



INVITATION TO BID
Leon County School Board
Purchasing Department

Release Date: March 19, 2023
ITB No.: 5737-2023
ITB Title: Gilchrist Elementary School Millwork Replacement
Procurement Shelly W. Kelley
Officer: purchasing@leonschools.net
Phone: 850-717-2283

The Leon County School Board ("School Board") solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. This sealed bid must be submitted to The Leon County School Board, Purchasing Department, 3397 W. Tharpe St, Tallahassee, Florida 32303, no later than **2:00 P.M.** local time on **April 18, 2023**, and plainly marked ITB No. **5737-2023**. Bids are due and will be opened at this time.

REQUIRED SUBMITTAL CHECKLIST - For each item below, insert Bidder Authorized Agent initials verifying that forms are accurately completed, signed by an officer of the business and returned with the bid. **Failure to provide all requested documents may result in your proposal being declared non-responsive.**

Bidder should submit one (1) original, two (2) copies

- | | |
|---|---|
| <input type="checkbox"/> ITB – Bidder Acknowledgement Form | <input type="checkbox"/> Drug-Free Workplace (Attachment C) |
| <input type="checkbox"/> Dispute Contact – pg. 5, item 19 | <input type="checkbox"/> Certification Regarding Debarment (Attachment D) |
| <input type="checkbox"/> Bid Proposal Form – pg. 13 | <input type="checkbox"/> Local Preference Affidavit (Attachment E) |
| <input type="checkbox"/> Conflict of Interest Certificate (Attachment A) | <input type="checkbox"/> Mandatory Responsive Checklist (Exhibit 1) |
| <input type="checkbox"/> Application for Vendor Status Forms (Attachment B) | |

THE FOLLOWING MUST BE COMPLETED, SIGNED AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.

_____	_____	_____
Authorized Representative's Name/Title	Authorized Representative's Signature	Date
_____	_____	_____
Company's Name	Telephone Number	FAX Number
_____	_____	_____
Address	City	State Zip Code
_____	_____	_____
Area Representative	Telephone Number	FAX Number
_____	_____	_____
Federal Employer's Identification Number (FEIN)	Email	

I certify that I have not divulged, discussed, or compared this proposal with any other Proposers and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this contract. I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, FS.

By signing and submitting this proposal, I certify that I am authorized to sign this bid for this vendor and further certify unconditional acceptance of the contents of this ITB, all Attachments, Worksheets, Appendices, Supplemental Materials, and the contents of any Addendum released hereto.

_____	_____
Signature of Authorized Officer/Agent: <i>(Bid must be signed by an officer or employee having authority to legally bind the Bidder)</i>	Typed or Printed Name

NO RESPONSE – I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASON(S) CHECKED BELOW

- | | | |
|---|--|--|
| <input type="checkbox"/> Remove our name from this bid list only | <input type="checkbox"/> Insufficient time to respond to the ITB | <input type="checkbox"/> Could not meet insurance requirements |
| <input type="checkbox"/> Keep our company on bid list for future bids | <input type="checkbox"/> Could not meet specifications | <input type="checkbox"/> Product schedule would not permit us to perform |
| <input type="checkbox"/> We do not offer the product or service requested | <input type="checkbox"/> Other _____ | |

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BID IDENTIFICATION LABEL

NOTICE TO ALL BIDDERS: A label has been provided to properly identify your bid. Place the bid in a sealed envelope, type the name and address of the Bidder on the label and affix the label to the front of the envelope.

The hours for the School Board Purchasing office are from 8:00 a.m. - 5:00 p.m. Monday through Friday, except District holidays. If you are hand delivering a proposal, a Purchasing representative will be available to time/date stamp your submittal during these hours.

Cut out the label below and attach it to your envelope.

Sealed Bid – DO NOT OPEN	Sealed Bid – DO NOT OPEN
Bid Title:	Gilchrist Elementary School Millwork Replacement
Bid No.:	ITB 5737-2023
Bids Due:	April 18, 2023 at 2:00 P.M.
From:	_____
Address:	_____ _____
Deliver To:	Leon County School Board Purchasing Department 3397 West Tharpe Street Tallahassee, Florida 32303
Sealed Bid – DO NOT OPEN	Sealed Bid – DO NOT OPEN

I. GENERAL TERMS AND CONDITIONS

1. INTRODUCTION: The purpose and intent of this Invitation to Bid (ITB) is to secure a firm price and to identify a qualified vendor for the Gilchrist Elementary School Millwork Replacement Project.

2. SCHOOL BOARD CONTACT: All contact, request for clarifications, and questions regarding this ITB must be directed to the designated Procurement Officer (noted on the title page) via email no later than **March 30, 2023**. The written answers to written questions received will be posted as an addendum to this ITB on the District's website and on DemandStar no later than **April 3, 2023**.

Prospective Bidders shall not contact any member of the Leon County School Board, Superintendent, or staff, except the designated Procurement Officer, regarding this Bid prior to posting of the award recommendation on the LCS Purchasing website. Any contact may result in a Bid being deemed as nonresponsive.

3. DEFINITIONS: The term "Bidder" as used within this Invitation to Bid (ITB) refers to the person, company, or organization responding to this ITB. The Bidder is responsible for understanding and complying with the terms and conditions herein. The term "Contractor" refers to the Bidder who is awarded the Contract(s) to deliver the goods or services sought in this ITB. The term "School Board" or "Board" refers to the Leon County School Board located in Leon County, Florida. The term "Substantial Completion" refers to the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

4. BIDDER'S RESPONSIBILITY: It is the responsibility of the Bidder to obtain all pages of the ITB package and all attachments thereto, together with any addenda to the ITB package that may be issued prior to the ITB due date. ITB package and addenda as well as general information can be found at www.leonschools.net/Page/4411.

Before submitting their Bid, each Bidder is required to carefully examine the ITB specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Ignorance on the part of the Bidder will in no way relieve them of any of the obligations and responsibilities, which are a part of this ITB.

5. PUBLIC OPENING: The Bids shall be opened at the date, time, and place listed herein, or as amended in the form of an addenda. The names of the Bidders and the price submitted will be read aloud at the public opening. All Bids received after the time indicated will be rejected as non-responsive and returned to sender. The School Board will not accept verbal bids or those submitted via email or fax. The School Board is not responsible for lost or late delivery of bids by the U.S. Postal Service or other delivery services used by the Bidder.

A list of the vendors submitting Bids can be requested in writing from the Board's Procurement Officer. In accordance with Section 119.071(1)(b), F.S., sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Section 119.07(1), F.S., and Section 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies, whichever is earlier. If an agency rejects all bids, proposals, or replies submitted in response to a competitive solicitation and the agency concurrently provides notice of its intent to reissue the competitive solicitation, the rejected bids, proposals, or replies remain exempt from Section 119.07(1), F.S., and Section 24(a), Art. I of the State Constitution until such time as the Board provides notice of an intended decision concerning the reissued competitive solicitation or until the Board withdraws the solicitation.

6. AWARD: The Board intends to award the resulting Contract to the responsible Bidder whose responsive Bid is determined to be the lowest total price. In the event the responsible Bidder with the lowest total price is found

non-responsive, the Board may proceed to the next responsible Bidder who submitted a responsive Bid with the lowest total price and continue the award process. Any or all award(s) made as a result of this ITB shall conform to all applicable laws, rules, and Board policies and procedures.

It is anticipated that a recommendation for award will be presented to the School Board for consideration at the **May 9, 2023**, meeting.

7. ORIGINAL AND RENEWAL TERM: The School Board intends to issue a purchase order upon Board approval of the award, on or about **May 10, 2023**, with on-site work anticipated to begin upon receiving a Notice to Proceed and substantially completed on or before July 10, 2023, with final completion 30 days after Substantial Completion. All work must be scheduled with the Board's Project Coordinator. By submitting a Bid, the Bidder agrees that work can be completed within this timeframe.

8. RESERVATION FOR REJECTION OR AWARD: The School Board reserves the right to reject any or all bids and to waive minor irregularities or technicalities.

9. CONTRACT The submission of a Bid constitutes a firm offer by the Bidder. Upon award by the School Board, the Purchasing Department will issue a purchase order(s) for any supplies, equipment, or services as a result of this ITB. The ITB and the corresponding purchase order(s) will constitute the complete agreement between the successful Bidder and the School Board. Unless otherwise stipulated in the ITB or agreed to in writing by both parties, no other Contract documents shall be issued or accepted.

10. FIRM OFFER: Any Bid may be withdrawn until the date and time set for the opening of Bids. Any Bid not withdrawn shall constitute a binding offer to provide the School Board the services/products set forth in this ITB. Such offer shall be held for a period of 90 days from the ITB opening date.

11. CONFIDENTIALITY: The District takes its public records responsibilities as provided under Chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. If the Bidder considers any portion of the documents, data, or records submitted in response to this solicitation to be confidential, trade secret, or otherwise not subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority, the Bidder must also simultaneously provide the District with a separate redacted copy of its Bid and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the District's solicitation name, number, and the name of the Bidder on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the District at the same time the Bidder submits its Bid to the solicitation, and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Bidder shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret, or otherwise not subject to disclosure. Further, the Bidder shall protect, defend, and indemnify the District for any and all claims arising from or relating to Bidder's determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If the Bidder fails to submit a Redacted Copy with its Bid, the District is authorized to produce the entire documents, data, or records submitted by the Bidder in answer to a public record request for these records. In no event shall the District, Board, or any of its employees or agents, be liable for disclosing, or otherwise failing to protect, the confidentiality of information submitted in response to this solicitation.

