



## ENGLEWOOD WATER DISTRICT

201 Selma Ave  
Englewood, FL 34223  
Office: 941-474-3217  
Fax: 941-460-1025

### NOTICE OF AVAILABILITY OF BID SPECIFICATIONS

### REQUEST FOR BID NO. 2018-108 HVAC MAINTENANCE & REPAIR SERVICES

The Englewood Water District (also known as the "EWD") is requesting sealed bids to secure the services of an experienced, competent and responsible Contractor to provide preventative maintenance, inspections, repairs and/or replacement of the EWD HVAC units. Sealed bids should be mailed or hand delivered to **Teresa Herzog, Administrative Assistant, at 201 Selma Avenue, Englewood, FL 34223** by **2:15 p.m. (EST), February 23, 2018**.

**BID OPENING: February 23, 2018 at 2:30 p.m. (EST)**  
Englewood Water District  
201 Selma Ave  
Englewood, FL 34223

**Any bids received after the deadline will not be opened and will be returned to the Bidder, if requested, at Bidder's expense. The EWD will not consider any bids from a Contractor that has been barred from bidding in any public section project in the last three (3) years.**

All bids must contain a manual signature of the authorized representative of the Bidder's company on the Bid Form. The successful Bidder is required to have either Certified Air Conditioning Contractor or Certified Mechanical Contractor licenses, per State of Florida requirements.

The bid package and any associated addenda, may be viewed and downloaded from DemandStar's website at [www.demandstar.com](http://www.demandstar.com), or alternately at the EWD website, [www.inglewoodwater.com](http://www.inglewoodwater.com). If you have any questions, concerns, or problems accessing the bid package using the link, please contact **Bee Ling Wheaton, Purchasing Specialist**, at (941) 474-3217. Request for additional information or clarification regarding the specifications must be sent via facsimile to (941) 460-1025 or via email to **Bee Ling Wheaton, Purchasing Specialist, [bwheaton@inglewoodwater.com](mailto:bwheaton@inglewoodwater.com)**. All questions and clarifications must be submitted via e-mail or facsimile by **4:00 p.m. (EST)** on February 16, 2018. **Verbal requests will not be entertained.**

The EWD does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services.

NOTICE OF AVAILABILITY POSTED ON: FEBRUARY 9, 2018 on [www.demandstar.com](http://www.demandstar.com) and in the Purchasing section, of the EWD website, [www.inglewoodwater.com](http://www.inglewoodwater.com).

**STATEMENT OF NON-SUBMITTAL**

Please return this form, **only** if you **do not** intend to bid on this service. Please check any and all applicable reasons.

We the undersigned have declined to submit a bid on the requested service below

Request for Bid # **RFB 2018-108 HVAC MAINTENANCE & REPAIR SERVICES**

for the following reason(s):

- Insufficient time to respond to the Request for Bid.
- We do not offer the product/service that is requested.
- Does not fit into our schedule.
- Bond/insurance requirements cannot be met.
- Specifications are vague (explain below).
- OTHER (please specify below).

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Reasons \_\_\_\_\_

\_\_\_\_\_

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COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

POSITION: \_\_\_\_\_

**Note: "Statement of Non Submittal" may be e-mailed to Bee Ling Wheaton, Purchasing Specialist, at [bwheaton@englewoodwater.com](mailto:bwheaton@englewoodwater.com) or faxed to the EWD at 941-460-1025.**

## INSTRUCTIONS TO BIDDERS

1) **QUALIFICATIONS OF BIDDER:** The EWD intends to award this Contract to the lowest responsive and responsible Bidder, qualified by experience and solvency, with proven reliability and the ability to provide the services or items/services required under this bid, within a reasonable time frame acceptable to the EWD. At the discretion of the EWD, requests may be made to the Bidder to provide information in writing, prior to award of bids, in order to verify any requirements.

2) **EXAMINATION OF BID DOCUMENTS/SITE (IF APPLICABLE):** Prior to the submission of a bid, Bidders will carefully examine the Instructions to Bidders, General Provisions, Insurance Requirements, Technical Specifications, and all other related bid documents, including any and all modifications, incorporated into the bid package. They should also fully inform themselves as to all existing conditions and limitations that affect the scope of work performed under this Contract.

The bid package will be posted on [www.demandstar.com](http://www.demandstar.com), and also on the EWD website, [www.inglewoodwater.com](http://www.inglewoodwater.com). It is the Bidder's responsibility to view the bid package and download all issued addenda or to contact the EWD to determine if addenda were issued.

There is no scheduled site visit associated with this bid.

3) **CLARIFICATION AND ADDITIONAL INFORMATION:** Discrepancies, omissions, or questions about the intent of the documents will be submitted in written form by e-mail to **Bee Ling Wheaton**, Purchasing Specialist at the EWD at [bwheaton@inglewoodwater.com](mailto:bwheaton@inglewoodwater.com), requesting interpretation by **4:00 p.m. on February 16, 2018** (or may be verbally addressed at the pre-bid meeting, whenever applicable).

Interpretations made will be in the form of an addendum to the documents, which will be forwarded to all interested Bidders. Bidder must acknowledge receipt of any addendum on the bid form, indicating the addendum number and date of issue, therein becoming part of the Contract. Oral explanations will not be binding. The EWD will attempt to notify all prospective Bidders of addenda issued to the bid documents; however, it shall be the responsibility of the Bidder, prior to submitting their bid, to contact the EWD, to determine if any addenda were issued, acknowledging and incorporating said addenda into their bid.

4) **MODIFICATION OR WITHDRAWAL OF BIDS:** Bidders may submit an amended bid before the opening of bids. Such amended bids must be a **complete** replacement for a previously submitted bid and must be clearly identified as such, signed by authorized personnel of the Bidder's company.

Bids may only be withdrawn by written request from the Bidder before bid opening. Error or negligence on the part of the Bidder in bid preparation does not constitute the right for withdrawal of the bid after it has been opened.

5) **NO BID:** A respondent who is on the bid notification list and decides not to submit a response is requested to complete the Statement of Non-Submittal Form and return it to the EWD by e-mail to [bwheaton@inglewoodwater.com](mailto:bwheaton@inglewoodwater.com) or fax to (941) 460-1025.

6) **CONFLICTS WITHIN SOLICITATION:** Where there appears to be a conflict between the Instructions to Bidders, General Provisions, Technical Specifications, the Bid Form, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Form, the Technical Specifications, General Provisions and then Instructions to Bidders. It is incumbent upon the vendor to identify such conflicts to the designated purchasing representative prior to the bid or proposal response date.

7) **PAYMENT:** Payment will only be made after inspection and approval of the EWD of the work performed. It is the policy of the EWD that payment for all purchases by the EWD shall be made in accordance with Part VII, Chapter 218, Florida Statutes, known as the Local Government Prompt Payment Act.

All invoices must reference the associated Purchase Order number before payment can be made. Invoices, together with any inspection reports (see Technical Specifications, should be e-mailed to [bwheaton@inglewoodwater.com](mailto:bwheaton@inglewoodwater.com). For scheduled preventative maintenance services, payment will only be made if the Preventative Maintenance Inspection Reports (Attachment 2) are submitted together with the invoices to the EWD.

8) **LIMITATION OF COST:** The Contractor agrees to perform the work specified and complete all obligations under this Contract within the stated amounts.

9) **PREPARATION AND SUBMISSION OF BID FORM REQUIREMENTS:**

**Bid Form:** Bids shall be made on forms supplied by the EWD, or as otherwise specified. Each bid must state the name of the Bidder, the Bidder's full business address and state the type of business entity, followed by the original signature and designation of the officer or authorized personnel to bind the corporation. Any erasures or other corrections in the bid form must be explained or noted over the signature of the Bidder. Bid forms containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected by the EWD.

**Bid Bond: (NOT APPLICABLE FOR THIS BID, RFB 2018-108)** Each bid must be accompanied by a Bidder's bond or Cashier's check with their bid in the amount of NOT LESS THAN 5% of their total amount of the bid. This security shall ensure that the Bidder does not revoke the bid after bid opening, or fails to execute any necessary additional documents. Cashier's checks will be returned to all Bidders after award of bid.

**Bid Documents:** Bid documents and forms shall be submitted sealed to the **Englewood Water District**, 201 Selma Ave, Englewood, FL 34223. The outside of the envelope/package shall be clearly marked with the Bid Number, Name and Business Address of the Bidder. Only **ONE** original copy of the bid is needed. **All sealed bids need to be received by the EWD latest by 2:15 p.m. on February 23, 2018.**

Submission of a response constitutes a binding offer and shall be subject to all terms and conditions specified in the bid package.

For your bid to be acceptable, **all blank spaces** must be completed as requested. All bids must contain a **manual signature** of the authorized representative of the Bidder in the space provided on the Bid Certification Form.

