



**Departmental Purchasing**  
4050 Esplanade Way  
Tallahassee, FL 32399-0950  
850-488-2074

**Ron DeSantis, Governor**

---

**THE STATE OF FLORIDA**  
**DEPARTMENT OF MANAGEMENT SERVICES**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**GENERATOR PREVENTATIVE MAINTENANCE SERVICES**  
**DMS-20/21-131**

**Refer ALL inquiries to:**

Procurement Officer: Pegah Bowman  
Departmental Purchasing  
Florida Department of Management Services  
4050 Esplanade Way, Suite 335.2Y  
Tallahassee, FL 32399-0950  
Phone: 850-488-0510  
Email: [DMS.Purchasing@dms.myflorida.com](mailto:DMS.Purchasing@dms.myflorida.com)

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

Any protest concerning an agency decision or intended decision must be timely filed with the Department of Management Services' Agency Clerk. Protests may be filed by courier, hand delivery, or regular mail at: Department of Management Services, Office of the General Counsel, Attention: Agency Clerk, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 32399-0950. Protests may also be filed by fax at 850-922-6312, or by email at [agencyclerk@dms.fl.gov](mailto:agencyclerk@dms.fl.gov). It is the filing party's responsibility to meet all filing deadlines.

**Table of Contents**

SECTION 1. INTRODUCTION..... 4

1.1 Solicitation Objective ..... 4

1.2 Term..... 4

1.3 Definitions ..... 4

1.4 Timeline of Events..... 5

1.5 Special Accommodations ..... 6

1.6 Procurement Officer ..... 7

1.7 Order of Precedence for Solicitation..... 7

SECTION 2. SOLICITATION PROCESS ..... 7

2.1 Questions and Answers..... 7

2.2 Mandatory Site Visits..... 7

2.3 Addendum to the Solicitation ..... 8

2.4 Public Opening..... 8

2.5 Proposer Mandatory Responsiveness Requirements ..... 8

2.6 Contract Formation..... 8

2.7 Modification or Withdrawal of Proposal..... 9

2.8 Commitment to Diversity ..... 9

SECTION 3. GENERAL AND SPECIAL INSTRUCTIONS ..... 9

3.1 General Instructions ..... 9

3.2 Special Instructions ..... 9

3.3 Florida Substitute Form W-9 Process ..... 12

3.4 How to Submit a Proposal in MyFloridaMarketPlace ..... 12

3.5 Contents of Proposal..... 14

3.6 Redacted Submissions..... 15

3.7 Additional Information..... 16

3.8 Price Sheet Instructions..... 16

3.9 Subcontracting ..... 17

SECTION 4. SELECTION METHODOLOGY ..... 17

4.1 Evaluation Criteria ..... 17

4.2 Evaluation of the Proposal..... **Error! Bookmark not defined.**

4.3 Department’s Rights to Reject Proposals ..... 17

4.4 Basis of Award ..... 17

SECTION 5. AWARD..... 18

5.1 Rights for Award..... 18

5.2 Agency Decision ..... 18

**Attachments:**

ATTACHMENT A – STATEMENT OF WORK  
ATTACHMENT B – DRAFT CONTRACT  
ATTACHMENT C – FACILITY LIST  
ATTACHMENT D – PRICE SHEETS  
ATTACHMENT E – PERFORMANCE STANDARDS AND GUARANTEES  
ATTACHMENT F – SITE VISITS

**Forms:**

FORM 1 – CONTACT INFORMATION  
FORM 2 – NOTICE OF CONFLICT OF INTEREST  
FORM 3 – NON-COLLUSION AFFIDAVIT  
FORM 4 – STATEMENT OF NO INVOLVEMENT  
FORM 5 – BUSINESS/CORPORATE REFERENCE  
FORM 6 – ADDENDUM ACKNOWLEDGEMENT  
FORM 9 – MANDATORY RESPONSIVENESS REQUIREMENTS

**THIS SPACE INTENTIONALLY LEFT BLANK**

## SECTION 1. INTRODUCTION

### 1.1 Solicitation Objective

The Department of Management Services (Department) is issuing this Request for Proposal (RFP) to establish a contract for Generator Preventative Maintenance Services. The Department intends to make a regional award; however, the Department reserves the right to award to one or multiple Proposers, statewide or by region, or to make no award, as determined to be in the best interest of the State.

Based on historical data, Generator Preventative Maintenance Services for this region has an average annual spend of \$14,500. Historical spend is provided for informational purposes only and should not be construed as representing actual, guaranteed, or minimum spend under a new contract.

### 1.2 Term

The term is as specified in the Draft Contract, Attachment B.

### 1.3 Definitions

Definitions contained in section 287.012, Florida Statutes (F.S.); Rule 60A-1.001, Florida Administrative Code (F.A.C.); and the PUR 1001, General Instructions to Respondents (10/06) are incorporated by reference. In the event of a conflict, the definitions listed in this section supersede the incorporated definitions. All definitions apply in both their singular and plural sense.

**1.3.1 Business Day** – Monday through Friday, inclusive, except for those holidays specified in section 110.117, F.S., from 8:00 a.m. to 5:00 p.m., local time.

**1.3.2 Commodity Code** – The State’s numeric code for classifying commodities and contractual services which meet specific requirements, specifications, terms, and conditions herein. Florida has adopted the United Nations Standard Products and Services Code (UNSPSC) for classifying commodities and services.