12. PUBLIC RECORDS LAW: Pursuant to Chapter 119.071(1), F.S., bids received as a result of this ITB will not become public record until 30 days after the date of opening or until posting a recommendation for award, whichever occurs first. Thereafter, all documents and materials submitted by Bidders in response to this ITB will be open for inspection by any person and in accordance with Chapter 119, F.S. To the extent a Bidder asserts any portion of its Bid is exempt or confidential from disclosure under Florida's

public records, the burden shall be on the Bidder to defend this determination.

13. AUDITS, RECORDS, AND RECORDS RETENTION: REQUIRED PUBLIC RECORDS ACKNOWLEDGEMENT

To the extent Contractor is required to comply with the Florida Public Records Law, Chapter 119, F.S., in the performance of its duties under this contract, Contractor will specifically:

- A. Keep and maintain public records required by LCSB to perform the service.
- B. Upon request from LCSB's custodian of public records, provide LCSB with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, F.S. or as otherwise provided by law.
- C. Ensure that public records that are confidential or exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to LCSB.
- D. Upon completion of the Contract, transfer, at no cost to LCSB, all public records in possession of the Contractor or keep and maintain public records required by LCSB to perform the service. If the Contractor transfers all public records to LCSB upon completion of the Contract, the Contractor shall destroy any duplicate public records that are confidential or exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to LCSB, upon request of LCSB's custodian of public records, in a format that is compatible with the information technology systems of LCSB.
- E. The failure of the Contractor to comply with the provisions set forth herein shall constitute a default and material breach of this Contract, which may result in immediate termination, with no penalty to LCSB.

PUBLIC RECORDS NOTICE

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS.

CONTACT: JULIE JERNIGAN

PHONE: (850)487-7177

EMAIL: JERNIGANJ@LEONSCHOOLS.NET

**ADDRESS: 520 SOUTH APLEYARD DRIVE
TALLAHASSEE, FLORIDA 32304**

14. BID PREPARATION COSTS: Neither the School Board nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this ITB.

15. CLARIFICATIONS AND INTERPRETATIONS: The School Board reserves the right to allow for clarification of questionable entries, and for the Bidder to withdraw items with obvious mistakes. In the event of a conflict between the General Bid Terms and Conditions and any Special Terms and Conditions attached hereto, the Special Terms and Conditions shall have precedence. Any questions concerning terms, conditions, or specifications shall be

directed to the designated Procurement Officer. It is the Bidder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the Bid. Oral statements given before the bid opening date will not be binding. The School Board will consider no interpretations binding unless provided in writing through an Addendum to the solicitation. Addenda will be made available at <http://www.leonschools.net/Domain/195>. Interested parties are responsible for monitoring the School Board website for new, changing, or clarifying information relative to this solicitation.

16. DEFAULT: In the event that the awarded Bidder should breach this Contract, the School Board reserves the right to seek all remedies in law and/or in equity.

17. TERMINATION:

- A. **WITH CAUSE:** In the event any of the provisions of the Contract are violated by the Bidder, the Superintendent or designee shall give written notice to the Bidder stating the deficiencies and unless the deficiencies are corrected within 10 days, the recommendation will be made to the School Board or its designee for immediate cancellation. Upon cancellation, hereunder the School Board may pursue any and all legal remedies as provided herein and by law.
- B. **AT WILL:** The School Board or its designee reserves the right to terminate the Contract resulting from this ITB at any time and for no reason whatsoever, upon giving 30 days prior written notice to the Bidder. If the Contract should be terminated for convenience as provided herein, the School Board shall be relieved of all obligations under said Contract. The School Board or its designee shall only be required to pay to the successful Bidder that amount of the Contract actually performed to the date of termination.

18. TIE BID: According to Section 287.087, F.S. preference in a tied bid shall be awarded to Bidders with drug-free work place programs. Whenever two (2) or more Bids are equal in price, quality, and service, a Bid received from a business that certifies that it has implemented a drug-free work place program shall be given preference in the award process. In the event both Bidders have a drug-free work place, preference shall be awarded in the following order: Local Vendors, as specified in School Board Policy 6450, and then SBE certified, as specified in School Board Policy 6325. If both Bidders meet all requirements, according to standard purchasing practice, the Director of Purchasing will flip a coin to break the tie. The Bidder's company name closest to the letter "A" will always be assigned heads in the coin toss.

19. DISPUTE: Any dispute concerning the performance of the terms of the Contract shall be resolved informally with the District's Project Coordinator. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the District's Divisional Director of Business Services, or designee. The District's Divisional Director of Business Services, or designee, shall decide the dispute, reduce the decision to writing, and deliver a copy to the parties, the Contract representatives, and the District's Contract Administrator.

20. BID PROTESTS: Any person desiring to protest the conditions/specifications in this Bid or any Addenda thereto, shall file a written notice of protest within 72 hours after public posting of the Bid, Addendum, or Board decision and shall file a formal written protest within 10 days after the date the Notice of Protest was filed. Saturdays, Sundays and District holidays shall be excluded in the computation of the 72-hour period. If the 10th calendar day falls on a Saturday, Sunday or District holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, or District holiday.

Failure to file a protest within the time prescribed in Section 120.57 (3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S., and School Board Policy 6326.

21. GOVERNING LAW AND VENUE: All legal proceedings brought in connection with this ITB or the resulting contract shall only be brought in a

state or federal court located in the state of Florida. Venue in state court shall be in Leon County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee Division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this ITB. In the event that a legal proceeding is brought for the enforcement of any term of the Contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction and enforcement of any terms, covenants, or conditions of this Contract shall in all respects be governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless otherwise preempted by federal law.

22. COMPLIANCE WITH STATE/FEDERAL REGULATIONS: All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Section 80.36(l) and Part 85.510, Section 257.36, F.S. or Chapter 1B, Florida Administrative Code (F.A.C.). The Bidder certifies by signing their Bid that the Bidder and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any resultant Contract with the School Board, in the event of debarment, suspension, proposed debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions, the Bidder shall immediately notify the Director of Purchasing in writing. Bidders will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three (3) years after the School Board makes final payment.

23. COMPLIANCE WITH SCHOOL CODE: The Bidder agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, F.S. as it presently exists and further as it may be amended from time to time. Further, the Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the School Board.

24. NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION: "No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

25. SMALL BUSINESS PROGRAM: The School Board established the Small Business Development Office to support qualified small business participation as specified in School Board Policy 6325.

26. LOCAL PREFERENCE: This ITB is subject to the local preference provisions as specified in School Board Policy 6450.

II. LICENSURE, INSURANCE AND LIABILITY

1. OCCUPATIONAL LICENSE: The Contractor shall be responsible for obtaining and maintaining throughout the Contract period any licenses required pursuant to the laws or rules of Leon County, the City of Tallahassee, or the State of Florida.

2. INDEMNIFICATION: The Contractor shall be liable and agrees to be liable for, and shall indemnify, defend, and hold the District, Board, its employees,

agents, officers, heirs, and assignees harmless from any and all claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by the Contractor, or its employees or agents, in the course of the operations of the Contract, including any claims or actions brought under Title 42 USC §1983, the Civil Rights Act.

3. SOVEREIGN IMMUNITY: Nothing herein is intended to serve as a waiver of sovereign immunity by the School Board. Nothing herein shall be construed as consent by the School Board to be sued by third parties in any matter arising out of any contract. Bidder shall hold harmless and defend the School Board and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against the School Board by an employee of the named Bidder, any Subcontractor, or anyone directly or indirectly employed by any of them. The Bidder's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this Contract or the Bidder's limit of, or lack of, sufficient insurance protection.

4. RISK OF LOSS: The Bidder assumes the following risks: **(1.)** all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; **(2.)** all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; **(3.)** all risks of loss or damage to any property received by the Bidder or held by the Bidder or its suppliers for the account of the School Board, until such property has been delivered to the School Board; **(4)** all risks of loss or damage to any of the goods or part thereof rejected by the School Board, from the time of shipment thereof to Bidder until redelivery thereof to the School Board.

5. INSURANCE: Prior to being recommended for award, the Selected Vendor has five (5) business days after notification to submit proof of insurance as required. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverages may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. Below are the minimum insurance requirements the Contractor(s) must maintain:

- A. General Liability: Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- B. Workers Compensation: Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- C. Auto Liability: Owned, Non-Owned, and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If the Contractor does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Contractor must be furnished to the District indicating the following: "(Contractor Name) does not own any vehicles. In the event the insured acquires any vehicles throughout the term of this agreement, the insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition".
- D. Acceptability of Insurance Carriers: The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service.
- E. Verification of Coverage: Proof of insurance must be furnished within 15 days of the award of the Contract.
- F. Required Conditions: Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:

- 1) The School Board of Leon County, Florida, its members, officers, employees, and agents are added as additional insured.
- 2) All liability policies are primary of all other valid and collectible coverage maintained by the School Board of Leon County, Florida.
- 3) Certificate Holder: The School Board of Leon County, Florida, 2757 W. Pensacola St. Tallahassee, FL 32303
- 4) The School Board of Leon County, Florida reserves the right to review, reject, or accept any required policies of insurance, including limits, coverage, or endorsements, herein throughout the term of the resulting Contract.

6. PUBLIC ENTITY CRIMES: Pursuant to Section 287.133, F.S., a Bidder, person, or affiliate who has been placed on the Convicted Vendors 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 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 287.017, F.S. for Category Two for a period of 36 months from the date of being placed on the Convicted Vendor List.

7. AUDITS, RECORDS, AND RECORDS RETENTION: The School Board reserves the right to inspect and audit all the Bidder's documents and records as they pertain to the products and services delivered under the resulting Contract. Such rights will be exercised with notice to the Bidder to determine compliance with and performance of the terms, conditions, and specifications on all matters, rights and duties, and obligations established by the resulting Contract. Documents/records in any form shall be open to the School Board and may include all correspondence, ordering, payment, inspection, and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the School Board and the Bidder.