Responsibility for getting this bid to the EWD on or before the specified date and time is solely the responsibility of the Bidder. The EWD will not be responsible for any delay, for any reason whatsoever. Bids must be received and stamped with the date and time on the outside of the envelope, and must be at EWD by the date and time specified for opening.

**Bid Guarantee:** The bid form shall be signed where indicated constituting an agreement that the Bidder will not withdraw his/her bid for a period of ninety (90) days after the opening of the bids.

**Expenses Incurred in Preparing Bid:** The EWD accepts no responsibility for any expenses incurred by the Bidder in the preparation and submission of a bid. Such expenses shall be borne exclusively by the Bidder.

**Bid Corrections & Erasures:** Any erasures or other corrections in the bid must be explained or noted over the signature of the Bidder. Bid forms containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected at the discretion of the EWD.

**Bid Opening:** All bids received by the date and time so specified shall be opened and **the name of each Bidder read aloud** within the designated room at the EWD, during bid opening. It is optional for Bidders and the general public to be present at the bid opening. **Bid opening for RFB 2018-108 will be at 2:30 p.m. on February 23, 2018.**

**Late Bids:** Bids received after the date and time of bid deadline will not be considered and will not be opened. It will be the Bidder's responsibility to make arrangements for the return of the bid package at their expense. Bid packages will be discarded, unopened, if unclaimed 7 calendar days after bid opening. Bids postmarked prior to said date and time but not received shall also not be considered and will remain unopened.

10) **EWD RIGHTS:** The EWD reserves the right to accept or reject any and/or all bids in whole or in part, to waive irregularities and technicalities, and to request resubmission with or without cause and/or to accept the bid that, in its judgment, will be in the best interest of the EWD. Also, the EWD reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduced requirement of the EWD. If only one response is received, the award may be made to the sole respondent, at the discretion of the EWD, if the price submitted is fair and reasonable, if other prospective respondents had a reasonable opportunity to respond, and if it is in the best interest of the EWD to proceed with the award. The EWD may also re-post the bid, or negotiate with a vendor if a single response or no responses were received for a competitive solicitation, depending on the urgent needs of the EWD.

11) **AWARD OF BID:** The EWD may award this bid in total or in part, to the lowest responsive, responsible Bidder(s) who fulfills all criteria and specifications with consideration to favorable references and whose evaluation by the EWD

indicates that the award will be in the best interest of the EWD. The EWD reserves the right to reject the bid proposal of any Bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. In addition, the bid evaluation may consider previous performance, reliability and reference checks. The EWD also reserves the right to conduct interviews with any of the bidders, if needed, during the bid evaluation process.

**Errors:** For the initial evaluation of bids, the following will be utilized in resolving arithmetic discrepancies found on the Bid form as submitted by Bidders:

1. Obviously misplaced decimal points will be corrected;
2. In case of discrepancy between unit price and extended price, the unit price will prevail. Apparent errors in extension will be corrected;
3. Apparent errors in addition of lump sum and extended prices will be corrected; and
4. For the purpose of the bid evaluation, the EWD will proceed on the assumption that the Bidder intends his/her bid be evaluated on the basis of the unit prices, extensions, and totals arrived at by resolution of arithmetic discrepancies as provided above and the bid will be so reflected on the tabulation of bids.

**12) PERFORMANCE TIME:** Performance time may be a factor in the evaluation of a bid. Meeting specified performance schedules is a significant part of Contractor's ability to perform and failure to perform within a reasonable time frame as determined by the EWD may result in termination of the contract and will be considered in the evaluation of future bids.

**13) BID TABULATIONS:** Pursuant to Florida Statute §119.071(1)(b)2, all bid tabulations shall be posted on DemandStar's website at [www.demandstar.com](http://www.demandstar.com) as well as the EWD website, [www.inglewoodwater.com](http://www.inglewoodwater.com), within thirty (30) days after bid opening or when the EWD provides notice of a decision or intended decision, whichever is earlier. No information regarding submittals or bid tabulations will be verbally conveyed.

**14) FORM OF CONTRACT:** The Contract documents consist of the Request for Bids, Instructions to Bidders, Insurance Requirements, General Provisions, Technical Specifications, Bid Form, Attachments, Addenda, and all other related documents, including all modifications thereof incorporated in the documents before their execution. The Bidder shall be required to perform according to the Bidder's submitted Bid Form and the EWD's bid package when a purchase order issued by the EWD is transmitted to successful Bidder. The transmitted purchase order shall serve as both a Notice of Acceptance and/or Notice to Proceed to the Bidder. Failure to comply with the conditions set forth in the purchase order shall be deemed a breach of contract subjecting the Bidder to forfeiture of the bid bond (if applicable) or other posted security and other possible penalties.

**15) NOTICE TO PROCEED/PURCHASE ORDER:** After award of bid, a notice to proceed/purchase order shall be issued. Upon receipt of the notice to proceed/purchase order, the successful Bidder shall acknowledge receipt of same by e-mail, fax or certified mail, and shall commence processing the order so that the agreed upon delivery date will be satisfied.

**16) NOTICES AND DELIVERY:** Any notices or requests made pursuant to the award of the bid shall be in writing and shall be deemed to have been delivered when sent by certified mail, fax or e-mail with delivery receipt (or acknowledgement or confirmation which may be by electronic means).

**17) WARRANTY:** All warranties express and implied, shall be made available to the EWD for goods and services covered by this bid package. All goods furnished shall be fully guaranteed by the vendor against factory and workmanship defects. At no expense to the EWD, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the bid package may supersede the manufacturer's standard warranty.

**18) DESCRIPTIVE INFORMATION:** Unless otherwise specifically provided in the Technical Specifications, if applicable, all equipment, parts, materials and articles incorporated in the work covered by this Contract are to be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the Technical specifications, reference to any equipment, part, material, article or patented process, by trade name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the Bidder wishes to make a substitution to the specifications, the Bidder shall furnish the EWD the name of the manufacturer, the model number and other identifying data and information necessary to aid in the EWD in evaluating the substitution. Such substitution shall be subject to EWD approval. Substitutions shall be approved only if determined by the EWD to be

equivalent to the specifications. A bid containing substitution is subject to disqualification if the EWD does not approve the substitution.

**19) TAXES/FREIGHT:** If applicable, the bid shall include any freight, handling, delivery, surcharges or other incidental charges. Unless otherwise specified in the bid package, prices bid shall be F.O.B. Destination. The EWD is exempt from the payment of Federal and State taxes, including sales tax. The bid offer shall not include sales tax to be collected from the EWD. The EWD's sales tax exemption is not available to vendor for items vendor purchases, regardless of whether these items will be transferred to the EWD.

In the event the project is declared a sales tax recovery project by the EWD, the following procedure shall apply:

- (a) The EWD shall make a recommendation to the Division of Procurement Services regarding the materials to be purchased;
- (b) When those materials are purchased by the EWD, all purchase orders shall be issued directly from the EWD;
- (c) The EWD shall take title to those materials directly from the manufacturer/supplier and shall bear the risk of loss or damage to the materials which are delivered directly from the manufacturer/supplier;
- (d) The EWD shall be invoiced directly for the materials from the manufacturer/supplier and shall pay the invoices directly to the manufacturer/supplier, presenting its sales tax exemption certificate at the time of payment.

The cost of any materials purchased through the sales tax recovery program shall be deducted from the Contract amount and the vendor shall no longer be responsible for providing those materials. A written change order shall be executed.

**20) TERMINATION OF AGREEMENT:**

**Termination with or without Cause:** The EWD shall have the right to unilaterally cancel, terminate or suspend this agreement, in whole or in part, by providing the Contractor thirty (30) days written notice, by e-mail, fax or certified mail.

Failure of a Contractor to deliver or perform the required work within the time specified, or within a reasonable time as determined by the EWD, or failure to make replacements of rejected articles of work when so requested, immediately, or as directed by the EWD, shall constitute authority for the EWD to purchase in the open market, goods or services of comparable grade to replace the goods or services rejected, not delivered, or not completed. On all such purchases, the Contractor shall reimburse the EWD, within a reasonable time specified by the EWD, for any expense incurred in excess of the agreement prices.

The EWD reserves the right to terminate this agreement, in part or in whole, in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The vendor will be notified by e-mail, fax or certified letter of the EWD's intent to terminate. In the event of termination for default, the EWD may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

If the agreement is terminated for any of the reasons listed, the EWD reserves the right to award the agreement to the next lowest, qualified Bidder.

**Termination by Vendor:** Vendor shall have the right to terminate services if the project is suspended by the EWD for a period greater than sixty (60) calendar days.

The EWD reserves the right to immediately terminate and cancel this Contract in the event Vendor shall be placed in either voluntary or involuntary bankruptcy and a Receiver is appointed for the Vendor or an assignment is made for the benefit of creditors.

