



**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
INVITATION TO BID**

Acknowledgement Form

Page 1 of 16 pages	SUBMIT REPLY TO: Florida Department of Law Enforcement Office of General Services See Section 5.1 for Address Telephone Number: (850) 410-7300	
Agency Release Date: Wednesday, March 14, 2018		
Solicitation Number: FDLE ITB 1821	Solicitation Title: Video Spectral Comparator	
Bids are Due: Tuesday, April 3, 2018	Bid responses shall be binding until execution of a Purchase Order / Contract with the successful Bidder.	
**Bidder Name:		
**If a fictitious name is used, include registered name (i.e. XYZ, Inc. DBA ABC)		
Bidder Mailing Address:	*Authorized Signature (Manual)	
City, State, Zip:		
Phone Number:	*Authorized Signature (Type), Title	
Toll Free Number:	*This individual must have the authority to legally bind the Bidder to a contractual obligation. By submission of a signature on the response, the Bidder certifies that they comply with all terms and conditions contained herein.	
Fax Number:		
Email Address:		
FEID Number:		
Type of Business Entity (Corporation, LLC, partnership, etc.):		
BIDDER CONTACTS: Provide the name, title, address, telephone number, and email 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 solicitation schedule.		
PRIMARY CONTACT:		SECONDARY CONTACT:
Contact Name, Title:	Contact Name, Title:	
Address:	Address:	
Phone Number:	Phone Number:	
Fax Number:	Fax Number:	
Email Address:	Email Address:	

SECTION 1 – INTRODUCTORY AND GENERAL INFORMATION

1.1 INTRODUCTION

The State of Florida's Department of Law Enforcement, hereinafter called the FDLE, Department, Agency, Customer, or Purchaser intends to obtain competitive sealed bids for one (1) Foster & Freeman USA, Inc. Video Spectral Comparator (VSC) 8000.

1.2 GENERAL CONTRACT CONDITIONS (PUR 1000)

https://www.dms.myflorida.com/content/download/2933/11777/PUR_1000_General_Contract_Conditions.pdf

The State of Florida General Terms and Conditions (PUR 1000) are hereby referenced and incorporated in their entirety into this ITB. This is a downloadable document. Potential respondents to the solicitation are encouraged to carefully review all materials contained herein and prepare responses accordingly. There is no need to return this document to the Department of Law Enforcement. The FDLE ITB supersedes any conflicting terms and conditions contained in the PUR1000.

1.3 GENERAL INSTRUCTIONS TO RESPONDENTS (PUR 1001)

https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf

The State of Florida General Instructions to Respondents (PUR 1001) are hereby referenced and incorporated in their entirety into this ITB. This is a downloadable document. Potential respondents to the solicitation are encouraged to carefully review all materials contained herein and prepare responses accordingly. There is no need to return this document to the Department of Law Enforcement. The FDLE ITB supersedes any conflicting terms and conditions contained in the PUR1001.

1.4 TERMS AND CONDITIONS

FDLE objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Bidder's response. In submitting its response, a Bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

The Purchase Order resulting from this ITB contains all the terms and conditions agreed upon by the parties. No oral agreements or representations shall be valid or binding upon FDLE or the Bidder unless expressly contained herein or by a written amendment to this ITB.

1.5 PROCUREMENT OFFICER

The Procurement Officer, acting on the behalf of the Department, is the sole point of contact outside of official conferences and meetings, with regard to all procurement matters relating to this solicitation, from the date of release of the solicitation until the Department's Notice of Intended Award or Decision is posted.

All questions and requests for clarification are to be directed to:

Justin Payne
Florida Department of Law Enforcement
Office of General Services
Telephone: (850) 410-7300

Email: centralpurchasing@fdle.state.fl.us

Florida Statute (F.S) Section 287.057(23) requires that respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

1.6 CALENDAR OF EVENTS

The following time schedule will be strictly adhered to in all actions relative to this solicitation, unless modified by the Department by written addendum to this solicitation. All required Vendor actions must be completed by the date and time in the calendar. All listed times are Eastern Time in Tallahassee, Florida.

DATE	TIME	ACTIVITY / LOCATION
03/14/18	---	FDLE Advertisement of ITB via State of Florida Vendor Bid System (VBS)
03/21/18	5:00 PM	Submission Deadline for Vendor Written Questions FDLE Procurement Officer via email centralpurchasing@fdle.state.fl.us Office of General Services Florida Department of Law Enforcement
03/23/18	---	FDLE's <u>Anticipated</u> Answers to Vendor Questions via State of Florida VBS
04/03/18	2:00 PM	Vendor Bids Due and Public Meeting / Opening: Office of General Services Florida Department of Law Enforcement 2331 Phillips Road, Tallahassee, Florida 32308

SECTION 2 – SPECIAL CONDITIONS

2.1 ADDITIONAL REQUIREMENTS

FDLE's Bid requirements and special conditions modify and shall take precedence over the State of Florida Form PUR 1001, General Instructions to Bidders.

