- Spray buff scuffed, marked, or dull floor areas to restore good appearance.
 - Using a hand-grip type sprayer filled with water and floor finish (one-half water; one-half finish), spray a small area of floor at a time just in front of the floor machine.

- Buff with spray buff pad under floor machine until floor is dry and gloss appears.
 - Change pads periodically and wash out pads at end of day.
 - Make spray buff solution by mixing floor finish half and half with water and add about one or two ounces of detergent per gallon of mixture in a plastic, one-gallon jug.
2. Every Second Day: Spray buff halls, traffic patterns and under desks in office areas.
 3. Weekly: Damp mop floors with neutral detergent solution.
 4. Bi-weekly: Buff all accessible areas.

Q. Procedure 17: Carpet Care and Maintenance.

1. Definitions.

- **Carpet**: Wall to wall carpeting, room sized rugs and area rugs.
- **Track-off area**: The area of the carpet which collects foot soil tracked from outdoors or from hard surface floors indoors. For maintenance planning, track-off areas at building entrances average 60 square feet (6'x10'). Other track-off areas average six (6) square feet (2'x3') at internal doorways, and 40 square feet (5'x8') for six (6) foot wide corridors that are partially carpeted. This also includes entrance mats.
- **Funnel area**: The area where foot traffic is squeezed through a concentrated area such as doorways, stairwells, in front of drinking fountains, vending machines, etc. Funnel areas should be figured at 12 square feet (2'x3' on each side of a door jamb, or 2'x6' in front of fountains and vending machines).
- **Trash pick-up**: Removing solid surface litter which does not adhere to the carpet fibers such as bits of paper, paperclips, rubber bands, etc.
- **Stain removal**: Removal of those substances which adhere to the carpet fibers such as coffee, chewing gum, food spills, paints, ink, etc.
- **Traffic lane maintenance**: Dry cleaning of track-off and funnel areas.
- **Spotting**: Since a spot is less likely to damage a carpet if it is removed as soon as it is seen, "the sooner the better program" entails daily work. Different procedures and special directions are needed for different spots, but the general procedure should be as follows:
 - Absorb wet spills with tissue, cloth, a clean sponge or paper towels.
 - Determine the composition of the stain and follow specific procedures recommended for that type. (Unknown stains should be treated first with a non-volatile solvent, then other agents if required).
 - Work to the center from the outside to prevent the formation of a ring or the spread of the stain.
 - Apply only a small amount of any agent to a tissue or towel and press absorbent tissue into the dissolved stain and avoid rubbing.
 - Do not rush, many stains need time to respond.
 - Tap with a brush to work the agent into the pile and help break up hard or crusty staining material.
 - Repeat, applying small amounts of cleaning agent and absorbing of stain until it is removed satisfactorily.

- Dry with weighted tissues to absorb all soil.
- A fan can be used to aid in drying as rapidly as possible to avoid over wetting.

Note: Study the definitions and cleaning steps to be followed to obtain high standards of quality and workmanship.

2. Cleaning Method: Cleaning shall be done by the Dry Compound Method which is especially effective in areas where oily staining, spilling or tracked-in grease causes a problem. With this method it often will not be necessary to clean an entire room. The soiled areas can be cleaned, "feathered", and blended into surrounding clean areas. Sometimes called the Dry Extraction Method, it utilizes a moist compound of organic material impregnated with a variety of solvents, detergents and water. There is another type that utilizes a white clay powder mixed with water and detergents but no solvents. These materials can be easily applied by untrained custodial personnel and conveniently and effectively vacuumed away to remove the soil. Any compound remaining in the carpet will assist in keeping the carpet clean and will be removed in subsequent, routine vacuuming.

3. Cleaning Steps:
 - Carefully move furniture away from traffic paths and soiled areas.
 - Vacuum with upright, brush/beater bar machine.
 - Apply a mist of pre-spray chemical to soiled areas as recommended by manufacturer.
 - Apply dry cleaning compound to soiled areas.
 - Brush with machine designed specifically for this method.
 - Brush compound back and forth through pile as recommended by manufacturer.
 - Remove all visible compound with upright brush/beater bar vacuum.
 - Carefully return items to original configuration.

4. Daily:
 - Use small bottle or container of dry-cleaning compound and a small, stiff bristle brush to spot clean carpets.
 - Remove sticky materials such as gum.
 - Vacuum all trafficked carpeted areas.
 - Use a large area carpet vacuum for open areas.
 - Use an upright-type beater-bar carpet vacuum for smaller areas and sections of carpet inaccessible to large area carpet vacuum.
 - Use toy broom and long-handled dust pan to remove soil and carpet fuzz from baseboard areas inaccessible to carpet vacuum.

5. Weekly:
 - Use a pile lifter vacuum to remove deeply embedded soil from carpet.

6. Other Carpet Cleaning Requirements: In addition to the regular daily vacuuming and spot cleaning, some areas such as lobbies, waiting spaces and funnel areas (entrances, doorways, etc.) may require cleaning more often to remove heavier soil that daily cleaning program fails to remove.

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7. Cleaning Times:

- Services shall be carried out after 5:30 p.m. and before 10:00 p.m. on Monday through Friday, excluding State holidays.
- Exceptions to these hours will be specifically provided by the contract manager or their designee(s).
- Carpet maintenance services required to be performed during the contract period will be done as follows:
 - New Carpeting, less than six (6) months old-as indicated by the schedule herein, i.e. daily, weekly, semi-annual, etc.

8. Semiannual and Annual Cleanings: Certain heavily trafficked areas will require total cleaning more frequently than other less-used areas. Areas requiring semiannual and annual cleanings will be provided in written form upon implementation of this contract and in the month of July of every subsequent year of the contract, by the contract manager, to the Contractor.

9. Protection: Carpet shall be carefully protected from soiling or damage on the premises after cleaning. If necessary, the Contractor shall protect all carpeting by placing protective nonabsorbent pads or foil between the furniture and the cleaned carpet.

R. Procedure 18: Emergency Washrooms/Shower Room.

1. Daily/As Needed: Inspect daily to see if there is evidence of use. If showers have been used, floors should be damp mopped, and walls wiped to remove moisture.

2. Monthly:

- Wet all waterproof surfaces of floor and wall fixtures with cleaner/disinfectant from a pump sprayer.
- Scrub floor and wall surfaces with scrub brush.
- Wipe all fixtures and wall surfaces dry with a clean cloth.

S. Procedure 19: Employee Lounge and Kitchen.

1. Daily:

- Empty trash cans, replace trash can liners and remove trash to designated disposal area. Wash or steam clean all cans used for collection of food remnants, inside and out.
- Wipe all counter and table top surfaces with cleaner/disinfectant solution.
- Sweep debris and litter from floors and spot clean floors and furniture as needed.
- Clean sink with stainless steel cleaner.

T. Procedure 20: Covered Walkway.

1. Daily:

- Sweep full floor area.
- Clean and polish metal and glass panels and doors.

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U. Procedure 21: Recyclable Materials.

1. Daily:

- Remove all blue bags containing recyclable materials and cardboard boxes in the laboratory complex and dispose such materials into collection dumpsters located on the Department's grounds.
- Aluminum cans/plastic bottles and office paper contained in receptacles located in the elevator areas shall be removed as needed.

V. Procedure 22: Miscellaneous Duties. In addition to the work specified above, the Contractor is expected to perform the following duties, in conjunction with cleaning operations:

1. Organize and train employees to participate in building fire and other types of drills requiring building evacuation.
2. Report fires, hazardous conditions, items in need of repair, and other matters which suggest the need for maintenance, replacement, or correction to the contract manager or designee(s).
3. Alert each employee to exercise reasonable vigilance in implementing the above duties and to notify his/her immediate supervisor as soon as possible concerning unusual actions, incidents, packages, or suspicious matters. Report at once to the contract manager or designee(s).