**1.3.3 Confidential Information** – Information or material which (i) meets the definition of “Trade Secret” in section 812.081(1)(c), Florida Statutes (F.S.); or (ii) is otherwise exempt from the disclosure of public records required by Article I, Section 24, Florida Constitution (exemptions may be found in Chapter 119, F.S., other Florida laws, and preempting Federal laws or regulations).

**1.3.4 Contract** – The written, binding agreement that results from this competitive procurement, if any, between the Department and the Contractor. (This definition replaces the definition in the PUR 1000).

**1.3.5 Contractor** – The Vendor that enters into a Contract as a result of this solicitation.

**1.3.6 MyFloridaMarketPlace (MFMP)** – The State’s eProcurement system. MyFloridaMarketPlace is accessible at:  
[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace)

**1.3.7 Proposal** – The document(s) submitted by a Proposer in response to this RFP. The term is used interchangeably with “Response” herein.

**1.3.8 Proposer** – A vendor who submits a Proposal to this solicitation.

**1.3.9 State** – The State of Florida.

**1.3.10 Vendor(s)** – An entity that is capable and in the business of providing a commodity or service similar to those listed within this solicitation.

**1.3.11 Vendor Bid System (VBS)** – The State’s bidding system developed in accordance with section 287.042(3)(b)2., F.S. The Vendor Bid System is accessible at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu).

**1.4 Timeline of Events**

The table below contains the Timeline of Events for this solicitation. The dates and times within the Timeline of Events are subject to change. It is the Proposer’s responsibility to check for any changes on the Vendor Bid System (VBS). Proposers are responsible for submitting all required documentation by the dates and times specified in Timeline of Events. (All times indicated are Eastern Time).

Proposers shall not rely on the MyFloridaMarketPlace (MFMP) Sourcing time clock. It is not the official submission date and time deadline. The official solicitation dates and time deadlines are reflected in the Timeline of Events below.

Timeline of Events		
Event	Time (Eastern Time)	Date
Solicitation posted on the VBS and MFMP Sourcing		February 23, 2021
Mandatory Site Visits		March 8, 2021 – March 23, 2021
Deadline to submit questions in MFMP Sourcing	5:00 PM	March 26, 2021
Department’s anticipated date of posting Q & A Addendum on the VBS and MFMP Sourcing		April 13, 2021
Deadline to submit Proposal and all required documents	2:30 PM	April 29, 2021
Public Opening: (non-mandatory)  To join from your computer, tablet or smartphone use the following link: <a href="https://global.gotomeeting.com/join/219886509">https://global.gotomeeting.com/join/219886509</a>  You can also dial in using your phone. United States (Toll Free): 1 877 309 2073 - One-touch: <a href="tel:+18773092073,,219886509#">tel:+18773092073,,219886509#</a>	3:00 PM	April 29, 2021

Timeline of Events		
Event	Time (Eastern Time)	Date
United States: +1 (646) 749-3129 - One-touch: <a href="tel:+16467493129,,219886509#">tel:+16467493129,,219886509#</a>  Access Code: 219-886-509  Join from a video-conferencing room or system. Dial in or type: 67.217.95.2 or inroomlink.goto.com Meeting ID: 219 886 509 Or dial directly: <a href="tel:219886509@67.217.95.2">219886509@67.217.95.2</a> or 67.217.95.2##219886509		
Evaluation Phase		April 30, 2021 – May 14, 2021
Public Meeting of Evaluators to confirm scores  To join from your computer, tablet or smartphone use the following link: <a href="https://global.gotomeeting.com/join/749078309">https://global.gotomeeting.com/join/749078309</a>  You can also dial in using your phone. United States (Toll Free): 1 877 568 4106 - One-touch: <a href="tel:+18775684106,,749078309#">tel:+18775684106,,749078309#</a>  United States: +1 (571) 317-3129 - One-touch: <a href="tel:+15713173129,,749078309#">tel:+15713173129,,749078309#</a>  Access Code: 749-078-309  Join from a video-conferencing room or system. Dial in or type: 67.217.95.2 or inroomlink.goto.com Meeting ID: 749 078 309 Or dial directly: <a href="tel:749078309@67.217.95.2">749078309@67.217.95.2</a> or 67.217.95.2##749078309	10:00 AM	May 20, 2021
Anticipated date to post Notice of Intent to Award on the VBS		May 24, 2021
Anticipated Contract start date		July 1, 2021

### 1.5 Special Accommodations

Any person requiring a special accommodation due to a disability should contact the Department's Americans with Disabilities Act (ADA) Coordinator at (850) 922-7535 or [ADA.Coordinator@dms.myflorida.com](mailto:ADA.Coordinator@dms.myflorida.com) at least five (5) business days prior to the scheduled event.

A person who is hearing or speech impaired can contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).

## 1.6 Procurement Officer

In accordance with section 21 of the PUR 1001:

[https://www.dms.myflorida.com/content/download/2934/11780/PUR\\_1001\\_General\\_Instructions\\_to\\_Respondents.pdf](https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf), the Procurement Officer is the **sole point of contact** for this RFP. Violation of this restriction may be grounds for rejecting a Proposal. The contact information for the Procurement Officer is:

Pegah Bowman  
Purchasing Analyst, Departmental Purchasing  
Florida Department of Management Services  
4050 Esplanade Way, Suite 335.2Y  
Tallahassee, FL 32399-0950  
Phone: 850-488-0510  
Email: [DMS.Purchasing@dms.myflorida.com](mailto:DMS.Purchasing@dms.myflorida.com)

**\*\*\*ALL EMAILS TO THE PROCUREMENT OFFICER SHOULD CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL.\*\*\***

## 1.7 Order of Precedence for Solicitation

In the event of a conflict between the documents comprising this RFP, the conflict will be resolved in the following order of priority (highest to lowest):

- a) Addenda to RFP, if issued (in reverse order of issuance);
- b) This RFP document and all attachments;
- c) PUR 1001, General Instructions to Respondents (2006 version).