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures (GAAP) and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the School Board under this Contract.
- B. To retain all Contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Contract for a period of five (5) years after termination of the Contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Contract.
- C. Upon completion or termination of the Contract and at the request of the School Board, the Contractor will cooperate with the School Board to facilitate the duplication and transfer of any said records or documents during the required retention period as specified above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the School Board.
- E. Persons duly authorized by the School Board and Federal auditors, pursuant to Title 45, Code of Federal Regulations, Part 92.36 (l) (10), and Title 34, Section 80.36(i), shall have full access to and the right to examine any of the Contractor's records related to this Contract, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record-keeping requirements in all approved subcontracts and assignments.

III. GOODS AND SERVICES

1. WARRANTY: All goods and services furnished by the Bidder, relating to and pursuant to this ITB will be warranted to meet or exceed the

Specifications contained herein. In the event of breach, the Bidder will take all necessary action, at Bidder's expense, to correct such breach in the most expeditious manner possible.

2. PRICING: All pricing submitted will include all packaging, handling, shipping charges and delivery to any point within Leon County, Florida to a secure area or inside delivery. **The School Board is exempt and does not pay Federal Excise and State of Florida sales taxes.**

3. QUANTITIES: Quantities listed in the Bid are estimates provided for Bidder information purposes only. No guarantee is given or implied as to the exact quantities, which will be purchased from this Bid. The School Board reserves the right to increase or decrease all estimated quantities during the term of this Contract or to delete any item or items as it deems appropriate, without affecting the Bid pricing or the terms and conditions of the Bid.

4. MOST FAVORED CUSTOMER STATUS: The awarded Bidder shall afford the School Board the most favored customer status for all items herein. Accordingly, if during the term of this Contract, the Contractor offers more favorable promotional or Contract pricing to another entity for the same specification with similar quantities and conditions, the price under this Contract shall be immediately reduced to the lower price. Additionally, if a current state of Florida Contract, or other viable piggyback Contract contains more favorable pricing for the same specification with similar quantities and conditions, the Contractor will be afforded an opportunity to adjust its Contract price to match that of the state of Florida Contract. Should the Contractor decline, LCSB reserves the right to purchase the item(s) from the state of Florida or alternate piggyback Contract.

5. TERMS OF PAYMENT / INVOICING: The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and the Contractor's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated. Retainage in the amount of five percent (5%) shall be withheld until the Work is complete. Upon Leon County School Board approval of request for release of retainage at Final Payment, and upon receipt of all close-out documents, as applicable, the final payment will be processed per Sections 255.078 and 715.12, F.S.)

6. TRANSPORTATION AND TITLE: (1) Title to the goods will pass to the School Board upon receipt and acceptance at the destination indicated herein. Until acceptance, the Bidder retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School Board will not accept collect freight charges. (3) No premium carriers will be used for the School Board's account without prior written consent of the Director of Purchasing.

IV. BIDDER REQUIREMENTS

1. E-VERIFY: Every Contractor must register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision. Subcontractors shall provide Contractor with an affidavit stating the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. See Section 448.095, F.S., for all requirements.

2. LEVEL 2 SCREENING REQUIREMENTS: The following provisions, which implement the requirements of School Board Policy 8475, Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468, F.S. are included as additional terms and conditions of the Contract.

Finger Printing and Background Check:

The Bidder/Contractor agrees to comply with all requirements of School Board Policy 8475 and Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468, F.S., by certifying that all employees have completed the mandatory background screenings as required by the referenced policy and statutes and shall provide the School Board with proof of compliance. These certifications will be provided to the Leon County

School Board, Safety and Security Department in advance of the Bidder/Contractor providing any services as required herein. The Bidder/Contractor will bear the cost of acquiring the background screening required and any fees imposed by the Florida Department of Law Enforcement and or the School Board to maintain the fingerprints provided with respect to Bidder/Contractor and its employees. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of these cited policies and statutes. The Bidder/Contractor will follow procedures for obtaining employees background screening as established by the Leon County School Board, Safety and Security Department.

Where: Leon County School Board –Safety and Security Department
2757 W. Pensacola St.
Tallahassee, Florida 32304

When: Monday - Friday
8:00 a.m. – 5:00 p.m.

Point of Contact: Donald Kimbler at 850-487-7293

LCSB Policy 8475 is subject to review and change. As a provision of this Contract, if awarded, any changes made to this policy will automatically become a part of and be incorporated into this Contract. It is the responsibility of the awardee(s) to be aware of any changes that may occur.

3. RECIPROCITY OF FLORIDA SCHOOL I.D. BADGES: If a Contractor's employee has a Level II clearance registered with another Florida School Board, they may be able to obtain a Leon County School Board Vendor I.D. badge. The Contractor should check with the LCS Safety and Security Fingerprint Services office to verify clearance and obtain a Vendor I.D. badge.

4. IDENTIFICATION: All Contractor personnel, including subcontractor employees when applicable, shall display an identification badge at all times including the employee's name, the Contractor's name and either a physical description or a photograph of the employee. Employees without proper identification shall not be permitted to work under the terms of this Contract.

5. CONTACT WITH STUDENTS: No employees or independent contractors, material men, suppliers or anyone involved in any manner with projects resulting from this Bid shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School Board. The Bidder shall be responsible for insuring compliance by all its employees, independent contractors, and sub-contractors or other persons involved in any manner with projects resulting from this Bid.

6. WEAPONS AND FIREARMS: The School Board prohibits any Contractor from possessing, storing, making, or using a weapon, including a concealed weapon, on School Board property and any setting that is under the control and supervision of the School Board as specified in School Board Policy 7217. Violations will be subject to the immediate termination of the Contract.

7. SMOKING AND TOBACCO PRODUCTS: Smoking and the use of tobacco products are prohibited on school property, including all buildings and grounds. A fine of \$500.00 may be assessed for the first offense and termination of the Contract may be imposed for any second or additional offense.

8. ATTIRE: Proper attire shall be worn at all times.

- A. Shirts shall be worn while on school property at all times marked with the Contractor's name. No tank tops or undershirts will be permitted.
- B. Clothing displaying nudity, obscene language, obscene symbols, or pro-drug slogans is prohibited.
- C. Proper shoes shall be worn at all times.

9. INSPECTIONS AND TESTING: The School Board will have the right to inspect and test any of the goods or services covered by this ITB. All goods or services are subject to the School Board's inspection and approval upon arrival or completion. If rejected, goods will be held for disposal at the Bidder's risk. Such inspection, or the waiver thereof; however, will not relieve the Bidder from full responsibility for furnishing goods or services conforming to the requirements of this Bid or the Bid Specifications, and will not prejudice any claim, right, or privilege the School Board may have because of the use of defective or unsatisfactory goods or service. All deficiencies noted by the School Board will be submitted to the Contractor for correction within 10 calendar days after submission of deficiencies to the Contractor. An additional inspection of the goods or service may be conducted to insure corrective action was taken.

10. STOP WORK ORDER: The School Board may at any time, by written notice to the Contractor stop all or any part of the work for this Bid award. Upon receiving such notice, the Contractor will take all reasonable steps to minimize additional costs during the period of work stoppage. The School Board may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule or the price, or terminate the work in accordance with the provisions of the Bid terms and conditions.

- A. Materials or work are not in conformance with applicable codes, standards, School Board specifications, or accepted industry practices.
- B. The Contractor's activities result in damage to School Board property.
- C. The Contractor's activities interfere with the normal operation of the facility.
- D. Contractor's personnel are not properly licensed to perform the work or as it pertains to school facilities, the Contractor's personnel have not received their Level II background clearances.
- E. Any other condition, situation, or circumstance, which in the opinion of the School Board Authorized Representative would be a detriment to the best interests of the School Board if allowed to persist.

11. SAFETY: The Contractor and its employees must comply with the Board's safety policies. The Contractor shall be responsible for instructing their employees in all safety measures. All equipment used by the Bidder shall be free from defects or wear that may in any way constitute a hazard to any person or persons on School Board property. At no time shall equipment be operated without guards, shields, or manufacturers' recommended safety accessories in place and functioning as intended by the manufacturer. All current OSHA safety standards shall be reinforced, including, but not limited to, the following rules:

- A. All OSHA and Federal required safety equipment shall be installed and functioning on all equipment.
- B. All equipment shall be in sound working condition and must meet all OSHA Safety Standards. All workers shall be aware of and trained in the operation of all safety equipment required for this project.
- C. The Contractor shall ensure that employees are equipped with proper safety items such as glasses, hard hats, gloves, and footwear.
- D. All incidents on campus involving School Board property or personnel shall be reported to the Director of Maintenance Services and the Campus Administrator immediately upon occurrence.
- E. All debris shall be removed to an environmentally approved landfill or recycling center.

12. EMERGENCIES: In any emergency affecting the safety of persons and property, the awarded Contractor shall act immediately to prevent threatened damage, injury, or loss. Any emergency must be reported to an authorized School Board representative immediately and no later than twenty-four (24) hours from the time that the emergency is discovered by the Contractor.

13. DAMAGE TO SCHOOL BOARD-OWNED PROPERTY: Any damage to property, equipment, grounds, and buildings that is caused by the awarded Contractor will be reported to the School Board within 24 hours of discovery. The awarded Contractor will have 10 business days after report to present its

written response to the claimed damages. The awarded Contractor, upon approval by an authorized School Board representative, may make repairs that are deemed within its capability. The School Board reserves the right to make immediate repairs to correct damages that are safety hazards or that pose a detrimental effect to the School Board's operations. Costs of any replacement or repairs made by the School Board for damages caused by the awarded Contractor shall be deducted from any monies due to the Contractor. This shall not prevent the School Board from seeking damages should replacement/repair costs exceed the amount of monies owed to the awarded Contractor. When requested, Bidder shall cooperate with any ongoing School Board investigation involving personal injury, economic loss, or damage to the School Board's facilities or personal property therein.