3.06. Staff Changes.

- A. Supervisor changes shall require written notice to the Department's Contract Manager of the anticipated vacancy. Vacancies shall be filled promptly within seven (7) days unless otherwise approved by the Department's Contract Manager.
- B. Cleaning personnel vacancies shall be filled within 24 hours. As cleaning personnel leave, they will be required to turn in their badge to the Contractor's on-site supervisor and the supervisor will be required to notify the Department's Contract Manager in writing at the time of their departure.

3.07. Other Requirements.

- A. All interior lab floor services shall be performed Monday through Friday (excluding State holidays) between the hours of 5:30 P.M. and 10:00 P.M., except for the cleaning of bathrooms, corridors, loading dock and removal of recyclable material, which may begin at 2 :00 P.M.
- B. Carpet Cleaning involving shampooing and Laboratory floor work (removing wax, floor finish and applying new wax coatings) shall be performed on the weekend (Saturday and Sunday) from 8:00 A.M. to 6:00 P.M. Please see annual contract scheduled dates provided in Procedure 1, B, 4.
- C. Florida Department of Law Enforcement (FDLE) Level One (1) Background checks are required for all janitorial services employees working in the laboratory complex every two years, including all new hires added after contract initiation. The Contractor shall submit employee names and a completed background check to the Department's Contract Manager at no cost to the Department.
- D. Monthly communication meetings shall be held between the Department's Contract Manager and the Contractor's Contract manager or designee.

- E. Close windows.
- F. Turn off lights when not in use.
- G. Turn off fans when not in use.

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EXHIBIT I

LIST OF PRE-APPROVED CLEANING PRODUCTS

PRODUCT/PRODUCT NAME:	PRODUCT MANUFACTURER:
Toilet Paper 2-Ply	Kimberly Clark Surpass
Jumbo Toilet Paper 2-Ply	Georgia Pacific
Toilet Seat Covers	Encore Paper Company, Inc.
Multi-Fold Paper Towels	Georgia Pacific, Kimberly Clark
Roll Paper Towels	Kimberly Clark
Trash Can Liners	Capitol Poly
Power Kleen	Osceola Supply, Inc.
Green Earth Peroxide Cleaner	Betco
Green Earth Glass Cleaner	Betco
Green Earth Daily Floor Cleaner	Betco
Green Earth Floor Stripper	Betco
Green Earth Floor Finish	Betco
Green Earth Restroom Cleaner	Betco
Kerri Care Pink Hand Soap	Johnson & Johnson
Lemon Pledge	Johnson Wax Professional
Clorox Clean-Up	Proctor & Gamble
Spic N Span	Proctor & Gamble

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SECTION 4.00 – GENERAL CONTRACT CONDITIONS (PUR 1000)

For the purposes of 60A-1.002(7)(b), Florida Administrative Code, all terms in this Contract are considered “Special Conditions.” The [Form PUR 1000 General Contract Conditions](#), is incorporated by reference and can be accessed at MyFlorida.com, Department of Management Services (DMS). In the event of any conflict between the Form PUR 1000 and any Special Conditions, the Special Conditions shall take precedence unless the conflicting term in the PUR Form 1000 is required by any section of the Florida Statutes, in which case the statutory requirements shall take precedence.

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SECTION 5.00 – PRICE SHEET FORM

The price quoted shall include the Contractor furnishing the necessary personnel, labor, materials, equipment, services, permits, MyFloridaMarketPlace transaction fee, licenses and insurance, and otherwise doing all things necessary for, or incidental to, the performance of work for janitorial services in full accordance with the specifications of DEP Solicitation No. 2019021.

In the event the Department develops the need for increased square footage of space to be cleaned in the DEP Laboratory Complex during the life of the Contract, the Department reserves the right to amend the Contract to include janitorial services for the additional space added at the per square foot rate in effect at the time of the increased footage. Any such increase shall be pro-rated based on the amount of the year remaining under the contracted price.

Example: If the original contract was effective January 1 for a per square foot rate of \$5.00, and the Department needed an additional 1,000 square feet cleaned effective July 1, the increase would be calculated as follows:

1. $\$5.00 \times 1,000 = \$5,000$ (cost for a full year for the additional space)
2. $\$5,000/12 = \416.67 (cost per month for the additional space)
3. $\$416.67 \times 6 = \$2,500$ (pro-rated annual cost of the additional space for the remaining 6 months of the contracted year)

ORIGINAL TERM (5 Years)		
No.	Deliverable	Price
1	MONTHLY PRICE: (approximately 50,003 sq. ft.)	PRICE PER SQUARE FOOT \$ _____
RENEWAL TERM (Up to 5 Years)		
No.	Deliverable	Price
1	MONTHLY PRICE: (approximately 50,003 sq. ft.)	PRICE PER SQUARE FOOT \$ _____
GRAND TOTAL PRICE PER SQUARE FOOT FOR ORIGINAL TERM AND RENEWAL TERM		PRICE PER SQUARE FOOT * \$ _____

Note:

*** Used for awarding Janitorial Services**

Signature: _____

Name of Bidder /Company: _____

Printed/Typed Name of
Authorized Signatory and Title: _____

Footnotes, notation, and exceptions made on this form shall not be considered.

SECTION 6.00 – PRODUCT DESCRIPTION

Each Bidder must list ALL cleaning products to be used to perform the services contained in this ITB and the name of the manufacturer. Any products not found on the List of Approved Cleaning Products (Exhibit 1) must have labeling stating they are “Green Seal Certified.” The Department shall review the product list and make a determination as to acceptability. If a product is unacceptable to the Department, the Bidder will be notified and shall be responsible for selecting a replacement which meets the Department’s approval. Due to the sensitive nature of testing being performed in the Laboratory Complex, this information is required to ensure that products used to clean do not adversely affect ongoing laboratory analysis.

PRODUCT NAME

PRODUCT MANUFACTURER

Lemon Pledge (example)

Johnson Wax (example)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: _____

Name of Respondent
/Company: _____

Printed/Typed Name of
Authorized Signatory and
Title: _____

Footnotes, notation, and exceptions made on this form shall not be considered.

PRODUCT NAME:

PRODUCT MANUFACTURER:

Signature: _____

Name of Respondent
/Company: _____

Printed/Typed Name of
Authorized Signatory and
Title: _____

Footnotes, notation, and exceptions made on this form shall not be considered.

SECTION 7.00 - VENDOR FINANCIAL ATTESTATION

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

I, _____ am the _____ of
(Authorized Representative's Name) *(Title)*

_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

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

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

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

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

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

Signature

Date

SECTION 8.00 - VENDOR RESPONSIBILITY DISCLOSURE

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

I, _____ am the _____ of
(Authorized Representative's Name) *(Title)*

_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

Within the past 5 years, has the vendor:

1. Been the subject of civil litigation or settlements? No Yes
2. Been subject to criminal judgments or administrative actions? No Yes
3. Been suspended or barred from participation in any competitive process or contract award? No Yes
4. Had any licenses or certifications suspended, revoked, or canceled? No Yes
5. Had any contracts or agreements terminated for cause? No Yes
6. Been the subject of bankruptcy proceedings? No Yes
7. Undergone a major change of organizational structure, ownership, or name? No Yes

Signature

Date

SECTION 9.00 - VENDOR CONFLICTS OF INTEREST ATTESTATION

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

I, _____ am the _____ of
(Authorized Representative's Name) *(Title)*

_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

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

Employee Disclosure:

Full Legal Name	DEP Position Title	Disclosed Position Held or % of Ownership

Signature

Date

SECTION 10.00 - VENDOR PRINCIPAL PLACE OF BUSINESS ATTESTATION

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

Section I. Bidder's Principal Place of Business

(Please select one)

- The Bidder's principal place of business is in the State of Florida.
- The Bidder's principal place of business is outside of the State of Florida.

