



THE LEON COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT
3397 WEST THARPE ST.
TALLAHASSEE, FLORIDA 32303

REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGEMENT

POSTING DATE:
April 15, 2014

PURCHASING CONTACT:
Nancy Scott - 488-1206
scottn@leonschools.net

RFP TITLE:
Test and Balance Services District Wide

RFP NUMBER:
319-2014

RFP OPENING DATE & TIME:

May 13, 2014 @ 2:00 p.m. EST

NOTE: PROPOSALS RECEIVED AFTER THE OPENING DATE AND TIME WILL NOT BE ACCEPTED.

The School District of Leon County, Florida, solicits your company to submit a proposal 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. Proposals will not be accepted unless all conditions have been met. All proposals must have an authorized signature in the space provided below. All proposals must be sealed and received in the School District's Purchasing Office at 3397 West Tharpe St., Tallahassee, Florida, by the "RFP Opening Date & Time" referenced above. All envelopes containing sealed proposals must reference the "RFP Title", "RFP Number" and the "RFP Opening Date & Time". The School District is not responsible for lost or late delivery of Proposals by the U.S. Postal Service or other delivery services used by the Bidder. Proposals may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

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

COMPANY NAME
MAILING ADDRESS
CITY, STATE, ZIP
FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):
TELEPHONE NUMBER: (EXT) FACSIMILE NUMBER
EMAIL:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE BIDDER.

AUTHORIZED SIGNATURE: TYPED OR PRINTED NAME
TITLE: DATE

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 Leon County School District Purchasing office is open from 8:00a.m. to 5:00p.m. Monday through Friday. 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	
RFP Title:	Test and Balance Services District Wide		
RFP No.:	319-2014		
Proposals Due:	May 13, 2014 @ 2:00 p.m. EST		
From:	_____		
Address:	_____		

Deliver To:	Leon County Schools Purchasing Department 3397 West Tharpe Street Tallahassee, Florida 32303		
Sealed Bid – DO NOT OPEN		Sealed Bid – DO NOT OPEN	

I. INTRODUCTION & GENERAL INFORMATION

The Leon County School District (the District) is soliciting proposals for the purpose of identifying qualified vendors to establish an annual service agreement, at firm unit prices, with one or more qualified firms that are able to perform Test and Balance Services on an as needed basis district wide.

II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Bidder" as used within this Request for Proposal (RFP) refers to the person, company or organization responding to this RFP. The Bidder is responsible for understanding and complying with the terms and conditions herein. The term "vendor" as used within this RFP refers to the successful bidder.

- A. **GENERAL:** In the event of contract award, the terms and conditions of this RFP or any portion thereof may upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect).
- B. **JOINT-BIDDING, COOPERATIVE PURCHASING AGREEMENT:** All bidders submitting a response to this RFP agree that such response also constitutes a bid to all State Agencies and Political Subdivisions of the State of Florida under the same conditions, for the same prices and for the same effective period as this bid, should the bidder(s) deem it in the best interest of their business to do so. This agreement in no way restricts or interferes with any state agency or political subdivision of the State of Florida to rebid any or all items.

State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.042(16)(a), F.S. This statute requires the Department of Management Services to determine that the requestor's use of the contract is cost-effective and in the best interest of the State.

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser.

- C. **AWARD:** In the event of contract award, this contract shall be awarded to the responsible and responsive bidder(s) whose bid is determined to be the most advantageous to the District, taking into consideration price and other requirements as set forth in the RFP. The Board reserves the right to make multiple awards, creating a list of pre-approved contractors meeting all specifications listed herein and offering the most advantageous overall proposal(s) to the District. Low cost proposal is but one of the evaluation parameters and does not guarantee contract award. Bidders are cautioned to make no assumptions unless their offer has been evaluated as being responsive. Any or all award(s) made as a result of this RFP shall conform to applicable School Board Rules, State Board Rules, and State of Florida Statutes.

Once bids are evaluated, the Purchasing Department will post a Notice of Intent to Award by electronic posting at <http://www.leon.k12.fl.us/public/business/purchasing/Current%20News.htm> on/or about **May 19, 2014** for a period of 72 hours or three business days, whichever is later. Failure to file a protest within the time prescribed in §120.57 Fla. Stat. shall constitute a waiver of proceedings.

It is anticipated that an award recommendation will be presented to the School Board for consideration at its regularly scheduled meeting on May 27, 2014.