The Department of Law Enforcement currently does not utilize the State of Florida's MyFloridaMarketPlace (MFMP) e-procurement system for competitive solicitations such as this ITB. Bidders are to manually submit their responses to this ITB to FDLE. Specific references to MFMP usage for this ITB stated in paragraphs 3 and 5 of the State of Florida Form PUR 1001, General Instructions to Bidders, are not applicable.

2.2 MYFLORIDAMARKETPLACE (MFMP) VENDOR REGISTRATION

Each vendor desiring to sell commodities or contractual services as defined in Section 287.012, F.S., to the State through the on-line procurement system is prequalified to do so and shall register in the MFMP system, unless exempted under subsection 60A-1.030(3), Florida Administrative Code (F.A.C.). Information about the registration process is available, and registration may be completed, at the MFMP website (link under Business on the State portal at www.myflorida.com). Interested persons lacking Internet access may request assistance from the MyFloridaMarketPlace Customer Service at (866) FLA-EPRO {(866) 352-3776} or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, Florida 32399. A vendor not currently registered in the MFMP system shall do so within 5 days after posting of intent to award.

Vendors should register for the following United Nations Standard Products and Services (UNSPSC) Class/Group Commodity Codes pertaining to this procurement.

- 41115321 INFRARED IMAGERS
- 43211731 IMAGE ANALYZER

2.3 E-VERIFY

The successful respondent is required to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the contractor to perform employment duties within Florida and all persons (including subcontractors) assigned by the contractor to perform work pursuant to the contract with the Department. Refer to <http://www.uscis.gov/e-verify> for more information.

2.4 UNAUTHORIZED ALIENS

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

2.5 MANDATORY REQUIREMENT

The Department has established certain requirements with respect to bids to be submitted by respondents. The use of "shall", "must" or "will" (except to indicate simple futurity) in this Invitation to Bid indicates a requirement or condition from which a material deviation may not be waived by the Department. A deviation is material if, in the Department's sole discretion, the deficient response is not in substantial accord with the ITB requirements, provides an advantage to one respondent over other respondents, has a potentially significant effect on the

quantity or quality of items bid, or on the cost to the Department. Material deviations cannot be waived. The words "should" or "may" in this ITB indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature, will not in itself cause rejection of a bid.

2.6 HEADING AND SECTION REFERENCES

Section headings in this ITB are inserted only for convenience and are not to be construed as a limitation of the scope of the particular section to which the heading refers.

2.7 NON-DISCRIMINATION

In the performance of such services, the Contracting Party agrees not to discriminate against any employee or applicant for employment on grounds of race, creed, color, sex, age, national origin, or disability.

2.8 FLORIDA DEPARTMENT OF FINANCIAL SERVICES (DFS) SUBSTITUTE W-9 INITIATIVE

The Florida Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information (i.e. Social Security Number) to report accurate tax information to the Internal Revenue service and determine if a vendor should receive a Form 1099. A completed Substitute form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to Form 1099 reporting. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or FLW9@myfloridacfo.com for additional assistance.

2.9 SOLICITATION INFORMATION

All questions or request for clarification pertaining to this ITB should be addressed in writing to the Procurement Officer identified in section 1.5. It will be the responsibility of each Bidder to submit any questions prior to the ITB receipt opening. Questions or requests for clarification concerning the specifications or solicitation procedures as written must be submitted to the Department in accordance with the Calendar of Events. The written interpretation of the appropriate representative of the Florida Department of Law Enforcement shall prevail.

2.10 ADDENDA

The FDLE reserves the right to modify this ITB. All addenda to this ITB will be in writing with content and number of pages described to all Bidders. Any addenda or answers to written questions supplied by the FDLE to participating Bidders may include an Addenda Acknowledgement Form. This form shall be signed by an authorized representative of the Bidder's organization.

All addenda will be provided via the Department of Management Services Vendor Bid System (VBS) at website: http://myflorida.com/apps/vbs/vbs_main_menu

It is the sole responsibility of the Bidder to monitor the VBS for any addenda issued in reference to this ITB.