Section II. Legal Opinion About Foreign State Preferences in Contracting

(Please select all that apply)

- The Bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.
- The Bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state. *[Please describe applicable preference(s) and identify applicable state law(s) below]*
- The Bidder's principal place of business is in the **political subdivision** of _____ and it is my legal opinion that the laws of that political subdivision **grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision. *[Please describe applicable preference(s) and identify applicable law(s) below]*

BIDDER'S ATTORNEY	
Signature:	Phone #: () -
Name:	Address:
State of Licensure:	
Bar Number:	Date of Admission:

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

SECTION 11.00 - VENDOR DRUG-FREE WORKPLACE ATTESTATION

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

I, _____ am the _____ of
(Authorized Representative's Name) *(Title)*

_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

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

Signature

Date

SECTION 12.00 - VENDOR SCRUTINIZED COMPANIES LISTS ATTESTATION

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

I, _____ am the _____ of
(Authorized Representative's Name) *(Title)*

_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

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

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

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

Signature

Date

SECTION 13.00 - CLIENT REFERENCE FORM

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

I, _____ am the _____ of
(Authorized Representative's Name) *(Title)*
_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)
contractually bind Vendor. Having been duly sworn, I do hereby:

1. Grant permission to the Florida Department of Environmental Protection (the "Department") to contact the references listed below at a time and using a method convenient to the Department.
2. Waive any claim, either contractual or otherwise, to confidentiality that exists between the listed Client(s) and Vendor regarding Vendor's performance under the listed contract(s).
3. Release the Client's Contact(s), or their successors, or designees, to discuss with, and provide any requested information to, the Department concerning Vendor's performance under the listed contract(s).
4. Release, forever discharge, and hold harmless the Department and the listed Client(s) from any claim or liability that Vendor may make related to the loss, either real or perceived, that may exist due, in whole or in part, to the Department's evaluation of the information disclosed by the listed Client(s) regarding Vendor's performance.

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

Signature

Date

Client #1

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

Client Name & Internet Address

Client Name:

Webpage Address:

Client Contact Information

Name:

Title:

Street Address:

City, State, and ZIP:

Email Address:

Telephone Number:

Commodity/Service Details

Period of Services:

From:

To:

Contract Value:

Commodity/Service Description*

Client #2

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

Client Name & Internet Address

Client Name:

Webpage Address:

Client Contact Information

Name:

Title:

Street Address:

City, State, and ZIP:

Email Address:

Telephone Number:

Commodity/Service Details

Period of Services:

From:

To:

Contract Value:

Commodity/Service Description*

Client #3

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

Client Name & Internet Address

Client Name:

Webpage Address:

Client Contact Information

Name:

Title:

Street Address:

City, State, and ZIP:

Email Address:

Telephone Number:

Commodity/Service Details

Period of Services: From: To:

Contract Value:

Commodity/Service Description*

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SECTION 14.00 – BIDDER/SUBCONTRACTOR SUMMARY FORM

SECTION A	BIDDER IDENTIFICATION (to be completed by the Bidder.)
------------------	---

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

LIST NAMES OF BIDDER(S)/ SUBCONTRACTOR(S)	INDICATE THE ONE OFFICE OF SUPPLIER DIVERSITY CATEGORY THAT BEST DESCRIBES EACH ORGANIZATION LISTED											
	STATE NON-MINORITY BUSINESS CLASSIFICATION	CERTIFIED MBE			NON-CERTIFIED MBE			NON-PROFIT ORG.				
	NON-MINORITY (A) SMALL BUSINESS (STATE) (B) SMALL BUSINESS (FEDERAL) (C) GOVERNMENTAL AGENCY (D) NON-PROFIT ORGANIZATION (F) P.R.I.D.E. (G) VETERAN BUSINESS ENTERPRISE (I) AFRICAN AMERICAN (H) HISPANIC (J) ASIAN/HAWAIIAN (J) NATIVE AMERICAN (K) AMERICAN WOMAN (M) VETERAN BUSINESS ENTERPRISE (W) AFRICAN AMERICAN (N) AMERICAN WOMAN (M) VETERAN BUSINESS ENTERPRISE (W)	OTHER NON-PROFIT (V)	51% OR MORE MINORITY COMMUNITY	51% OR MORE MINORITY OFFICERS (T)	BOARD IS 51% OR MORE MINORITY (S)	VETERAN BUSINESS ENTERPRISE (Y)	AMERICAN WOMAN *	NATIVE AMERICAN (Q)	ASIAN/HAWAIIAN (P)	HISPANIC (O)	AFRICAN AMERICAN (N)	

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

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

Bidder	Signature
Name and Title	Date

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

Please review to ensure all sections are complete and the form is acknowledged correctly.

SECTION 15.00 - PAST PERFORMANCE EVALUATION FORM

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

Reference Name & Company:

Vendor's Name:

Date of Interview:

Interviewer:

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

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

Superior (4)	Excellent (3)	Satisfactory (2)	Fair (1)	Poor (0)
--------------	---------------	------------------	----------	----------

1. How would you rate the Vendor's overall quality of work?	
2. How would you rate the Vendor's use of appropriate equipment and methods?	
3. How would you rate the Vendor's use of adequate personnel in quantity?	
4. How would you rate the Vendor's use of adequate personnel in experience?	
5. How would you rate the Vendor's use of adequate personnel in professionalism?	
6. How well did the Vendor adhere to the agreed-upon schedule?	
7. How well did the Vendor perform the daily task of cleaning the bathrooms?	
8. How well did the Vendor perform the daily task of removing the trash?	
9. How well did the Vendor perform the daily task of vacuuming the carpets?	
10. How well did the Vendor perform the daily task of sweeping the floors?	

SECTION 16.00 – PROPOSED CONTRACT

The proposed contract language contained below should be reviewed by all prospective contractors. In responding to DEP Solicitation No. 2019021 a prospective contractor has agreed to accept the terms and conditions of the contract contained in this Section. The Department reserves the right to make modifications to this contract if it is deemed to be in the best interest of the Department or the State of Florida.

DEP Contract No. _____

PROPOSED CONTRACT

BETWEEN

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

AND

Contractor Name

THIS CONTRACT is entered into between the Department of Environmental Protection (Department), an agency of the State of Florida, and *Contractor Name Fill in the address of Contractor* (Contractor), to provide janitorial services for the Department's Laboratory Complex of the Bob Martinez Center in Tallahassee, Florida.

NOW, THEREFORE, the parties agree as follows:

SERVICES AND PERFORMANCE

1. **SERVICES.** Department does hereby retain, and Contractor agrees to provide janitorial services (Services) for the Department's Laboratory Complex of the Bob Martinez Center in Tallahassee, Florida, as described in ITB 2019021 ("Solicitation") and Contractor's response thereto, incorporated herein by reference, and in accordance with **Attachment A**, Scope of Work (Scope) and all exhibits and Attachments named and incorporated herein by reference. Contractor has been determined to be a vendor to the Department under this Contract.
2. **WORK.**
 - A. Contractor shall provide the services specified in the Scope ("Work").
 - B. Contractor, or its subcontractors if authorized under this Contract, shall not commence Work until the Contract, and any necessary Task Assignment Notification Form, Amendments or Change Orders, have been fully executed by both Department and Contractor
 - C. There is no minimum amount of Work guaranteed as a result of this Contract. Any and all Work assigned will be at the sole discretion of the Department.
 - D. Department reserves the right to not authorize any Work, and may suspend or terminate for cause any Work assigned to Contractor under this or any other contract, if and in the event that the Department and Contractor (or any of its affiliates or authorized subcontractors) are adverse in any litigation, administrative proceeding or alternative dispute resolution, until such adverse relationship is resolved either by agreement or by final non-appealable order of a court.
3. **STANDARD OF CARE FOR PERFORMANCE.**
 - A. Contractor shall perform as an independent contractor and not as an agent, representative, or employee of the Department.

B. Contractor shall perform the services in a proper and satisfactory manner as determined by the Department. Any and all such equipment, products or materials necessary to perform these services, or requirements as further stated herein, shall be supplied by the Contractor.