- D. **TERM:** The initial term of this contract will be after the date of School Board approval, on or about **July 1, 2014 through June 30, 2016**, and may, by mutual agreement between the School Board of Leon County, Florida and the awardee(s), upon final School Board approval, be extended for three (3) additional one (1) year periods and, if needed, ninety (90) days beyond the expiration date of the current contract period. All prices shall be firm for the initial term of the contract. The successful vendor(s) agree to this condition by signing its bid.
- E. **RFP OPENING AND FORM:** Proposal openings will be public on the date and time specified on the Proposal Acknowledgement form. All proposals received after the time indicated will be rejected as non-responsive and returned unopened to sender. Proposals by Email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the Proposals only; details concerning pricing or the offering will not be announced. All proposals submitted shall become public record upon an announcement of a recommended award or thirty (30) days after the opening date whichever occurs first. To protect any confidential information contained in their Proposal, companies must invoke the exemptions to disclosure provided by law in response to the RFP, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

- F. PUBLIC RECORDS LAW:** Pursuant to Florida Statutes Chapter 119.071(1), proposals received as a result of this RFP will not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all proposal documents or other materials submitted by all Proposers in response to this RFP will be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Proposer asserts any portion of its proposal is exempt or confidential from disclosure under Florida's public records, the burden shall be on the Proposer to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida's public records laws and also timely provide a certified copy of such protective order to the District prior to the District's release of such information into the public domain.
- G. EXEMPT FROM THIS BID:** Purchases shall not include items available at lower prices on established Florida state contracts, cooperative bid agreements which are awarded by other Florida school boards, city, county, or other local governmental agencies, Florida community colleges, U.S. Communities contracts, GSA contracts and State University System contracts. The School District reserves the right to bid separately any item if deemed to be in the best interest of the District.
- H. BIDDER'S RESPONSIBILITY:** Before submitting their proposal, each vendor is required to carefully examine the Request for Proposal 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 vendor will in no way relieve them of any of the obligations and responsibilities which are a part of this proposal.
- I. OCCUPATIONAL LICENSE:** The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every contractor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.
- J. WARRANTY:** All goods and services furnished by the Bidder, relating to and pursuant to this RFP 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.
- K. DRUG-FREE WORKPLACE:** Whenever two or more proposals are equal with respect to price, quality, and service, a proposal received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida Statutes, will be given preference in the award process.
- L. 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.**
- M. TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Bidder'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.
- N. PURCHASING CARDS:** The School District of Leon County may choose to use a "Purchasing Card" for ordering of goods and materials or payment of invoices under this contract. The Vendor, by submitting a proposal, agrees to accept this manner of payment and may not add additional handling charges or service fees to purchases made with the District's Purchasing Card(s). Refusal to accept this condition may cause the proposal to be declared non-responsive, or result in revocation of the contract, if already awarded. No third party payment, i.e. Pay pal will be considered.
- O. TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School District 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 District will not accept collect freight charges. (3) No premium carriers will be used for the School District's account without prior written consent of the Director of Purchasing.
- P. PACKING:** All shipments will include an itemized list of each package's content, and reference the School District's Purchase Order Number. No charges will be allowed for cartage or packing unless agreed upon by the School District prior to shipment.
- Q. INSPECTIONS AND TESTING:** The School District will have the right to expedite, inspect and test any of the goods or work covered by this RFP. All goods or services are subject to the School District's inspection and approval upon arrival or completion. If rejected, they 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 work conforming to the requirements of this RFP or the RFP Specifications, and will not prejudice any claim, right, or privilege the School District may have because of the use of defective or unsatisfactory goods or work.