## SECTION 2. SOLICITATION PROCESS

### 2.1 Questions and Answers

The Department invites interested and registered Vendors to submit questions regarding the solicitation. Questions must be submitted in MFMP Sourcing by the time and date reflected in section 1.4, Timeline of Events, of this RFP.

Questions will not constitute formal protest of the specifications of this RFP.

Proposers are strongly encouraged to ask any questions regarding this RFP, including the proposed Contract terms and conditions, prior to the deadline to submit questions.

### 2.2 Mandatory Site Visits

Proposers shall visit every facility listed in Attachment C – Facility List for which the Proposer wishes to submit a proposal. The site visits will allow Proposers the opportunity to review the Attachment A – Statement of Work and to inspect all general and specific conditions that may affect the preparation of a Proposal, if any, and/or the performance of the resultant Contract. Proposers should contact the Facility Manager identified in Attachment C – Facility List to schedule site visits. Site visits are to be conducted within the dates indicated in subsection 1.4, Timeline of Events, of this RFP. Proposers must obtain a dated signature from the Facility Managers or their designees on Attachment F – Site Visits, for each site visited.

The purpose of the site visit is not to be a Questions and Answers period. Any information provided by the Facility Manager during the site visit is not binding on the Department. In order to receive a formal answer, Proposers must submit all questions in accordance to subsection 2.1, Questions and Answers, of this RFP.

**FAILURE TO ATTEND A MANDATORY SITE VISIT WILL RESULT IN DISQUALIFICATION.**

**2.3 Addendum to the Solicitation**

The Department reserves the right to modify this solicitation by addenda. Addenda may modify any aspect of this solicitation. Any addenda issued will be posted on VBS. It is the Proposers responsibility to check the VBS for any changes throughout the procurement process and prior to submitting a Proposal.

**2.4 Public Opening**

Proposals will be opened on the date and at the location indicated in subsection 1.4, Timeline of Events, of this RFP. Proposers are not required to attend. The Department does not announce prices or release other materials at this public meeting, in accordance with section 119.071(1)(b), F.S.

**2.5 Proposer Mandatory Responsiveness Requirements**

The Department will not review Proposals from Proposers who do not meet the mandatory responsiveness requirements listed in Form 9, Mandatory Responsiveness Requirements.

Note: The Department will perform an initial responsiveness check. Proposals found to be non-responsive will not be considered for award. The Department reserves the right to act upon information discovered during and after the initial responsiveness check impacting the responsibility or responsiveness of the Proposer.

**2.6 Contract Formation**

The Department may issue a 'Notice of Intent to Award' to award Contract(s) to successful Proposer(s). However, no contract shall be formed between a Proposer and the Department until both parties sign the Contract. The Department shall not be liable for any work performed before the Contract is effective.

The Department intends to enter into the Contract(s) with Proposer(s) pursuant to section 4.4, Basis for Award, of this RFP. No additional documents submitted by a Proposer shall be incorporated in the Contract unless they are specifically identified, incorporated by reference, and approved by the Department. If any additional documents are submitted by the Proposer, the additional documents will not be considered for the Basis for Award.

The Contract will consist of Attachment A – Statement of Work, Attachment B – Draft Contract, Attachment C – Facility List, the pricing submitted by the awarded Proposer on Attachment D – Price Sheets, and Attachment E – Performance Standards and Guarantees. In the event any of these documents conflict, the conflict will be resolved in the following order of priority (highest to lowest):

- Any amendments to the resulting Contract in reverse order;
- The resulting Contract document and all attachments;

The General Contract Conditions (PUR 1000, 2006 version) will be incorporated by reference in the Contract and can be accessed at:



[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/documents\\_forms\\_references\\_resources/purchasing\\_forms](http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms).

By submitting a proposal, the Proposer acknowledges its understanding and acceptance of all terms and conditions of the documents identified above that will form the Contract.

## **2.7 Modification or Withdrawal of Proposal**

Proposers are responsible for the content and accuracy of their Proposals. A Proposer may modify or withdraw its Proposal in MFMP Sourcing at any time prior to the Proposal due date and time set forth in section 1.4, Timeline of Events, of this RFP.

## **2.8 Commitment to Diversity**

The State is committed to supporting its diverse business population through involving woman-, veteran-, and minority-owned small businesses in the State's purchasing process. The Department supports diversity in its procurements, and requests that all subcontracting opportunities afforded by this solicitation be shared with certified woman-, veteran-, and minority-owned business enterprises. The award of subcontracts should reflect the vast array of citizens in the State. Proposers can search for certified businesses online at the Office of Supplier Diversity's Certified Vendor Directory or by contacting (850) 487-0915 for information on certified businesses that may be considered for subcontracting opportunities. The Certified Vendor Directory is accessible at <https://osd.dms.myflorida.com/directories>.

The Office of Supplier Diversity's Mentor-Protégé Program connects certified businesses with private business entities for business development mentoring. The Department strongly encourages Vendors doing business with the State of Florida to consider becoming a Mentor and participating in this initiative. More information on the Mentor-Protégé Program may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915 or [osdinfo@dms.fl.gov](mailto:osdinfo@dms.fl.gov).

