

STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
Request for Proposal  
Intent to Submit Proposal

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COMPLETE AND RETURN THIS FORM  
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Proposal Number: RFP 2012-51 RE-BID

Title: MOLD AND ASBESTOS REMEDIATION OVERSIGHT RE-BID

Date & Time Proposal Due: MAY 29, 2012 @ 02:30 PM EASTERN TIME (ET)

Potential Proposers should notify the Florida Department of Education, Bureau of Contracts, Grants and Procurement Management Services by returning this Intent to Submit Proposal Form as soon as possible after downloading. Complete the information below and send **this sheet only** to fax number (850) 245-0719, mail to 332 Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399-0400 or e-mail it to the below contact.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Education contact person: ReGina Fields @ [regina.fields@fldoe.org](mailto:regina.fields@fldoe.org), (850) 245-9173.

(Revised 03/16/2011)

State of Florida  
Department of Education

REQUEST FOR PROPOSAL

MOLD AND ASBESTOS REMEDIATION OVERSIGHT RE-BID

BID NUMBER: RFP 2012-51 RE-BID

DEADLINE FOR TECHNICAL QUESTIONS: MAY 18, 2012 @ 04:00 PM  
(There is no deadline for administrative questions)

PROPOSALS ARE DUE BY: 02:30PM ET, ON MAY 29, 2012

ESTIMATED POSTING OF INTENDED AWARD BEGINS JUNE 5, 2012 & ENDS JUNE 8, 2012

MAIL OR DELIVER PROPOSALS TO:

Florida Department of Education  
Bureau of Contracts, Grants and Procurement  
Management Services  
325 West Gaines Street  
332 Turlington Building  
Tallahassee, Florida 32399-0400  
Attention: ReGina Fields  
Phone: (850) 245-9173

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**REQUEST FOR PROPOSAL  
STATE OF FLORIDA, DEPARTMENT OF EDUCATION  
MOLD AND ASBESTOS REMEDIATION OVERSIGHT RE-BID**

**BID NUMBER: RFP 2012-51 RE-BID**

**SECTION 1 –INSTRUCTIONS**

**1.0 GENERAL INSTRUCTIONS TO PROPOSER**

This section contains instructions explaining the solicitation process and the actions necessary to respond. General Instructions to Respondent (Form PUR 1001) is a downloadable document which must be downloaded for review. This document need not be returned with the Proposer's Proposal. Form PUR 1001 may be accessed at [http://dms.myflorida.com/business\\_operations/state\\_purchasing](http://dms.myflorida.com/business_operations/state_purchasing) under "Documents, Forms, References and Resources".

In the event of any conflict between Form PUR 1001 and other instructions provided in this document, the additional instructions in this document shall take precedence over the Form PUR 1001 unless the conflicting term is required by any section of the Florida Statutes (F.S.), in which case the statutory requirements shall take precedence.

**SECTION 2 – CONTRACT CONDITIONS**

**2.0 GENERAL CONTRACT CONDITIONS**

Standard terms and conditions that will apply to the contract which results from the solicitation event are provided in this section. General Contract Conditions (Form PUR 1000) is a downloadable document which must be downloaded for review. This document need not be returned with the Proposer's Proposal. Form PUR 1000 may be accessed at [http://dms.myflorida.com/business\\_operations/state\\_purchasing](http://dms.myflorida.com/business_operations/state_purchasing) under "Documents, Forms, References and Resources".

In the event of any conflict between the PUR 1000 form and any other Special Conditions, the Special Conditions shall take precedence over the PUR 1000 form unless the conflicting term in the PUR form is required by any section of the F.S., in which case the statutory requirements shall take precedence.

**SECTION 3 - INTRODUCTION**

**3.0 INTENT**

The state of Florida Department of Education (hereinafter referred to as the "Department") is soliciting written Proposals from qualified Proposers to establish a term contract of which the term is anticipated to begin upon execution of the contract and be effective for thirty-six (36) months thereafter. Award will be made to the responsible and responsive vendor(s) that the Department determines will provide what is most advantageous to the state, taking into consideration price and other criteria set forth in this document.

The resulting contract may be renewed for up to an additional three (3) years, see Form PUR 1000 for renewal requirements.

### 3.1 PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified and certified consultants to prepare remediation specifications and perform remediation oversight and post-remediation testing on asbestos and mold and/or microbial contamination in Department-owned and leased buildings specified by the Department.

### 3.2 BACKGROUND

The Department has conducted a safety inspection on several of the Department owned buildings. These inspections have found the presence of mold and asbestos materials in some of the buildings. In the interest of the health and safety of the Department employees, the Department will be contracting with the Department of Management Services (DMS) through their Construction Management Division to have all of the asbestos and mold abated as specified by the oversight vendor selected from this RFP.

As the Department continues to conduct safety inspections of its buildings additional remediation assessments oversight may be required pending the finding of those inspections.

### 3.3 DEFINITIONS

After the award, said Proposer will be referred to as the "Contractor". For the purpose of this document, the term "Proposer" means a potential Contractor acting on its own behalf and on behalf of those individuals, partnerships, firms, or corporations comprising the Proposer's team. The term "Proposal" means the complete response of the Proposer to the RFP, including properly completed forms and supporting documentation. The term "contract" refers to the agreement between the Department and the Contractor resulting from this RFP. A "responsive bid" is a Proposal submitted by a responsive and responsible vendor which conforms in all material respects to the solicitation. "Deliverable" means a tangible, specific, quantifiable and measurable event or item that must be produced to complete a project or part of a project directly related to the scope of services.

### 3.4 SCHEDULE OF EVENTS

EVENT	DATE
Request for Proposal released	May 16, 2012
Questions due from prospective Proposers [Fax & E-mail (preferred) acceptable]	by 4:00 p.m. on May 18, 2012
Responses to questions due from the Department (date is on or about)	May 21, 2012
<b>PROPOSALS DUE (FAX &amp; E-MAIL NOT ACCEPTABLE)</b>	<b>BY 2:30 P.M. ON MAY 29, 2012</b>
<b>PROPOSALS OPENED</b>	<b>@ 2:45 P.M. ON MAY 29, 2012</b>
Evaluation of Technical Proposals	May 29 – June 4, 2012
Anticipated Posting of Intended Award (date is on or about)	June 5, 2012
Anticipated beginning of work	June 11, 2012

## SECTION 4 – SPECIAL INSTRUCTIONS

4.0 PRE-SOLICITATION CONFERENCE: A PRE-SOLICITATION CONFERENCE WILL NOT BE HELD.

4.1 SITE INSPECTION: A SITE INSPECTION WILL NOT BE HELD.

4.2 VISITOR'S PASS TO THE TURLINGTON BUILDING

Each visitor to the Turlington Building is required to sign in and obtain a Visitor's Pass at the security desk in the main lobby. Please allow at least 15 minutes prior to Proposal due time if hand-delivering the Proposal to the Bureau of Contracts, Grants and Procurement Management Services.

#### 4.3 PROPOSAL QUESTIONS & ANSWERS

Any technical questions arising from this RFP must be forwarded, in writing, to the purchasing agent identified below. The Department's written response to written inquiries submitted timely by Proposers will be posted on the Florida Vendor Bid System (VBS) at [www.myflorida.com](http://www.myflorida.com) (click on Business, then click on Doing Business with the state, under Everything for Vendors and Customers, click on the Vendor Bid System, then Search Advertisement; select the Department of Education in the Agency drop down window and initiate search), under this Proposal number. It is the responsibility of all potential Proposers to monitor this site for any changing information prior to submitting a Proposal.

Only written inquiries from Proposers, which are submitted by the company's authorized representative, will be recognized by the Department as duly authorized expressions on behalf of the Proposers.

WRITTEN QUESTIONS should be submitted to:

Florida Department of Education  
Bureau of Contract, Grants and Procurement Management Services  
Attn: ReGina Fields  
325 West Gaines Street, 332 Turlington Building  
Tallahassee, Florida 32399-0400  
E-mail Address (preferred): [regina.fields@fldoe.org](mailto:regina.fields@fldoe.org) or Fax No.: (850) 245-0719

#### 4.4 PROCUREMENT PROTESTS / NOTICE OF RIGHTS

Pursuant to F.S., Section 120.57(3) (b):

Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

Section 120.57(3)(a) provides:

Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."