- R. **STOP WORK ORDER:** The School District may at any time by written notice to the Bidder stop all or any part of the work for this RFP award. Upon receiving such notice, the Bidder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the RFP terms and conditions.
- S. **INSURANCE AND INDEMNIFICATION:** The Bidder agrees to indemnify and save harmless the School District, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Bidder, its agents, employees, or representatives, or are arising from any Bidder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School District. **The Bidder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School District. The Bidder will, at the request of the School District, supply certificates evidencing such coverage and listing the Leon County School Board as "Additional Insured" on said policies.**
- T. **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 District, until such property has been delivered to the School District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School District, from the time of shipment thereof to Bidder until redelivery thereof to the School District.
- U. **LAWS AND REGULATIONS:** Bidders will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, the Uniformed Services Employment and Reemployment Rights Act, Chapter 440, Florida Statutes, and all rules and regulations promulgated thereunder. Bidders agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability or national origin.
- All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida.**
- V. **PUBLIC ENTITY CRIMES:** A Bidder, 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 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 Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- W. **PATENTS AND COPYRIGHTS:** Bidders agree to indemnify and save harmless the School District, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this bid, and will assume the defense of any and all suits and will pay all costs and expenses thereto.
- X. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Bidders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent or more of the company.
- Y. **TERMINATION FOR DEFAULT:** The Director of Purchasing shall notify, in writing, the bidder of deficiencies or default in the performance of its duties under the Contract. Three separate documented instances of deficiency or failure to perform in accordance with the specifications contained herein shall constitute cause for termination for default, unless specifically specified to the contrary elsewhere within this solicitation. It shall be at the School Board's discretion whether to exercise the right to terminate. Bidder shall not be found in default for events arising due to acts of God.

- Z. TERMINATION/CANCELLATION OF CONTRACT:** The School Board reserves the right to cancel the contract without cause with a minimum 30 (thirty) days written notice. Termination or cancellation of the contract will not relieve the bidder of any obligations for any deliverables entered into prior to the termination of the contract. Termination or cancellation of the contract will not relieve the bidder of any obligations or liabilities resulting from any acts committed by the bidder prior to the termination of the contract. The bidder may cancel the resulting contract with 30 (thirty) days **written** notice to the Director of Purchasing. Failure to provide proper notice may result in the bidder being barred from future business with the School District.
- AA. TERMINATION FOR CONVENIENCE:** The performance of work under this contract may be terminated in accordance with this clause in whole, or from the time in part, whenever the School Board representative shall determine that such termination is in the best interest of the School Board. Any such termination shall be effected by the delivery to the bidder of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. Upon such termination for convenience, bidder shall be entitled to payment, in accordance with the payment provisions, for services rendered up to the termination date and the School Board shall have no other obligations to bidder. Bidder shall be obligated to continue performance of contract services, in accordance with this contract, until the termination date and shall have no further obligation to perform services after the termination date.
- BB. PERFORMANCE:** In an effort to reduce the cost of doing business with the School District, and unless indicated elsewhere, no bid or performance bond is required. However, upon award and subsequent default by Bidder, the School District reserves the right to pursue any or all of the following remedies: (1) to accept the next lowest available RFP price or to purchase materials or services on the open market, and to charge the original awardees for the difference in cost via a deduction to any outstanding or future obligations; (2) the Bidder in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two years; (3) any other remedy available to the School District in tort or law.
- CC. AUDITS, RECORDS, AND RECORDS RETENTION:** The District or its representative reserves the right to inspect and/or audit all the Bidder's documents and records as they pertain to the products and services delivered under this agreement. 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 this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Bidder.
1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under this contract.
 2. 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.
 3. Upon completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
 4. 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 District.
 5. Persons duly authorized by the District and Federal auditors, pursuant to 45 CFR, Part 92.36 (l) (10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
 6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- DD. WEAPONS AND FIREARMS:** The Board prohibits any contractor from possessing, storing, making, or using a weapon, including a concealed weapon, on Board property and any setting that is under the control and supervision of the Board as specified in Board Policy 7217. Violations will be subject to the immediate termination of the contract.

- EE. **LEVEL 2 SCREENING REQUIREMENTS:** The following provisions which implement the requirements of Board Policy 8475, Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 are included as additional terms and conditions of the contract:

Finger Printing and Background Check:

The vendor/contractor agrees to comply with all requirements of Board Policy 8475 and Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 by certifying that any/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 & Security Department in advance of the vendor/contractor providing any/all services as required herein. The vendor/contractor will bear the cost of acquiring the background screening required and any/all fees imposed by the Florida Department of Law Enforcement and or the District to maintain the fingerprints provided with respect to vendor/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 vendor/contractor will follow procedures for obtaining employees background screening as established by the Leon County School Board, Safety & Security Department.