14. SUBCONTRACTING: The awarded Contractor(s) shall be the primary service provider(s) and shall perform all requested inspections and repairs. Subcontracting for these base services is not allowed.

- A. The School Board, for work where the Contractor(s) are requested to perform additional services, may allow subcontracting.
- B. Any work or service to be performed by a subcontractor must have the prior approval of the School Board. The School Board reserves the right to reject any subcontractor. Rejection of any subcontractor shall not entitle the Contractor to an adjustment of Bid prices. The Contractor shall inform the School Board Authorized Representative prior to scheduling any subcontractor's visit to any School Board facility.
- C. Failure by the Contractor to have a subcontractor approved by the School Board will not relieve the Contractor of the responsibility to meet, comply with, and fulfill all of the terms and conditions of this Contract.
- D. The Contractor(s) shall be held fully responsible and liable for the supervision and performance of all work performed by subcontractors. The School Board shall not be responsible for the resolution of disputes between the Bidder and any subcontractor.
- E. The personnel of all subcontractors shall meet all of the requirements as stated herein, including, but not limited to LCSB Policy 2.021 and the Jessica Lunsford Act.

15. ON-CAMPUS DIRECTIVES

- A. Upon arrival and departure onto any School Board school campus, the Contractor's employees shall enter their company information into the School Log Book provided in the Administrative office of each campus.
- B. Contractor shall strictly limit its operations to the designated work areas and shall not permit any employees to enter any other portions of School Board property without School Board's expressed prior written consent.
- C. All employees shall enter and leave School Board facilities only through the ingress and egress points designated, from time to time, by the School Board.
- D. The Contractor shall be responsible for the removal of all trash and debris occasioned by this Contract. Failure to adhere to this requirement will result in the costs of the performance of this work by others being charged to the Contractor.
- E. Any existing surface or subsurface improvements, including, but not limited to, pavements, curbs, sidewalks, pipes, utilities, footings, structures, trees and shrubbery, not indicated in the Contract to be removed or altered, shall be protected by Contractor from damage during the prosecution of any project. Any such improvements so damaged shall be restored by Contractor to condition at least equal to that existing at the time of Contractor's commencement of any project.
- F. Proper safety barricades, protective, and covering devices shall be used to divert traffic and protect personnel. Normal safety signs, necessary lighting and temporary fencing/barricades around work areas shall be installed and maintained in accordance with OSHA

requirements while the work is in progress. Materials must be secured in accordance with OSHA regulations when not in use.

16. E-VERIFY: Per Executive Order 11-116, "The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.gov/employers>, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term." Contractors meeting the terms and conditions of the E-Verify System are deemed to comply with this provision.

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor shall not enter into a contract unless each party to the contract registers with and uses the E-Verify system per Section 448.095, F.S.

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V. INSTRUCTIONS TO BIDDERS AND SCOPE OF WORK:

- A. **INTENT:** The purpose of this ITB is to identify qualified vendors and establish a Contract for the Gilchrist Elementary School Millwork Replacement Project as specified.
- B. **SCHEDULE:** The Contract resulting from this Bid shall be in effect on or about May 10, 2023, following Board approval. Work shall begin receipt of the Notice to Proceed from the Board and be Substantially Completed on or before July 10, 2023, with final completion 30 days after Substantial Completion.
- Renovation Schedule:
- May 15, 2023: Teachers start boxing up items and label boxes
 - May 19, 2023: Movers move classroom furniture and boxes to café
 - May 22, 2023 to May 24, 2023: Demolition of sinks and cabinets
 - May 25, 2023: Begin abatement
 - June 11, 2023: End abatement
 - June 12, 2023: Begin cabinet installation
 - July 10, 2023: Cabinet installation completed
 - July 10, 2023: Begin flooring in 9 classrooms
- C. **MINIMUM QUALIFICATIONS:**
1. All Bidders must have at least three (3) years of experience providing services of similar size and scope contemplated by this ITB.
 2. Qualifications: The Bidder shall provide qualified, skilled, and licensed tradesmen.
- D. **MANDATORY PRE-BID MEETING:** Pre-Bid Conference and Site Visit will be held on Tuesday, March 28, 2023, at 3:30 p.m., at Gilchrist Elementary School, located at 1301 Timberlane Road, Tallahassee, Florida 32312.

Each Bidder shall have at least one (1) representative, but no more than two (2), present at the mandatory site visit. They are to meet in the front office and document attendance on the conference “sign-in” sheet. Attendees and the District’s Project Coordinator will inspect the site. Questions will be answered at that time; however, verbal answers are not binding on the Leon County School Board. Only those questions subsequently submitted in writing during the question and answer period, and answered through an addendum to this ITB will be considered binding upon the Board.

- E. **PRICING:** Provide a total base bid price using the Bid Proposal Form. The Contractor shall include in their cost all labor, materials, equipment, tools, transportation, and any other facilities and services required for the proper execution and completion of the work as specified herein. The price is not subject to any material or labor escalation for the duration of the Project.
- F. **SCOPE OF WORK:**
- The Board is seeking services to replace millwork in nine (9) classrooms in the south 1960 wing of Gilchrist Elementary School. The general demolition of furniture, equipment, plumbing, electrical, data, and accessories; flooring; ceiling; multi-media equipment; paint; and classroom finishes are not part of this ITB. The Contractor’s work shall meet all requirements specified in Section V. and Exhibit 2, Construction and Specification Documents of this ITB.
- 1) The Contractor shall:
 - a) Coordinate all work with the designated LCS Project Contact.
 - b) Remove and dispose of all existing built-in casework in classrooms 14, 15, 16, 17, 18, 19, 20, 21 and 22 as noted on the drawings in Exhibit 2.
 - c) Alert the Board and Architect of the condition of the existing flooring once the casework is removed.
 - d) Remove debris from the site and dispose in an approved salvage yard.

- e) Provide new built-in casework consisting of plastic laminate cabinet in classrooms 14, 15, 16, 17, 18, 19, 20, 21 and 22 as shown in the drawings in Exhibit 2.
- f) Anchor all casework to the existing walls. Locate anchors in the partition wall studs.
- g) Provide Corian solid surface countertops and backsplashes.
- h) Provide cam lock at casework as shown on 3/A7.1 as shown in the drawings in Exhibit 2.
- i) Install sink and plumbing as shown in casework.

- G. PROPERTY DAMAGE:** The Contractor is responsible for any necessary repairs or replacement caused by damages to Board property by Contractor staff to the Board's satisfaction. Such repairs will be at the sole expense of the awarded Contractor.
- H. BIDDER RESPONSIBILITIES:** Each Bidder is required to carefully examine the ITB delivery schedule, pricing considerations, insurance requirements, licensing requirements, and all other terms and conditions of this ITB. Failure to do so on the part of the Bidder will in no way relieve it of any of the obligations and responsibilities which are a part of the ITB.
- I. QUALITY:** All materials used must be new and equal to or exceed specifications. The manufacturer's standard guarantee shall apply.
- J. CONTACT PERSON:** The successful Vendor shall be notified of the name and phone number of the District's Project Coordinator. Only the Project Coordinator may authorize changes to the scope of work by use of a written amendment.
- K. PERMITS:** The Contractor shall apply for and obtain any and all such permits (including, but not limited to building permits) and regulatory approvals as may be required by the Board or any other governmental or administrative agency, in order to legally complete the work required hereunder, and by signing and returning their Bid, Contractor acknowledges that the cost thereof has been included in the base price.
- L. PERFORMANCE AND PAYMENT BONDS:** The Performance and Payment Bonds shall be secured from a surety or insurance company who has an established place of business in the State of Florida and is duly licensed. The bond shall be furnished as prescribed in Sections 255.05 and 1013.47, F.S. The Contractor shall furnish the required Performance and Payment Bonds within eight (8) business days of award.

All questions pertaining to these general specifications should be submitted per Section 2, of this ITB.

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Bid Proposal Form
Bid No. 5737-2023 Gilchrist Elementary School,
Millwork Replacement

Vendor Acknowledgment and Approval

I certify that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The person signing below acknowledges that all proposed information is accurate and is duly authorized to obligate their company.

Authorized Representative's Name/Title	Authorized Representative's Signature	Date	
Bidder's Name	Telephone Number	FAX Number	
Address	City	State	Zip Code
Area Representative	Telephone Number	FAX Number	

DESCRIPTION	TOTAL BASE BID
Gilchrist Elementary School Millwork Replacement Project, as specified	\$ _____

All work shall be completed on or before July 10, 2023, with Final Completion within 30 days of Substantial Completion.

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**ATTACHMENT A
CONFLICT OF INTEREST CERTIFICATION**

Bidder **must** execute either Section I or Section II hereunder relative to Chapter 112.313(12), F.S. Failure to execute either section may result in the rejection of this Bid.

SECTION I

I hereby certify that no official or employee of the School Board requiring the goods or services described in these specifications has a material financial interest in this company.

_____	_____
<i>Signature</i>	<i>Company Name</i>
_____	_____
<i>Name of Official (Type or print)</i>	<i>Business Address</i>

	<i>City, State, Zip Code</i>

SECTION II

I hereby certify that the following named Leon County School Board official(s) and employee(s) having material financial interest(s) (in excess of 5 %) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 315 South Calhoun Street, Tallahassee, Leon County, FL prior to bid opening.