Florida Administrative Code (F.A.C.) Rule 28-110.002(2) defines the term "decision or intended decision," and includes the solicitation terms (and any addenda), the award of the contract, and a rejection of all bids.

At the time of filing the Formal Written Protest the protestor must also file a Protest Bond payable to the Department in an amount equal to 1 percent of the estimated contract amount. F.S., Section 287.042(2) (c) and F.A.C. Rule 28-110.005 contain further terms relating to the Protest Bond, including how to determine the estimated contract amount. In lieu of a Protest Bond, the Department will accept cashier's checks, official bank checks or money orders. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding.

The Notice of Protest, Formal Written Protest, and Protest Bond shall be filed with the issuing office as defined in **SECTION 4.4** above.

#### **4.5 ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR PROPOSAL (ADDENDA)**

No negotiations, decisions, or actions will be initiated or executed by a Proposer as a result of any oral discussions with a state employee. Only those communications which are in writing from the Bureau of Contracts, Grants and Procurement Management Services will be considered as a duly authorized expression on behalf of the Department.

Notice of changes (addenda) will be posted on the VBS, under this Proposal number. It is the responsibility of all potential Proposers to monitor this site for any changing information prior to submitting a Proposal.

#### **4.6 MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL**

Proposers may modify submitted Proposals at any time prior to the Proposal due date. Requests for modification of a submitted Proposal shall be in writing and must be signed by an authorized representative of the Proposer. Upon receipt and acceptance of such a request, the entire Proposal will be returned to the Proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the Proposal. The RFP number, opening date and time should appear on the envelope of the modified Proposal.

Unless specifically requested by the Department, any amendments, revisions, or alterations to Proposals will not be accepted after the closing for the receipt of Proposals.

#### **4.7 RESTRICTIONS ON COMMUNICATIONS WITH DEPARTMENT STAFF**

Proposers shall not communicate with any Department staff concerning this RFP except for the Department contact person identified in **SECTION 4.3 PROPOSAL QUESTIONS AND ANSWERS** of this RFP. Only those communications which are in writing from the Bureau of Contracts, Grants, and Procurement Management Services shall be considered as a duly authorized response on behalf of the Department. For violation of this provision, the Department reserves the right to reject a Proposer's Proposal.

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

#### **4.8 CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL**

The Department takes its public records responsibilities as provided under Chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. If Proposer considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, F.S., the Florida Constitution or other authority, Proposer must clearly mark and identify in its Proposal those portions which are confidential, trade secret or otherwise exempt. Proposer must also simultaneously provide the Department with a separate redacted copy of its Proposal. This redacted copy shall contain the Department's solicitation name, number, and the name of the Proposer on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy shall be provided to the Department at the same time Proposer submits its Proposal to the solicitation and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret, or otherwise exempt. **The Proposer shall also provide one (1) electronic copy (compact disc (CD), flash drive, etc.) of their Redacted Copy.**



Proposer shall be responsible for defending its determination that the redacted portions of its Proposal are confidential, trade secret or otherwise not subject to disclosure. Further, Proposer shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Proposers' determination that the redacted portions of its Proposal are confidential, proprietary, trade secret or otherwise not subject to disclosure.

If Proposer fails to submit a Redacted Copy with its Proposal, the Department is authorized to produce the entire documents, data or records submitted by Proposer in answer to a public records request for these records.

#### 4.9 WITHDRAWAL OF A PROPOSAL

A Proposer may withdraw a Proposal by written notice to the Department on or before the deadline specified for the receipt of Proposals in **SECTION 3.4 SCHEDULE OF EVENTS** of this RFP. Such written notice is to be submitted to the Issuing Office at the address specified in **SECTION 4.3 PROPOSAL QUESTIONS AND ANSWERS** of this RFP.

#### 4.10 CONDITIONS TO THE PROPOSAL

No conditions may be applied to any aspect of the RFP by the prospective Proposer. Any conditions placed on any aspect of the Proposal documents by the prospective Proposer may result in the Proposal being rejected as a conditional Proposal (see "RESPONSIVENESS OF PROPOSALS"). DO NOT WRITE IN CHANGES ON ANY RFP SHEET. The only recognized changes to the RFP prior to Proposal opening will be a written addenda issued by the Department.

#### 4.11 AWARD

As in the best interest of the state, the right is reserved to award based on **all or none, groups of services, or any combination** thereof, to a responsive, responsible Proposer. As in the best interest of the state, the right is reserved to reject any and/or all Proposals or to waive any minor irregularity in Proposals received. Conditions which may cause rejection of Proposals include, without limitation, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, failure to perform, or meet financial obligations on previous contracts.

## SECTION 5 – SPECIAL INSTRUCTIONS – PROPOSAL FORMAT & CONTENT

#### 5.0 PROPOSAL SUBMISSION

By submitting a Proposal, the Proposer represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided.

All Proposals and associated forms must be signed and dated in ink by a duly authorized representative of the Proposer.

Each Proposer must fully acquaint itself with the conditions relating to the performance of services under the conditions of this RFP.

All Proposal prices are to be submitted on the forms provided in this RFP. All Proposal prices must remain firm for one hundred eighty (180) days from date of Proposal Opening.

All Proposals and related documents submitted in response to this RFP shall become the property of the state.

## 5.1 MAIL OR DELIVER PROPOSALS TO: (Do Not Fax or E-Mail)

Florida Department of Education  
Bureau of Contracts, Grants and Procurement Management Services  
Attn: ReGina Fields  
325 West Gaines Street  
332 Turlington Building  
Tallahassee, Florida 32399-0400

## 5.2 SUBMITTAL DOCUMENTS

The absence of any of these documents may result in a determination that the Proposal is non-responsive and the Proposal shall not be evaluated. The Proposal forms furnished must be used when submitting the Proposal. Forms are to be filled out in ink or typewritten. **Submittal information shall consist of the following:**

TRANSMITTAL LETTER (ON COMPANY LETTERHEAD)

WORK REFERENCES: (ATTACHMENT 5)

DISCLOSURE STATEMENT: (ATTACHMENT 3)

SIGNED ADDENDUM(S), *IF APPLICABLE*

PRICE SHEET: (ATTACHMENT 1)

If applicable, a copy of the Certified small, minority-, women-, and service-disabled veteran business enterprise certificate from the Department of Management Services, Office of Supplier Diversity should be enclosed. Certification must be current at the time of the Proposal opening.

## 5.3 TRANSMITTAL LETTER

The Proposer shall provide a Transmittal Letter (on Company Letterhead) that contains the following:

- a statement certifying that the person signing the Proposal is authorized to represent the Proposer and bind the Proposer relative to all matters contained in the Proposer's Proposal
- the company's federal tax identification number
- a statement certifying that the Proposer has read, understands, and agrees to comply with all provisions of this RFP
- a statement certifying that the Proposer is authorized to conduct business in Florida in accordance with the provisions of Chapter 607, F.S. In lieu of such statement, the Proposer alternatively must certify that authorization to do business in Florida will be secured prior to the award of the contract.
- a statement certifying that the Proposer is registered on the MyFloridaMarketPlace website in accordance with the provisions by the state of Florida. In lieu of such statement, the Proposer must alternatively certify that such registration authorization will be completed prior to the award of the contract.
- a statement certifying that the Proposer has filed an electronic W-9 with the Florida Department of Financial Services (DFS). DFS is ready to assist any vendors with questions, and vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com>. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) or with any questions.
- a statement certifying that the Proposer has all required licenses and certifications referenced in **SECTION 7.0**.

Failure of a Proposer to provide the above may result in a non-responsive determination by the Department. Proposals found to be non-responsive will not be considered, unless the non-compliance is waived, in the Department's discretion, as a minor irregularity.