Where: Leon County School Board –Safety & 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 @ 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 in this contract. It is the responsibility of the awardee(s) to be aware of any changes that may occur

- FF. **CONTACT WITH STUDENTS:** No employees or independent contractors, material men, suppliers or anyone involved in any manner with projects resulting from this proposal 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 District. Vendor/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this proposal.
- GG. **SAMPLES AND BRAND NAMES:** Specifications referencing specific brand names and models are used to reflect the kind and type of quality in materials and workmanship, and the corresponding level of performance the School District expect to receive as a minimum. Bidders offering equivalents or superior products to the brand/model specified will be considered. The School District reserves the right to determine the acceptability of any alternatives offered.
- HH. **EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be the qualifications of the firm and personnel proposed to do the work and cost proposal. Other factors that may be used in the evaluation of this bid will be: (1) administrative costs incurred by the School District in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Bidder's past performance. The School District reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any proposal in its entirety or in part, and to waive minor irregularities if the proposal is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The School District has sole discretion in determining testing and evaluation methods. The School District may consider in conjunction to any award hereunder, those products, services and, prices available to them through contracts from state, federal, and local government agencies or other school districts within the State of Florida.
- II. **CLARIFICATIONS AND INTERPRETATIONS:** The School District reserves the right to allow for clarification of questionable entries, and for the Bidder to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the RFP Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven workdays prior to the opening date of the proposals. Failure to do so, on the part of the bidder will constitute an acceptance by the bidder of consequent decision. An addendum to the RFP shall be issued and posted for those interpretations that may affect the eventual outcome of this bid. 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 RFP. Therefore oral statements given before the RFP opening date will not be binding. The School District will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be posted to the school Districts website at

<http://www.leon.k12.fl.us/public/business/purchasing/Current%20News.htm> at least five workdays prior to the opening date. The bidder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their proposal.

- JJ. **DISPUTE RESOLUTION CLAUSE:** In the event a dispute occurs, or a clarification of contract terms becomes necessary, please indicate your company representative for arbitration proceedings.

Representative's Name _____

Telephone Number _____

Our District Representative will be:

Mr. Jeff Wahlen
Ausley & McMullen
(850) 224-9115

- KK. **PROTESTING BID SPECIFICATIONS:** 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 receipt of the Bid or Addendum and shall file a formal written protest within ten days after the date the notice of protest was filed. Saturdays, Sundays and legal holidays or days during which the school district administration is closed shall be excluded in the computation of the 72 hour period. If the tenth calendar day falls on a Saturday, Sunday or legal 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, legal holiday, or day during which the school district administration is closed. Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Policy 6320.02.

- LL. **PROTESTS TO CONTRACT AWARD:** The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the Purchasing Department's website <http://www.leon.k12.fl.us/public/business/purchasing/Current%20News.htm>. Any person desiring to protest the intended decision shall file a written notice of protest, within 72 hours after the official posting in the Purchasing Department office of the Notice of Intent to Award concerning this RFP, and shall file a formal written protest within ten days after filing the notice of protest. Saturdays, Sundays, legal holidays and days during which the school district administration is closed shall be excluded in the computation of the 72 hour period. If the tenth calendar day falls on a Saturday, Sunday or legal 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, legal holiday or day during which the school district administration is closed. Section 120.57(3) (b), Florida Statutes, states that "the formal written protest shall state with particularity the facts and law upon which the protest is based." Any person who files an action protesting an intended award shall post with the Purchasing Department, at the time of filing the formal written protest, a bond payable to the Leon County School Board consistent with F.A.C. Rule 28-110.005(2), and Board Policy 6326. The bond shall be conditioned upon the payment of all costs which may be adjudged against protester in an Administrative hearing in which the action is brought and any subsequent appellate court proceeding. **Failure to file a notice of protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Policy 6326.**

- MM. **CONTACT:** All contact and requests for clarifications should be submitted via e-mail to: scott@leonschools.net no later than **April 29, 2014**. Answers will be posted at www.leon.k12.fl.us/public/business/purchasing/Current%20new.htm no later than **May 1, 2014**.

Prospective bidders shall not contact any member of the Leon County School Board, Superintendent or staff regarding this bid prior to posting of the final tabulation and award recommendation on the website and in the Purchasing Office. Any such contact shall be cause for rejection of your proposal.

- NN. **PROPOSAL PREPARATION COSTS:** Neither the School District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this proposal.

III. **SPECIAL CONDITIONS**

These "SPECIAL CONDITIONS" are in addition to or supplement Section II GENERAL TERMS AND CONDITIONS. In the event of a conflict these SPECIAL CONDITIONS shall have precedence.