Name	Title or Position	Date of Filing
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Signature</i>	<i>Company Name</i>	
_____	<i>Business Address</i>	
<i>Name of Official (Type or print)</i>	_____	
	<i>City, State, Zip Code</i>	



ATTACHMENT B
APPLICATION FOR VENDOR STATUS
 (IRS W-9 Facsimile and ACH Direct Payment)

2757 West Pensacola Street – Tallahassee, FL 32304-2998
 FAX TO: (850) 487-7869 or EMAIL TO: MathisR@leonschools.net

COMPANY NAME: _____ New Vendor Update
 CONTACT PERSON: _____ LCSB Employee: YES NO
 PHONE NUMBER: _____ FAX NUMBER: _____
 CORRESPONDENCE ADDRESS: _____
 CITY: _____ STATE: _____ ZIP + 4: _____

REMITTANCE INFORMATION
(if different from above)

CONTACT PERSON: _____
 REMITTANCE ADDRESS: _____
 CITY: _____ STATE: _____ ZIP + 4: _____
 EMAIL ADDRESS: _____ WEBSITE: _____

PLEASE CHECK THE APPROPRIATE BOX:

PLEASE CHECK THE APPROPRIATE BOX: Individual/ Sole Proprietor S Corporation C Corporation Partnership
 Other _____ LLC – Type (Check one) C S P

TAX ID NUMBER: _____ or _____
 Federal Employer Identification Number Social Security Number

Section 6109 of the Internal Revenue Service Code requires you to provide your correct TIN to persons, businesses, or agencies that are required to file information returns with the IRS. Purchase orders will not be issued to vendors who fail to provide a TIN.

PLEASE INDICATE THE FOLLOWING:

***Minority Vendor?** Yes No **If yes, certification is required – (Please submit with form)*
Race: Caucasian Hispanic African American
 American Indian Asian Other: _____
Gender: Male Female

 Signature Print Name Date

LCSB site contact requesting vendor: _____
 Name Phone and Email

For LCSB Employee Use Only

Entered by: _____ Date entered: _____



ATTACHMENT B
APPLICATION FOR VENDOR STATUS
 (IRS W-9 Facsimile and ACH Direct Payment)

Form **W-9**
 (Rev. December 2014)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number													
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



ATTACHMENT B
APPLICATION FOR VENDOR STATUS
 (IRS W-9 Facsimile and ACH Direct Payment)

Leon County School Board Authorization for ACH Direct Payment

Finance Department
 2757 West Pensacola Street, Tallahassee, Florida 32304

Payee/Vendor Name: _____

Address: _____

City, State Zip: _____

Telephone: _____

Contact Name: _____

Contact E-mail: _____

Complete this section for new enrollments or for financial institution or account changes.

Select One: New Enrollment Financial Institution or Account Change

Bank Name _____

Branch (if applicable) _____

City, State, Zip _____

Transit/Routing Number _____

Bank Account Number _____

Account Type (check one) _____ Checking **OR** _____ Savings **OR** _____ Personal **OR** _____ Business

I, the undersigned, authorize Leon County School Board to deposit payments directly to the account indicated above and to correct any errors which may occur from the transactions. I also authorize the financial institution named above to post these transactions to that account. This authorization will remain in force until Leon County Schools receives written notice of cancellation from me. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Signature _____ Date _____

Name (printed) _____ Title _____

Complete this section to CANCEL your ACH electronic deposit authorization.

I, the undersigned, hereby cancel the authorization for the Leon County School Board Finance to originate ACH electronic deposit entries into my checking/savings account. This cancellation is effective as soon as Leon County School Board Finance has reasonable time to act upon it.

Signature _____ Date _____

Name (printed) _____ Title _____

Mail the completed form to the address above or email to marschkak@leonschools.net

For LCS use only
 Vendor Name _____ Date Received _____



**ATTACHMENT C
DRUG-FREE WORKPLACE CERTIFICATION**

The undersigned Bidder, in accordance with Section 287.087, F.S., hereby certifies that

Bidder Name

1. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Informs 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, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Gives each employee engaged in providing the commodities or contractual services sought in this solicitation a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services sought in this solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, a plea of guilty, or nolo contendere to, any violation of Chapter 893, F.S., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Imposes sanctions on, or requires satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as available in their community.
6. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of Paragraphs 1 thru 5.

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

Authorized Officer (Printed Name)

Authorized Officer (Signature)

Date



**ATTACHMENT D
 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
 AND VOLUNTARY EXCLUSIONS -LOWER TIER COVERED TRANSACTIONS**

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE FOLLOWING PAGE)

1. The prospective lower tier participant certifies, by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name	PR/Project Number or Project Name
Name(s) of Authorized Representative(s)	Title(s) of Authorized Representative(s)
Signature(s)	Date

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INSTRUCTIONS FOR CERTIFICATION OF DEBARMENT

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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ATTACHMENT E
LOCAL PREFERENCE AFFIDAVIT

Bid No. 5737-2023, Gilchrist Elementary School
Millwork Replacement

To qualify for the Local Vendor Preference, a Bidder must have a physical location in Leon County (or an Adjacent County), employ at least one (1) person at that location, and have been licensed, as required, for at least six (6) months before the Bid Opening. The Bidder, on a day-to-day basis, should provide the goods/services provided under this Contract substantially from the local business address. Post Office boxes are not acceptable for purposes of obtaining this preference.

By completing this Affidavit, the Bidder affirms that it is a local or Adjacent County Business, as defined by Board Policy 6450.

Please complete the following in support of the self-certification:

Bidder Name: _____
Physical Address: _____
County: _____ Phone of Local Location: _____
Phone of Local Location: _____ Length of Time at this Location: _____
Is your business certified as a small business enterprise through Leon County Schools? _____

Authorized Representative (Print) Authorized Representative (Signature)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online
notarization this _____ day of _____ 20_____, by _____ (name of
authorized representative) as _____ (position title for
authorized representative) as _____ (position title) for
_____. (Vendor Name).

(NOTARY SEAL) Notary Signature
Name of Notary (Typed, Printed or Stamped)

Personally Known _____ Or Produced Identification _____ Type of Identification _____



EXHIBIT 1
MANDATORY RESPONSIVENESS CHECKLIST

- Bid Proposal
- Representative included on the Mandatory Pre-Bid Conference Sign-In Sheet
- Documentation of Business Experience
 - The Bidder must provide proof of having been in business for three (3) years providing services of the same or similar nature and completed projects of like scope and size contemplated by this ITB.
- Qualifications:
 - Provide information on their proposed staff of qualified tradesmen that are skilled providing services of a similar scope and size contemplated by this ITB.

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EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

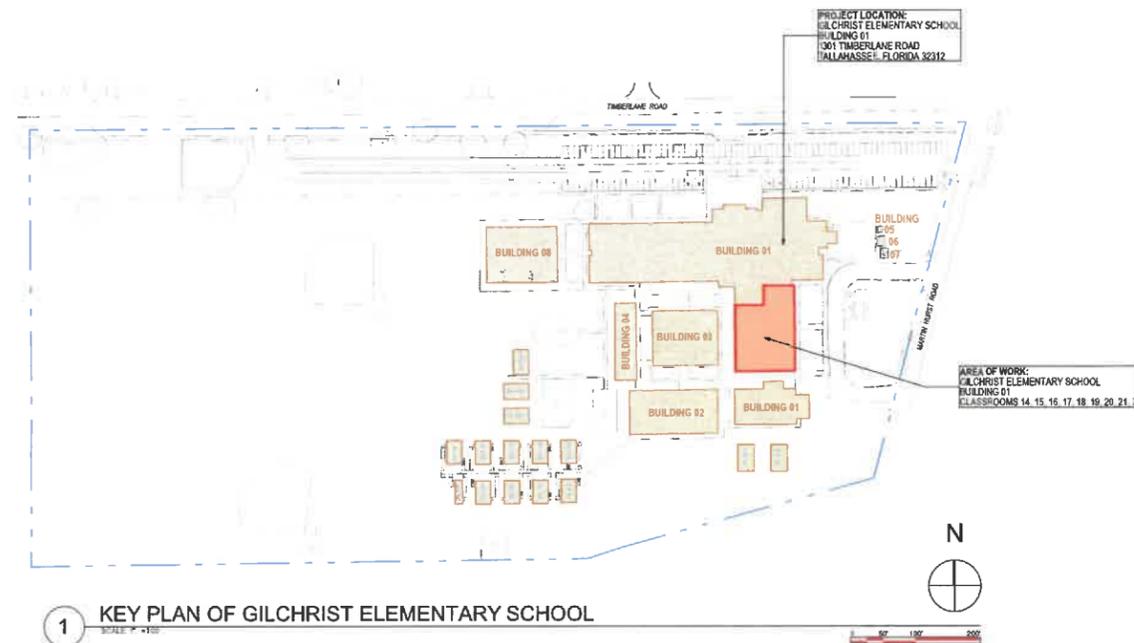
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GILCHRIST ELEMENTARY SCHOOL CASEWORK REPLACEMENT

For Leon County Schools
Tallahassee, FL

Digitally signed
by Connor D Ross
Date: 2023.02.17
08:16:08 -05'00'

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1 KEY PLAN OF GILCHRIST ELEMENTARY SCHOOL



PROJECT LOCATION MAP - TALLAHASSEE, FLORIDA

Consultants:

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EXISTING CONDITIONS	MK	CR	1-17-23
DESIGN DEV DOCUMENTS	MK	CR	1-25-23
100% CONSTR DOCUMENTS	MK	CR	2-17-23
CONTRACT DOCUMENTS			
PERMIT DOCUMENTS			

100% Construction Documents

Danny Allbritton, Director of Facilities & Construction	_____
Martha Chauncey, Capital Outlay Specialist	_____
Director of Schools (Applicable School)	_____
Christie Meressee, of Nutrition Services (If applicable)	_____
Jimmy Williams, Director of Safety & Security	_____
Fredrick Johnson, Director of Transportation (If applicable)	_____
Principal of School	_____
Project Coordinator Assigned to School	_____
Alvin (Butch) Watkins, Director of Maintenance	_____
Juan Williams, Fire Inspector (If applicable)	_____
Jared Steele, Roof Projects (If applicable)	_____

PROJECT NAME
Gilchrist Elementary School Casework Replacement

PERMIT GENERAL NOTES
1. The Contractor shall make available to the building official any document necessary to verify that all products requiring approval per FS553.42 are in compliance.