**21) RULES, REGULATIONS AND LICENSES:** The Contractor shall comply with all federal, state, and local laws and regulations applicable to provision of goods and/or services specified in this bid package. It shall be the responsibility of the Contractor to ensure compliance with OSHA, EPA, and/or other local, federal, or State of Florida rules, regulations or other requirements, as applicable.

**22) PROPRIETARY OR CONFIDENTIAL INFORMATION:** Bidders are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes, the Public Record Act. The Bidder should not submit any information in response to this bid which the Bidder considers proprietary or confidential. The submission of any information to the EWD in connection with

this bid package shall be deemed conclusively to be a waiver of any protection from release of the submitted information unless such information is exempt from disclosure under the Public Records Act, and such information is marked as exempt. Failure to mark a trade secret as exempt waives the exemption.

**23) MAINTENANCE OF RECORDS:** The Contractor shall maintain books, records, and other documents pertaining to, or connected with this contract. All records will be made available and accessible at the Contractor's offices for the purpose of inspection, audit and copying during normal business hours by the EWD, or any of its authorized representatives. Retention time for these records shall be for a minimum of five (5) years after the conclusion of this agreement.

**24) CODE OF ETHICS:** With respect to this bid, if any Bidder violates or is a party to a violation of the Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Bidder may be disqualified from furnishing the goods or services for which the bid is submitted and shall be further disqualified from submitting any future bids for goods or services for the EWD.

**25) COLLUSION:** By submitting this bid, the Bidder certifies that he/she has not divulged to, discussed or compared his/her bid with other Bidders and has not colluded with any other Bidder or parties to this bid whatsoever. Also, Bidder certifies, and in the case of a joint bid each party thereto certifies as to his/her own organization, that in connection with this bid: any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other Bidder or with any competitor; any prices and/or data bid for this bid have not been knowingly disclosed by the Bidder and will not knowingly be closed by the Bidder prior to the scheduled opening directly or indirectly to any other Bidder or to any competitor; no attempt has been made or will be made by the Bidder to induce any other person or firm to person or persons interested in this bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the Contract to be entered into; and no person or agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees of the Bidder.

**26) PUBLIC ENTITY CRIMES:** In accordance with Florida Statutes Sec. 287.133(2)(a), "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/services to a public entity, may not submit a bid on a Contract with a public entity for construction or repair of 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 Sections 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list." By submitting a bid, vendor certifies that vendor is not currently prohibited from transacting business with the EWD due to the above statute. The vendor shall comply with the terms of this statute both before and during the term of this Contract.

**27) DRUG FREE WORKPLACE PREFERENCE:** The EWD has adopted a policy in observation of the Drug Free Workplace Act of 1988. Therefore, it is unlawful to manufacture, distribute, dispense, possess, or use any controlled substance in the EWD workplace.

The EWD requests that the attached Drug Free Workplace Form accompany the bid response. This form has been adopted by the EWD in accordance with the Drug Free Workplace Act. The EWD will not disqualify any Bidder who does not sign the form. The Drug Free Workplace Form is primarily used as a tie breaker when two or more separate entities have submitted bids at the same price, terms and conditions, with preference given to the Bidder who has signed the form.

**28) SUBCONTRACTING:** The Contractor agrees that he/she is as fully responsible to the EWD for the acts and omissions of his Subcontractors and of persons either directly or indirectly employed by them as he/she is for the acts and omissions of persons directly employed by him/her. Nothing contained in the Contract documents shall create any Contractual relationship between any Subcontractor and the EWD. The term Subcontractor includes only those having a direct Contract with the Contractor and it includes one who furnishes material worked to a special design according to the Technical Specifications but does not include on who merely furnishes materials, not so worked.

**29) MODIFICATION OF CONTRACT:** Any Contract resulting from this bid package may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the Contract and/or change order as appropriate. This presumes the modification itself is in compliance with all applicable EWD procedures.



**30) SUCCESSORS AND ASSIGNS:** The vendor shall not assign any interest in any Contract resulting from this bid package and shall not transfer any interest in same (whether by assignment or novation) without prior written consent of the EWD, except that claims for the money due or to become due to the vendor from the EWD under any Contract may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the EWD. Notice of such transfer or assignment due to bankruptcy shall be promptly given to the EWD.

**31) CONFLICTS OF INTEREST – EWD OFFICERS, EMPLOYEES OR BOARD MEMBERS:** The Florida Code of Ethics regulates the ability of the EWD to contract with its public officers (including board members), employees, and their immediate relatives. Respondents shall disclose any such potential conflicts on the provided Conflict of Interest Form. Respondents are responsible for reviewing Florida Statute §112.313 to determine whether they may have a conflict. If Respondent is in doubt as to their ability to contract with the EWD, they shall seek a conflict of interest opinion from the Administrator or his/her designated representative prior to submittal of a response.

**32) TRUTH-IN-NEGOTIATIONS CERTIFICATE:** If applicable, execution and signature by the vendor of the Bid Form shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Contract are accurate, complete, and current as of the date of the Contract.

For professional service Contracts, the original Contract price and any additions thereto will be adjusted to exclude any significant sums by which the EWD determines the Contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. The EWD shall exercise its rights under this “Certificate” within one (1) year following payment.

**33) STATE REGISTRATION REQUIREMENTS:** Any Bidder required by Florida law to register to do business in this state shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, 608, 617, or 621, Florida Statutes, unless they are exempt. A copy of the registration/application may be required prior to award of a contract. Any partnership submitting a bid in response to this RFB shall have complied with the applicable provisions of Chapter 620, Florida Statutes.

**34) PERFORMANCE EVALUATION:** At any time during the Contract period, the EWD may evaluate the successful Bidder’s performance.

**35) NON-EXCLUSIVE CONTRACT:** Award of this Contract shall not require the EWD to use the Vendor for all work of this type, which may develop during the Contract term. This Contract is non-exclusive. The EWD reserves the right to concurrently Contract with other entities for similar work if it deems such action to be in the best interests of the EWD.

**36) CONTACT PROHIBITION:** All prospective Bidders are hereby instructed **NOT** to contact any board member of the EWD, or any EWD staff member other than the Authorized Contact Persons, identified in this Bid package regarding this solicitation package, Bidder’s submittal package, the EWD’s Intent to Award, or the EWD’s Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. Any such contact shall be cause for rejection of your submittal.

**37) CONTRACTING WITH EWD EMPLOYEES OR BOARD MEMBERS:** Any EWD employee, Board member or member of his or her immediate family seeking to Contract with the EWD shall seek a conflict of interest opinion from the Administrator or their designated representative prior to submittal of a response or application of any type to Contract with the EWD. The affected employee or Board member shall disclose his or her assigned function within the EWD and interest or the interest of his or her immediate family in the proposed Contract and the nature of the intended Contract.

Florida Statute §112.313(12) Standards of Conduct for Public Officers, Employees of Agencies, And Local Government Attorneys controls contracting with The EWD employees or board members, and provides as follows:

(12) EXEMPTION --The requirements of subsections (3) and (7) as they pertain to persons serving on advisory boards may be waived in a particular instance by the body which appointed the person to the advisory board, upon a full disclosure of the transaction or relationship to the appointing body prior to the waiver and an affirmative vote in favor of waiver by two-thirds vote of that body. In instances in which appointment to the advisory board is made by an individual, waiver may be effected, after public hearing, by a determination by the appointing person and full disclosure of the transaction or relationship by the appointee to the appointing person. In addition, no person shall be held in violation of subsection (3) or subsection (7) if:

(b) The business is awarded under a system of sealed, competitive bidding to the lowest or best Bidder and:

1. The official or the official's spouse or child has in no way participated in the determination of the bid specifications or



the determination of the lowest or best Bidder;

2. The official or the official's spouse or child has in no way used or attempted to use the official's influence to persuade the agency or any personnel thereof to enter such a contract other than by the mere submission of the bid; and

3. The official, prior to or at the time of the submission of the bid, has filed a statement with the Commission on Ethics, if the official is a state officer or employee, or with the supervisor of elections of the county in which the agency has its principal office, if the official is an officer or employee of a political subdivision, disclosing the official's interest, or the interest of the official's spouse or child, and the nature of the intended business.

**38) DECLARATION OF EXEMPTION FROM PUBLIC RECORD:** Pursuant to Florida Statute §119.071(1)(b)(2), all bid documents are exempt from public record until such time as the EWD provides notice of an intended decision or until 30 days after opening the bids, whichever is earlier.

Per F.S. §119.07, Contractor shall comply with all public records laws, and shall specifically:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the EWD for the service to be performed.

(b) Provide the public with access to public records at the same terms and conditions that the EWD would provide the records and at a cost that does not exceed the cost provided in chapter 119 or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the EWD all public records in possession of the Contractor upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the EWD in a format that is compatible with the information technology systems of the EWD.

Failure of the Contractor to comply with these requirements shall be a material breach of this Agreement.