C. Contractor shall provide competent, suitably qualified personnel. Contractor must notify the Department's Contract Manager of any changes in the personnel identified in this Contract. Notification shall include a detailed explanation of the need to change personnel and the Contractor's documentation that proposed replacement personnel have equal or greater qualifications and experience.

D. Contractor shall perform the services in a manner consistent with that level of care and skill ordinarily exercised by other contractors performing the same or similar services under similar circumstances at the time performed.

4. TERM OF CONTRACT.

A. Initial Term. This Contract shall begin upon execution by both parties and shall remain in effect for a period of five (5) years, inclusive.

B. Renewal Term. An "X" beside the correct provision in this section signifies that the provision is applicable to the Contract.

This Contract may be renewed, in writing, on the same terms and conditions as the original Contract and any amendments thereto, for a period no greater than five (5) years. All renewals are contingent upon satisfactory performance by Contractor. Renewals may be for the entire period or in increments.

This Contract may not be renewed.

COMPENSATION

5. COMPENSATION.

A. As consideration for the services rendered by Contractor under the terms of this Contract, the Department shall pay the Contractor on a fee schedule basis per Attachment B, Rate Schedule. The current square footage for the DEP Laboratory Complex is 50,003. Based on this, maximum compensation for the completion of Work as specified in the Scope for the original Contract term of five (5) years shall not exceed \$_____.

B. Contractor shall not be compensated for services performed prior to execution of this Contract, nor for services that exceed the funding amount specified herein or in any amendment to this Contract.

6. ANNUAL APPROPRIATION. Department's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Florida Legislature. Authorization for continuation and completion of Work and payment associated therewith may be rescinded with proper notice at the discretion of the Department if state or federal appropriations are reduced or eliminated.

7. PAYMENT METHOD.

A. Contractor shall submit invoices to the Department on a monthly basis in the amount of _____.

B. All invoices submitted must be sufficient detail for a proper pre-audit and post-audit review.

C. Department must approve the final deliverable(s) before the Contractor may submit final invoice and any forms.

D. Each invoice, including appropriate supporting documentation as required herein, shall be submitted via email to the following:

Florida Department of Environmental Protection
Division of Environmental Assessment and Restoration
Attn: Trenetta L. Wilson
Email address: Trenetta.L.Wilson@floridadep.gov

E. Contractor shall submit invoices to the Department within thirty (30) days after the date of the Department's written approval of each interim deliverable or the final deliverable specified in the Scope. Contractor's failure to submit invoices within this timeframe may result in **forfeiture** of retainage, if applicable, suspension or termination of remaining work, or the Contractor's **forfeiture** of any unpaid balance for such deliverables.

8. TRAVEL. An "X" beside the correct provision in this section signifies that the provision is applicable to the Contract.

- Travel is not authorized under this Contract.
- Travel costs are included in the fixed cost amounts of this Contract.
- Travel costs shall be paid on a cost-reimbursement basis in accordance with the paragraph contained herein of this Contract.

9. SUBCONTRACTOR PAYMENTS AND RELEASES. In addition to the invoicing requirements above, the following requirements for payment of invoices for Services shall apply if subcontractors are utilized:

A. Contractor shall pay all subcontractors and vendors under this Contract within seven (7) working days from the date of receipt of payment from the Department, excluding the final payment. If the Contractor receives less than full payment from the Department for the services or goods of the subcontractors or vendors, the Contractor shall pay subcontractors and vendors in at least the same proportion as that paid by the Department. Penalties for non-compliance and provisions for legal assistance for subcontractors are included in Subsection 287.0585(1), F.S.

B. Contractor shall submit, with each invoice for Work where subcontractors or suppliers performed Work during the previous invoice period, lien waivers or other documentation of payment from each subcontractor or supplier for Work done during the previous invoice period.

10. PROMPT PAYMENT.

A. Department's Contract Manager shall have five (5) business days, unless a greater period is specified herein, to inspect and approve an invoice. Department shall submit a request for payment to DFS within twenty (20) business days; and DFS shall issue a warrant within ten (10) business days thereafter. Days are calculated from the latter of the date the invoice is received or services received, inspected, and approved. Invoice payment requirements do not start until a proper and correct invoice has been received. Invoices which have to be returned to the Contractor for correction(s) will result in an uncompensated delay in payment. A Vendor Ombudsman has been established within DFS who may be contacted if a Contractor is experiencing problems in obtaining timely payment(s) from a State agency. The Vendor Ombudsman may be contacted at (850) 413-5516, per section 215.422, F.S.

B. If a warrant in payment of an invoice is not issued within forty (40) business days after receipt of a correct invoice and receipt, inspection, and approval of the goods and services, the Department shall pay the Contractor interest at a rate as established by section 55.03(1), F.S., on the unpaid balance of the invoice. Interest payments of less than \$1 will not be issued unless Contractor requests such payment. The interest rate for each calendar year for which the term of this Contract is in effect can be obtained from DFS' Vendor Ombudsman at the telephone numbers provided above, per section 215.422, F.S.

11. RELEASE OF CLAIMS. Upon payment for satisfactory completion of any portion of the Work, the Contractor shall execute and deliver to the Department a release of all claims against the Department arising under, or by virtue of, the Work, except claims which are specifically exempted by the Contractor to be set forth therein (**Contractor Release**,

using **Attachment E**, - Contractor Affidavit/Release of Claims). Receipt by the Department of the Contractor's Release is a condition of final payment under this Contract. Unless otherwise provided in this Contract, by State law or otherwise expressly agreed to by the parties to this Contract, final payment or settlement upon termination of this Contract shall not constitute a release or waiver of the Department's claims against the Contractor, or the Contractor's sureties, subcontractors, successors or assigns under this Contract or as against applicable performance and payment bonds.

12. PHYSICAL ACCESS AND INSPECTION. As applicable, the Department personnel shall be given access to and may observe and inspect Work being performed under this Contract, including by any of the following methods:

A. Contractor shall provide access to any location or facility on which the Contractor is performing Work, or storing or staging equipment, materials or documents;

B. Contractor shall permit inspection of any facility, equipment, practices, or operations required in performance of any Work; and,

C. Contractor shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any Work or legal requirements.

PARTY REPRESENTATIVES

13. NOTICE. All notices and written communication between the parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient.

14. IDENTIFICATION OF CONTRACT MANAGERS. All matters shall be directed to the Contract Managers for appropriate action or disposition. Any changes to the Contract Manager information identified below must be noticed, in writing, to the other party within ten (10) calendar days of the change. Either party may provide notice to the other party by email identifying a change of a designated Contract Manager and providing the new contact information for the newly designated Contract Manager. Such notice is sufficient to effectuate this change without requiring a written amendment to the Contract. Department and the Contractor Contract Managers and contact information are provided below:

<u>Contractor</u>	<u>Department</u>
<i>Contractor Name</i>	Department of Environmental Protection
«Contractor_Address»	Division of Environmental Assessment and Restoration
«City», «State» «Zip»	
Attn: «Contractor_Contract_Mgr»	2600 Blair Stone Road, MS# 6500
Phone Number: «Contractor_Phone_Number»	Tallahassee, Florida 32399-2400
Email: «Contractor_Email»	Attn: Trenetta L. Wilson
	Phone Number: (850) 245-8084
	Email: Trenetta.L.Wilson@floridadep.gov

15. CHANGE ORDERS AND AMENDMENTS. Department may at any time, by written order designated to be a Change Order, make any change in the Work within the general scope of this Contract (e.g., specifications, method or manner of performance, requirements, etc.). All Change Orders are subject to the mutual agreement of both parties as evidenced in writing. Any change which causes an increase or decrease in Contractor's cost or time shall require an appropriate adjustment and modification by Amendment to this Contract. Following execution of this Contract, any future Amendments or Change Orders may be executed by the Department representative with appropriate delegated authority.