## 5.4 PROPOSAL FORMAT INSTRUCTIONS

This section contains instructions that describe the required format for the Proposal. All Proposals submitted shall contain two parts and be marked as follows:

**PART I TECHNICAL PROPOSAL NUMBER RFP 2012-51 RE-BID**  
**(One Separately Sealed Package for Technical)**

**PART II PRICE PROPOSAL NUMBER RFP 2012-51 RE-BID**  
**(One Separately Sealed Package for Price)**

**THE SEPARATELY SEALED PACKAGES MAY BE MAILED TOGETHER IN ONE ENVELOPE OR BOX.**

**5.4.1 Technical Proposal (Part I) (nine (9) hard copies)**  
**(Do not include price information in Part I)**

The Proposer must submit one (1) original in hard copy, eight (8) hard copies and two (2) in electronic format (compact disc (CD), flash drive, etc) copies in Microsoft Word 5.0 or higher, or Adobe Acrobat of the Proposal which is to be divided into the sections described below. **SECTION 5.2 MANDATORY SUBMITTAL DOCUMENTS** must be included in the Technical Proposal portion of the Proposal. Since the Department will expect all Technical Proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the Proposal. The Technical Proposal must be submitted in a separate sealed package marked "TECHNICAL PROPOSAL NUMBER RFP 2012-51 RE-BID ".

### 1. EXECUTIVE SUMMARY

The Proposer shall provide an Executive Summary to be written in non-technical language to summarize the Proposer's overall capabilities and approaches for accomplishing the services specified herein. The Proposer is encouraged to limit the summary to no more than two (2) pages.

### 2. RESPONDENT'S QUALIFICATIONS AND EXPERIENCE

The Respondent shall provide at least three (3) references, which demonstrate efforts comparable to the one described in this RFP. Consideration shall be given to both the extent and type of prior experience by the Proposer. The Department reserves the right to contact the references regarding the services provided. Any information provided will be subject to the requirements of the Florida Public Records Law.

The Proposer shall provide a management plan which describes administration, management and key personnel.

#### Identification of Key Personnel

The Proposer must provide the names of key personnel on the Proposer's team, as well as a resume for each individual proposed and a description of the functions and responsibilities of each key person relative to the task(s) to be performed. The approximate percent of time to be devoted exclusively for this project and to the assigned tasks should also be indicated. The Contractor must use the key personnel submitted in its Proposal. Changing key personnel without the Department's prior consent, which may be refused in its discretion, will be deemed a breach of the resulting contract. Contractor must not subcontract for any key personnel; all key personnel must be established employees of the Contractor. Proposer must submit different qualified personnel for each key position. One individual is not allowed to fill multiple key positions even if that individual is qualified for multiple positions.

### 3. PROPOSER'S PROJECT PLAN

The Proposer shall provide a project plan which explains technical approach and a demonstration of understanding. The Proposer shall explain the approach, capabilities, and means to be used in accomplishing the tasks in the Scope of Services, and where significant development difficulties may be anticipated and resolved. Any specific techniques to be used shall also be addressed.

#### 5.4.2 Price Proposal (Part II) (5 hard copies)

The Proposer must submit one (1) original hard copy, four (4) hard copies, and two (2) electronic format (compact disc (CD), flash drive, etc.) copies in Microsoft Excel 5.0 or higher. The Price Proposal information shall be submitted on the forms provided in the RFP. The Price Proposal information is to be submitted in a separate sealed package marked "PRICE PROPOSAL NUMBER RFP 2012-51 RE-BID ".

#### Presenting the Proposal

The Proposal shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). Type size shall not be less than a 12 point font. The Proposal shall contain a table of contents, be typed single-spaced and have separate parts, each clearly labeled including page numbers. The information to be contained in each part is described in the above sections. The absence of information or the organization of information in a manner inconsistent with the requirements of this RFP may result in the rejection of the Proposal. Bindings and covers will be at the Proposer's discretion; however, **elaborate notebooks/hard back binders are discouraged**.

Unnecessarily elaborate brochures, artwork, expensive paper and expensive visual and other presentation aids are neither necessary nor desired.

The overall response must be written in a concise manner, which is conducive to effective evaluation and product selection.

All proposed materials must be packaged so that each box of materials shipped to the Department does not exceed 25 pounds.

## SECTION 6 – SPECIAL CONDITIONS

### 6.0 AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA

Foreign corporations and foreign limited partnerships must be authorized to do business in the state of Florida. Domestic corporations must be active and in good standing in the state of Florida. Such authorization and status should be obtained by the Proposal due date and time, but in any case, must be obtained prior to posting of the intended award. For authorization, contact:

Florida Department of State  
Tallahassee, Florida 32399  
(850) 245-6053

### 6.1 LICENSED TO CONDUCT SERVICES IN THE STATE OF FLORIDA

If the services being provided require that individuals be licensed by the Florida Department of Business and Professional Regulation or any other state or federal agency, such licenses should be obtained by the Proposal due date and time, but in any case, must be obtained prior to posting of the intended award. For state licensing, contact:

## **6.2 OTHER CONDITIONS**

Other conditions which may cause rejection of Proposals include, without limitation, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts.

## **6.3 IDENTICAL EVALUATION OF PROPOSALS**

Whenever two (2) or more Proposals which are equal with respect to price, quality, and service are received, the Department will determine the order of award using the criteria established in 60A-1.011, F.A.C. The "Drug-Free Workplace Program Certification" can be found as Attachment '2'.

## **6.4 DISCLOSURE STATEMENT**

The Disclosure Statement Form (Attachment '3') must be signed and submitted with the Proposal response.

## **6.5 DIVERSITY IN CONTRACTING**

The state of Florida is committed to supporting its diverse business industry and population through ensuring participation by minority-, women-, and service-disabled veteran business enterprises in the economic life of the state. The state of Florida Mentor Protégé Program connects minority-, women-, and service-disabled veteran business enterprises with private corporations for business development mentoring. We strongly encourage firms doing business with the state of Florida to consider this initiative. For more information on the Mentor Protégé Program, please contact the Office of Supplier Diversity at (850) 487-0915.

The state is dedicated to fostering the continued development and economic growth of small, minority-, women-, and service-disabled veteran business enterprises. Participation by a diverse group of Vendors doing business with the state is central to this effort. To this end, it is vital that small, minority-, women-, and service-disabled veteran business enterprises participate in the state's procurement process as both Contractors and sub-contractors in this solicitation. Small, minority-, women-, and service-disabled veteran business enterprises are strongly encouraged to contribute to this solicitation.

The Proposer shall submit documentation addressing diversity and describing the efforts being made to encourage the participation of small, minority-, women-, and service-disabled veteran business enterprises.

Information on Certified Minority Business Enterprises (CMBE) and Certified Service-Disabled Veteran Business Enterprises (CSDVBE) is available from the Office of Supplier Diversity at [http://dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd/](http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/).

## **6.6 CONTRACTUAL OBLIGATIONS**

The Department's Contract Standard Terms and Conditions are incorporated in this RFP as Attachment '6' and will govern the relationship between the Department and the Contractor. The Proposal submitted by the successful Proposer shall be incorporated into the final contract.

## **6.7 METHOD OF PAYMENT**

Compensation and payment will be made in accordance with the terms and conditions of the contract.

## **6.8 SUSPENDED VENDOR LIST**

A company placed on the Suspended Vendor List may not submit a Proposal or be awarded a contract to provide any goods or services pursuant to Rule 60A-1.006 F.A.C. The "Suspended Vendor List" is published at [www.myflorida.com](http://www.myflorida.com) under the category Business then Doing Business with the state.

## **6.9 SUB-CONTRACTING**

This contract or any portion thereof, shall not be sub-contracted without the prior written approval of the Department. No sub-contract shall, under any circumstances, relieve the Contractor of their liability and obligation under this contract; and despite any such sub-contracting the Department shall deal through the Contractor, which shall retain the legal responsibility for performing the Contractor's obligations.

The Prime Contractor shall report all small, minority-, women-, and service-disabled veteran business enterprise Subcontractors, identifying the Name, Address, Type of Certification and Dollar Amount on the Utilization Summary form, attached as Attachment "4". The contractor shall provide a list of subcontractors to the Department's contract manager upon execution of the Contract. The Prime Contractor shall provide the Utilization Summary form with each invoice submitted for payment. The form must be submitted with all invoices, regardless if funds have not been spent with a small, minority-, women-, and service-disabled veteran business enterprise Subcontractor for the period covered by the invoice. The DMS Office of Supplier Diversity will assist in furnishing names of qualified small, minority-, women-, and service-disabled veteran business enterprises. The Office of Supplier Diversity can be reached at (850) 487-0915; the Internet Web address is [http://dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd/](http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/)

## **6.10 SUBMISSION OF PROPOSALS BY SUBSIDIARIES OR AFFILIATES**

A Proposer, its subsidiaries, affiliates, or related entities shall be limited to one Proposal. Submission of more than one Proposal per activity by a Proposer will cause the rejection of all Proposals submitted by the Proposer. A subsidiary or affiliate of a prime Proposer may also be included as a subcontractor in another Proposer's Proposal.