- A. **AGREEMENT FORM:** The basis of our agreement shall be the terms and conditions of this Request for Proposal and the Bidder's response thereto. Any alternative agreement form or document required by Bidder shall be attached with their

response hereto. The District reserves the right to reject any terms or conditions in conflict with those set by this RFP or negotiate mutually acceptable terms or conditions as it deems appropriate.

- B. **FIRM OFFER:** Any bid may be withdrawn until the date and time set for the opening of the bids. Any bid not so withdrawn shall constitute an irrevocable offer to provide the District the services/products set forth in this RFP. Such offer shall be held open for a period of sixty days from RFP opening date or until one of the bids has been awarded by the District.
- C. **RESERVATION FOR REJECTION OR AWARD:** The Board reserves the right to reject any or all bids, to waive irregularities or technicalities, and to request rebids. The Board reserves the right to award on an individual item basis, any combination of items, total low bid or, if an alternate bid is accepted, on such terms as are specified for the alternate bid, whichever manner is in the best interest of the Board.
- D. **CLARIFICATIONS:** The District reserves the right to request clarification of information submitted and/or request related additional information or materials from the Bidder, to accurately evaluate the bid. Such information shall not materially change the original bid response nor serve to allow the addition of new information that was not originally expressed or referenced.
- E. **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, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The vendor certifies by signing the bid that the vendor and his/her 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 contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify the Director of Purchasing, in writing. Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the Board, makes final payment.

For all contracts involving Federal funds in excess of \$10,000, the Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the vendor.

- F. **SBDO PROGRAM:** The Board established the Small Business Development Office to support innovative race and gender neutral strategies to promote qualified small business participation as specified in Board Policy 6325.
- G. **LOCAL PREFERENCE:** This RFP is subject to the local preference provisions as specified in Board Policy 6450.
- H. **FLORIDA PREFERENCE:** This RFP is subject to §284.084 Florida Statutes, which requires, among other things, the following:
“A vendor, whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.”

Any vendor, regardless of whether its principal place of business is located inside or outside of this state, who submits any written bid, proposal or reply documents is responsible for understanding and complying with the requirements of §284.084 Florida Statutes.

- I. **MOST FAVORED CUSTOMER STATUS:** The awarded vendor shall afford the 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 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 contract.
- J. **INDEMNIFICATION:** Successful bidder agrees to indemnify and save harmless the Leon County School District, its officers, agents and employees from and against any demand, claim, suit, loss, expense, or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of any person arising out of, or in any way related to, any action or inaction of the successful bidder (including its sub-contractors, officers, agents, and employees) in the performance or intended performance of this agreement, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to the performance of this agreement. The obligations of the successful bidder pursuant to this paragraph shall not be limited in any way by any

limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the successful bidder.

K. INSURANCE:

1. The successful bidder agrees to maintain, in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of general liability and auto liability insurance in an amount not less than \$1,000,000.00 with an Insurance company rated not lower than "A" and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company. The School Board shall be named as an additional insured. The policy and evidence of such insurance shall be endorsed so as to provide coverage for all liability hereby contractually assumed by the Supplier and a copy thereof shall be delivered to the District before beginning performance of this agreement. Such insurance shall not be subject to cancellation, non-renewal, reduction in policy limits or other adverse change in coverage, except with 45 days prior written notice to the School Board, which notice shall be given by U.S. Certified Mail with return receipt requested to the undersigned. No other form of notification shall relieve the insurance company, or its agents, or representatives of responsibility.
2. If this agreement involves construction to be performed by the Supplier, the above required comprehensive general liability and auto liability insurance shall be in an amount not less than \$1,000,000. and the Supplier shall also maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of an Owners and Contractors General Liability Insurance policy in the amount of \$500,000 according to the same terms, provisions, conditions and requirements described in the first paragraph of this section. The named insured on the Owners and Contractors General Liability Insurance policy shall be the School Board.
3. If this agreement involves performance by officers, employees, agents or sub-contractors of the Supplier, the Supplier shall also maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of workers' compensation insurance in the amount required by Florida State Statutes Chapter 440, and Employer Legal Liability Insurance in the amount of \$100,000.00.