CONSEQUENCES FOR FAILURE TO PERFORM

16. DISPUTE RESOLUTION. Any dispute concerning performance of the Contract shall be decided as follows:

A. All claims or disputes (Claims) must be presented to the Department in writing within thirty (30) days of the date such Claim arises (Notice of Dispute). The Notice of Dispute shall set out in detail all aspects of the disputed matters to be resolved, including the specific relief sought by the Contractor. Claims not presented by Notice of Dispute to Contract Manager shall be deemed waived by the Contractor.

B. The parties shall make a good faith attempt to resolve Claims which may arise from time to time by informal conference within ten (10) days of the Notice of Dispute.

C. Within ten (10) days of the informal conference, the Department shall provide Contractor a detailed written response to the Claim. A formal conference of the parties shall be convened no later than thirty (30) days following the Department's response to the Notice of Dispute, unless the parties mutually agree in writing to a longer period of time within which to schedule a formal conference.

- 1) All persons necessary to resolution of the claim or disputed matter shall attend the formal conference.
- 2) Minutes of the formal conference shall be taken, recorded, transcribed, and signed by the Department and the Contractor. Any terms of settlement and/or resolution reached shall be signed by all persons authorized to resolve the Claim.

D. Either party may request mediation of unresolved Claims, with the party seeking mediation to bear the expense of mediation.

E. Any Claim not resolved at formal conference or mediation, may be the subject of a complaint filed in a court of competent jurisdiction in Leon County, Florida.

17. FINANCIAL CONSEQUENCES FOR UNSATISFACTORY PERFORMANCE.

A. No payment will be made for deliverables deemed unsatisfactory by the Department. In the event that a deliverable is deemed unsatisfactory by the Department, the Contractor shall re-perform the services needed for submittal of a satisfactory deliverable, at no additional cost to Department, within thirty (30) days of being notified of the unsatisfactory deliverable.

B. If a satisfactory deliverable is not submitted within the specified time frame, the Department may, in its sole discretion: 1) assess liquidated damages if specified in the Contract or its attachments; 2) request from the Contractor agreement to a reduction in the amount payable; 3) suspend all Work until satisfactory performance is achieved, or 4) terminate the Contract for failure to perform.

18. CORRECTIVE ACTION PLAN. In the event that deliverables are unsatisfactory or are not submitted within the specified timeframe, the Department Contract Manager may, by letter specifying the failure of performance under the Contract, request that a proposed Corrective Action Plan (**CAP**) be submitted by the Contractor to the Department. All CAPs must be able to be implemented and performed in no more than sixty (60) days.

A. A CAP shall be submitted within ten (10) calendar days of the date of the letter request from the Department. The CAP shall be sent to the Department Contract Manager for review and approval. Within ten (10) calendar days of receipt of a CAP, the Department shall notify the Contractor in writing whether the CAP proposed has been accepted. If the CAP is not accepted, the Contractor shall have ten (10) calendar days from receipt of the Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain the Department approval of a CAP as specified above shall result in the Department's termination of the Contract for cause as authorized in the Contract.

B. Upon the Department's notice of acceptance of a proposed CAP, the Contractor shall have ten (10) calendar days, or longer if specified in the approved CAP, to commence implementation of the accepted plan. Acceptance of the proposed CAP by the Department does not relieve the Contractor of any of its obligations under the Contract. In

the event the CAP fails to correct or eliminate performance deficiencies by the Contractor, the Department shall retain the right to require additional or further remedial steps, or to terminate the Contract for failure to perform. No actions approved by the Department or steps taken by the Contractor shall estop the Department from subsequently asserting any deficiencies in performance. Contractor shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to the Department as requested by the Department Contract Manager.

C. Failure to respond to a Department request for a CAP shall result in suspension or termination of the Contract.

19. PAYMENT AND PERFORMANCE BONDS. An "X" beside the correct provision in this section signifies that the provision is applicable to the Contract.

- No Payment or Performance bonds are required.
- Contractor shall provide executed Payment and Performance Bonds naming the Department as obligee, issued by a surety acceptable to the Department, in the amount(s) of \$ *insert amount*.
- Contractor may be required to provide executed Payment and/or Performance Bonds naming the Department as obligee, issued by a surety acceptable to the Department, in an amount of up to one hundred and twenty percent (120%) of the total anticipated cost of any Work.

20. LIQUIDATED DAMAGES. An "X" beside the correct provision in this section signifies that the provision is applicable to the Contract.

- No liquidated damages will be assessed.
- In addition to other remedies elsewhere in this Contract, and as provided by law, unless otherwise stipulated in the Scope, the Contractor hereby covenants and agrees to pay liquidated damages to the Department as follows:
 - A. Contractor acknowledges that time is of the essence for all services provided under this Contract, and whereas the actual damages to be suffered by late performance are incapable of accurate calculation, the parties agree to the following as a reasonable estimation thereof as liquidated damages. In addition to any other provisions of this Contract, in the event that the deliverable identified in the Scope, is not completed and submitted by the close of business on the date the deliverable is due, the compensation amount stated for that portion of the Work may be reduced by five percent (5%) per week for each week the deliverable is late, with the total amount of the liquidated damages not to exceed the total compensation amount of the Scope deliverable.
 - B. The date of submission shall be the date of receipt by the Department.
 - C. If no Department receipt date appears or the date is illegible, the date of submission shall be deemed to be five (5) days prior to receipt by the Contract Manager.
 - D. If completion is or will be justifiably delayed due to reasons as set out in paragraph contained herein, the Department may grant an extension of time as evidenced by a properly executed Amendment.
 - E. If the deliverable(s) fail to comply with the requirements of this Contract, or if questions arise from review and the Contractor is so notified and requested to respond, the Contractor shall furnish the required additions, deletions, or revisions in accordance with the Scope at no additional cost to the Department.
 - F. If the additions, deletions, and revisions are not submitted to the Department's Contract Manager in accordance with the Scope, the compensation stated for that portion of the Work may be reduced by

five percent (5%) for each week that the requested deliverable is late, as specified. The total reduction shall not exceed the total amount of the Work.

- G. Contractor's failure to respond to a request to correct the deliverables will result in termination of the Work and **forfeiture** of any unpaid balance for such deliverables. Additionally, the Department, at its discretion, may re-assign future Work.

21. RETAINAGE

A. Department reserves the right to establish the amount and application of retainage on the Work to a maximum of five percent (5%). Any retainage to be applied shall be specified in the Scope. Retainage shall be withheld from each payment to the Contractor pending satisfactory completion of Work and approval of all deliverables.

B. Department reserves the right to withhold payment of retainage for the Contractor's failure to respond to or correct identified deficiencies within the timeframe stipulated in the Scope. Department shall provide written notification to the Contractor of identified deficiencies and the Department's intent to withhold retainage on the Work. Contractor's failure to rectify the identified deficiency within the timeframe stated in the Department's notice will result in forfeiture of retainage by the Contractor.

C. If the Contractor fails to perform the requested Scope, or fails to perform the Work in a satisfactory manner, Contractor shall forfeit its right to payment for the Work and the retainage called for under the entire Scope. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed.

D. No retainage shall be released or paid for uncompleted Work while a Contract is suspended.

E. Except as otherwise provided above, the Contractor shall be paid the retainage associated with the Work, provided the Contractor has completed the work and submits an invoice for retainage held in accordance with paragraph contained herein above.

LIABILITY

22. INSURANCE.

A. Required Coverage. At all times during the Contract the Contractor, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. 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 licensed and authorized to issue policies in Florida, or alternatively, Contractor may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Contract may be required elsewhere in this Contract, however the minimum insurance requirements applicable to this Contract are:

- i. Commercial General Liability Insurance. The Contractor shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Contract. The Department of Environmental Protection, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$200,000 each individual's claim and \$300,000 each occurrence.
- ii. Workers' Compensation and Employer's Liability Coverage. The Contractor shall provide workers' compensation, in accordance with Chapter 440, F.S., and employer's liability insurance with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Contract.
- iii. Commercial Automobile Insurance. If the Contractor's duties include the use of a commercial vehicle, the Contractor shall maintain automobile liability, bodily injury, and property damage coverage. Insuring

clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department of Environmental Protection, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

- \$200,000/300,000 Automobile Liability Combined Single Limit for Company-Owned Vehicles, if applicable
- \$200,000/300,000 Hired and Non-owned Automobile Liability Coverage

iv. Other Insurance. Additional insurance may be required by federal law, where applicable, if any work proceeds over or adjacent to water, including but not limited to Jones Act, Longshoreman's and Harbor Worker's, or the inclusion of any applicable rider to worker's compensation insurance, and any necessary watercraft insurance, with limits of not less than \$300,000 each. Questions concerning required coverage should be directed to the U.S. Department of Labor or to the parties' insurance carrier.