## INSURANCE REQUIREMENTS

The successful Bidder shall be required to supply, at their cost, insurance coverage per the EWD requirements below. Vendor shall procure and maintain the insurance listed below, during the term of the Contract and any of its extensions including any warranty periods covered under this Contract. No changes are to be made to these requirements without prior written specific approval by the EWD. The vendor is fully responsible for any deductible or self-insured retention contained within this, or any other policy required under this contract. Prior to the commencement of work pertaining to this Contract, the Vendor shall provide to the EWD, certificates of insurance with coverage not less than the indicated limits of liability, with any required endorsements.

- a) **Workers Compensation**: Coverage to apply for all employees at the statutory limits provided by state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident; \$500,000 each employee; and \$500,000 policy limit for disease. If the Contractor has no employees, he must submit to the EWD, the Workers' Compensation Exemption from the State of Florida.
- b) **Commercial General Liability**: Occurrence form required. Policy shall include bodily injury, personal injury, property damage and broad form contractual liability. Aggregate must apply separately to this Contract. Minimum \$1,000,000 each occurrence and \$1,000,000 general aggregate.
- c) **Automobile Liability**: To include all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 per each accident, and for property damage and bodily injury, with contractual liability coverage for all work performed under this Contract.
- d) **Additional Insured**: The EWD is to be named additional insured on the Commercial General Liability Policy, as well as the Automobile Liability Policy. All certificates of insurance must be provided to and approved by the EWD before commencement of any work related to this Contract

The Contractor's insurance will be the primary insurance for any loss regardless of any insurance maintained by the EWD. The Contractor is responsible for all insurance policy premiums, deductibles, or self-insured retentions or any loss or portion of any loss that is not covered by any available insurance policy.

All insurance policies must be issued by companies of recognized responsibility licensed to do business in Florida and must contain a provision that prohibits cancellation unless the EWD is provided notice as stated within the policy. It is the Contractor's responsibility to provide notice to the EWD.

If any of the above policies do not comply with the requirements, is not procured, or is cancelled and not replaced, the EWD has the right to terminate the Contract.

### WAIVER OF SUBROGATION RIGHTS

All required insurance policies are to be endorsed with a waiver of subrogation. The insurance companies, by proper endorsement, agree to waive all rights of subrogation against the EWD, its board members, officers, and employees, and the EWD's insurance carriers, for losses paid under the terms of these insurance policies that arise from the contractual relationship or work performed by the Vendor for the EWD. Vendor will obtain any endorsements necessary to implement this waiver of subrogation. Additionally, the Vendor, its officers, officials, agents, employees, volunteers, and any subcontractors, agree to waive all rights of subrogation against the EWD and its insurance carriers for any losses paid, sustained or incurred, but not covered by insurance, that arise from the contractual relationship or work performed. This waiver also applies to any deductibles or self-insured retentions the Vendor or its agents may be responsible for.

### OTHER INSURANCE REQUIREMENTS

- a) Insurance requirements required of the Vendor, shall also be applicable to any subcontractors (if permitted), utilized by the Vendor, to cover work performed under this Contract. The Vendor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

- b) Each insurance policy required by this Contract shall:
  - i) Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability; and
  - ii) Be endorsed to state that coverage shall not be suspended, voided or cancelled by either party except after notice is delivered in accordance with the policy provisions. The Vendor is to notify the EWD by written notice via certified mail, return receipt requested.
- c) The EWD shall retain the right to review, at any time, coverage, form, and amount of insurance.
- d) The procuring of required policies of insurance shall not be construed to limit Vendor's liability nor to fulfill the indemnification provisions and requirements of this Contract. The extent of Vendor's liability for indemnity of the EWD shall not be limited by insurance coverage or lack thereof, or unreasonably delayed for any reason, including but not limited to, insurance coverage disputes between the Vendor and its carrier.
- e) Notices of Accidents (Occurrences) and Notices of Claims associated with work being performed under this Contract shall be provided to the Vendor's insurance company and the EWD as soon as practicable after notice has been given to the Insured.

## GENERAL PROVISIONS

1) **INTENT OF CONTRACT:** Bid forms shall set forth firm bid prices for furnishing all necessary materials for completing all work, including but not limited to labor, transportation, supplies, materials and equipment, as described in the Technical Specifications. The EWD reserves the right to establish the exact limits of work, and to add to or delete from the Project as necessary.

2) **QUALITY OF WORK:** The Contractor agrees to do the work covered under this Contract to the best of his/her ability and conforming to this Contract and specifications, and of an acceptable quality to the trades. The Contractor further agrees to follow proper and appropriate instructions by the EWD.

3) **AUTHORITY OF THE EWD:** All work shall be performed under the supervision of the EWD or the EWD's representative and performed to its satisfaction. It is agreed by the parties hereto that the EWD shall decide all questions and disputes which may arise relative to the interpretation to the Technical Specifications and fulfillment of the Contract.

The EWD shall examine and inspect the work to ensure compliance with the requirements of the Contract documents. The EWD shall determine the quality and acceptability of materials and workmanship relative to the Technical Specifications. The EWD has the authority to:

- i) Stop the work, if it is determined that such stoppage may be necessary to ensure the proper execution of the Contract;
- ii) Reject all work that does not conform to the Contract; and
- iii) Resolve all questions that arise in the execution of the work.

4) **CONTRACTOR'S SUPERVISION AND EMPLOYEES:** The Contractor shall supervise, inspect and direct the work completely and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the contract documents. The Contractor shall be solely responsible for the means, methods, techniques, sequence and procedures necessary for the orderly progress of the work, and to maintain all safety precautions needed. The Contractor shall at all times enforce strict discipline and good order among his/her employees, and shall not employ any unfit person or anyone unskilled in the work assigned to him/her. The Contractor shall be responsible to see that the completed work complies fully with the Contract documents.

The Contractor shall have on the work site at all times, an English-speaking Superintendent or designee, technically qualified, who is an employee of the Contractor and who shall not be replaced without written notice and approval of the EWD. The Superintendent will be the Contractor's representative on the job and shall have authority to act on behalf of the Contractor. The Superintendent shall be present at the work site at all times when work is in progress and direct the employees of the Contractor.

5) **PERMITS AND REGULATIONS:** If applicable, permits and licenses necessary for the execution of the work in both Sarasota (<https://www.scgov.net/DevelopmentServices/Pages/Permitting.aspx>) and Charlotte (<https://www.charlottecountyfl.gov/services/buildingconstruction/Pages/permits.aspx>) counties shall be secured by the Contractor on behalf of the EWD. The Contractor will not be responsible for any expenses incurred for securing the necessary permits. The Contractor shall give all notices and comply with all laws, ordinances, rules, and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that the specifications and drawings are at variance therewith, he shall promptly notify the EWD in writing, and any necessary changes shall be adjusted as provided in the Contract for changes in the work. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the EWD, he shall bear all costs arising therefrom.

6) **PROTECTION OF WORK AND PROPERTY (IF APPLICABLE):** The Contractor shall consistently maintain protection of all his/her work from damage and shall protect the EWD's property from injury or loss arising out of work pertaining to the Contract. The Contractor shall adequately protect adjacent property as provided by the law and the Contract documents. He/she shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority or local conditions. In an emergency affecting the safety of life or of the work, or of adjoining property, the Contractor without special instruction or authorization from the EWD, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury, and he shall act, without appeal, if so instructed or authorized. The Contractor shall not occupy private land outside of any easements or rights of way unless a written authorization has been signed by the property owner. It shall be the Contractor's responsibility to provide these agreements prior to construction, if required.

Prior to the use of private lands, the Contractor shall submit a copy of these agreements to the EWD. In the event the Contractor uses private property for any purpose without first having obtained the necessary approvals from the property owner and provided the necessary agreements to the EWD, the EWD will direct the Contractor in writing, to immediately cease using such property.

Prior to application for final payment, the Contractor shall provide documentation from the owner of each piece of private property for which an agreement for use was provided, or for which the EWD has issued written notification to the Contractor, that each property owner is satisfied with the manner in which the Contractor has restored the property. Final payment shall not be paid until such documentation is received by the EWD.

**7) CORRECTION OF WORK BEFORE FINAL PAYMENT:** All work and materials shall be subject to the inspection of the EWD who shall be the final judge of work performed. Should they fail to meet the EWD's approval, they shall be replaced, and/or corrected by the Contractor at his/her own expense. If any portion of the work pertaining to this Contract was not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor may be delayed until the work performed has been corrected to the satisfaction of the EWD. If, in the opinion of the EWD, it is undesirable to replace any defective or damaged materials, or to reconstruct or correct any portion of the work performed not in accordance with the Contract documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the EWD, shall be equitable. Any work not corrected, may result in equitable deductions from the contracted price.

**8) REMOVAL OF EQUIPMENT:** In the case of termination of the Contract before completion from any cause whatever, the Contractor, if notified to do so by the EWD, shall promptly remove all his equipment and supplies from the property of the EWD and/or site of work, failing which the EWD has the right to remove such equipment and supplies at the Contractor's expense.