L. TERMINATION: Except as it relates to any warranty provision established by this agreement and in addition to any and all rights by the parties in law or equity, the Successful Bidder may terminate this agreement at any time with thirty (30) days written notice to other without penalty. The District may unilaterally terminate this agreement with thirty (30) days written notice to Contractor without penalty at any time. In the event of termination, the Contractor (a) shall be responsible for the delivery of all products and services up to the date of termination, or (b) may mutually be canceled without penalty upon agreement by the parties. The District shall be responsible for payment of all goods, materials, and services ordered, received and accepted prior to termination. All warranty provisions as it relates to services/parts purchased during this agreement shall survive any termination between the parties regardless of cause and the supplier agrees to be obligated to continue to provide warranty repair service when and where needed as if no termination has occurred.

M. COMPLIANCE WITH LAWS: Bidders shall comply with all federal, state of Florida and local laws applicable to it and the performance of its obligations under the bid.

N. GOVERNING LAW AND VENUE: All legal proceedings brought in connection with this 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 contract. 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.

O. COMPLIANCE WITH SCHOOL CODE: Bidder agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists, and further as it may be amended from time to time. Further, 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 Board.

P. PRICE ESCALATION: In the event of unforeseen circumstances that directly impact the pricing and/or servicing of this contract, the District reserves the right to negotiate the established bid price with the contractor at any time during the

duration of this contract after completion of the initial contract term. Price negotiations will be at the sole discretion of the District.

The District may consider pricing increases of the bid item(s) if the following conditions occur:

1. There is a verifiable price increase of the bid item(s) to the contract supplier.
2. The contractor submits to the District, in writing, notification of price increases.
3. The price increase shall be comparable to documented manufacturers' or distributors' price changes or changes in industry related indices.
4. The contractor shall submit the above information to the Director of Purchasing thirty (30) calendar days prior to the effective date of the price increase. Requests for price increases may only be made after the first term of the contract.

When the contractor complies with the abovementioned conditions, the Director of Purchasing will review the information to determine if it is in the best interest of the District to adjust the pricing on the products bid, in conjunction with the contractor's effective date of price increase. The District reserves the right to deny any requests for price increases. The contractor must receive written notification from the Director of Purchasing that the District is in acceptance of the new prices before processing any orders with the new costs.

- Q. CONTRACTOR:** The contractor shall carefully review the contract documents and shall report to LCSB any error, inconsistency or omission discovered. The contractor shall perform no portion of the work at any time without contract documents or written approval from LCSB. The contractor shall provide supervision to direct the work using their best skills and attention, and shall be solely responsible for all contracted service means, methods, techniques, sequence, procedures and coordination of all portions of the work under contract. The contractor shall be responsible to LCSB for the acts and omissions of his employees, subcontractors and their agents and employees, or other persons performing any of the work under the contract.
- R. SUB-CONTRACTORS:** LCSB must approve all sub-contractors in writing prior to them performing any work under this contract. All requests for sub-contractors shall be submitted in writing to the Director of Facilities. The vendor will be fully responsible to LCSB for the acts and omissions of the sub-contractor and its employees. All responsibilities relating to the performance of this contract shall remain the responsibility of the vendor.
- S. DAVIS-BACON ACT (34 CFR 80.36(i)(5)):** All vendors, contractors and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation). (Applies to construction contracts in excess of \$2000 awarded by the district and subgrantees when required by Federal grant program legislation).
- T. PERMITS, FEES, NOTICES:** The contractor shall secure and pay for permits when required and governmental fees, licenses and inspections necessary for the proper execution and completion of the work. The contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. If the contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations without such notice to LCSB, shall assume full responsibility therefore and shall bear all costs attributable thereto.
- U. CHARTER SCHOOLS:** Items or Services awarded under this contract shall be made available to Charter Schools approved by the School Board of Leon County. LCSB is not responsible or liable for purchases that may be made by Charter Schools.
- V. PUBLIC RECORDS LAW:** Pursuant to Florida Statute, it is the practice of the Board to make available for public inspection and copying any information received in response to an Invitation to Bid (RFP) or Request for Proposals (RFP). No action on the part of the respondent to an RFP or RFP will create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the response to the trade secret statutes. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

W. NONDISCRIMINATION CONTACT INFORMATION: No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability 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. Any employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact: Dr. Kathleen L. Rodgers, Equity and Title IX Compliance Officer, 2757 W. Pensacola Street, Tallahassee, FL 32304; (850)487-7129; rodgersk@leonschools.net