B. Insurance Requirements for Sub-Contractors. Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract, regardless of whether the Department has approved such subcontract or subcontractor. Contractor shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under any subcontract. Any subcontracts made under or in performance of this Contract must include the same conditions specified in this Contract, with the exception of insurance requirements (paragraph contained herein), and shall include a release of any rights, claims or liabilities against the Department. The level of insurance to be carried by subcontractors performing work under this Contract shall be at the discretion of Contractor.

C. Exceptions to Additional Insured Requirements. If the Contractor's insurance is provided through an insurance trust, the Contractor shall instead add the Department of Environmental Protection, its employees, and officers as an additional covered party everywhere the Contract requires them to be added as an additional insured. Further, notwithstanding the requirements above, if Contractor is self-insured, then the Department of Environmental Protection, its employees, and officers do not need to be listed as additional insureds.

D. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor providing such insurance.

E. Proof of Insurance. Upon execution of this Contract, the Contractor shall provide the Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Contract. Upon receipt of written request from the Department, the Contractor shall furnish the Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.

F. Failure to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, the Contractor shall immediately notify the Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage.

23. INDEMNIFICATION.

A. 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 of Florida, the Department, and the State of Florida Board of Trustees of the Internal Improvement Trust Fund, 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 the 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 of Florida, the Department, and the State of Florida Board of Trustees of the Internal Improvement Trust Fund.

B. Further, the Contractor shall fully indemnify, defend, and hold harmless the State and Department 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 the Department's misuse or modification of the Contractor's products or the Department's operation or use of the Contractor's products in a manner not contemplated by this Contract. 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 Department 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 Department the right to continue using the product, the Contractor shall remove the product and refund the Department the amounts paid in excess of a reasonable rental for past use. Department shall not be liable for any royalties.

C. The Contractor's obligations under the preceding two (2) paragraphs with respect to any legal action are contingent upon the State or the Department giving Contractor 1) written notice of any action or threatened action, 2) the opportunity to take over and settle or defend any such action at the Contractor's sole expense, and 3) assistance in defending the action at the Contractor's sole expense.

THIRD PARTIES

24. SUBCONTRACTING. An "X" beside the correct provision in this section signifies that the provision is applicable to the Contract.

- Contractor shall not subcontract any work under this Contract.
- A. Contractor shall not subcontract any work under this Contract without the prior written consent of the Department's Contract Manager. Department reserves the right to reject any proposed subcontractor based upon the Department's prior experience with subcontractor, subcontractor's reputation, or the Department's lack of adequate assurance of performance by subcontractor. Contractor agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract.
- B. Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract, regardless of whether the Department has approved such subcontract or subcontractor. Contractor shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under any subcontract. Any subcontracts made under or in performance of this Contract must include the same conditions specified in this Contract, with the exception of insurance requirements (paragraph contained herein), and shall include a release of any rights, claims or liabilities against the Department. The level of insurance to be carried by subcontractors performing work under this Contract shall be at the discretion of Contractor.

25. NONASSIGNABILITY. Contractor shall not sell, assign or transfer any of its rights, duties or obligations under this Contract (its **Rights and Duties**), without the prior written consent of the Department. Contractor shall remain liable for performance of its Rights and Duties, regardless of any assignment to or assumption by any third party, notwithstanding any approval thereof by the Department. However, the Department may expressly release the Contractor from any and all Rights and Duties through a novation accompanying an approved assignment. Department may assign the Department's Rights and Duties but shall give prior written notice of its intent to do so to the Contractor. The foregoing notwithstanding, the Contractor hereby assigns to the State any and all claims it has with respect to the Contract under the antitrust laws of the United States and the State.

26. THIRD PARTY BENEFICIARIES. This Contract is neither intended nor shall it be construed to grant any rights, privileges or interest in any third party without the mutual written agreement of the parties hereto.

SUSPENSION AND TERMINATION

27. SUSPENSION.

A. Department may order the Contractor in writing to suspend, delay or interrupt all or any part of the Work for failure to perform, or as otherwise specified herein, such period of time as the Department may determine to be appropriate for any of the following reasons:

- 1.) Contractor fails to timely and properly correct deficiencies in or performs unsatisfactory work;
- 2.) Contractor's or subcontractor's insurer or surety notifies the Department that any of its required insurance or bonds has lapsed or will lapse, and the Contractor fails to provide replacement insurance or bonds acceptable to the Department before the insurance or bond cancellation or termination date;
- 3.) Contractor or subcontractor materially violates safety laws or other constraints;
- 4.) Department determines that there is a threat to the public health, safety or welfare that necessitates such suspension; or
- 5.) For the convenience of the Department.

B. If the performance of all or any part of the Work is suspended, delayed or interrupted for an unreasonable period of time by an act of the Department in administration of the Work, or by the Department's failure to act within a reasonable time to review or approve an invoice, the Department shall provide an equitable extension of the time allowed to complete the Work and modify the Scope accordingly. However, no adjustment shall be made under this clause for any suspension, delay or interruption if and to the extent that:

- 1.) Performance would have been suspended, delayed or interrupted by any other cause, including the fault or negligence of the Contractor; or
- 2.) Equitable adjustment is provided for (or excluded) under any other provision of this Contract.

C. Contractor shall not be compensated for Work performed subsequent to a notice of suspension by Department.

28. TERMINATION.

A. Department may terminate this Contract at any time for cause, in the event of the failure of the Contractor to fulfill any of its obligations. Prior to termination, the Department shall provide ten (10) calendar days written notice of its intent to terminate for cause, including the reasons for such, and shall provide the Contractor an opportunity to consult with the Department regarding the reason(s) for termination. Contractor may be afforded the possibility of curing any default at the sole discretion of the Department.

B. The Department may terminate this Contract without cause and for its convenience by giving thirty (30) calendar days written notice to the Contractor. Termination for convenience shall not entitle either party to any indirect, special or resulting damages, lost profits, costs or penalties, and the Contractor shall be entitled only to recover those amounts earned by it for authorized deliverables completed up to the date of termination (or as may be agreed to in writing by the Department for completion of all or any portion of the Work in process).

SPECIAL CONDITIONS

29. ADDITIONAL QUANTITIES. For a period not exceeding the term of this contract, the Department reserves the right to acquire additional quantities on an as-needed basis, depending on the availability of funds, at the same unit price(s), terms and conditions.

NOTE: This section supersedes Section 6.00, General Contract Conditions (PUR-1000), Paragraph 5, Additional Quantities.

30. ADDITIONS / DELETIONS. During the term of the contract resulting from this bid, the Department shall have the right to make product changes that result in additions, deletions, or revisions to awarded items / services. Specifications and prices of items added or revised must be agreed upon in writing by both the Department and Contractor. Prices of added or revised items shall be mutually agreed upon by the Department and Contractor.