**9) CLEAN UP:** After the work has been completed, the Contractor shall promptly remove any temporary structures, used materials and equipment, rubbish and waste materials resulting from the operations. All damaged areas will be restored by the Contractor to their original conditions and approved by the EWD. By submission of a bid, the Contractor assumes full responsibility for the associated expenses. There will not be an increase in time or price associated with such removal, and payment may be withheld until such work is completed.

**10) ASSIGNMENT:** Neither party to the Contract shall assign the Contract in whole, or part. The Contractor shall not assign any monies due or become due to him without the previous written consent of the EWD.

**11) GUARANTEE:** The Contractor shall warrant all work performed by him/her, or defects resulting from the use of inferior materials, equipment, or workmanship, for a period of one (1) year from final completion of the work, or written acceptance from the EWD. Any faulty work will be fully corrected at no cost to the EWD and restored work will be warranted for one year from the date of acceptance. This will not release additional warranties, if applicable required by other sections.

If any work is found to be defective, the Contractor shall promptly, without cost to the EWD, and in accordance to the EWD's written instruction, either correct such defective work, or if it has been rejected by the EWD, remove it from the site and replace it with non-defective work. If the Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, the EWD may have defective work corrected or the rejected work removed and replaced, and all direct and indirect costs of such removal and replacement, including compensation for any additional professional services shall be paid for by the Contractor.

The making and acceptance of final payment shall not waive any claim for faulty work appearing after final payment or for failure to adhere strictly to the Contract documents. If any part of the work is guaranteed for a longer period, the longer period will prevail.

**12) SAFETY AND PROTECTION:** The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, in connection with the work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

- i) All employees on site and other persons who may be affected;
- ii) All work, materials and equipment to be utilized, whether in storage on or off the site: and
- iii) Other property at or adjacent to the site.

- 13) SANITARY FACILITIES:** The Contractor shall provide and maintain, in a sanitary condition, facilities for his employees as required by local and state boards of health.
- 14) ACCIDENTS:** The Contractor shall provide equipment and medical facilities as necessary to supply first aid to anyone injured in connection with the work. The Contractor must promptly report in writing to the EWD, accidents arising out of, or in conjunction with the performance of the work, whether in, or adjacent to the site, which causes death, personal injury or property damages, giving full details and statements of witnesses. If death, serious injuries or serious damages occur, the accident shall be reported immediately to the EWD.
- 15) INDEPENDENT CONTRACTOR:** The Contractor shall legally be considered an independent contractor and neither the Contractor or any of its employees shall, under any circumstances be considered employees or agents of the EWD. The EWD shall at no time be legally responsible for any negligence or other wrongdoing by the Contractor, employees or its agents. The EWD shall not withhold from the Contractor any Federal or State unemployment taxes, Federal or State income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Further, the EWD shall not provide to the Contractor any insurance coverage, or other benefits, including workers' compensation, normally provided by the EWD for its employees.
- 16) FORCE MAJEURE:** The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any Government law or regulation, acts of nature, acts or omissions of the other party, Government acts or omissions, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.
- 17) GOVERNING LAWS:** The interpretation, effect, and validity of any Contract resulting from this RFB shall be governed by the laws and regulations of the State of Florida. Exclusive venue of any court action shall be in Sarasota County, Florida.
- 18) AUDIT:** The EWD shall have the right to audit vendor's records that relate to this Contract. Records shall be maintained for a period of three (3) years from the date of final payment.
- 19) UNAUTHORIZED ALIEN WORKERS:** The EWD will not intentionally award publicly-funded Contracts to any Contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The EWD shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A(e) of the INA shall be grounds for termination of this Contract by the EWD.
- 20) E-VERIFY:** The Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the contract and shall expressly require any subcontractors (if contract permits subcontracting), performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility for all new employees hired by the subcontractor during the contract term. It is the successful Bidder's responsibility to ensure that all its employees and subcontractors comply with the employment regulations, as required by the U.S. Department of Homeland Security. The EWD shall have no responsibility to check or verify the legal immigration status of any employee of the awarded Bidder.
- 21) NON-DISCRIMINATION:** The EWD does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services. Pursuant to F.S §287.134(2)(a), an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.
- 22) EQUAL EMPLOYMENT OPPORTUNITY:** The EWD, in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all Bidders that it will ensure that in any Contract entered into pursuant to this advertisement, minority

business enterprises will be afforded full opportunity to submit replies in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

**23) INDEMNIFICATION:** The **CONTRACTOR** shall be fully liable for the actions of its directors, officers, members, partners, or subcontractors, and the employees and agents of each of them, and shall fully indemnify, defend and hold harmless the **EWD**, its board members, employees, agents and assigns from all demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorneys' fees (at both trial and appellate levels), of any nature or kind whatsoever caused by, or arising out of or related to the performance or breach of this Contract by the **CONTRACTOR**, its officers, directors, members, partners, or subcontractors, and employees or agents of any of them; provided, however, that the **CONTRACTOR** shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the **EWD**.

To the extent applicable, the **CONTRACTOR** shall fully indemnify, defend and hold harmless the **EWD**, and its board members, agents, employees and assigns from any demands, claims, suits, actions, judgments, damages, fines, fees, taxes, assessments, penalties, losses, expenses, costs of every type and description, and reasonable attorneys' fees (at both trial and appellate level), arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right; provided, however, that the foregoing obligation shall not apply to the misuse or modification of **CONTRACTOR's** products by the **EWD** or any of its commissioners, agents, employees, and assigns, or to the operation or use of **CONTRACTOR's** products by the **EWD** or any of its board members, agents, employees, and assigns in a manner not contemplated by the Contract.

In the event of a claim, the **EWD** shall promptly notify the **CONTRACTOR** in writing by prepaid certified mail (return receipt requested), or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery, at the mailing address provided on the Bid Submittal Signature Form. Notification may also be provided by e-mail (with receipt of delivery) or fax transmission to the number provided in the same form.

The **EWD** shall provide all available information and assistance that the **CONTRACTOR** may reasonably require regarding any claim. This agreement for indemnification shall survive termination or completion of this Contract. The insurance coverage and limits required in this Contract may or may not be adequate to protect the **EWD** and such insurance coverage shall not be deemed a limitation on the **CONTRACTOR's** liability under the indemnity provided in this section. In any proceedings between the parties arising out of or related to this Indemnity provision, the prevailing party shall be reimbursed all costs, expenses and reasonable attorney fees through all proceedings (at both trial and appellate levels).



## TECHNICAL SPECIFICATIONS

**PURPOSE:** It is the intent of the Englewood Water District (also known as the “EWD”) to secure the services of a licensed and insured HVAC Contractor for maintenance, repairs and/or replacement of HVAC units owned by the EWD, per the specifications set herein. The work specified herein shall consist of furnishing all tools, equipment, material, labor and operations necessary to complete the work.

**BID PRICES:** The price quoted shall include Contractor’s cost in full for all transportation, labor, equipment and incidentals used in performing the services per the specifications. Hourly rates will include all fees, charges and expenses of any kind (travel time, gas, etc.), excluding costs for required parts and supplies. No additional costs/expenses will be permitted, except as stated in the Bid documents.

**TERMS OF CONTRACT:** These prices shall be considered firm from the date of award through and including **September 30, 2020**, with an option to extend/renew for one (1) additional two (2) year term by mutual written consent, at the same terms and conditions.

**MINIMUM QUALIFICATION REQUIREMENTS:** Contractor must have current State of Florida license(s) for Certified or Registered Air Conditioning Contractor (Class A or B), or Certified or Registered Mechanical Contractor and shall have held the license for a minimum of three (3) consecutive years.

Contractor shall have been in business for a minimum of three (3) consecutive years and shall currently be legal to perform services within the State of Florida. Winning bidder must also demonstrate a minimum of three (3) consecutive years of commercial experience in providing HVAC maintenance and repair similar to the scope of bid, to entities the size of the EWD. **Certificates and licenses need to be submitted with the bid package.**

**REFERENCES:** As part of the evaluation process, the EWD may conduct an investigation of references including a record check of consumer affairs complaints. Bidder's submission of bid constitutes acknowledgment of the process and consent to investigate. The EWD has the discretion to determine the Bidder's qualifications. Please provide 3 professional references for similar work (in size and type) on the provided List of References Form.

**TECHNICIAN QUALIFICATIONS:** All technicians performing work related to this bid must have applicable commercial HVAC experience in servicing air conditioning, electrical systems, control systems and mechanical equipment and be fully certified in refrigerant recovery systems, prior to performing any work for the EWD.

During the term of this contract, the Contractor and any technicians, including subcontractors (if applicable), performing work under this contract must possess and maintain all state, county, and local licenses and/or certificates to prove their qualification in HVAC maintenance, repair and installation. Please include licenses and certificates with bid.