## **SECTION 3. GENERAL AND SPECIAL INSTRUCTIONS**

### **3.1 General Instructions**

The PUR 1001, General Instructions to Respondents (2006 version), is incorporated by reference and can be accessed at:

[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/documents\\_forms\\_references\\_resources/purchasing\\_forms](http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms).

### **3.2 Special Instructions**

The following special instruction modify the general instructions provided in the incorporated PUR 1001.

Paragraph 13 of the PUR 1001 is inapplicable in its entirety and is hereby deleted.

Paragraphs 3, 4, 5, 9, 14, 15, 19, and 20 of the PUR 1001 (General Instructions) are deleted and are replaced as follows:

**3. Electronic Submission of Responses.** Proposals shall be submitted in accordance with section 3.4, How to Submit a Proposal, of this RFP.

**4. Terms and Conditions.** All Proposals are subject to the terms of this solicitation, which, in case of conflict, shall have the order of precedence listed in section 1.7, Order of Precedence for Solicitation, for this RFP.

The Department shall not accept any unrequested terms or conditions submitted by a Proposer, including any appearing in documents attached as part of a Proposer's Proposal. In submitting its Proposal, a Proposer agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.

**5. Questions.** Questions shall be submitted in accordance with section 2.1, Questions and Answers, of this RFP.

**9. Respondent's Representation and Authorization.** In submitting a Proposal, the Proposer certifies that it understands, represents, and acknowledges the following:

- a) The Proposer is not currently under suspension or debarment by the State or any other governmental authority.
- b) The Proposer currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- c) The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any entity or person to submit a complementary or other noncompetitive Proposal.
- d) The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Proposer or potential Proposer; neither the prices nor amounts, actual or approximate, have been disclosed to any other Proposer or potential Proposer, and they will not be disclosed before the solicitation opening.
- e) The Proposer has fully informed the Department in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a), F.S.), and all directors, officers, and employees of the Proposer and its affiliates for violation of any state or federal law involving a public entity crime (as defined in section 287.133(1)(a), F.S.). This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company.
- f) Neither the Proposer nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or in a position involving the administration of federal funds:
  1. Is presently indicted or, within the preceding three years, has been convicted or found guilty of, or found civilly liable for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
  2. Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- g) The products and/or services offered by the Proposer will conform to the specifications contained herein without exception.
- h) The Proposer has read and understands the terms and conditions listed in the Draft Contract, and the submission is made in conformance with those terms and conditions.

- i) If an award is made to the Proposer, the Proposer agrees that it will execute the Draft Contract.
- j) The Proposer has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the Proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the Proposal.
- k) The Proposer shall indemnify, defend, and hold harmless the Department and their employees against any cost, damage, or expense which may be incurred or be caused by any error in the Proposer's preparation of its Proposal.
- l) All information provided by, and representations made by, the Proposer are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement may be treated as fraudulent concealment from the Department of the true facts relating to submission of the Proposal. A misrepresentation may be punishable under law.
- m) By submitting its Proposal, the Proposer agrees to and waives any objections to requirements contained in the solicitation, including any addenda thereto.

The Department reserves the right to deem the Proposer non-responsive or non-responsible based on any information provided in, or omitted from, the Proposer's Proposal related to the certifications of this section.

**14. Firm Response.** The Department may make an award within sixty (60) days after the date of the opening, during which period Proposals shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days, the Proposal shall remain firm until the Department enters into a Contract or the Department receives from the Proposer written notice that the Proposal is withdrawn.

**15. Clarifying Information.** The Department may request, and Proposer shall provide, clarifying information or documentation. Failure to supply the information or documentation as requested may result in the Proposal being deemed non-responsive.

**19. Public Records.** Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and section 119.011, F.S., provides a broad definition of "public record." As such, the entirety of the Proposals are public records and are subject to disclosure unless exempt from disclosure by law. If the Proposer considers any portion of its Proposal to be Confidential Information, the Proposer is to mark the document as "confidential" and simultaneously provide the Department with a separate, redacted copy of its Proposal. For each portion redacted, the Proposer is to briefly describe in writing the grounds for claiming exemption, including the specific statutory citation for such exemption. On the cover of the redacted copy, the Proposer is to provide its name and the Department's solicitation name and number and clearly title it, "Redacted Copy." Only portions of material that the Proposer claims are Confidential Information are to be redacted.

In accordance with section 119.071, F.S., Proposals are exempt from production in response to public records requests until such time as the Department provides notice of an intended decision or until 30 days after opening the Proposals, whichever is earlier. After that time, the Department will provide redacted copies, if any, in response to a public records request pursuant to law.

In the event of a request for public records pursuant to Chapter 119, F.S., the Florida Constitution, or other authority, to which documents that are marked as “confidential” are responsive, the Department will provide the redacted copy to the requestor. If a requestor asserts a right to the redacted Confidential Information, the Department will notify the Proposer such an assertion has been made. It is the Proposer’s responsibility to take the appropriate legal action to assert that the information in question is exempt from disclosure under Chapter 119, F.S., or other applicable law.

If the Department becomes subject to a demand for discovery or disclosure of documents that are marked as “confidential” in a legal proceeding, the Department will give the Proposer notice of the demand or request. It will be the Proposer’s responsibility to take the appropriate legal action in response to the demand and to defend its claims of confidentiality. If the Proposer fails to take appropriate and timely action to protect the materials it has designated as Confidential Information, the Department will provide the unredacted materials to the requester.