2.11 BIDDER INQUIRIES

The Bidder will examine the ITB to determine if the State's requirements are clearly stated. If there are requirements which restrict competition, Bidders may request specification changes. Requests must identify and describe the difficulty meeting specifications, provide detailed justification, and provide the recommended changes. Change requests or protests of the specifications must be received by the State no later than the 72

hour protest period. The State will determine what, if any, changes to the ITB will be acceptable. If required, the State will issue an addendum reflecting the acceptable changes.

Written interpretations of the appropriate representative of FDLE will prevail. While oral responses will be given in good faith and are intended to be accurate, the Department is not bound by any non-written interpretation or guidance offered to the Bidders.

FDLE's responses to questions will be compiled into a single written document and posted on the Vendor Bid System (VBS).

2.12 POSTING OF TABULATIONS

The FDLE Intent to Award / Bid tabulation will be posted electronically as an Agency Decision on the VBS.

The Agency Decision may be viewed and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S..

2.13 DISCUSSIONS

No negotiations, decisions or actions shall be initiated or executed by the Bidder as a result of any discussions with any state employee prior to opening of solicitation. Prior to opening of solicitation, Bidders are not to divulge bid price to any employee or representative of the State. Further, bids submitted to the Department will remain unopened until the time for opening bids at the Department's Office of General Services. During this period, any discussion by the Bidder with any employee or authorized representative of the Department involving price information will result in rejection of said Bidder's response. Only those communications which are in writing or electronically submitted from the FDLE's Office of General Services may be considered as a duly authorized expression on behalf of the FDLE. Also, only communications from Bidders, which are in writing and signed or electronically submitted, will be recognized by the FDLE as duly authorized expressions on behalf of the Bidder.

2.14 IDENTICAL BIDS

When evaluating Bidder responses to solicitations where there is identical pricing or scoring from two or more Bidders, the Department shall determine the order of award in accordance with Sections 287.057 (11), 287.082, 287.084, 287.087 and 287.092, F.S..

- **CERTIFIED MINORITY BUSINESS ENTERPRISE**

Pursuant to Section 287.57(11) F.S., if two equal Bids are received and one Bid is from a certified minority Business Enterprise, the Department must contract with the Certified Minority Business Enterprise. Bidders must provide a copy of this certification in their Bid response.

- **IN-STATE PREFERENCE (Attachment C)**

Pursuant to Section 287.082 F.S., in a competitive solicitation in which the lowest Bid is submitted by a Bidder whose commodity is manufactured, grown, or produced the State of Florida, preference shall be given to this vendor.

Pursuant to section 287.084 F.S., Vendors who are located outside of the State of Florida, must provide an opinion of an attorney licensed to practice law in that state, as to the preference, if any, granted by the law of the state in the letting of any or all public contracts. If such Bidder in that state where the

vendor's principal place of business is located does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent. Each Bidder is required to fill out and sign the attached "IN STATE PREFERENCE FORM" (Attachment C) with any applicable documentation, and return it with their submission.

- **CERTIFICATION OF A DRUG-FREE WORKPLACE (Attachment B)**

To be considered for the drug-free workplace program preference, Bidders must provide certification that it has implemented a drug-free workplace program in accordance with 287.087.F.S. Submission of Attachment B not required, but recommended.

2.15 SOLICITATION REQUIREMENTS

The following requirements must be met by the Bidder in order for the bid to be considered responsive to this solicitation; however, this is not an exhaustive list of mandatory requirements. Timely Bids that do not meet all the mandatory requirements of this solicitation, including providing all required information, documents or materials, will be rejected as non-responsive.

- Two (2) hardcopies of the completed FDLE ITB 1821 Acknowledgement Form
- Attachment A – Two (2) hardcopies of the completed Price Sheet
- Attachment C – In-State Preference Form
- A copy of maintenance agreement per Section 3.2(D)(1)
- Any applicable Bid Addenda

2.16 LEGAL REQUIREMENTS

Applicable provisions of all Federal, State, County and local laws and administrative procedures, regulations, or rules shall govern the development, submittal, and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between Bidder's submitting a bid hereto and the Department. Lack of knowledge of the law or applicable administrative procedures, regulations or rules by any Bidder shall not constitute a cognizable defense against their effect.

2.17 ACCESSIBILITY FOR DISABLED PERSONS

Any person with a qualified disability shall not be denied equal access and effective communication regarding any ITB documents or the attendance at any related meeting or ITB opening. If accommodations are needed because of a disability, please contact the FDLE Office of General Services at (850) 410-7300.

2.18 CONTRACTUAL MANDATORY

A Bidder's response to this ITB shall be considered as the Bidder's formal offer. The issuance of Purchase Order(s) for the procurement of the commodity as specified in Section 3 – Bid Specifications shall constitute the Department's written acceptance of the successful bid and the Purchase Order(s) will be forwarded to the successful Bidder.