31. DISCLOSURE OF LITIGATION. The contractor shall promptly notify the Department of any criminal litigation, investigations or proceedings which arise during the term involving the contractor, or, to the extent the contractor is aware, any of the contractor's subcontractors or any of the foregoing entities' then-current officers or directors. In addition, the contractor shall promptly notify the Department of any civil litigation, arbitration or proceeding which arises during the term of the contract and extensions thereto, to which the contractor (or, to the extent the contractor is aware, any Subcontractor hereunder) is a party, and which involves:

A claim or written allegation of fraud against the contractor or, to the extent the contractor is aware, any subcontractor hereunder by a governmental or public entity arising out of their business dealings with governmental or public entities. All notices under this section must be provided to the Department within thirty (30) business days following the date on which the contractor first becomes aware of any such litigation, investigation, arbitration or other proceeding (collectively, a Proceeding). Details of settlements, which are prevented from disclosure by the terms of the settlement, may be annotated as such.

GENERAL CONDITIONS

32. ATTORNEY'S FEES. In the event of any legal action to enforce the terms of this Contract, each party shall bear its own attorney's fees and costs.

33. CONFLICT OF INTEREST. Contractor covenants and warrants that it presently has no interest, and shall not acquire any interest, which would conflict in any manner or degree with its performance of this Contract or the Services required hereunder.

34. COMPLIANCE WITH APPLICABLE LAW. Contractor shall comply with all applicable federal, state and local rules and regulations in providing services to the Department under this Contract including, but not limited to, local health and safety rules and regulations. This provision shall be included in all subcontracts issued as a result of this Contract.

35. DISQUALIFICATION.

A. The employment of unauthorized aliens by the Contractor/vendor 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 this Contract. Contractor shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Contract.

B. Contractor is required to use the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all employees used by the Contractor under this Contract, pursuant to State of Florida Executive Order No.: 11-116. Also, the Contractor shall include in related subcontracts, if authorized under this Contract, a requirement that subcontractors performing work or providing services pursuant to this Contract utilize the E-Verify system to verify employment eligibility of all employees used by the subcontractor for the performance of the Work.

36. EXECUTION IN COUNTERPARTS. This Contract, and any Change Orders or Amendments thereto, may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

37. FORCE MAJEURE. 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, subcontractors or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, hurricanes, 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 Department in writing of the delay or potential delay and describe the cause of the delay either 1) within five (5) 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 ten (10) 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 by the Contractor against the Department. Contractor shall not be entitled to an increase in the price or payment of any kind from the Department 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 Department determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the State or to the Department, in which case the Department may 1) accept allocated performance or deliveries from the Contractor, provided that the Contractor grants preferential treatment to the Department 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.

38. FORUM SELECTION, SEVERABILITY, AND CHOICE OF LAW. This Contract has been delivered in the State of Florida and shall be construed in accordance with substantive and procedural laws of Florida. Wherever possible, each provision of this Contract shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Contract shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Contract. Any action in connection with this Contract shall be brought in a court of competent jurisdiction located in Leon County, Florida.

39. GOVERNMENTAL RESTRICTIONS. If the Contractor believes that any governmental restrictions require alteration of the material, quality, workmanship or performance of the products offered under this Contract, the Contractor shall immediately notify the Department so in writing, identifying the specific restriction and alteration. Department reserves the right and the complete discretion to accept any such alteration or to cancel the Contract at no further expense to the Department. Contractor's failure to timely notify the Department of its asserted belief shall constitute a waiver of such claim.

40. HEADINGS. The headings contained herein are for convenience only, do not constitute a part of this Contract and shall not be deemed to limit or affect any of the provisions hereof.

41. INTEGRATION. This Contract contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the Department and the Contractor. Any alterations, variations, changes, modifications or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Contract, unless otherwise provided herein. No oral agreements or representations shall be valid or binding upon the Department or the Contractor. No alteration or modification of the Contract terms, including substitution of product, shall be valid or binding against the Department. Contractor may not unilaterally modify the terms of this 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. Department'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.

42. INTERPRETATION OF CONTRACT.

A. Where appropriate: the singular includes the plural and vice versa; references to statutes or regulations include all statutory or regulatory provisions consolidating, amending or replacing the statute or regulation referred to; unless otherwise indicated references to Rules are to the adopted rules in the Florida Administrative Code; the words "including," "includes" and "include" shall be deemed to be followed by the words "without limitation"; unless otherwise indicated references to sections, appendices or schedules are to this Contract; words such as "herein," "hereof" and "hereunder" shall refer to the entire document in which they are contained and not to any particular provision or section; words not otherwise defined which have well-known technical or construction industry meanings, are used in accordance with such recognized meanings; references to Persons include their respective permitted successors and assigns and, in the case of Governmental Persons, Persons succeeding to their respective functions and capacities; and words of any gender used herein shall include each other gender where appropriate.

B. Contractor acknowledges and agrees that it has independently reviewed this Contract with legal counsel, and that it has the requisite experience and sophistication to understand, interpret and agree to the particular language of the terms. Accordingly, if an ambiguity in (or dispute regarding the interpretation of) this Contract shall arise, the Contract shall not be interpreted or construed against the Department, and, instead, other rules of interpretation and construction shall be used. Contractor further acknowledges and agrees that it had the opportunity and obligation, prior to submission of its Response, to review the terms and conditions of this Contract and to bring to the attention of the Department any conflicts or ambiguities contained therein.

43. MODIFICATIONS REQUIRED BY LAW. Department reserves the right to revise this Contract to include additional language required by Federal agency(ies) or other sources awarding funding to the Department in support of this Contract, if applicable, and to include changes required by Florida Administrative Code rule changes.

44. MYFLORIDAMARKETPLACE TRANSACTION FEE.

A. The State of Florida through the Department of Management Services (DMS), has instituted MyFloridaMarketPlace (MFMP), a statewide e-procurement system. Pursuant to section 287.057(22)(c), F.S., all payments shall be assessed a Transaction Fee which the Contractor shall pay the State unless exempt pursuant to Rule 60A-1.031, Florida Administrative Code (F.A.C.).

B. 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, F.A.C. By submission of these reports and corresponding payments, the Contractor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

C. Contractor shall receive a credit for any Transaction Fee paid by the Contractor for the purchase of any item(s) if such item(s) is/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, returned, or declined, due to the Contractor's failure to perform or comply with specifications or requirements of this Contract.

D. Failure to comply with these requirements shall constitute grounds for declaring the Contractor in default and recovering re-procurement costs from the Contractor in addition to all outstanding fees. CONTRACTORS THAT ARE DELINQUENT IN PAYING TRANSACTION FEES MAY BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.

45. NONDISCRIMINATION.

A. Contractor certifies that no person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Contract.

B. Contractor certifies that neither it nor any affiliate is or has been placed on the discriminatory vendor list. 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 business with any public entity. The Florida Department of Management Services ("DMS") is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity at (850) 487-0915.

C. Contractor shall comply with the Americans with Disabilities Act.

46. NON-SOLICITATION. Contractor covenants and warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Contract.

47. NON-WAIVER OF RIGHTS. No delay or failure to exercise any right, power or remedy accruing to either party upon breach or default by the other party under this Contract, shall impair any such right, power or remedy of either party; nor shall such delay or failure be construed as a waiver of any such breach or default, or any similar breach or default thereafter.

48. ORDER OF PRECEDENCE. In the event of a conflict in terms between any of the components of this Contract, the order of precedence for resolving such conflict shall be as follows (1 being the highest precedence):

1. Body of this Contract;
2. Scope;
3. All other attachments to this Contract;
4. Documents, agreements and exhibits incorporated herein by reference;
5. Solicitation, including all attachments, addenda, and questions and answers; and
6. Contractor's Response to the Solicitation.

49. OWNERSHIP OF DOCUMENTS. All plans, specifications, maps, computer files, databases and/or reports prepared or obtained under this Contract, as well as data collected together with summaries and charts derived therefrom, shall be considered works made for hire and shall be and become the property of the Department upon completion or termination of this Contract, without restriction or limitation on their use, and shall be made available upon request to the Department at any time during the performance of such services and/or upon completion or termination of this Contract. Upon delivery to the Department of said document(s), the Department shall become the custodian thereof in accordance with Chapter 119, F.S. Contractor shall not copyright any material and products or patent any invention developed under this Contract.