By submitting a Proposal, the Proposer agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Proposer’s determination that the redacted portions of its Proposal are Confidential Information. If a Proposer fails to submit a redacted copy of information it claims is Confidential Information in accordance with this section, the Department will be authorized to produce the entirety of the materials submitted to the Department in response to a public records request for, or demand for discovery or disclosure of, these records.

**20. Protests.** Any protest concerning this solicitation shall be made in accordance with sections 120.57(3), and 287.042(2), Florida Statutes, and chapter 28-110, F.A.C. Any communication made not in accordance with these sections or the solicitation, including questions to the Procurement Officer, shall not constitute formal notice of a protest.

### **3.3 Florida Substitute Form W-9 Process**

It is the responsibility of the awarded Proposer to complete a Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service receives and validates the information provided on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: <https://flvendor.myfloridacfo.com/>

It is the responsibility of the awarded Proposer to complete a Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service receives and validates the information provided on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: <https://flvendor.myfloridacfo.com/>

### **3.4 How to Submit a Proposal**

#### **3.4.1 MFMP Registration**

In order to submit questions regarding this procurement, and to submit a Proposal, a Vendor must be registered in the MFMP Vendor Information Portal (VIP). After registering, the Vendor should log in to MFMP VIP using its username and password to ensure that its contact information is correct and that it has registered with the matching commodity code(s) of the MFMP Sourcing event. To participate in the procurement, a Vendor must also indicate its intent to participate in electronic solicitations in MFMP Sourcing on the ‘Solicitation Selections’ page of its MFMP VIP account.

If the Vendor is not currently registered with MFMP VIP, the Vendor must:

- a) Create an account through MFMP VIP.
- b) Within MFMP VIP, indicate on the 'Solicitation Selections' page that the Vendor wishes to participate in electronic solicitations.
- c) Within MFMP VIP, in the 'Commodity Codes' section, ensure that the Vendor has selected the matching commodity codes used in this procurement. VBS and MFMP Sourcing may provide automated notifications to the Vendor community, as a courtesy, based on commodity codes that are tied to a Vendor's registration in MFMP VIP. Vendors with a commodity code that matches the commodity code of the MFMP Sourcing event will be able to 'Join' the MFMP Sourcing event. If a Vendor does not have a matching commodity code, VBS and MFMP Sourcing will not provide a courtesy notification and the Vendor will not be able to 'Join' the MFMP Sourcing event. Vendors will not receive notifications for procurements with commodity codes that they have not selected in their MFMP VIP account.

Vendors have the ability to access and update their registration in MFMP VIP by adding commodity codes to their Vendor account. Changes made in MFMP VIP, including new registrations, may take up to 24 hours to take effect.

The MFMP VIP is accessible at <https://vendor.myfloridamarketplace.com/>.

The Department strongly recommends the Vendor set its Microsoft Internet Explorer browser to compatibility mode while using MFMP applications. For more information regarding recommended internet browser settings, please visit [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfmp\\_agency\\_customers/mfmp\\_university/job\\_aids](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/job_aids)

**ALL VENDORS MUST 'JOIN' THE MFMP SOURCING EVENT PRIOR TO THE DEADLINE TO SUBMIT PROPOSAL DATE LISTED IN THE TIMELINE OF EVENTS IN ORDER TO PARTICIPATE IN THIS SOLICITATION.**

Once registered in MFMP, in order to 'Join' the MFMP Sourcing event, Vendors must:

- a) Have a current MFMP Vendor registration within MFMP VIP; and
- b) Select 'Yes' to participate in electronic sourcing events in MFMP Sourcing on the 'Solicitations' page of their MFMP VIP account.
- c) Within MFMP VIP, in the Commodity Selections section, ensure that the Vendor has selected the matching commodity code(s) used in this procurement. Vendors will not be able to join or receive notifications for procurements with commodities codes that they have not selected in their MFMP VIP account.

MFMP Sourcing is accessible at <https://sourcing.myfloridamarketplace.com>.

### **3.4.2 MFMP Sourcing Phases**

A solicitation formally begins when the Department posts the solicitation on VBS. The Department will also publish the solicitation in MFMP Sourcing. Do not rely on MFMP Sourcing for notices of solicitation or agency decisions. VBS is the centralized procurement website designated by the Department for agency decisions or intended decisions. MFMP Sourcing is the application for submitting formal questions and Proposals in response to the Department's solicitation. The answers to the formal questions will be posted on VBS.

The following are MFMP Sourcing phases:

### Preview Status

When this solicitation is published as a 'Public Event' in MFMP Sourcing, it will initially exist in a 'Preview' status. During the 'Preview' status, Vendors without a matching commodity code can only preview the MFMP Sourcing event using the "Public Access" feature. Vendors with a matching commodity code can 'Join' the event, view and download solicitation documents, and accept the 'Proposer's Agreement.'

In accordance with the time stated on the Timeline of Events, Vendors may submit questions to the Procurement Officer in the 'Messages' tab of the MFMP Sourcing event, during the Preview status, after they have joined the event. The solicitation will remain in 'Preview' status until the 'Open' status begins.

### Open Status

When a solicitation is in 'Open' status, all registered Vendors with a matching commodity code who 'Join' the MFMP Sourcing event and accept the 'Proposers Agreement' may submit Proposals until the Proposal due date and time listed in section 1.4, Timeline of Events, of this RFP.