Technicians must be trained to service equipment from, but not limited to manufacturers listed below:

- Carrier
- Trane
- Lennox; and
- Goodman

**CONTRACTOR PERSONNEL:** The Contractor shall schedule the same personnel, if possible, to perform regular maintenance work. Substitute personnel shall be used only on occasions such as vacation, sickness or specialized repairs.

If at any time the EWD is dissatisfied with the service and/or labor performed under this contract, the EWD may request and receive a new technician(s) to service the HVAC units before the next scheduled service call.

**LAYOUT OF FACILITIES:** The Contractor will be responsible for training the technicians on the layout of each building and the location of the HVAC systems.

**RESPONSE TIME:** The Contractor shall plan and schedule work to assure material, labor and equipment are available to complete work requirements with regards to established time limits and quality standards.

Emergency service calls will be classified as emergency at the discretion of the EWD. Emergency calls will typically consist of correcting failures that constitute an immediate danger to personnel, threat of property damage, or threat to disrupt activity operations. The contractor must be on the job site and working **within two (2) hours** after the emergency call has been placed. The Contractor shall work without interruption and take action as required to contain the emergency service call before departing from the job site.

The Contractor must provide telephone numbers and contact personnel, for both routine as well as emergency services. Personnel should be available to respond twenty four (24) hours a day, seven days a week, year round. The Contractor shall have adequate staffing of approved technicians to provide this emergency service, taking into account, vacation or other leave. Non-emergency service shall be provided within twenty four (24) hours of requests made.

**PORTABLE COOLING UNIT:** If the anticipated downtime for any of the HVAC units located in the control rooms (**No's 1A/1B, 9A/9B, 10, 12A/12B, 13A/13B, 14A/14B in Attachment 1, EWD HVAC List**), is estimated to be more than 2 hours, the Contractor will have to communicate with the relevant department managers and possibly make arrangements for a portable cooling unit to be made available to maintain temperatures in the control rooms, to avoid any equipment from being damaged from overheating. If required, the Contractor may utilize the same markup provided for parts when invoicing for rental of equipment for this purpose. When possible, the Contractor will have parts overnighted or picked up to ensure the least amount of downtime possible.

**EQUIPMENT DESCRIPTION:** A general list of the HVAC units to be serviced is provided in **Attachment 1 - EWD HVAC Inventory List**. This list may not be all inclusive. The EWD reserves the right to add and/or delete HVAC units to/from this list, without a formal contract amendment.

Should the Contractor receive a maintenance or repair call for equipment that was not included in the provided list of inventory (Attachment 1), Contractor personnel will still perform repairs as instructed and notify the EWD. The Contractor may then invoice for service or repairs for that piece of equipment as described in the immediate section below, effective on the date the Contractor was called for service on a piece of equipment that was not listed.

**ADDITIONS AND/OR DELETIONS OF EQUIPMENT:** From time to time, as necessitated by change in inventory, the EWD may forward an updated inventory list to the Contractor for his records.

The Contractor will provide service on any additional and/or new equipment, of the same make and model, at the same rate or less as the unit/category price bid under the Contract. If the additional piece of equipment is of a different make, model, or manufacturer than what was listed on the Contract, the Contractor will provide service at the Contractor's current government rate or rate provided to its most favored customers. If a rate does not exist for equipment, the rate for service will be negotiated between the Contractor and the EWD.

**SUPPLY OF PARTS AND MATERIALS:** The Contractor shall maintain an adequate supply of parts and materials needed to perform the services required by this bid to ensure that work can be performed in a timely manner. Repeated and documented instances of using substandard materials, supplies, personnel, failure to have materials causing major delays in service, or non-availability of personnel to provide services in a timely manner shall constitute adequate grounds for cancellation of all or any part of this agreement.

**FREQUENCY AND TIME OF VISITS FOR MAINTENANCE/REPAIR:** Frequency of preventative maintenance will be **2 times a year, prior to the beginning of the peak cooling season (Spring PM, not later than May 1), and prior to the beginning of peak heating season (Fall PM, not later than October 1)**. All non-emergency services, such as scheduled maintenance, tests or repairs shall be conducted during the EWD office hours, Tuesdays to Fridays, from 7:00 a.m. to 4:30 p.m. A list of contacts by Department will be provided to the Contractor for scheduling purposes. It is the responsibility of the Contractor to communicate with each individual department of the EWD to schedule visits for preventative maintenance. Late or missed visits for preventative maintenance may result in cancellation of agreement.

**PREVENTATIVE MAINTENANCE INSPECTION REPORT:** Maintenance shall include inspection, cleaning, repair or replacement of parts, as listed in **Attachment 2** – Preventative Maintenance Inspection Report. A copy of the preventative maintenance inspection report will be submitted together with the invoice, to Purchasing, [bwheaton@englewoodwater.com](mailto:bwheaton@englewoodwater.com) before payment will be made.

**GENERAL REPAIRS:** The Contractor will submit an estimate for repairs, based on the format of the bid, providing breakdown for labor (with quantity listed) and any parts needed. Labor rate and parts markup must be consistent with what was submitted in the bid. The hourly rate for labor shall start upon arrival at the job site and end upon departure from the site. Failure to adhere to this requirement will be justification for cancellation of the agreement. Any repairs must be approved in advance by the EWD.

**REPLACEMENT/REPAIR PARTS:** All replacement/repair parts must be genuine original manufacturer's parts unless approved by the EWD, and must be either new or like-new refurbished parts. Parts shall be provided at the percentage mark-up as stated on the Bid Form. The EWD may at its discretion request for invoices documenting the Contractor's cost for parts in excess of one hundred dollars before billing, and reserves the right to withhold payment of the parts until documentation is provided.

**PROCUREMENT OF NEW HVAC UNITS:** As the need arises, for any procurement of new HVAC units, the Contractor may provide a quote to the EWD at markup provided in the bid. In accordance with the EWD and state procurement policies, the EWD reserves the right to request quotes from other vendors for comparison, before selecting equipment for purchase. The EWD may at its discretion request for documentation of the Contractor's cost for any new HVAC units, prior to payment of invoice.

**WARRANTY:** Parts, materials and equipment replaced by the Contractor shall be fully warranted against defects in materials and/or workmanship for a period of one (1) year from date of acceptance by EWD or the duration of the manufacturer's warranty, whichever is longer. Should any defect in materials and workmanship, except ordinary wear and tear appear during the warranty period, the Contractor shall repair or replace at no cost to the EWD.

The Contractor shall correct improper work, without cost to the EWD after receipt of notification of such faulty labor or workmanship **within two (2) hours for emergencies and a reasonable period not to exceed two (2) days for non-emergencies**. Payment in full for work performed does not constitute a waiver of this warranty.

The Contractor shall not charge the EWD any warranty handling fees.

For HVAC units not purchased from the Contractor that are still under warranty, the Contractor will inform (but not repair) the EWD of any repairs needed, identified during preventative maintenance visits. The EWD will follow up with the responsible vendor who installed the unit(s). All HVAC units in the new warehouse building (15A/15B, 16A/16B and 17A/17B) are still under the warranty period.

**ESTIMATED QUANTITIES:** The exact quantities of labor/materials for this bid cannot be determined at this time. No minimum amount is guaranteed or implied. Purchase Orders shall be issued on an "as needed" basis. The estimated quantity on the Bid Form are to be considered approximate only and are to be used solely for the comparison of bids received. The EWD does not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Bidder plead misunderstanding or deception because of such estimate of quantities or of the character, location or other conditions pertaining to the work. Payment to the Contractor will be made only for the actual quantities of work performed or materials furnished in accordance with the contract documents, and it is mutually understood that the quantities may be increased or diminished as provided in the specification without in any way invalidating any of the unit or lump sum price bid.

**PROTECTION OF PROPERTY:** The Contractor shall be responsible for the protection of property in the areas in the adjacent vicinity of the project(s), and for the protection of his own equipment, supplies, materials and work, against any damage resulting from the elements (such as flooding, rainstorms, wind damage, or other acts of God) or vandalism.

Damage or loss to the property of the EWD, or to public or private property (whenever applicable) shall be the responsibility of the Contractor. The Contractor shall be held responsible for replacing or repairing any such loss or damage at the expense

of the Contractor. The EWD may withhold payment or make such deductions, to ensure reimbursement or replacement for loss or damage to property caused by the Contractor and/or its agents.

**CLEAN UP:** The Contractor shall keep the adjacent areas of the job site free from accumulation of waste materials or rubbish caused by their operations. After the service has been rendered, the Contractor shall remove all waste materials and rubbish from and about the job site, as well as all tools, equipment, machinery, surplus supplies and materials, leaving the job site in a clean condition. Trash receptacles on EWD premises shall not be used without authorization. All waste materials associated with the service shall be handled and disposed of, per all Federal, State and local regulations.