## **6.11 COSTS INCURRED IN RESPONDING**

This RFP does not commit the Department or any other public agency to pay any costs incurred by the Proposer in the submission of a Proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

## **6.12 PROHIBITION OF GRATUITIES**

By submission of a Proposal, the Proposer certifies that no elected or appointed official or employee of the state of Florida has or will benefit financially or materially from this procurement. Any contract arising from this procurement may be terminated by the Department if it is determined that gratuities of any kind were either offered to or received by any of the aforementioned officials or employees from the Proposer or its agents or employees.

## **6.13 INDEPENDENT PRICE DETERMINATION**

A Proposer shall not collude, consult, communicate, or agree with any other Proposer regarding this procurement as to any matter relating to the Proposer's Proposal.

## **6.14 PERFORMANCE BOND**

A Performance Bond is not required for this project.

## **6.15 PARTICIPATION IN FUTURE STAGES OF THIS PROJECT**

As stated in Chapter 287.057 F.S.

(18) A person who receives a contract that has not been procured pursuant to subsections (1) through (5) to perform a feasibility study of the potential implementation of a subsequent contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such contract. However, this prohibition does not prevent a vendor who responds to a request for information from being eligible to contract with an agency.

## 6.16 ACCESSIBLE ELECTRONIC INFORMATION TECHNOLOGY

Proposers submitting Proposals to this solicitation must provide electronic and information technology resources in complete compliance with the accessibility standards provided in Sections 282.601-282.606, F.S., and Rule 60-8.002, F.A.C. These standards establish a minimum level of accessibility.

# SECTION 7 – SCOPE OF SERVICES

## 7.0 SCOPE OF SERVICES

The Department is seeking to obtain competitive Proposals from qualified and certified consultants to prepare remediation assessment specifications and perform remediation oversight and post-remediation testing on mold and/or microbial contamination and asbestos in Department-owned and leased buildings specified by the Department.

The Contractor shall have on staff to perform the duties described herein individuals who are licensed by Florida Department of Business and Professional Regulation (DBPR) as a Mold Assessor, and Certification by the American Board of Industrial Hygienist (ABIH) as a Certified Industrial Hygienist (CIH).

Key Personnel: Proposer must submit different qualified personnel for each key position. One individual is not allowed to fill multiple key positions even if that individual is qualified for multiple positions. The following key personnel positions are expected to be utilized, and they must meet the following criteria:

- Principal Scientist: A recognized expert in their field possessing a Masters Degree and five (5) or more years of relevant experience, or a Doctorate (Ph.D., Sc.D., M.D., etc.) and five (5) or more years of relevant experience. This person has performed original research (in addition to research performed as part of a masters or doctoral degree) and has published articles regarding mold and/or asbestos in peer reviewed scientific or professional journals. This person has five (5) or more years experience managing environmental projects that involved developing the assessment approach, performing on-site tests and sampling, overseeing remediation activities, verifying the efficacy of remediation efforts, and providing litigation support.
- Senior Manager: An experienced professional in their field, possessing a Bachelors Degree and five (5) or more years of relevant experience, or a Masters Degree. This person holds at least one professional certification or credential related to their profession (e.g., Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), Professional Engineer (PE), etc.). This person has five (5) or more years experience managing environmental projects with experience performing and supervising on-site testing and sampling, overseeing remediation activities, and verifying the efficacy of remediation efforts.
- Associate/Technician: A professional who possesses a Bachelors Degree in a physical or natural science or engineering. This person possesses a thorough understanding of environmental health and safety procedures and is 40-hour HAZWOPER certified. This person is capable of operating under the direction and supervision of a Manager or Principal Scientist to perform on-site testing and sampling, oversee remediation activities, and verify the efficacy of remediation efforts.

- Secretary/Clerical: Office staff with experience and training necessary to coordinate projects, including proposals, documentation, contracts, invoicing, and audits of records. This person is able to prepare documents and correspondence, communicate with clients, and compile reports and records necessary for the efficient management of environmental projects.
- Licensed Asbestos Consultant: This person must be currently licensed by the State of Florida Department of Business and Professional Regulation as an Asbestos Consultant. This person must hold a current and active professional license as an Engineer, Architect, Geologist, or certification as an Industrial Hygienist (CIH), or a Certified Safety Professional (CSP). They must have completed a 3-day Asbestos Survey & Mechanical Systems (Inspector) Course, a 2-day Management Planning Course, a 3-day Project Designer Course, a 3-day Respiratory Protection Course and completed at least 2 projects in five required categories within the last five years.

The Contractor shall also be licensed by DBPR as an Asbestos Business Organization and the business shall be qualified by a Florida DBPR licensed Asbestos Consultant (LAC), and all persons performing asbestos related services under the LAC and Asbestos Business Organization licensure must be certified and have up to date training in all or a portion of the following based on the project requirements; 1. Asbestos Survey & Mechanical (Inspector), 2. Asbestos Management Planner, 3. Asbestos Contractor Supervisor, and 4. Asbestos Project Designer. All asbestos related training must be recognized by the DBPR as complying with the requisite training requirements for asbestos accreditation under the Toxic Substances Control Act (TSCA), Title 11. In addition, all asbestos related work shall be conducted in accordance with the requirements under Florida State Statute 469 Asbestos Abatement.

The Contractor shall perform an assessment on each building specified by the Department, to include, but not be limited to: assessing the building structure to include the envelope and demising walls, as well as building HVAC systems to include, Air Handler units, duct work and supply/return vents; assessment shall identify the size, extent and severity of mold or microbial contamination to include a description and the nature of materials with mold or microbial contamination and water damage as well as identify contributory moisture sources.

The Contractor, with approval by the Department's Contract Manager, shall prepare and establish a scope of work as part of a specifications for the remediation of any asbestos, HVAC systems, or mold damaged building structures to ensure that all sources are safely and effectively removed by a licensed and qualified remediation contractor and any moisture sources are repaired by a licensed and qualified contractor.

The Contractor shall perform independent third party project oversight, review and verification of health and safety programs of remediation contractors, and post-remediation testing. Criteria for post-remediation testing to demonstrate the effective removal of asbestos or mold shall be defined for each facility, with consideration for its primary use, likelihood of future occupant exposure, and susceptibility of anticipated occupants.

The Contractor shall assess the risk to occupants, employees, and workers performing maintenance and remediation. When deemed necessary the Contractor shall perform a formal Occupational Risk Assessment for Department employees, Remediation Workers, Renovation, and Maintenance Workers who are at risk of exposure to identified contaminants during and after remediation activities. Findings of the risk assessment shall be provided verbally or in writing, as per the directions of the Department's Contract Manager.

The Contractor shall review and assess the risk of chemicals and materials used in the remediation, cleaning, or repair of mold and microbial damage. A health and safety professional with a thorough understanding of the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) and occupational exposures to chemicals in the workplace shall evaluate the risks of using each product under the anticipated circumstances.



The Contractor must identify and have qualified risk communication professionals deliver verbal presentations to the Department and Facility Management and affected employees or occupants per Department Contract Manager instruction.

If necessary, the Contractor shall provide communications to members of the media and the public, as directed by the Department. No communications to the media or public shall be made without the expressed written consent of the Department.

In the event of legal claims or other litigation related to exposure to asbestos, mold, or microbial contaminants found in the building, the Contractor shall provide litigation support or expert witness testimony as requested by the Department's General Counsel.

## 7.1 DELIVERABLES

The following is the itemized list of each deliverable which the Contractor is required to provide to the Department and for each Deliverable: the specifications for the Deliverable and the description of the activities leading to the Deliverable.