APPLICABLE CODES
Florida Building Code, Building (FBC-B) 2020 7TH Edition
Florida Accessibility Code (FACBC) 7th Edition (2020)
Florida Building Code, Plumbing (FBC-P) 2020 7TH Edition
Florida Building Code, Existing Building (FBC-EB) 2020 7TH Edition
Florida Fire Prevention Code (FFPC) 2020 7TH Edition
National Electrical Code (NEC) 2017 Edition

100% Construction Documents
February 17, 2023

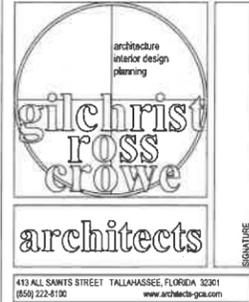
Sheet Index Issued

Sheet	Description	Issued
CS	Cover Sheet	<input checked="" type="checkbox"/>
Floor Plans - Demolition		
D1.1	Partial First Floor Plan - Demolition	<input checked="" type="checkbox"/>
Floor Plans - Renovation		
A1.1	Partial First Floor Plan - Renovation	<input checked="" type="checkbox"/>
Interior Elevations		
A7.1	Casework Elevations	<input checked="" type="checkbox"/>
A7.2	Casework Elevations	<input checked="" type="checkbox"/>

Gilchrist Elementary School Casework Replacement For Leon County Schools

Tallahassee, FL

GRC Project Number 22294



413 ALL SAINTS STREET TALLAHASSEE, FLORIDA 32301
(850) 222-4100 www.architects-gca.com

DRAWING NAME Cover Sheet	SHEET CS
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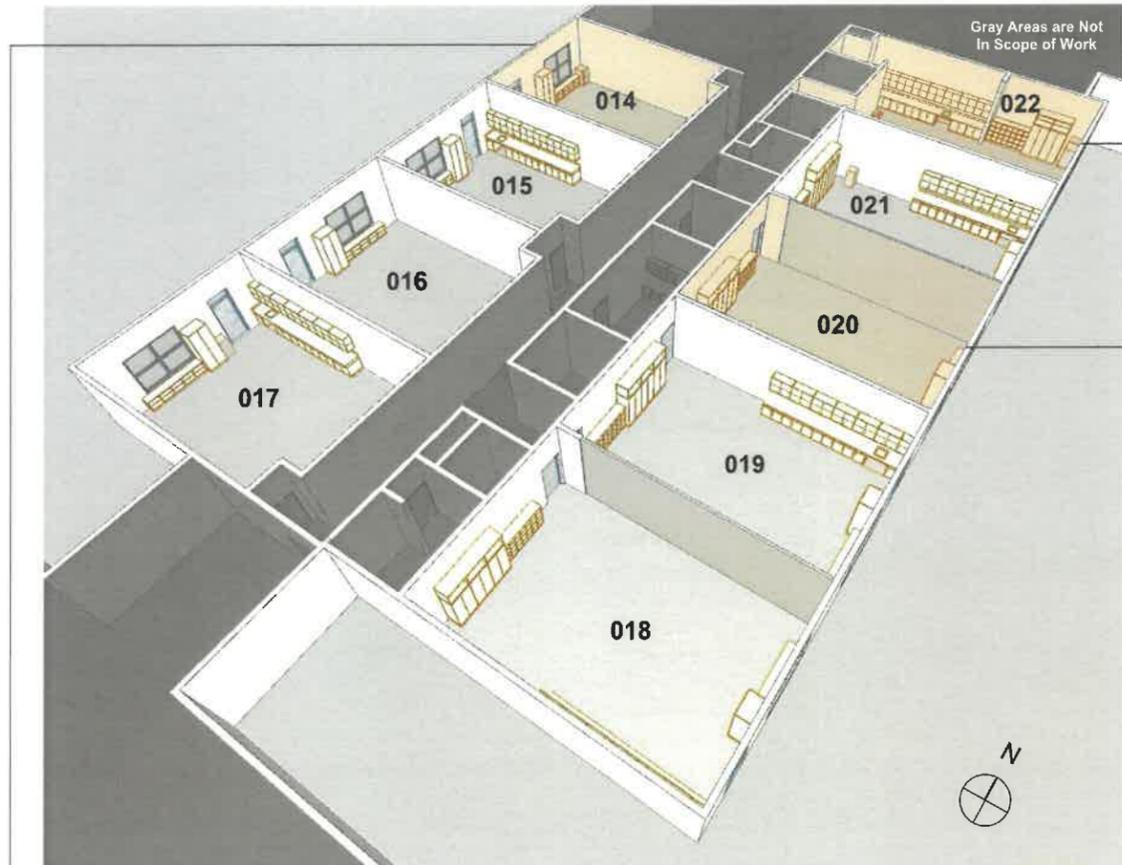
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

General Construction Notes:

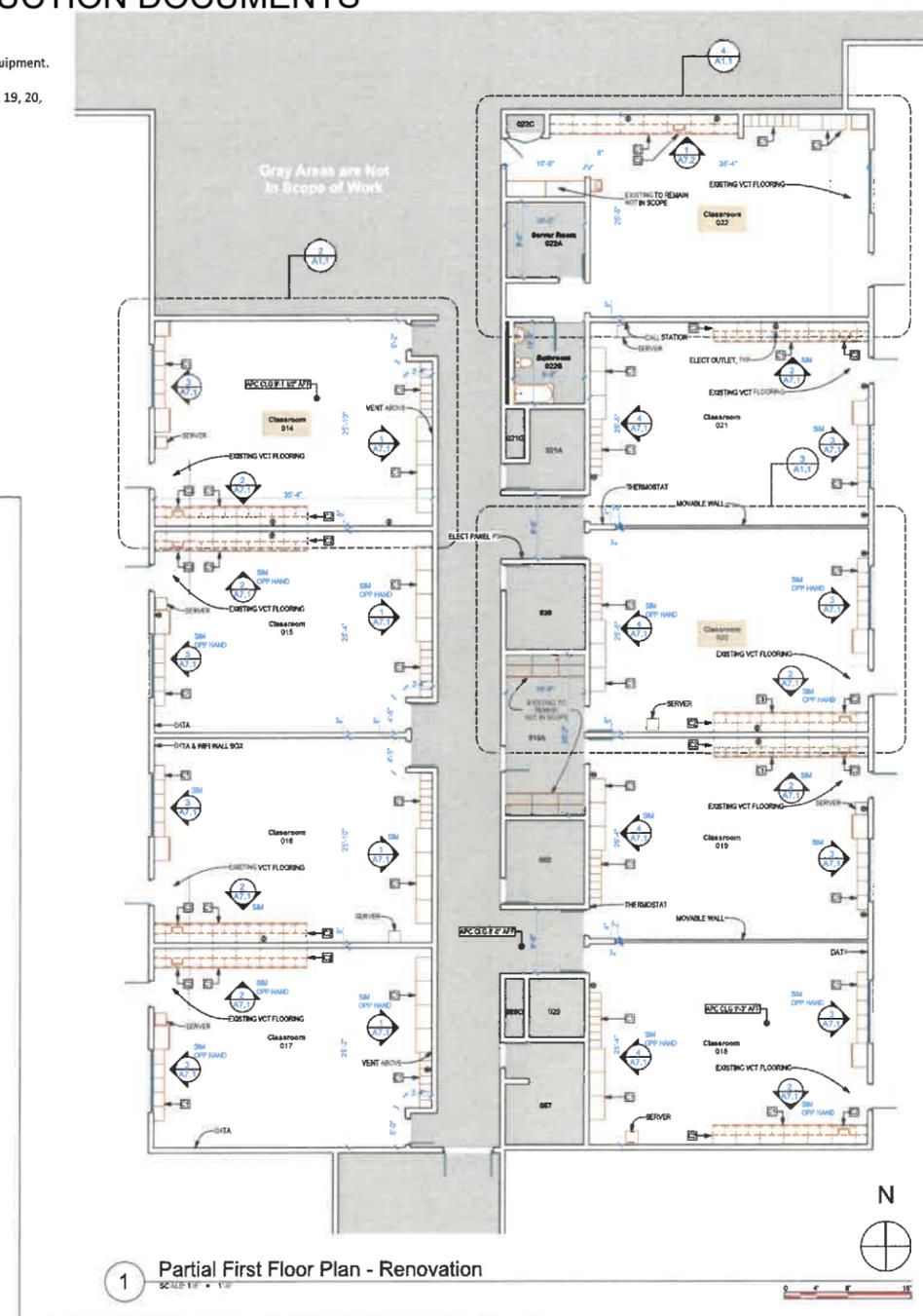
1. The project includes General Renovation to nine classroom in the south 1960 wing.
2. Work includes new casework as shown on the drawings.
3. Leon County Schools under separate contract are upgrading classroom finishes and multi-media equipment.
4. New ceiling, flooring, and paint by others
5. Provide new built-in casework consisting of plastic laminate cabinet in classrooms 14, 15, 16, 17, 18, 19, 20, 21, 22.
6. All countertops and backsplashes to be Corian solid surface.
7. Provide cam lock at casework shown on 3/A7.1
8. Coordinate this contract work with LCS maintenance.
9. Contractor to install sink and plumbing shown in casework.
10. Work this contract includes providing the cabinets and installing the sink.
11. All casework to be anchored to existing walls. Locate anchors in studs in stud partition walls.