### Pending Selection Status

After the Proposal due date and time, the solicitation will enter 'Pending Selection' status. During this phase of the solicitation, the 'Pending Selection' tab will appear in MFMP Sourcing.

### Completed Status

If the tab in MFMP Sourcing indicates 'Completed,' either an agency decision or an intended decision has been posted on VBS. However, do not rely on MFMP Sourcing for this information. VBS is the centralized procurement website for the posting of agency decisions.

#### **3.4.3 MFMP Training**

MFMP University offers Vendor training materials on a variety of topics, including Vendor Registration and Selecting Commodity Codes; training materials are accessible at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfmp\\_vendors/training\\_for\\_vendors](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/training_for_vendors).

It is highly recommended that Vendors review the training for 'Responding to Electronic Solicitations' provided at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfmp\\_agency\\_customers/mfmp\\_university/course\\_catalog](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/course_catalog).

#### **3.4.4 MFMP Assistance**

Vendors needing assistance with using MFMP may contact the MFMP Customer Service Desk Monday through Friday, 8:00 a.m. to 6:00 p.m. ET, at 866-352-3776 or email at [VendorHelp@myfloridamarketplace.com](mailto:VendorHelp@myfloridamarketplace.com).

### **3.5 Contents of Proposal**

Proposers shall complete each item below in its entirety or the Proposer may be deemed non-responsive. The following sections of the Proposal shall be submitted in accordance with section 3.4, How to Submit a Proposal, of this RFP:

**Tab 1 A cover letter on the Proposer's letterhead with the following information:**

- Company name and physical address
- Primary location from where the work will be performed
- Contact information for primary point of contact
- Federal Employer Identification (FEID) Number

**Tab 2 Completed FORMS and ATTACHMENTS:**

ATTACHMENT F – SITE VISITS  
 FORM 1 – CONTACT INFORMATION  
 FORM 2 – NOTICE OF CONFLICT OF INTEREST  
 FORM 3 – NON-COLLUSION AFFIDAVIT  
 FORM 4 – STATEMENT OF NO INVOLVEMENT  
 FORM 5 – BUSINESS/CORPORATE REFERENCE  
 FORM 6 – ADDENDUM ACKNOWLEDGEMENT  
 FORM 9 – MANDATORY RESPONSIVENESS REQUIREMENTS

**Tab 3 Technical Response**

Please provide the following information in the Proposal which will be evaluated against the criteria listed in section 4, Selection Methodology Section, of this RFP.

- Industry Experience  
 The Proposer shall provide a narrative detailing the company’s experience and capabilities in providing services consistent with those required in Attachment A – Statement of Work.
- Approach to Statement of Work  
 The Proposer shall provide a narrative describing its approach to accomplish the operational services described in Attachment A – Statement of Work, and fulfill the contractual obligations of Attachment B – Draft Contract.
- Project Team  
 The Proposer shall provide a listing of each team member and a description of the proposed duties and responsibilities of each identified team member. In addition, the Proposer shall provide a brief resume of each team member that the Proposer will be using to provide the services. Each resume should provide the team member’s name, title, licenses and/or certifications, years of experience, and years of service with the Proposer.

**Tab 4 Financial Response**

Please provide the following information in the Proposal which will be evaluated against the criteria listed in section 4, Selection Methodology Section, of this RFP.

- Vendor’s Proposed Pricing (Initial and Renewal Years)  
 The Proposer shall fully complete and submit, as an independent file, Attachment D – Price Sheet, which shall include pricing for the initial and renewal periods.

**3.6 Redacted Submissions**

The following subsection supplements Section 19 of the PUR 1001. All materials submitted as part of this RFP will be a public record subject to the provisions of Chapter 119, F.S. A time-limited exemption from public inspection is provided for the contents of proposals pursuant to subsection 119.071(1)(b), F.S. Selection or rejection of a proposal does not affect the public record status of

the materials. If a Proposer considers any portion of the documents, data or records submitted in its proposal to this solicitation to be Confidential Information not subject to disclosure pursuant to Chapter 119, F.S., the Florida Constitution, or other authority, a Proposer must mark the document as "Confidential" and simultaneously provide the Department with a separate redacted copy of its proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. It is the Proposer's responsibility to include with the redacted copy, the Department's solicitation name, number, and the Proposer's name on the cover and to clearly title the document, "Redacted Copy." Proposer must only redact those portions of material that the Proposer claims is Confidential Information.

In the event of a request for public records pursuant to Chapter 119, F.S., the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the Proposer that such an assertion has been made. It is the Proposer's responsibility to assert that the information in question is exempt from disclosure under Chapter 119, F.S., or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Proposer in a legal proceeding, the Department will notify the Proposer of the demand. The Proposer shall be responsible for defending its determination that the redacted portions of its proposal are Confidential Information not subject to disclosure. If the Proposer fails to take appropriate and timely action to protect the materials it has designated as trade secret or otherwise confidential, the Department will provide the materials to the requester.

By submitting a proposal, the Proposer agrees to protect, defend and indemnify the Department for any and all claims arising from, or relating to, the Proposer's determination that the redacted portions of its proposal are Confidential Information. **If the Proposer fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data or records submitted to the Department in answer to a public records request for these records.**

### 3.7 Additional Information

By submitting a proposal, the Proposer certifies that it agrees to and satisfies all criteria specified in this solicitation. The Department may request, and the Proposer shall provide, supporting information or documentation. Failure to supply supporting information or documentation as required and requested may result in the proposal being deemed non-responsive.