After notification to the Contractor, the Contractor shall provide the following documentation for each building for which oversight is required:

- Copies of licenses and certifications of all staff providing specifications or performing oversight for each project. Documentation shall be provided before any Contractor staff begins work.
- Assessment – Contractor shall perform an assessment on the selected Building, to include, but not be limited to: assessing the building structure to include the envelope and demising walls, as well as building HVAC systems to include, Air Handler units, duct work and supply/return vents. A copy of the assessment findings shall be provided to the Contractor Manager within 15 working days of the completion of the assessment.
- Specifications- Upon completion of the assessment, the Contractor shall prepare a remediation specification based on the assessment findings. A copy of the Specifications shall be provided to the Contract Manager within 15 working days of receipt of the assessment findings.
- Scope of Work – The Contractor, along with the Department Contract Manager, shall prepare and establish a Scope of Work as part of the specifications for the remediation of any asbestos or mold identified. Scope of Work shall be completed within 15 working days upon the completion of the specifications.
- Oversight - The Contractor shall perform independent third party project oversight, review and verification of health and safety programs of remediation contractors, and post-remediation testing. Criteria for post-remediation testing to demonstrate the effective removal of asbestos or mold shall be defined for each facility, with consideration for its primary use, likelihood of future occupant exposure, and susceptibility of anticipated occupants. The Contractor shall provide a monthly report on the progress of oversight for each project. The report shall include, but is not limited to, verification of health and safety programs for remediation contractors, results from post-remediation testing, and recommendations and specifications for any areas that fail remediation efforts. The report shall be provided by the first of each month as long as the Contractor is working on an assigned project.

The Contractor must notify the Contract Manager on the date that all areas identified with mold or asbestos have tested clean and the oversight project is completed. The Contractor shall provide a final report detailing the entire project and provide confirmation that all items identified have been properly handled, cleaned, or

replaced. The report shall be provided to the Contract Manager within two weeks of the date on which the project was completed.

- The Contractor shall assess the risk to occupants, employees, and workers performing maintenance and remediation. When deemed necessary, the Contractor shall perform a formal Occupational Risk Assessment for Department employees, Remediation Workers, Renovation, and Maintenance Workers who are at risk of exposure to identified contaminants during and after remediation activities. Findings of the risk assessment shall be provided verbally or in writing within twenty-four (24) hours of finding to the Department's Contract Manager.
- Administrative Consulting and Training – The Contractor will provide assessment review services based on Initial air quality and mold assessments provided by Landlords for any Department leased buildings. Contractor will review all assessments and provide guidance and recommendations to the Department based on the report findings. The Contractor will also provide training to Department management when requested, to help provide a better understanding of mold and asbestos and the impacts it has on work environments.
- Communications – The Contractor shall have qualified risk communication professionals deliver verbal presentations to the Department and Facility Management and affected employees or occupants. The Contractor shall provide detailed minutes for each meeting that is held. The Contractor shall provide minutes to the Contract Manager within three working days of the meetings.
- Travel – All travel must be submitted and preapproved by the Contract Manager. Travel approval forms shall be submitted no less than 72 hours before travel is to be incurred. Any unauthorized or non approved travel shall be paid by the Contractor. All invoices for any travel expense shall be submitted in accordance with the rates and conditions of section 112.061, Florida Statutes.

## 7.2 FINANCIAL CONSEQUENCES

The Contract Manager shall periodically review the progress made on the activities and deliverables listed above. If the Contractor fails to meet and comply with the activities/deliverables established in the contract or to make appropriate progress on the activities and/or towards the deliverables and such failure to comply is not resolved within two weeks of notification, the Contract Manager may approve a reduced number of hours for payment and or may terminate the contract.

## SECTION 8 – OPENING, EVALUATION AND AWARD

### 8.0 PROPOSAL OPENING

**TECHNICAL PROPOSALS WILL BE OPENED BY THE DEPARTMENT'S BUREAU OF CONTRACTS, GRANTS AND PROCUREMENT MANAGEMENT SERVICES PERSONNEL AT 325 WEST GAINES STREET, 332 TURLINGTON BUILDING, TALLAHASSEE, FLORIDA, AS SPECIFIED IN SECTION 3.4 SCHEDULE OF EVENTS.**

**PRICE PROPOSALS (which have corresponding responsive Technical Proposals) WILL BE OPENED AS SPECIFIED IN SECTION 3.4 SCHEDULE OF EVENTS at 325 WEST GAINES STREET, 332 TURLINGTON BUILDING, TALLAHASSEE, FLORIDA.**

## 8.1 EVALUATION PROCESS

A Selection Committee, hereinafter referred to as the "Committee", will be established to review and evaluate each Proposal submitted in response to this RFP. However, Proposals rejected due to non-compliance with terms and conditions of this RFP will not be evaluated. The Committee will be comprised of at least three persons with knowledge, background, experience, and/or professional credentials in relative service areas.

Each member of the Committee will be provided a copy of each Technical Proposal. Proposals will be evaluated on the criteria established in the section below entitled "Criteria for Evaluation" in order to assure that Proposals are uniformly rated. The Committee will assign points, utilizing the technical evaluation criteria identified herein and complete a technical summary. **Proposing firms must attain a score of (70) points or higher on the Technical Proposal to be considered responsive. Should a Proposer receive fewer than (70) points for their Technical Proposal score, the Price Proposal will not be opened.**

**The Bureau of Contracts, Grants and Procurement Management Services will open Price Proposals in accordance with Section 8.0, Proposal Openings.** The Bureau of Contracts, Grants and Procurement Management Services and/or the Project Manager/Selection Committee will review and evaluate the Price Proposals and prepare a summary of its price evaluation. Points will be assigned based on price evaluation criteria identified herein.

During the process of evaluation, the Bureau of Contracts, Grants and Procurement Management Services will conduct examinations of Proposals for responsiveness to requirements of the RFP. Those determined to be non-responsive will be automatically rejected.

### 8.1.1 Seeking Clarification

The Department reserves the right to seek clarification on any Proposal as needed. Clarification sought will be evaluated by the committee based on the criteria established in **SECTION 5.4.1** above. During this stage Proposers will be asked to provide any clarifications needed by the evaluation committee to assist in evaluating their Proposal. Information received in this stage will be added to the Proposer's Proposal and evaluated as a part of the appropriate Section above.

### 8.1.2 Criteria for Evaluation

Proposals will be evaluated and graded in accordance with the criteria detailed below.

#### a. Technical Proposal (80 Points)

Technical evaluation is the process of reviewing the Proposer's Executive Summary, Qualifications and Experience, and Project Plan for understanding of project, qualifications, approach and capabilities, to assure a quality product.

The following point system is established for scoring the Proposals:

The following criteria will be used to evaluate and rank Replies.

A) Executive Summary	N/A
B) Qualifications and Experience	60 points
C) Project Plan	<u>30 points</u>
<b>Total</b>	<b>90 points</b>

D) Price	<u>10 points</u>
Total	<b>10 points</b>

Price analysis is conducted through the comparison of price quotations submitted.

Maximum points will be awarded to the lowest acceptable Price Proposal. Proposals with higher costs will receive the fraction of the maximum points proportional to the ratio of the lowest Proposal price to the higher Price Proposal. The fractional value of points to be assigned will be rounded to one decimal place. The criteria for price evaluation shall be based upon the following formula:

**(Low Price/Proposer's Price) x Price Points = Proposer's Awarded Points**

The total maximum number of points that can be earned in the evaluation process is 100 points.

The contract shall be awarded to the responsible and responsive vendor whose Proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and the other criteria set forth in this RFP.

**8.2 POSTING OF PROPOSAL TABULATION**

The Proposal Tabulation will be posted at the Florida Department of Education, 325 West Gaines Street, 332 Turlington Building, Tallahassee, Florida and on the Florida Vendor Bid System at [http://fcn.state.fl.us/owa\\_vbs/owa/vbs\\_www.search.criteria\\_form](http://fcn.state.fl.us/owa_vbs/owa/vbs_www.search.criteria_form) as specified in **SECTION 3.4 SCHEDULE OF EVENTS**, and will remain posted for a period of seventy-two (72) hours.

ATTACHMENT '1'

PROPOSER'S PRICE SHEET

We propose to provide the commodities/services being solicited within the specifications of RFP 2012-51 RE-BID. All work shall be performed in accordance with this RFP, which has been reviewed and understood. The below prices are all inclusive. There shall be no additional costs charged for work performed under this solicitation.