Construction Key Notes:

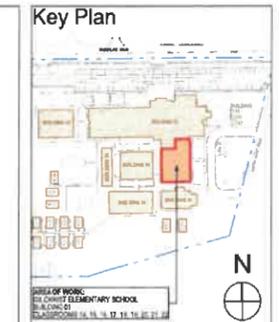
- C1. Protect edge of existing flooring at location of new millwork
- C2. Provide flooring infill to match existing adjacent flooring



Perspective of Classrooms - Showing New Casework



1 Partial First Floor Plan - Renovation

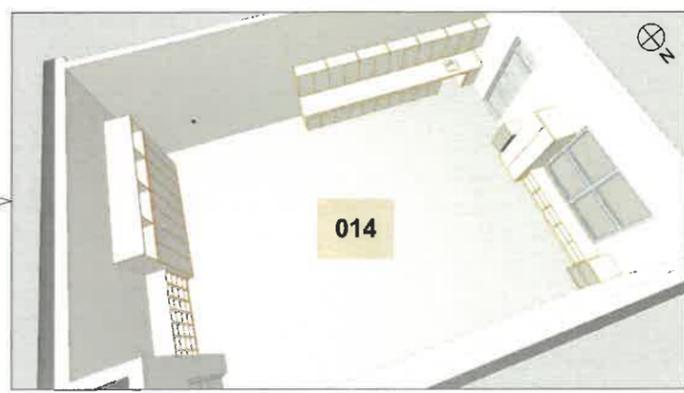


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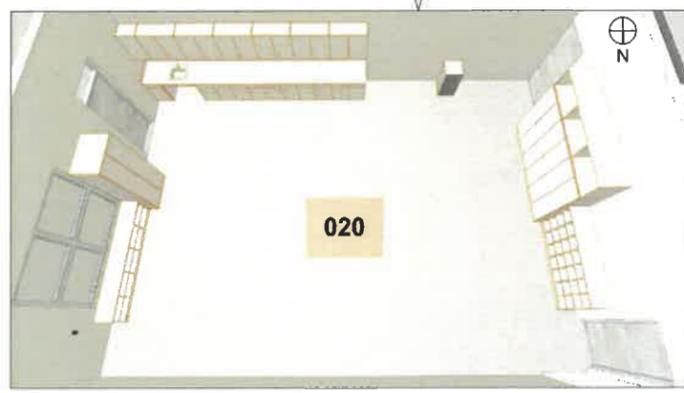
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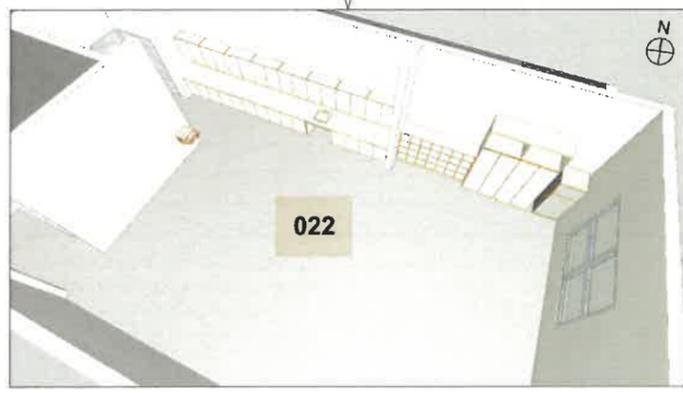
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CONTRACT DOCUMENTS			
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2 Birdseye View of Classroom 014



3 Birdseye View of Classroom 020



4 Birdseye View of Classroom 022

Gilchrist Elementary School Casework Replacement For Leon County Schools
Tallahassee, FL
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architecture interior design planning

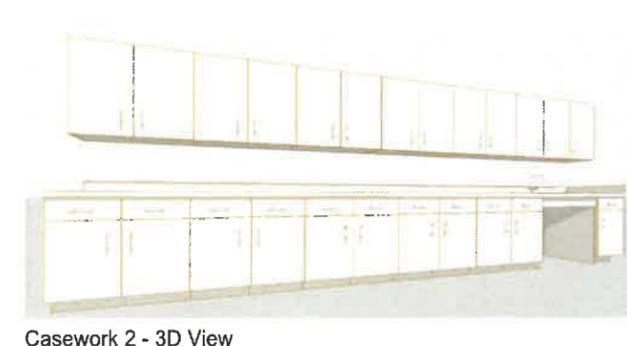
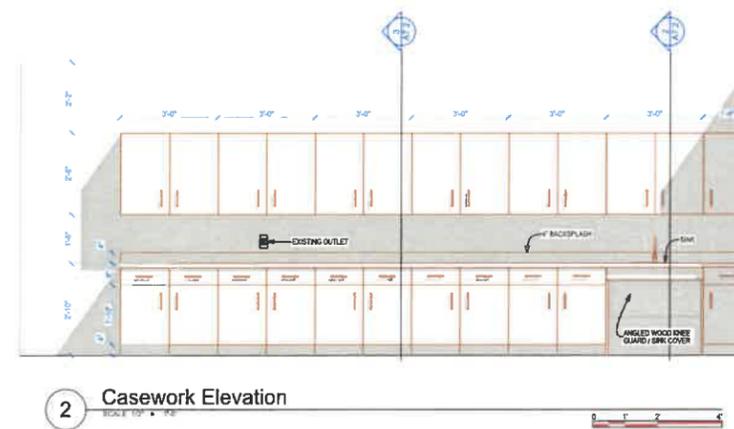
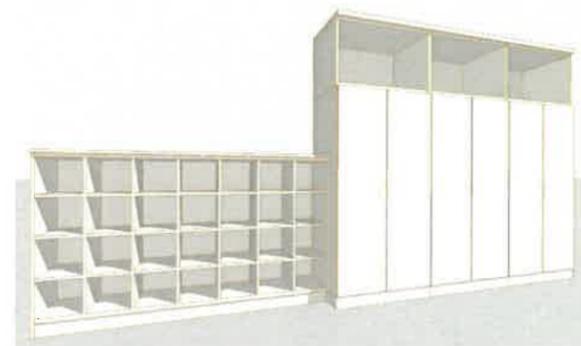
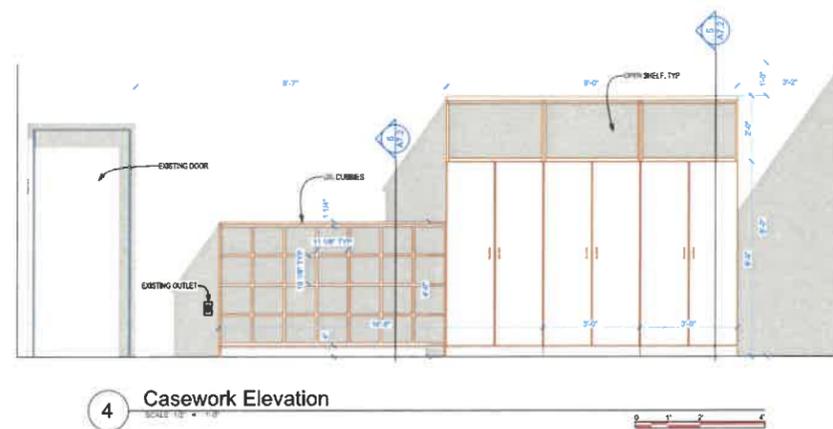
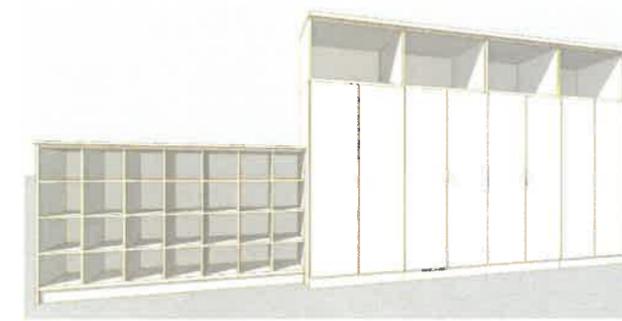
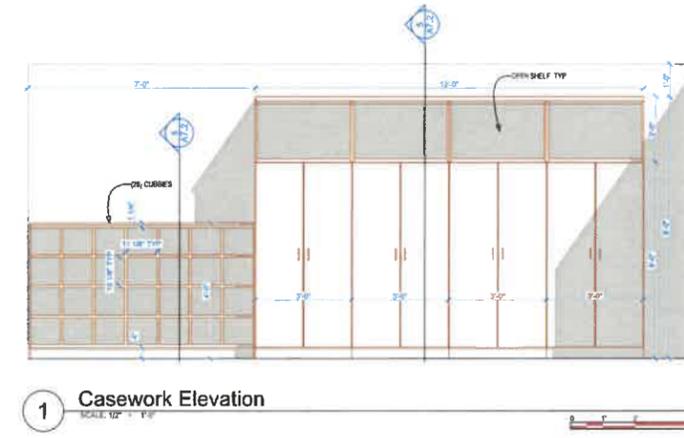
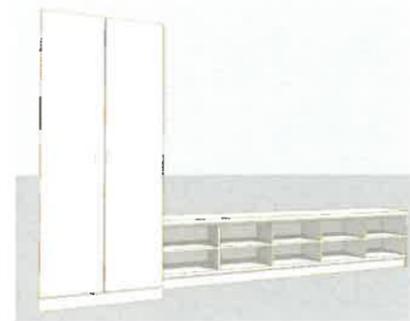
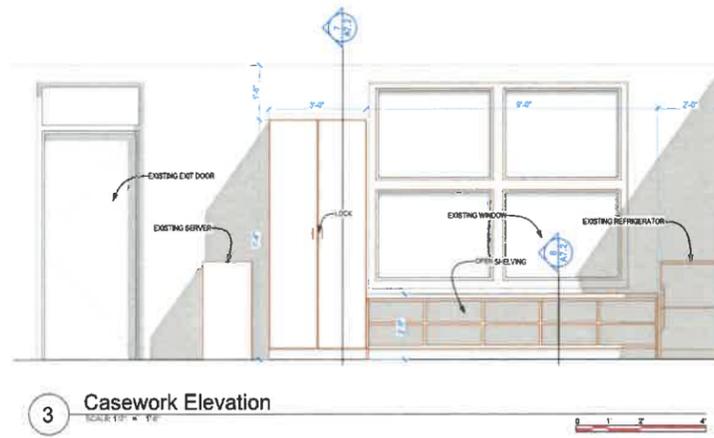
gilchrist ross crowe