No conditions may be applied to any aspect of the RFP by the Proposer. Any conditions placed on any aspect of the proposal documents by the Proposer may result in the proposal being rejected as a nonresponsive conditional proposal. **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.

### 3.8 Price Sheet Instructions

**3.8.1** The Proposer must submit a completed Attachment D – Price Sheets, as an independent file.

**3.8.2** The Proposer shall provide a price(s) in each cell of the submitted Attachment D – Price Sheets. **Failure to provide a price in a cell may deem the Proposer's price sheet(s) non-responsive.**



Note: In the event the Department receives a price sheet containing illegible pricing or a mathematical error(s), the Department reserves the right to seek clarification of the prices received and to receive corrected price sheet(s). No material alterations of the original price sheet shall be accepted.

### **3.9 Subcontracting**

The Contractor shall be fully responsible for all work performed under the Contract. Subcontracting is not permitted under the Contract.

## **SECTION 4. SELECTION METHODOLOGY**

### **4.1 Evaluation Criteria**

The Evaluators will independently review and evaluate the responsive Proposals using the criteria listed on Attachment G – Evaluation Criteria.

### **4.2 Department's Rights to Reject Proposals**

The Department may reject any Proposal not submitted in the manner specified by this solicitation.

Proposals that do not meet all requirements, specifications, terms and conditions of the solicitation or fail to provide all required information, documents or materials may be rejected as non-responsive. Proposers whose Proposals, references, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible. The Department reserves the right to determine which Proposals meet the requirements of this solicitation and which Proposers are responsive and responsible.

In this solicitation, the words "should" or "may" indicate desirable attributes or conditions but are permissive in nature. Where language indicates that the attribute or condition is mandatory, the Department still reserves the right to waive any minor irregularity if the Department determines that it is in the best interest of the State to do so.

A deviation from a requirement or condition is material if, in the Department's discretion, it provides a substantial advantage to one Proposer over another or has a potentially significant effect on the quality of the Proposal or on the cost to the State.

### **4.3 Basis of Award**

The award will be made to the highest averaged, scored Proposer, including pricing and technical scoring.

The Department reserves the right to award as determined to be in the best interest of the state and to accept or reject any and all Proposals or separable portions and to waive any minor irregularity if the Department determines that doing so will serve the best interest of the state. An irregularity is minor, and therefore not material, when it does not give the Proposer a substantial advantage over other Proposers and thereby restricts or stifles competition.

## **SECTION 5. AWARD**

### **5.1 Rights for Award**

The Department reserves the right to:

- Select one (1) or multiple Proposer(s) for the services encompassed by this solicitation;
- Combine awards for multiple solicitations into a single contract should a Proposer be awarded multiple regions through this or other solicitations for these services;
- Award contracts for less than the entire service area, less than all services encompassed by this solicitation, or both;
- Withdraw or cancel the procurement and make no award.

### **5.2 Agency Decision**

The Department will post a Notice of Intent to Award to enter into one (1) or more contracts with the Proposer(s) identified therein, on the VBS website: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu).

If the Department decides to reject all proposals, it will post its notice on the VBS website: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu).

**THIS SPACE INTENTIONALLY LEFT BLANK**

**FORM 1 – CONTACT INFORMATION**

For solicitation purposes, the Proposer’s contact person shall be:

For contractual purposes, should the Proposer be awarded, the contact person shall be (if this column is blank, then the contact person for solicitation purposes shall be the contact person for contractual purposes):

Name	_____	_____
Title	_____	_____
Company Name	_____	_____
Address	_____	_____
Telephone	_____	_____
Fax	_____	_____
E-mail	_____	_____
FEIN #	_____	_____

**FORM 2 - NOTICE OF CONFLICT OF INTEREST**

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

For the purpose of participating in the solicitation process and complying with the provisions of Chapter 112, F.S., the company states as follows conflicts of interest exist as noted below (if none, write N/A in the applicable section(s) below):

The persons listed below are corporate officers, directors or agents and are currently employees of the State of Florida or one of its agencies:

_____	_____
_____	_____
_____	_____

The persons listed below are current State of Florida employees who own an interest of five percent (5%) or more in the company named above:

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FORM 3 - NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I state that I \_\_\_\_\_ of \_\_\_\_\_,  
(Name and Title) (Name of Proposer)

am authorized to make this affidavit on behalf of Proposer and its owner, directors, and officers. I am the person responsible for Proposer for the price(s) and amount(s) of this Bid, and the preparation of the Proposal. I state that:

1. The price(s) and amount(s) of this Proposal have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposer, or potential Proposer.
2. Neither the price(s) nor the amount(s) of this Proposal, and neither the approximate price(s) nor approximate amount(s) of this Bid, have been disclosed to any other firm, organization, or person who is a Provider, potential Provider, Proposer, or potential Proposer, and will not be disclosed before Proposal opening.
3. No attempt has been made nor will be made to induce any organization or persons to refrain from submitting a Proposal for this Contract, or to submit a price(s) higher than the prices in this Proposal, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Proposal.
4. The Proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Proposal.
5. \_\_\_\_\_(Name of Proposer), its affiliates, subsidiaries, officers, director, and employees are not currently under investigation, by any governmental agency and have not in the last three (3) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, or, if they have been, the details of such are as follows (separate sheets may be attached):

I state that I, and the named Proposer, understand and acknowledge that the above representations are material and important, and will be relied on by the State of Florida for which this Proposal is submitted. I understand and the Proposer understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of Proposals for this Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Name of Proposer: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FORM 4 - STATEMENT OF NO INVOLVEMENT**

I, as an authorized representative of the Proposer, affirm that nothing in section 287.057(17)(c), F.S. (below), prohibits the Proposer from entering into a Contract resulting from this solicitation.