Contamination Delineation Assessment and Remediation Project Oversight

Principal Scientist	\$ _____ per hour
Senior Manager	\$ _____ per hour
Associate/Technician	\$ _____ per hour
Secretary/Clerical	\$ _____ per hour
Licensed Asbestos Consultant	\$ _____ per hour

Preparation of Reports, Scope of Work, Remediation Specifications, and other Technical Documents

Per hour charge \$ \_\_\_\_\_

Per hour charge to include Communication & Reproduction charges (including telephone, fax, and postage)

Administrative Consulting and Training (Review, Guidance and Recommendations on initial assessments provided by Landlords and provide Training when requested)

Per hour charge \$ \_\_\_\_\_

Per hour charge to include Communication and Reproduction charges (including telephone, fax and postage)  
\$ \_\_\_\_\_

Public Relations Costs (Conducting Employee Right-to-Know Meetings, Risk Communications with individual employees, the general public, and the media)

Per hour charge \$ \_\_\_\_\_

Litigation Support

- o Document Review and Research in Preparation for Testimony

Per hour charge \$ \_\_\_\_\_

- o Deposition & Testimony

Per hour charge \$ \_\_\_\_\_

Travel

All travel (mileage, lodging and meals) will be reimbursed in accordance with the rates and conditions of Section 112.061, Florida Statutes.

**Services**

- Mold Samples (Surface, Bulk, and Air)

Surface - Price per test \$ \_\_\_\_\_  
Bulk – Price per test \$ \_\_\_\_\_  
Air – Price per test \$ \_\_\_\_\_

- Asbestos Sampling (Surface, Bulk, and Air)

Surface - Price per test \$ \_\_\_\_\_  
Bulk – Price per test \$ \_\_\_\_\_  
Air – Price per test \$ \_\_\_\_\_

Pricing to include any Subcontractors and Laboratory Analysis

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**Price Model**

The below Price Model will be used to evaluate the price proposal. Price the following based on the pricing provided above.

Principal Scientist	5 hours @ \$ _____ per hour = \$ _____
Senior Manager	2 hours @ \$ _____ per hour = \$ _____
Associate/Technician	9 hours @ \$ _____ per hour = \$ _____
Secretary/Clerical	8 hours @ \$ _____ per hour = \$ _____
Licensed Asbestos Consultant	8 hours @ \$ _____ per hour = \$ _____

Preparation of Reports, Scope of Work, Remediation Specifications, and other Technical Documents

16 hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Administrative Consulting and Training

3 hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_.

Public Relations costs

1 hour @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Litigation support

- Document Review and Research in Preparation for Testimony  
1 hour @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_
- Deposition & Testimony  
1 hour @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Services

- Mold Samples (Surface, Bulk, and Air)  
16 Mold (Surface) samples @ \$ \_\_\_\_\_ per test = \$ \_\_\_\_\_

- Asbestos Sampling (Surface, Bulk, and Air)  
12 Asbestos (Bulk) samples @ \$ \_\_\_\_\_ per test = \$ \_\_\_\_\_

**TOTAL PRICE \$ \_\_\_\_\_\***

**\*POINTS AWARDED WILL BE BASED ON THIS AMOUNT**

## ATTACHMENT '2'

### DRUG-FREE WORKPLACE

(will be considered in case of identical tie Proposals)

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

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

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

---

Vendor's Signature



ATTACHMENT '3'

DISCLOSURE STATEMENT

**PARTNERSHIP OR INDIVIDUAL**

I hereby certify that I, if an individual, or each of us, if a partnership, doing business as \_\_\_\_\_  
(Name of Individual or Partnership)

(am)(is) not now involved in nor have I ever engaged in any private business venture or enterprise, directly or indirectly, with the Commissioner of Education, the Deputy Commissioner of Education, any Associate Commissioner of Education, Division Director, or Bureau Chief within the Florida Department of Education.

I further certify that neither I, nor any partner, if a partnership, nor anyone acting in my or our behalf has requested that any of the above designated persons or any other employee of the Florida Department of Education exert any influence to secure the appointment of \_\_\_\_\_ under this proposed agreement.  
(Name of Individual or Partnership)

(1) \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Signature

(1) If partnership, each partner must sign and execute.

**COMPANY OR CORPORATION**

I hereby certify that neither I nor any owner, officer, director, or shareholder of \_\_\_\_\_, a  
(Name of Corporation/Company)

\_\_\_\_\_ (1) corporation, licensed to do business in Florida, is presently involved in or has been (Name of State of Inc.)

engaged in any private business venture or enterprise, directly, or indirectly, with the Commissioner of Education, the Deputy Commissioner of Education, any Associate Commissioner of Education, Division Director, or Bureau Chief within the Florida Department of Education.

I further certify that neither I nor any owner, officer, director, or shareholder of this corporation or anyone acting on behalf of this corporation or any of its owners, officers, directors, or shareholders has requested that any of the above designated persons or any other employee of the Florida Department of Education exert any influence to secure the appointment of \_\_\_\_\_ under this proposed agreement.  
(Company) (Corporation)

(2) \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title

(1) If company is not incorporated, insert "not incorporated" in this space.

(2) If incorporated, this statement is to be executed by same person who will execute contract, if awarded.

ATTACHMENT '4'

STATE OF FLORIDA DEPARTMENT OF EDUCATION

MINORITY SUB CONTRACTORS UTILIZATION SUMMARY

The Department's Supplier Diversity initiative strives to ensure the promise of Florida's future is shared by all of its residents, regardless of race, ethnicity, disability, neighborhood or background. To that end, the Department is dedicated to support, track and increase its small, minority-, women-, and service-disabled veteran business enterprise spending with prime contractors and subcontractors. This form was developed to assist in these efforts.

The Prime Contractor shall report all small, minority-, women-, and service-disabled veteran business enterprise Subcontractors, identifying the Name, Address, Type of Certification and Dollar Amount on the form below. The Prime Contractor shall submit this form with each invoice submitted for payment, whether or not funds have been spent with a small, minority-, women-, and service-disabled veteran business enterprise subcontractor for the period covered by the invoice. The Office of Supplier Diversity, Florida Department of Management Services will assist in furnishing names of qualified minorities. The Office of Supplier Diversity can be reached at (850) 487-0915; the Internet Web address is [http://dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd](http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd).

PRIME CONTRACTOR: \_\_\_\_\_

CONTRACT NO.: \_\_\_\_\_

CONTRACT TITLE: \_\_\_\_\_

MBE CONTRACTORS Full Name, Address, Telephone Number	State Certified	Non- Certified	Non- Profit	Dollar Amount

Total Amount \$ \_\_\_\_\_

Certified True and Correct by:

\_\_\_\_\_  
Prime Contractor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Submit Report to:

Mrs. Gwendolyn York  
Bureau of Contracts, Grants and  
Procurement Management Services  
325 West Gaines Street  
332 Turlington Bldg  
Tallahassee, FL 32399-0400

For additional information, you may call Mrs. York at (850) 245-9170, or e-mail [Gwendolyn.York@FLDOE.org](mailto:Gwendolyn.York@FLDOE.org)

ATTACHMENT '5'

REFERENCES for \_\_\_\_\_  
**PROPOSER NAME**

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR A MINIMUM OF THREE (3) BUSINESSES WHERE SERVICES OF SIMILAR SIZE AND SCOPE HAVE BEEN COMPLETED. REFERENCES LISTED MUST AGREE TO PROVIDE ADDITIONAL INFORMATION, IF REQUESTED. CONSIDERATION SHALL BE GIVEN TO BOTH THE EXTENT AND TYPE OF PRIOR EXPERIENCE BY THE PROPOSER.

BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON:	
PHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	
DATE AND DESCRIPTION OF SERVICES:	
BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON:	
PHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	
DATE AND DESCRIPTION OF SERVICES:	
BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON:	
PHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	
DATE AND DESCRIPTION OF SERVICES:	

## ATTACHMENT '6'

### STATE OF FLORIDA DEPARTMENT OF EDUCATION

#### CONTRACT STANDARD TERMS AND CONDITIONS

- I. Pursuant to S. 287.058(1), Florida Statutes ("F.S.):
- A. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.
  - B. Travel expenses will be reimbursed only if expressly authorized by the terms of the Contract. Bills for any travel expenses shall be submitted in accordance with s. 112.061, F.S.
  - C. The Department may unilaterally cancel this Contract if the Contractor refuses to allow access by members of the public to all documents, papers, letters and materials made or received in conjunction with the Contract that are subject to Chapter 119, F.S., and are not exempt from public inspection by s 119.071, F.S., or by other provisions of general or special law.
  - D. The Deliverables specified in the Contract must be received and accepted in writing by the Department's Contract Manager before Contractor is entitled to payment.
  - E. To complete this Contract, all services must be performed and/or goods received on or before the date(s) specified in the Contract.
  - F. If this Contract is expressly renewable, it may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer. The renewal price for the contracted service is set forth in the bid, proposal, reply. Cost for renewal shall not be changed. Renewals shall be contingent on satisfactory performance evaluations by the Department and subject to the availability of funds. Exceptional purchase contracts pursuant to s. 287.057(3)(a) and (c), F.S., may not be renewed.
- II. The Contractor shall prepare an invoice for the amount due and mail it to the Department of Education Comptroller after having delivered the products and services required under this Contract to the Contract Manager. The invoice shall set forth details sufficient for a proper pre-audit and post-audit including, where applicable, the products and services delivered and completion dates. Upon receipt of the invoice, the Department of Education Comptroller will request confirmation from the Contract Manager that the delivered products and services are satisfactory and payment is due. If for any reason they are not satisfactory, payment will be withheld until the unsatisfactory condition or conditions are corrected. Upon receipt of the Contract Manager's approval, the Department of Education Comptroller shall process each invoice in accordance with the provisions of s. 215.422, F.S.
- A. Contractor agrees to submit invoice within thirty (30) days of the Department's acceptance of deliverables. It is understood that should Contractor fail to submit invoice within thirty (30) days following the Department's acceptance of the deliverables, the Department shall not be responsible for payment thereof under this contract or quantum meruit.
- III. Section 215.422, F.S., provides that agencies have five (5) working days to inspect and approve goods and services, unless bid specifications or the Contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within forty (40) days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to s. 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Department's Fiscal s. at 850/245-0401 or Purchasing Office at 850/245-0483. Payments to health care providers for hospitals, medical, or other health care services, shall be made not more than thirty-five (35) days from the date of eligibility for payment is determined, and the daily interest rate is .02740 percent. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State Agency, may be contacted at 866/352-3776 or by calling the Chief Financial Officer's Hotline, 800/342-2762.
- IV. As used in this Contract, the term "Deliverable" refers to tangible "commodities", as defined in s. 287.012(5), F.S., which the Contractor provides pursuant to the Contract and to reports or other tangible or documentary evidence which demonstrate that the Contractor has performed the services required by the Contract. The following provisions govern Deliverables, as applicable:
- A. Each Deliverable must be physically delivered to the Department's Contract Manager, or to a person designated by the Contact Manager. If delivery is made to a designee, the Contractor shall give written notice to the Contract Manager of the delivery. A Deliverable is not received until the Contract Manager has physical control of deliveries or has written notice that the designee has physical control.
  - B. In each case in which the approval of a Deliverable is dependent upon tests being conducted by the Department or Contractor, independently or jointly, the Department's inspection and approval of the Deliverable shall not be subject to the five (5) day provision in s. 215.422, F.S., but shall be governed by the terms and conditions of the acceptance testing plan as stated in Attachment A, until approved in accordance with the plan.
  - C. In each case of a Deliverable of information technology, as defined at s. 287.012(14), F.S., unless specified otherwise in Attachment A, the acceptance testing plan is deemed to include as a minimum the reliable performance of the information technology in accordance with its design specifications in:
    - 1. a test environment that simulates the production environment as much as is reasonably possible; and
    - 2. the production environment for which it is intended for a period of time sufficient for the information technology to have experienced the major foreseeable exigencies of the production functions.
  - D. The Department's inspection, including testing when applicable, shall determine whether or not the Deliverables appear to be in compliance with the Contract. The Contractor shall be notified in writing of any apparent deficiency. The written notice shall detail the specific action required by the Contractor to correct the deficiency. The Contractor shall timely correct such deficiency and resubmit the deliverable for acceptance.
- V. The Contractor represents and agrees that information submitted in support of its requests for payment is the basis of payment and is true and accurate to the best of knowledge of the responsible signatory. A violation of this provision shall subject the violator to the provisions of s. 68.082, F.S., pertaining to false claims against the State, and/or s. 837.06, F.S., pertaining to false official statements.
- VI. This paragraph applies if this Contract expires in a fiscal year subsequent to the fiscal year in which the Contract is entered. The State of Florida's fiscal year comprises July 1 through June 30. The Department's and State of Florida's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Legislature. If the Legislature fails to make the necessary appropriation, the Department will determine if there are other unencumbered funds which are available and which can be lawfully expended to pay for the Department's obligations hereunder. If the Department

determines that there are no such funds, the Department shall promptly notify the Contractor. The giving of notice shall be deemed to have cancelled this Contract by mutual consent, with the date of notice being the date of cancellation.

- VII. Notwithstanding anything to the contrary contained in a State Term Contract, Contractor warrants that all commodities, as defined in s. 287.012, F.S., shall meet the specifications of the Contract and shall be merchantable and fit for the particular purposes intended by the Contract.
- VIII. The Contractor further warrants that as to each Deliverable produced pursuant to this Contract, Contractor's production of the Deliverable, and the Department's use of the Deliverable, will not infringe on the copyrights of any third party. This provision applies to each work of authorship in which copyrights subsist pursuant to 17 U.S.C. Sections 102-105 and to each exclusive right established in 17 U.S.C. Section 106. In furtherance of this provision the Contractor additionally warrants that:
- A. As to each work of software or other "information technology", as defined in s. 287.012(15), F.S., in which copyrights subsist, the Contractor has acquired the rights by conveyance or license to any third party software or other information technology, which was used to produce the Deliverable;
  - B. As to each image and sound recording incorporated into a Deliverable, the Contractor has acquired the necessary rights, releases, and waivers from the person whose image or sound is included, or from the holder of the copyrights subsisting in the literary, musical, dramatic, pantomime, choreographic, pictorial, graphic, sculptural, motion pictures, audiovisual work or sound recording from which the included image or sound recording was taken.
- IX. The Contractor further warrants that the Contractor shall not disclose to any third party, without the express, prior, written approval of the Department, any personally identifiable information about any student. This applies to information which came from any record or report of a Florida public education institution or from any education record which is subject to the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g. The terms "record a report" and "student" shall have the meanings prescribed in s. 1002.22(2)(c) and (d), F.S. The term "educational record" shall have the meaning prescribed in 20 U.S.C. Section 1232g(a)(4).
- X. In the event that the Governor and Cabinet are required to impose a mandatory reserve on appropriations, the Department shall amend this Contract to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve. Such amendments may provide for adjustments in the Deliverable products and services as may be necessary.
- XI. Intellectual property is subject to following additional provisions:
- A. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with, this Contract shall become the exclusive property of the of the State of Florida and may be copyrighted, patented, or otherwise restricted as provided by Florida or federal law. Neither the Contractor nor any individual employed under this Contract shall have any proprietary interest in the product.
  - B. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the Department pursuant to s. 1006.39, F.S., on behalf the State of Florida.
  - C. In the event it is determined as a matter of law that any such work is not a "work for hire", Contractor shall immediately assign to the Department all copyrights subsisting therein for the consideration set forth in the Contract and with no additional compensation.
  - D. The foregoing shall not apply to any preexisting software, or other work of authorship used by Contractor, to create a Deliverable but which exists as a work independently of the Deliverable, unless the preexisting software or work was developed by Contractor pursuant to a previous Contract with the Department or a purchase by the Department under a State Term Contract.
  - E. The Department shall have full and complete ownership of all software developed pursuant to the Contract including without limitation:
    - 1. The written source code;
    - 2. The source code files;
    - 3. The executable code;
    - 4. The executable code files;
    - 5. The data dictionary;
    - 6. The data flow diagram;
    - 7. The work flow diagram;
    - 8. The entity relationship diagram; and
    - 9. All other documentation needed to enable the Department to support, recreate, revise, repair, or otherwise make use of the software.
- XII. The Department reserves the right, at its option, to issue a change order to delete work tasks reducing the total Contract amount by up to 10%. An addition of work tasks within the scope of the Contract, an increase in the total Contract amount, or a decrease of more than 10% of the total Contract amount, shall be implemented only by a Contract amendment signed by both the Department and the Contractor.
- XIII. Pursuant to s. 216.347, F.S., no funds awarded under this Contract may be used for the purpose of lobbying the Legislature, the judicial branch, or a State agency.
- XIV. The Contractor shall grant access to all records pertaining to the Contract to the Department's Inspector General, General Counsel and other agency representatives, the State Auditor General, the Office of Program Policy and Government Accountability, and the Chief Financial Officer.
- XV. The Contractor agrees to permit onsite visits by designated Department employees or agents to conduct audits to ensure compliance with Section 20.055, Florida Statutes. These audits may require Department access to records and data, computers and communications devices, and other materials whether owned or operated by the Contractor. Access may include, but is not limited to, user level and/or system level access to any computing or communications device; access to information (electronic, hardcopy, etc) that may be produced, transmitted or stored on the Contractor's equipment or premises; access to work areas; and access to interactively monitor and log traffic on the Contractor's networks.
- XVI. The Contractor must carry general liability insurance, which shall include errors and omissions coverage. The amount of coverage shall be a minimum of \$1,000,000 or the aggregate total of all contractual agreements between the Contractor and the agencies and political subdivisions of the State of Florida, whichever is greater. The Contractor shall add the Department as an additional insured on the general liability coverage. The insurance shall cover all of the Contractor's operations under this Contract and shall be effective throughout the Term of this Contract, as well as any renewals or extensions thereto. It is not the intent of this Contract to limit the types of insurance otherwise required by this Contract or that the Contractor may desire to obtain or be required to obtain by law. The Contractor must submit a Certificate of Insurance indicating coverage for general liability purposes and additional insured coverage, and shall maintain and pay for same throughout the Term of this Contract. A Certificate of Insurance indicating adequate coverage shall be submitted to the Department prior to the time the Contract is entered. Any and all insurance policies shall be through insurers qualified to do business in Florida.
- XVII. The Contractor agrees to provide the Department upon execution of this Contract with a performance bond or other security deposited with the Department in the total amount of the Contract or another amount if specified in the procurement specifications or Attachment A, guaranteeing that the