**SUBCONTRACTING:** The Contractor agrees that his/her is as fully responsible to the EWD for the acts and omissions of his Subcontractors and of persons either directly or indirectly employed by them as he/she is for the acts and omissions of persons directly employed by him/her. Nothing contained in the Contract documents shall create any Contractual relationship between any Subcontractor and the EWD.

Any subcontractors utilized are also subject to the same Minimum Qualifications and Technician Qualifications in this section. Licenses and certifications must also be submitted to the EWD for subcontractors, if utilized.

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ATTACHMENT 1 – EWD HVAC LIST

#	ITEM	LOCATION	SERVICE AREA	MANUFACTURER	MODEL	SERIAL #	TYPE	FILTER
1	1A	201 Selma Ave	Reverse Osmosis Plant	Carrier	40RMQ012B6MHC	1707412246	Air Handler	16X24X2-4
2	1B	201 Selma Ave	Reverse Osmosis Plant	Carrier	38AUQA12A0B6-0A0A0	3315C93602	Condensing Unit	
3	2A	201 Selma Ave	Reverse Osmosis Lab	Trane	BWE090C400GA	C41170805	Air Handler	24X24X1-2
4	2B	201 Selma Ave	Reverse Osmosis Lab	Lennox	H52909026	5601K04277	Condensing Unit	
5	3A	201 Selma Ave	Admin Building	Trane	TWE090B100DA	2294X4S5H	Air Handler	16X25X1-3
6	3B	201 Selma Ave	Admin Building	Goodman	GSX160481FC	1505140427	Condensing Unit	
7	3C	201 Selma Ave	Admin Building	Goodman	GSX160481FC	1505140426	Condensing Unit	
8	4A	201 Selma Ave	Admin Building	Goodman	ASPT42D14AB	1504245583	Air Handler	Washable
9	4B	201 Selma Ave	Admin Building	Goodman	GSX160361FC	1505091894	Condensing Unit	
10	5A	201 Selma Ave	Admin Building	Goodman	ASPT42D14AB	1504245577	Air Handler	Washable
11	5B	201 Selma Ave	Admin Building	Goodman	GSX160361FC	1505091904	Condensing Unit	
12	6A	201 Selma Ave	Admin Building	Trane	TWE042C14FC	4452NLN2V	Air Handler	22x22x1
13	6B	201 Selma Ave	Admin Building	Trane	2TTR3042A1000A	73831HF2F	Condensing Unit	
14	7A	201 Selma Ave	Admin Building	Trane	TEM4A0C42S41SAA	1624300H2V	Air Handler	20x22x1
15	7B	201 Selma Ave	Admin Building	Trane	4TTR4042L1000AA	1616SJ2X3F	Condensing Unit	
16	8A	201 Selma Ave	Admin Building	Trane	2TEC3F36B1000AA	7153H9J6V	Air Handler	20x20x1
17	8B	201 Selma Ave	Admin Building	Trane	2TTB3036A1000AA	6342K225F	Condensing Unit	
18	9A	201 Selma Ave	Reverse Osmosis Plant	Trane	4TEC3F36B1000AA	9213UDF1V	Air Handler	20x20x1
19	9B	201 Selma Ave	Reverse Osmosis Plant	Trane	4TTB3030A1000AA	9122PWM3F	Condensing Unit	
20	10	201 Selma Ave	Lime Plant	Carrier	50ZPA-036-301TP	2506G31693	Package Unit	18x18x1-2
21	11A	140 Telman Rd	Main Office	Trane	TWE090E300A	14422RY2BA	Air Handler	16x25x1-3
22	11B	140 Telman Rd	Main Office	Trane	4TTA3048D4000C	14053J7W3F	Condensing Unit	
23	11C	140 Telman Rd	Main Office	Trane	4TTA3048D4000C	14053KS23F	Condensing Unit	
24	12A	140 Telman Rd	Main Motor Control Center	Trane	2TEC3F24A1000A	5382SK11V	Air Handler	20x20x1
25	12B	140 Telman Rd	Main Motor Control Center	Trane	2TTR1024A1000AA	532474B5F	Condensing Unit	
26	13A	140 Telman Rd	Main Motor Control Center	Trane	2TEC3F24B1000AA	7401HW72V	Air Handler	20x20x1
27	13B	140 Telman Rd	Main Motor Control Center	Trane	2TTR3024A1000AA	7403WSD5F	Condensing Unit	
28	14A	140 Telman Rd	Centrifuge Motor Control Center	Carrier	40RUAA07A2A6	1212U10639	Air Handler	16x24x2-4
29	14B	140 Telman Rd	Centrifuge Motor Control Center	Carrier	38AUZA07A0B6	0214C94523	Condensing Unit	
30	15A	201 Selma Ave	Warehouse Building - North Side Offices	Trane	GAM5B0C60M51EAA	17073RBK1V	Air Handler	20x22x1
31	15B	201 Selma Ave	Warehouse Building - North Side Offices	Trane	4TTA3060D3000DA	17114NC84F	Condensing Unit	
32	16A	201 Selma Ave	Warehouse Building - South Side Offices	Trane	GAM5B0C60M51EAA	17073NY41V	Air Handler	20x22x1
33	16B	201 Selma Ave	Warehouse Building - South Side Offices	Trane	4TTA3060D3000DA	17112KSH5F	Condensing Unit	
34	17A	201 Selma Ave	Warehouse Building - East End Shops	Trane	GAM5B0A24M21EAA	17065KEG1V	Air Handler	16x20x1
35	17B	201 Selma Ave	Warehouse Building - East End Shops	Trane	4TTR4025L1000AB	1715356FAF	Condensing Unit	

**ATTACHMENT 2 - PREVENTATIVE MAINTENANCE INSPECTION REPORT**

<b>CONDENSOR UNITS</b>	<b>Spring PM</b>	<b>Performed</b>	<b>Fall PM</b>	<b>Performed</b>
Drain pan, as necessary	√		√	
Inspect all coils for cleanliness, clean as needed	√		√	
Inspect all compressors and starter contacts	√		√	
Tighten all electrical connections to OEM specifications	√		√	
Inspect all wiring for chafing, burning, deteriorated insulation	√		√	
Megohm, or oil test compressors – record readings and submit results not within OEM recommended operating parameters	√		√	
Inspect condenser fans for blade condition, clearance, etc.	√		√	
Lube condenser fan motors, if applicable, as per OEM specs	√		√	
Replace condenser fan belts, as needed	√		√	
Lube condenser fan bearings, if applicable, per OEM specs	√		√	
Lube condenser fan drive, if applicable, per OEM specs	√		√	
Inspect refrigerant system for possible leak	√		√	
Record amount of refrigerant removed from or added to system, if applicable	√		√	
Inspect unit disconnect	√		√	
<b>AIR HANDLERS</b>	<b>Spring PM</b>	<b>Performed</b>	<b>Fall PM</b>	<b>Performed</b>
Replace disposable filters during each PM service	√		√	
Clean washable filters			√	
Replace washable filters	√			
Replace all belts, as needed	√		√	
Check drive components for wear and alignment, per OEM specs	√		√	
Check blower wheels for condition and cleanliness/clean as needed per OEM specs	√		√	
Inspect blower housing, deck mountings for cracks, loose bolts per OEM specs	√		√	
Check fan bearings per OEM specs	√		√	
Lube fan bearings per OEM specs	√		√	
Check blower bearings per OEM specs	√		√	
Lube blower bearings per OEM specs	√		√	
Inspect all wiring for chafing, burning or deteriorated insulation	√		√	
Record over all condition of equipment	√		√	

PACKAGED UNIT	Spring PM	Performed	Fall PM	Performed
Replace disposable filters during each PM service	√		√	
Inspect and clean coils	√		√	
Inspect and clean blower wheel, housing and motor, lubricate these components	√		√	
Inspect and empty coil drain pan	√		√	
Inspect primary and secondary drain lines. Clean, if required.	√		√	
Check all electrical wiring and connections	√		√	
Check for secure physical connections of individual components within units	√		√	
Check for duct leakage and adequate airflow.	√		√	
Check for refrigerant leak and record amount of refrigerant removed from or added to system, if applicable	√		√	
Operational check of the air conditioner system to determine actual working condition. Adjust as necessary.	√		√	

DEPARTMENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

MODEL: \_\_\_\_\_

S/N: \_\_\_\_\_

EACH INSPECTION REPORT MUST BE FILLED OUT AND SUBMITTED TO [bwheaton@englewoodwater.com](mailto:bwheaton@englewoodwater.com), TOGETHER WITH INVOICES BEFORE PAYMENT CAN BE MADE.