50. P.R.I.D.E. When possible, the Contractor agrees that any articles which are the subject of, or required to carry out, this Contract shall be purchased from P.R.I.D.E. as specified in Chapter 946, F.S., if available, in the same manner and under the same procedures set forth in section 946.515(2) and (4), F.S.; 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 this agency insofar as dealings with P.R.I.D.E. are concerned.

The "Corporation identified" is PRISON REHABILITATIVE INDUSTRIES AND DIVERSIFIED ENTERPRISES, INC. (P.R.I.D.E.) which may be contacted at:

P.R.I.D.E.
12425 28th Street, North
St. Petersburg, Florida 33716-1826
Toll Free: 1-800-643-8459
Website: <http://www.pride-enterprises.org/>

51. PUBLIC ENTITY CRIMES. A person or affiliate (as defined) who has been placed on the convicted vendor list following a conviction for a public entity crime may not 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 for Category Two (as defined in section 287.017, F.S.), for a period of 36 months from the date of being placed on the convicted vendor list, pursuant to section 287.133, F.S. Contractor certifies that neither it nor any affiliate has been placed on such convicted vendor list, and shall notify the Department within five (5) days of its, or any of its affiliate's, placement thereon.

52. PUBLIC RECORDS. Public Records Requirements (**Attachment G**), as attached to this Contract, are hereby incorporated into the Contract.

53. RECORD KEEPING AND AUDIT.

A. Contractor shall maintain books, records and documents directly pertinent to performance under this Contract in accordance with United States generally accepted accounting principles (**US GAAP**) consistently applied. Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Contract and for five (5) years following Contract completion or termination. In the event any work is subcontracted, the Contractor shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.

B. The Contractor understands its duty, pursuant to section 20.055(5), F.S., to cooperate with the Department's Inspector General in any investigation, audit, inspection, review, or hearing. The Contractor will comply with this duty and ensure that its subcontracts issued under this Contract, if any, impose this requirement, in writing, on its subcontractors.

54. REMEDIES. All rights and remedies provided in this Contract are cumulative and not exclusive of any other rights or remedies that may be available to the Department, whether provided by law, equity, statute, in any other agreement between the parties or otherwise. Department shall be entitled to injunctive and other equitable relief, including, but not limited to, specific performance, to prevent a breach, continued breach or threatened breach of this Contract. No remedy or election hereunder shall be deemed exclusive. A failure to exercise or a delay in exercising, on the part of the Department, any right, remedy, power or privilege hereunder shall not operate as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

55. RESPECT OF FLORIDA. When possible, the Contractor agrees 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, F.S., in the same manner and under the same procedures set forth in section 413.036(1) and (2), F.S.; 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 dealing with such qualified nonprofit agency is concerned.

The "nonprofit agency" identified is RESPECT of Florida which may be contacted at:

RESPECT of Florida.
2475 Apalachee Parkway, Suite 205
Tallahassee, Florida 32301-4946
(850) 487-1471
Website: www.respectofflorida.org

56. SCRUTINIZED COMPANIES.

A. Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to section 287.135, F.S., the Department may immediately terminate this Contract at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Contract.

B. If this Contract is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in section 287.135, F.S. Pursuant to section 287.135, F.S., the Department may immediately terminate this Contract at its sole option if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies that Boycott the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Contract.

C. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

57. TAX EXEMPTION. Contractor recognizes that the Department is an agency of the State of Florida, which by virtue of its sovereignty is not required to pay any taxes on the services or goods purchased under the terms of this Contract. Department does not pay Federal excise or sales taxes on direct purchases of tangible personal property. Department will not pay for any personal property taxes levied on the Contractor or for any taxes levied on employees' wages.

58. General Contract Conditions (PUR 1000). The Form PUR 1000, General Contract Conditions, is incorporated by reference and can be accessed at MyFlorida.com, Department of Management Services (DMS). In the event of any conflict between the Form PUR 1000 and any Special Conditions, the Special Conditions shall take precedence unless the conflicting term in the PUR Form 1000 is required by any section of the Florida Statutes, in which case the statutory requirements shall take precedence.

59. WARRANTY OF ABILITY TO PERFORM. 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. 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. Contractor shall immediately notify the Department in writing if its ability to perform is compromised in any manner during the term of this Contract and any renewals.

60. WARRANTY OF AUTHORITY. Each person signing this Contract warrants that he or she is duly authorized to do so and to bind the respective party to this Contract.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed, the day and year last written below.

Contractor Name

Florida Department of Environmental Protection

By: _____

Title: _____

Date: _____

By: _____

Secretary or Designee

Date: _____

FEID No. «FEID»

List of attachments/exhibits included as part of this Contract:

Specify Type /

Letter Description

- Attachment A Scope of Work (___ pages)
- Attachment B Rate Schedule (_____ pages)
- Attachment C Public Records Requirements (1 page)

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ATTACHMENT A - SCOPE OF WORK

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ATTACHMENT B - RATE SCHEDULE

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ATTACHMENT C – PUBLIC RECORDS REQUIREMENTS

1. Public Records Access Requirements.

- a. If the Contract exceeds \$35,000.00, and if the Contractor is acting on behalf of the Department in its performance of services under the Contract, the Contractor must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by the Contractor in conjunction with the Contract (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Contract if the Contractor refuses to allow public access to Public Records as required by law.

2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.

If the Contractor is a “contractor” as defined in section 119.0701(1)(a), F.S., the Contractor shall:

- (1) Keep and maintain Public Records required by the Department to perform the service.
- (2) Upon request, provide the Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- (3) A Contractor who fails to provide the Public Records to the Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- (4) Ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the Public Records to the Department.
- (5) Upon completion of the Contract, transfer, at no cost, to the Department all Public Records in possession of the Contractor or keep and maintain Public Records required by the Department to perform the service. If the Contractor transfers all Public Records to the Department upon completion of the Contract, the Contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the Contractor keeps and maintains Public Records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to the Department, upon request from the Department’s custodian of Public Records, in a format specified by the Department as compatible with the information technology systems of the Department. These formatting requirements are satisfied by using the data formats as authorized in the Contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the Contractor is authorized to access.
- (6) **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT’S CUSTODIAN OF PUBLIC RECORDS AT:**

Telephone: (850) 245-2118

Email: public.services@dep.state.fl.us

**Mailing Address: Department of Environmental Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Boulevard, MS 49
Tallahassee, Florida 32399**

SECTION 17.00 – SOLICITATION PROPOSAL CHECKLIST

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

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

A. ____ The Solicitation Acknowledgement Form must be completed and signed. If a Bidder fails to submit a completed Solicitation Acknowledgement Form with their Bid the Department reserves the right to contact the Bidder by telephone for submission of this document via email. This right shall be exercised when the Bid has met all other requirements of the Solicitation. Did you complete the following:

- 1) Vendor Name;
- 2) Vendor Mailing Address;
- 3) City, State and Zip Code;
- 4) Phone Number and Fax Number with Area Code;
- 5) Email Address;
- 6) F.E.I.D. Number;
- 7) Type of Business Entity (Corporation, LLC, Partnership, etc.);
- 8) Sign Form (by individual authorized to bind company);
- 9) Type Name of Signatory and Title; and,
- 10) Primary and Secondary Contact Information?

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

B. ____ Additional Documents - this section of the bid shall contain the following:

- Vendor Financial Attestation;
- Vendor Responsibility Disclosure;
- Vendor Conflicts of Interest Attestation;
- Vendor Principal Place of Business Attestation Form;
- Vendor Drug-Free Workplace Attestation; and
- Vendor Scrutinized Companies Lists Attestation.

C. ____ Client Reference Form

D. ____ The Price Sheet Form must be completed and signed. **If a Bidder fails to submit a completed Price Sheet Form with their submittal, the submittal will be rejected.**

Did you complete the following?

- 1) Prices;
- 2) Sign Form;
- 3) Bidder/Company Name; and
- 4) Print/Type name of Signatory and Title.

E. ____ Product Description

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

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