- Contractor will perform all work according to this Contract, within the time and price specified in the Contract. A performance bond shall be issued from a surety company, qualified to do business in Florida.
- XXVIII. The Contractor may not assign or subcontract all or any portion of this Contract without the advance written consent of the Department.
- XIX. In all cases in which the Contractor, with the advance written consent of the Department, assigns or subcontracts, all or any portion of the Contract:
- A. The Contractor shall monitor the subcontractor or assignee and establish controls to avoid or mitigate risks identified by the Department or the Contractor; and
  - B. The Contractor shall allow the Department to monitor subcontractor or assignee activity and compliance, and the Contractor shall require the subcontractor or assignee to promptly submit to the Department, at the Department's request, complete and accurate documentation pertaining to the subcontract or the Contract.
- XX. The Contractor shall coordinate with and assist the Department's Contract Manager in the performance of the latter's responsibilities, which include without limitation:
- A. Monitoring the activities of the Contractor;
  - B. Receiving and reviewing the reports of the Contractor to determine whether the objectives of the Contract are being accomplished;
  - C. Receiving and reviewing the invoices for payment of funds to assure that the requirements of the Contract have been met and that payment is appropriate;
  - D. Evaluating the process used by the Contractor to monitor the activities of any subcontractor or assignee; and
  - E. Accessing, directly, the subcontractors and assignees, as the Contract Manager deems necessary.
- XXI. This Contract may not be modified unless in writing signed by the Department and the Contractor.
- XXII. The Department and the Contractor waive application of the principle of contract construction that ambiguities are to be construed against a contract's drafter, and agree that this Contract is their joint product.
- XXIII. The Department and the Contractor acknowledge that they have had their respective attorneys review and approve this Contract or that they have had the opportunity to do so.
- XXIV. This Contract shall be governed by the laws of the State of Florida, and venue for purposes of any action brought to enforce or construe the Contract shall lie in Leon County, Florida.
- XXV. Failure of the Department to declare any default immediately upon the occurrence or knowledge thereof, or delay in taking any action in connection therewith, does not waive such default. The Department shall have the right to declare any such default at any time and take such action as might be lawful or authorized under the Contract, at law, or in equity. No Department waiver of any term, provision, condition or covenant of the Contract shall be deemed to imply or constitute a further Department waiver of any other term, provision, condition or covenant of the Contract, and no payment by the Department shall be deemed a waiver of any default under the Contract.
- XXVI. Time is of the essence with regard to each and every obligation of the Contractor contained in the Contract. Each such obligation is deemed material, and a breach of any such obligation (including a breach resulting from the untimely performance thereof) shall constitute a material breach.
- XXVII. The Contractor shall indemnify and hold harmless the Department, its attorneys, agents and employees, from and against any and all third party claims, suits, debts, damages, and causes of action, whatsoever, whether arising in law or in equity, arising out of or relating to Contractor performance or failure to perform under this Contract. The indemnification shall include reasonable attorney fees and costs incurred by the Department, its attorneys, agents and employees, in the defense of any such claim, suits or causes of action, as aforesaid.
- XXVIII. This Contract may be cancelled by written agreement of the Department and the Contractor specifically referencing this Contract. Such agreement shall specify the remaining measures necessary to be taken by each party.
- XXIX. The Department reserves the right to cancel this contract without cause by giving the Contractor thirty (30) days written notice.
- XXX. Should Contractor fail to perform to Contract terms and conditions, Contractor shall be notified in writing, stating the nature of the failure to perform and providing a time certain (which shall be not less than ten (10) days following receipt of such notice) for correcting the failure. Such failure to perform shall otherwise be dealt within accordance with Rule 60A-1.006, F.A.C.
- XXXI. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017, F.S., for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- XXXII. The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-02, the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of (a) all persons employed during the Contract term by the Contractor to perform employment duties within Florida; and, (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to this Contract.
- XXXIII. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  - B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal. The Department may cancel this contract if an attached explanation is not acceptable to the Department or the Federal government.
- XXXIV. MyFloridaMarketPlace
- A. MyFloridaMarketplace Vendor Registration  
Each Vendor doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, shall register in MyFloridaMarketPlace, in compliance with Rule 60A-1.030, Florida Administrative Code, unless exempt under Rule 60A-1.030(3) Florida Administrative Code.
  - B. MyFloridaMarketplace Transaction Fee  
The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to section 287.057(23), Florida Statutes (2010), all payments for commodities and/or contractual services as defined in Section 287.012, Florida Statutes, shall be assessed a Transaction Fee of one percent (1.0%), which the Vendor shall pay to the State, unless exempt under Rule 60A-1.032,

Florida Administrative Code. Notwithstanding the provisions of Rule 60A-1.030, et seq., the assessment of a transaction fee shall be contingent upon Federal approval of the transaction fee assessment program and continued payment of applicable federal matching funds.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the Vendor. If automatic deduction is not possible, the Vendor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), Florida Administrative Code. By submission of these reports and corresponding payments, Vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

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

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

## PROPOSAL CHECKLIST

(DOES NOT NEED TO BE RETURNED WITH THE PROPOSAL)

This Checklist is provided as a **guideline only**, to assist Vendors in the preparation of their Proposal. Included are some important matters that the Proposer should check. This checklist is just a guideline, and is not intended to include all matters required by the RFP. Proposers are responsible to read and comply with the RFP in its entirety.

Check off each the following:

- 1. The Scope of Services has been thoroughly reviewed for compliance to the Proposal requirements.
- 2. The [www.myflorida.com](http://www.myflorida.com) website has been checked and any Addenda posted have been completed, signed, and included in the Proposal.
- 3. The Price Proposal has been reviewed for accuracy and all price corrections have been initialed in ink.
- 4. The "Transmittal Letter" (on Company Letterhead) has been completed, signed, and enclosed in the Proposal.
- 5. The "Work References" form has been completed, and enclosed in the Proposal.
- 6. The "Disclosure Statement" has been read, completed, and enclosed in the Proposal.
- 7. The "Drug-Free Workplace Program Certification" form has been read, signed, and enclosed in the Proposal, if applicable
- 8. The "Minority Business Enterprise (MBE) Certification" attached, if applicable
- 9. On the Lower Left Hand Corner of the Envelope transmitting the Proposal, write in the following information:

Proposal No.: RFP 2012-51 RE-BID

Title: MOLD AND ASBESTOS REMEDIATION OVERSIGHT RE-BID

Due Date & Time: MAY 29, 2012 @ 02:30 P.M.