2.19 FIRM RESPONSE

FDLE may make an award within sixty (60) days after the date of the opening, during which period Bidder responses shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days, the Bid shall

remain firm until either FDLE issues a Purchase Order or FDLE receives from the Bidder written notice that the Bid is withdrawn. Any response that expresses a shorter duration may, in FDLE's sole discretion, be accepted or rejected.

2.20 COOPERATION WITH THE INSPECTOR GENERAL

Pursuant to section 20.055(5), Florida Statutes, the contractor and any subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

(END OF SECTION)

SECTION 3 – BID SPECIFICATIONS

3.1 STATEMENT OF PURPOSE

The FDLE's intent is to purchase one (1) Foster & Freeman USA, Inc. Video Spectral Comparator (VSC) 8000 and trade-in a VSC-6000 system including PC and monitor for trade-in.

3.2 SPECIFICATIONS

The Foster & Freeman USA, Inc. VSC-8000 must include the following:

- A. Standard configuration for Foster & Freeman USA, Inc. VSC-8000
- B. One (1) VSC-8000 Calibrator
- C. Two (2) days of on-site training after installation
- D. One (1) year maintenance, including parts and labor, from date of receipt and acceptance by the FDLE
 - 1. Vendor must provide a copy of the maintenance agreement which may require acknowledgement by FDLE with the Vendor's bid response

3.3 TRADE-IN

The FDLE will trade-in a VSC-6000 including PC and monitor for credit towards the purchase of the VSC-8000. The Vendor must disconnect, package and pick-up the VSC-6000. The VSC-6000 must be picked up prior to installation of the VSC-8000.

Vendor must be able to accept a trade-in for the Vendor's Bid response to be considered.

3.4 PICK-UP FOR TRADE-IN AND DELIVERY

Prices Bid on Attachment A – Price Sheet will include all packaging, inside delivery, and F.O.B. destination shipping charges for the VSC-8000 and pick-up for the VSC-6000.

Unless otherwise noted in the Purchase Order, delivery and pick-up will be made at:

Florida Department of Law Enforcement
Pensacola Regional Operations Center
1301 North Palafox Street
Pensacola, Florida 32501

No loading dock available at delivery / pick-up location.

Delivery, installation and training for the VSC-8000 must be completed prior to June 15, 2018.

SECTION 4 – INVOICING AND PAYMENT

4.1 INVOICING AND PAYMENT

Upon Delivery to the FDLE, the Contractor may submit an itemized invoice for payment.

To comply with Section 287.058(1) (a), Florida Statutes, invoices must, at a minimum, include the following information:

- Contractor Name and remit to address
- Contractor billing contact phone number and/or email address
- Contractor Tax Identification number
- Purchase Order
- Month/Year billing date
- Deliverable with description
- Payment amount due

The State of Florida cannot make deposits or pay for goods and/or services in advance unless approved under rules issued by the Comptroller of Florida. Therefore, payments by the Department covering goods and/or services will be due and payable within forty (40) days after the receipt of a proper invoice and actual receipt of goods and/or services per Section 215.422(b), Florida Statutes. The Department is not authorized to pay to vendor any deposit for services to be rendered or equipment to be purchased in the future.

Contractor invoices shall be submitted to:

Florida Department of Law Enforcement
Office of Financial Management
P.O. Box 1489
Tallahassee, Florida 32302
Email: fdleaccountspayable@fdle.state.fl.us

SECTION 5 – BID FORMAT INSTRUCTIONS

5.1 ITB PACKAGING AND SUBMISSION REQUIREMENTS

Bidders must submit TWO (2) copies of the Solicitation Requirement documents (Section 2.15), one of which must contain an original signature of an authorized representative who can legally bind the Bidder to a contractual obligation. Original and copy documents may be submitted in the same sealed container. Price submissions must be provided in the format specified on the Price Sheet (Attachment A).

The ITB package must be clearly marked ITB 1821 Video Spectral Comparator. The ITB Package must be delivered and received by the FDLE Office of General Services on or before the date and time specified in Section 1.6 Calendar of Events.

All mailing labels should be addressed as follows:

ATTENTION: FDLE Off-Site Mail Facility - Justin Payne
Office of General Services
813B Lake Bradford Road
Tallahassee, FL 32304

Responding Bidder Name

Solicitation Number: FDLE ITB 1821

Title: Video Spectral Comparator

Bid Opening: Tuesday, April 3, 2018 @ 2:00 PM

NOTE: If ITB package is not addressed as required above, FDLE cannot assure its timely delivery and receipt.