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Partial First Floor Plan - Renovation SHEET **A1.1**

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS



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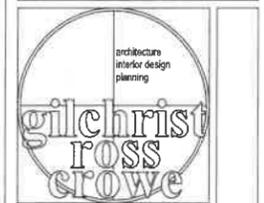
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Gilchrist Elementary School
Casework Replacement
For
Leon County Schools

Tallahassee, FL

GRC Project Number 22294



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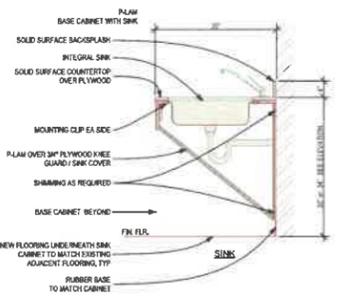
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Interior Elevations
DRAWING NAME
Casework Elevations

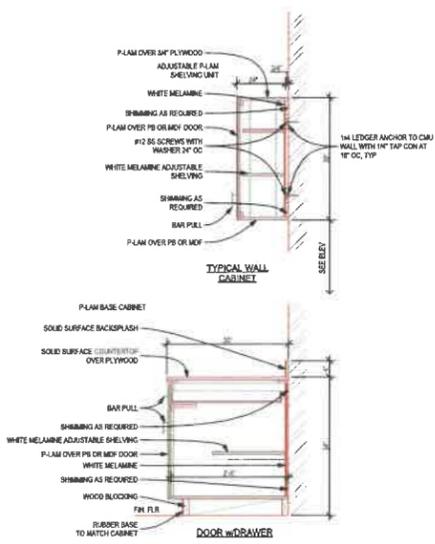
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A7.1

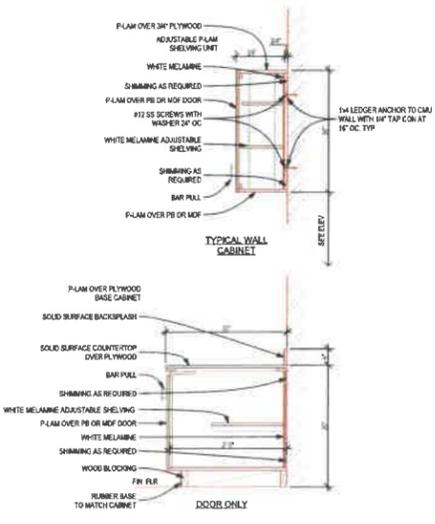
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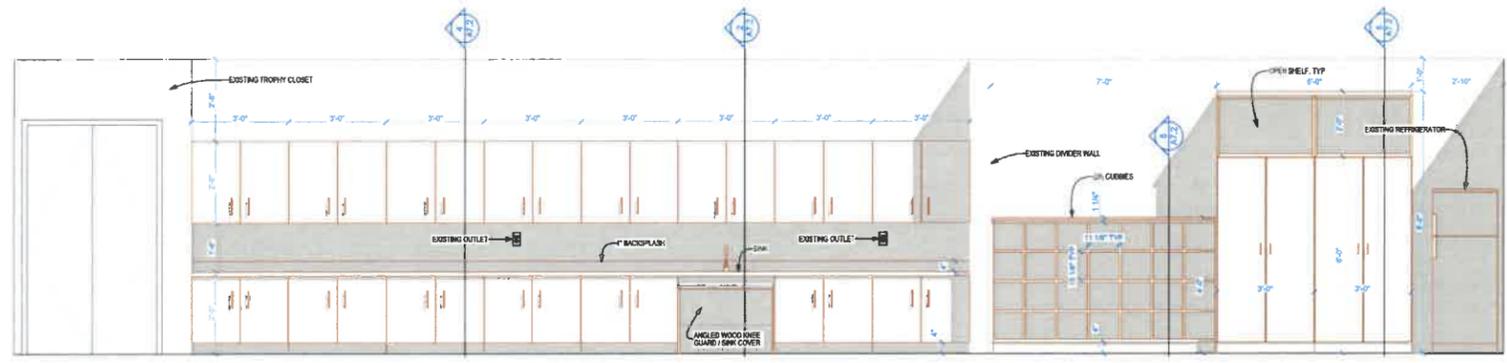
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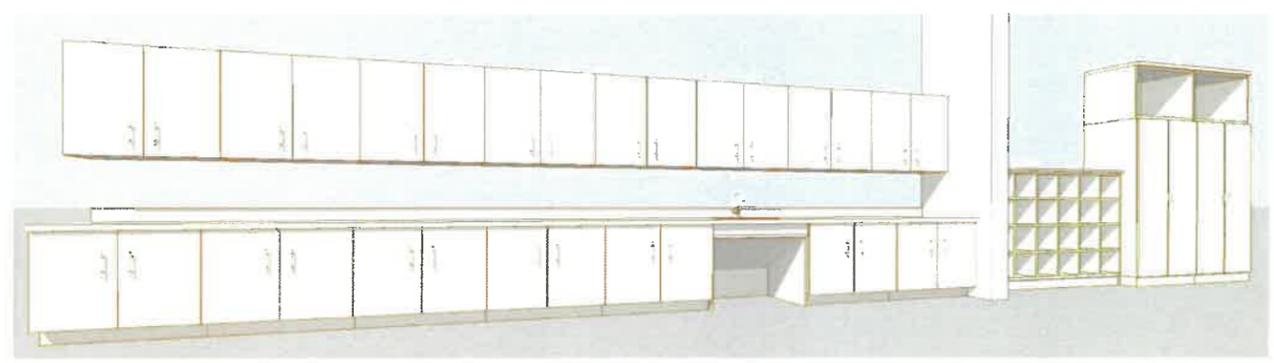
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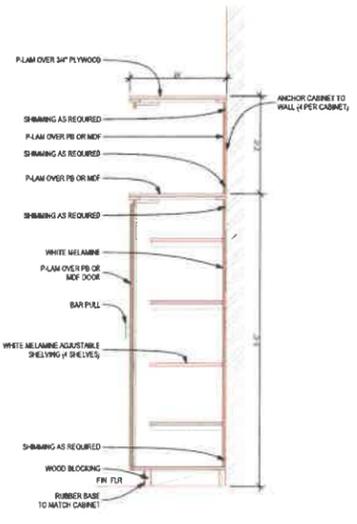
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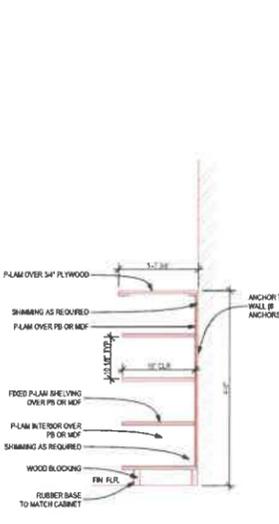
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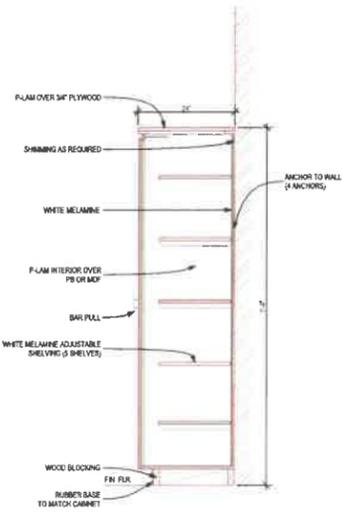
Casework 5 - 3D View



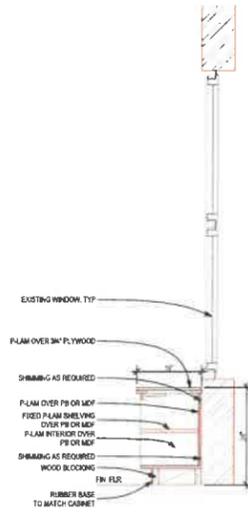
5 Casework Sections
SCALE: 3/4\"/>



6 Casework Sections
SCALE: 3/4\"/>



7 Casework Sections
SCALE: 3/4\"/>



8 Casework Sections
SCALE: 3/4\"/>



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100% CONSTR DOCUMENTS	MC	CR	MC	CR	2-17-23
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PERMIT DOCUMENTS					

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Tallahassee, FL

GRC Project Number 22294



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Interior Elevations
DRAWING NAME
Casework Elevations

SHEET
A7.2