ADDITIONAL MAINTENANCE AND/OR REPAIRS REQUIRED FOR THIS UNIT:

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TECHNICIAN SIGNATURE: \_\_\_\_\_

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

DATE: \_\_\_\_\_





**BID FORM**

RFB 2018 - 108  
**HVAC Maintenance & Repair Services**

No. corresponding to EWD HVAC List (Attachment 1)	Item	Dept	Spring PM (\$)	Fall PM (\$)	Cost of Annual PM (\$) (Spring + Fall)
1	1A - AH	Production			
2	1B - CU	Production			
3	2A - AH	Production			
4	2B- CU	Production			
5	3A - AH	Admin			
6	3B - CU	Admin			
7	3C - CU	Admin			
8	4A - AH	Admin			
9	4B - CU	Admin			
10	5A - AH	Admin			
11	5B - CU	Admin			
12	6A - AH	Admin			
13	6B - CU	Admin			
14	7A - AH	Admin			
15	7B - CU	Admin			
16	8A - AH	Admin			
17	8B - CU	Admin			

No. corresponding to EWD HVAC List (Attachment 1)	Item	Dept.	Spring PM (\$)	Fall PM (\$)	Cost of Annual PM (\$ (Spring + Fall))
18	9A - AH	Production			
19	9B - CU	Production			
20	10 – Packaged Unit	Production			
21	11A - AH	WRF			
22	11B - CU	WRF			
23	11C - CU	WRF			
24	12A - AH	WRF			
25	12B - CU	WRF			
26	13A - AH	WRF			
27	13B - CU	WRF			
28	14A - AH	WRF			
29	14B - CU	WRF			
30	15A - AH	Admin			
31	15B - CU	Admin			
32	16A - AH	Admin			
33	16B - CU	Admin			
34	17A - AH	Admin			
35	17B - CU	Admin			
<b>(A) Total Annual Bid Amount for PM</b> (Sum of Rows 1-35) (\$)					

<b>Repairs &amp; Installation Services</b>			
<i>Description</i>	<i>Unit Price (\$)</i>	<i>Est. Quantity (Hrs)</i>	<i>Extended Price (\$)</i>
<b>(B)</b> Labor rate/hour during business hours		25	
<b>(C)</b> Labor rate/hour, holiday or after hours		10	
<b>(D) Total Amount for Estimated Labor (B) + (C)</b>			
<b>(E) Total Bid Amount (A) + (D), (\$)</b>			
<b>Service available 24 hours a day (Yes/No)</b>			
<b>Ability to meet 2 hour emergency response (Yes/No)</b>			
<b>Ability to provide portable cooling unit, if needed (Yes/No) – see Technical Specifications (page 17)</b>			
<b>% Markup from cost on Parts &amp; Materials (Not to exceed 15%, if required)</b>			
<b>% Markup from cost on new HVAC units (Not to exceed 15%, if required)</b>			

Name of Bidder's company: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

Signature of Authorized Personnel: \_\_\_\_\_

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

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

## BID CHECKLIST

The undersigned, as Bidder declares that he/she has read the Bid Documents comprising of Request for Bids, Instructions to Bidders, Insurance Requirements, General Provisions, Technical Specifications, and other related documents included in this bid package for **RFB 2018-108 HVAC Maintenance & Repair Services** and agrees to provide services as specified in the Bid Documents, in accordance to the price submitted in the Bid Form.

The Bid Documents, as listed above, are incorporated into the Bid Form and shall be defined as contract documents.

### A) SUBMITTED DOCUMENTATION

Please indicate below, signed and completed documentation that have been included with your bid:

- Bid Form
- Licenses/Certificates
- References List
- Conflict of Interest Form
- Non-Collusive Affidavit
- Drug Free Workplace Form
- Public Entity Crime Information Form
- Statement of Organization Form

*(Bidder must submit proof that the company is authorized to conduct business in the State of Florida, and currently has an active status. Bidder shall submit Registration Certificate from the Florida Department of State, Division of Corporations, establishing you company as eligible to conduct business in the State of Florida. Please refer to [www.sunbiz.org](http://www.sunbiz.org) for more information. For companies registered outside of Florida, bidder must also submit proof that their firm name is registered with their state or origin.)*

### B) **ADDENDUM ACKNOWLEDGMENT (IF APPLICABLE)**

The undersigned acknowledges receipt of the following addenda, and the cost, if any, of such revisions has been incorporated into the Bid total.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

### C) **INSURANCE REQUIREMENTS**

The Bidder certifies that he/she has reviewed and is able to meet all the insurance requirements, and if awarded the Contract, will provide insurance certificate(s) to the EWD, before commencement of any work or within 10 days of Contract award, whichever is earlier.

### D) **REVIEW FOR ACCURACY**

The Bidder also acknowledges that all prices have been reviewed for accuracy, all price corrections initialed, all price extensions and totals have been thoroughly examined. By signing this Bid Form, the Bidder guarantees that he/she will not withdraw the submitted bid for a period of 90 days after the scheduled time for bid opening.

### E) **DECLARATION OF EXEMPTION FROM PUBLIC RECORD**

In accordance with Florida Statutes, Section 119.071(1)(b)2: Sealed bids, proposals, or replied received by an agency pursuant to a competitive solicitation are exempt from public record until such a time as the EWD provides notice of an intended decision or until 30 days after opening the bids, whichever is earlier. Bid results will be posted on DemandStar, as well as on the EWD website. No information regarding the submittal will be divulged over the phone.

Name of Bidder's Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Signature of Authorized Personnel:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**PLEASE RETURN FORM IF SUBMITTING A BID.**

**REFERENCES/CLIENT LISTING: Provide three (3) satisfactory references within the past three (3) years of similar complexity, nature, and size of this project.**

1. Company/Entity Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Type of Service Supplied: \_\_\_\_\_

Governmental or Private: \_\_\_\_\_ Dollar Value of Contract \$ \_\_\_\_\_

2. Company/Entity Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Type of Service Supplied: \_\_\_\_\_

Governmental or Private: \_\_\_\_\_ Dollar Value of Contract \$ \_\_\_\_\_

3. Company/Entity Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Type of Service Supplied: \_\_\_\_\_

Governmental or Private: \_\_\_\_\_ Dollar Value of Contract \$ \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**STATEMENT OF ORGANIZATION**

Name of Business: \_\_\_\_\_

DBA (if any): \_\_\_\_\_

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): \_\_\_\_\_

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

Mailing Address (If applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name/Title of person authorized to bind: \_\_\_\_\_

Signature: \_\_\_\_\_

Are you registered with the State of Florida Department of State?  Yes or  No

If yes, what is your document number? \_\_\_\_\_

Does your company currently have an active registration status? \_\_\_\_\_

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who

is personally known to me or  has produced his/her driver's license as identification.

\_\_\_\_\_  
Notary Public - State of Florida

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

Commission No: \_\_\_\_\_



**PUBLIC ENTITY CRIME INFORMATION**

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, \_\_\_\_\_, being an authorized representative of the Respondent,  
\_\_\_\_\_, located at \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_, have read and understand  
the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S.  
§287.133.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

By: \_\_\_\_\_  
\_\_\_\_\_(Printed Name)  
\_\_\_\_\_(Title)

State of Florida  
County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who  is  
personally known to me or  has produced his driver's license as identification.

NOTARY SEAL:

\_\_\_\_\_  
Notary Public - State of Florida  
Print Name: \_\_\_\_\_  
Commission No: \_\_\_\_\_

**NON-COLLUSIVE AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

SS. }  
}

Before me, the undersigned authority, personally appeared:  
\_\_\_\_\_ who, being first duly sworn, deposes and says that:

- 1. He/She is the \_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_ (Company Name), the Respondent that has submitted the attached reply;
- 2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
- 3. Such reply is genuine and is not a collusive or sham reply;
- 4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any Respondent, firm, or person to fix the price or prices in the attached reply or of any other Respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who  
 is personally known to me or  has produced his/her driver's license as identification.

\_\_\_\_\_  
Notary Public - State of Florida

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

Commission No: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

### DRUG FREE WORKPLACE FORM

The undersigned Contractor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ (Company Name) does:

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.

- 1. 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.
- 2. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 3. 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.
- 4. 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.
- 5. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

**Check one:**

- As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.
- As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

\_\_\_\_\_  
**Authorized Personnel's Signature**

\_\_\_\_\_  
**Date**

**CONFLICT OF INTEREST FORM**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees’ ability to contract with the EWD either directly or indirectly. Therefore, please indicate if the following applies:

**PART I.**

I am an employee, public officer or advisory board member of the EWD  
\_\_\_\_\_ (List Position Or Board)

I am the spouse or child of an employee, public officer or advisory board member of the EWD  
Name: \_\_\_\_\_

An employee, public officer or advisory board member of the EWD, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. “Material interest” means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
Name: \_\_\_\_\_

Respondent employs or contracts with an employee, public officer or advisory board member of the EWD  
Name: \_\_\_\_\_

None of The Above

**PART II.**

Are you going to request an advisory board member waiver?

I will request an advisory board member waiver under §112.313(12)

I will NOT request an advisory board member waiver under §112.313(12)

N/A

The EWD shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any Bidders whose conflicts are not waived or exempt.

COMPANY: \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSONNEL: \_\_\_\_\_

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

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_