287.057 Procurement of commodities or contractual services.—

(17)(c) A person who receives a contract that has not been procured pursuant to subsections (1)-(3) [of s. 287.057, F.S.] 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 Proposer who responds to a request for information from being eligible to contract with an agency.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## FORM 5 – BUSINESS/CORPORATE REFERENCE

The Proposer must provide a minimum of three (3) references utilizing this form with a least one (1) reference having at least eight (8) generators or more currently in service under a maintenance contract agreement that provides services similar to those detailed in Attachment A – Statement of Work. The Proposer will submit one (1) Form 5 – Business/Corporate Reference for each reference. The same client may not be listed for more than one (1) reference. The Department may contact the individual(s) and organization(s) provided on this form. The experience cannot be from:

- Current Department contract(s).
- Current employees of DMS.
- Former employees within the past three (3) years.
- Contracts with persons currently or formerly employed by the Proposer.
- Contracts with Proposer’s Board members.
- Contracts with relatives of any individuals identified in this section.
- Contracts based solely in a foreign country.
- A member of the Proposer’s organization who has written, completed and submitted the form on behalf of the reference.
- Any person involved in drafting of this RFP or the procurement process.

Reference Company Name	
Contact Person	
Title	
Address	
City	
State	
Telephone Number	
Email Address	
Contract Period	
Number of Members	
Brief Summary of Services	

By submitting this form, the Proposer consents to the Department contacting the companies and/or persons listed herein.

\_\_\_\_\_

Name of Proposer

\_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

**FORM 6 – ADDENDUM ACKNOWLEDGEMENT**

This acknowledgment form serves to confirm that the Proposer has reviewed and accepted all Addendum(s) to the solicitation posted on the Vendor Bid System (VBS).

Please list all Addendum(s) for this solicitation below.

---

---

---

---

---

---

---

---

Name of Proposer

---

Signature of Authorized Representative

---

Print Name

---

Date



## FORM 9 – MANDATORY RESPONSIVENESS REQUIREMENTS

<p>1. The Proposer must certify that the person submitting the Proposal and its pricing is authorized to respond to this solicitation on the Proposer's behalf.</p>
<p>2. The Proposer must certify that the Proposer is not a Discriminatory Vendor or Convicted Vendor as defined in Sections 7 and 8 of the PUR 1001 form.</p> <p><a href="http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf">http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf</a></p>
<p>3. The Proposer must certify that the Proposer is in compliance with Section 9 of the PUR 1001 form, as revised by Section 3.2.</p> <p><a href="http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf">http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf</a></p>
<p>4. The Proposer must certify that the Proposer: is not on the Scrutinized Companies with Activities in Sudan List pursuant to section 215.473, F.S.; is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List pursuant to section 215.473, F.S.; is not on the Scrutinized Companies that Boycott Israel List pursuant to section 215.4725, F.S.; has not been engaged in business operations in Cuba or Syria; is not participating in a boycott of Israel.</p>
<p>5. The Proposer must certify that the Proposer either has an active Florida Department of State registration or will obtain one before the execution of the Contract if awarded. Such authorization and status should be obtained by the Proposal due date and time, but in any case, must be obtained prior to Contract execution.</p> <p>NOTE: Title XXXVI, Business Organizations, of the Florida Statutes, lists the requirements that out-of-state entities must fulfill to obtain a Florida Certificate of Authorization from the Florida Department of State, Division of Corporations, to transact business in the State of Florida (e.g., see section 607.1503(1),F.S., pertaining to corporations). Foreign entities may not transact business in the State until they obtain a certificate of authority from the Florida Department of State. Website: <a href="http://www.sunbiz.org">www.sunbiz.org</a>.</p>
<p>6. The Proposer must certify that the Proposer will, at all times, comply with Section 8, Liability and Workers' Compensation Insurance of Attachment B – Draft Contract, if awarded a contract.</p>
<p>7. The Proposer must certify that the Proposer has read, understood, and agrees to the requirements in Attachment A – Statement of Work.</p>
<p>8. The Proposer must provide a minimum of three (3) references utilizing Form 5 – Business/Corporate Reference with a least one (1) reference having at least eight (8) generators or more currently in service under a maintenance contract agreement that provides services similar to those detailed in Attachment A – Statement of Work.</p>
<p>9. The Proposer must submit completed Attachment D – Price Sheets, in accordance with section 3.8, Price Sheet Instructions, of this RFP. The Price Sheet(s) must include prices for the initial years. The Price Sheet(s) must also include prices for renewal years, as well as for unit pricing if applicable.</p>

**10.** The Proposer must submit completed Attachment F – Site Visits, in accordance with section 2.2, Mandatory Site Visits, of this RFP. The Site Visits form must include a dated signature from the Facility Managers or their designees.

**NOTE: The certification required in numbers 1 through 7 are to be accomplished through the execution of Form 9.**

Execution of Form 9 includes completion of the information below which certifies that the signatory has the authority to respond to this solicitation on the Proposer’s behalf and certifies conformance with all Responsive Requirements listed above.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date