Respondents are cautioned that Replies will be routed to the Department's Mail Processing Center in an off-site facility and may cause delays in delivery and receipt by the Office of General Services. Respondents choosing to mail Replies must take this into consideration and allow sufficient time to ensure timely delivery and receipt.

A Respondent choosing to hand deliver Replies must take into consideration that the FDLE Headquarters Building is a secured facility.

"Hand delivery" means delivery at the correct building (2331 Phillips Road, Tallahassee, Florida 32308) on or before the required date and time. Replies delivered late or to the wrong location will not be considered.

FAILURE TO INCLUDE ANY INFORMATION OR DOCUMENTATION REQUESTED WITHIN THIS ITB MAY LEAD TO REJECTION OF THE BID FOR NON-RESPONSIVENESS. IF YOU ARE UNSURE OF THE REQUIRED INFORMATION OR DOCUMENTATION, CONTACT THE PROCUREMENT OFFICER. DO NOT MAKE ASSUMPTIONS.

5.2 BID PRICE SHEET

The Bidder must submit pricing on Attachment A. Vendor generated price sheets will not be accepted.

Prices shall include all charges for packing, handling, freight, distribution, inside delivery with training and maintenance.

No remuneration is available to the Bidder beyond the price Bid for this solicitation. Prices agreed to in the agreement will be firm and remain constant throughout the life of the agreement. Bidders will be strictly held to the prices of their Bid. The contents of this ITB and the vendor Bid submission will become contractual obligations, if an agreement ensues.

5.3 BASIS OF AWARD

Award will be made to the responsive and responsible Bidder who offers the lowest grand total.

ATTACHMENT A PRICE SHEET

FDLE ITB 1821 Video Spectral Comparator

Prices shall include all charges for packing, handling, freight, distribution, inside delivery, training and maintenance for VSC-8000 and pick-up of VSC-6000.

Description	Quantity	Price
VSC-8000 per Section 3.2	1	\$
Trade-In of VSC-6000 per Section 3.3	1	-\$

GRAND TOTAL \$ _____

BY AFFIXING MY SIGNATURE ON THIS BID RESPONSE, I HEREBY STATE THAT I HAVE READ ALL THE BID TERMS, CONDITIONS, AND SPECIFICATIONS AND AGREE TO ALL TERMS, AND CONDITIONS, PROVISIONS, AND SPECIFICATIONS; AND I CERTIFY THAT I WILL PROVIDE THE COMMODITIES AND SERVICES AS SPECIFIED IN THE BID.

AUTHORIZED REPRESENTATIVE: _____
(Signature)

NAME AND TITLE: _____
(Print)

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE AND ZIP: _____

PHONE: _____ E-MAIL ADDRESS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

ATTACHMENT B DRUG FREE WORKPLACE CERTIFICATE

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

- 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, 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 proposal 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 proposal, 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, Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than (5) five 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.

Respondent's Signature: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT C IN-STATE PREFERENCE FORM

FDLE ITB 1821 Video Spectral Comparator

Pursuant to Section 287.084, Florida Statutes, relating to the Florida-based business preference, effective July 1, 2012: In a competitive solicitation in which the lowest Bid is submitted by a vendor whose principal place of business is located outside the state of Florida (foreign state) and that state where the vendor's principal place of business is located does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive Bidder having a principal place of business in this state shall be 5 percent.

Note: The Respondent is required to complete and submit this form signed with its Reply to be considered for this preference.

Vendor Name: _____

Federal Employer ID Number: _____

This Respondent (does) / (does not) have a principal place of business located in the State of Florida.

Please provide the Florida address if applicable:

Note: A Respondent whose principal place of business is **outside** the state of Florida must accompany any written Reply documents with a written opinion of an attorney licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal place of business is in that foreign state in the letting of any or all public purchases.

Please attach such opinion as applicable to this form.

Authorized Signature: _____

Print Name and Title: _____

Date: _____

ATTACHMENT D ITB CHECKLIST

For your convenience, we offer the following checklist of items that must be returned by the response deadline listed in the ITB timeline.

- _____ 1. Two Copies of the Bid Price Sheet (Attachment A) filled out and signed
- _____ 2. Drug Free Workplace Certificate (Attachment B) filled out and signed
- _____ 3. In-State Preference Form (Attachment C)
- _____ 4. Any Addenda applicable to this bid
- _____ 5. A copy of maintenance agreement per Section 3.2(D)(1)
- _____ 6. Acknowledgement Form

FAILURE TO INCLUDE ANY INFORMATION REQUESTED WITHIN THIS ITB MAY LEAD TO REJECTION OF THE BID FOR NON-RESPONSIVENESS.