X. SCHOOL BOARD RIGHTS: The Board reserves the right to:

1. Reject any and all offers received as a result of the ITB and to re-bid the services if it is in the best interest of the Board.
2. Disqualify a bidder from receiving the award if such bidder, or anyone in the bidder’s employment, has previously failed to perform satisfactorily in connection with public bidding or contracts.
3. Seek clarification of information submitted and to waive minor irregularities in any proposal.
4. **Accept and utilize any and all ideas submitted in any proposal.**
5. Negotiate further with any bidder responding to this ITB if it will best serve the interest of the Board.
6. Re-negotiate terms and conditions of this ITB due to regulatory changes or other factors which may impact this contract.
7. Subsequent to establishing a contract resulting from this ITB, if the Board determines that additional features, service, modifications, or deletions are needed and it is in the Board’s best interest, the Board may enter into negotiations with the contractor to amend the contract

IV. PERFORMANCE REQUIREMENTS & INSTRUCTION TO BIDDERS

A. TERMS OF AGREEMENT: The District will enter into a term contract agreement with a contractor(s) that is certified to perform Test and Balance Services. This agreement can be renewed annually upon mutual consent (and final approval by the School Board of Leon County, Florida) for a total not to exceed five-years. The agreement’s first term will be effective after School Board Approval on or about **July 1, 2014 through June 30, 2016**. Annual expenditures will vary based on District wide needs and corresponding availability of funds.

B. ADMINISTRATIVE PROCEDURES: Bids for individual projects will **NOT** be solicited. The procedure will be as follows:

1. The need for Test and Balance Service will be established at a particular site and the District’s project coordinator or his designee will contact the firm selected for the project. Notification will be given to the firm both verbally and in writing. The District will also provide the name of the Contractor to contact and a set of mechanical drawings and any addenda. (See Technical Specifications paragraphs 1.03A-1 and 1.03A-2).
2. The selected firm will then be required to submit a completed pricing form to the District within ten (10) days of receipt of the notification and drawings. The firm must use the pricing as submitted in this RFP with quantities as indicated in the job specific documentation.
3. The District will issue a purchase order for the project. The receipt of the purchase order or purchase order number will constitute a “Notice to Proceed” (See Technical Specifications part 1.04).
4. The firm will begin actual operations for the project on the date set by the Contractor of the District, or within seven (7) days of approval of the agenda and pre-engineered report, whichever is greater. If the agenda and pre-engineered report is waived by written direction from the District, this time line shall begin with the “Notice to Proceed”.
5. Payments will be made net 30 of invoice receipt. Payments made will be sufficient to bring the total amount paid to a percentage of the total invoice amount based on the following schedule:

a.	Receipt of agenda and pre-engineered report (if not waived)	15%
b.	Receipt of draft report	60%
c.	Receipt of final report	80%
d.	One season data	90%
e.	Other season data (approved)	100%

C. RETURN VISITS: The firm selected for a particular project should include in it’s base price an allowance for a normal and reasonable amount of delays, interruptions, and re-testing. The firm shall keep a log of delays and re-tests, and send a copy of the log to the District at frequent intervals. This log will be used to determine if delays and interruptions have been

caused by equipment problems or the mechanical contractor's failure to be ready has become excessive, entitling the firm to additional compensation.

If the firm and the District agree that excessive delays and interruptions have occurred, additional compensation for the firm will be negotiated, based upon the unit price schedule as set forth in this RFP and the delay/interruption logs as submitted for the particular project

If other additional re-test/balancing is required, the firm shall notify the District of what specific work is required, the reason, and the cost for the additional services. Upon receipt of written authorization, the firm shall proceed with the re-test work within seven (7) days, and shall invoice the District based on the contract price schedule.

D. QUALIFICATIONS:

1. **Memberships:** Member in good standing of the Associated Air Balance Council (AABC) or National Environmental Balance Bureau (NEBB). Documentation of membership must be included with your proposal. Firms that are not a member of either association will not be considered for contract award.
2. **Experience:** The firm shall have a minimum of three (3) years' experience in the area of Test and Balance for commercial, industrial, and institutional customers, and or School Districts of like size, and shall present documentation showing that experience.
3. **References:** The contractor shall provide a minimum of three (3) verifiable references to include name, address, and phone number of persons who can attest to the contractors experience and on the job work performance.

E. TECHNICAL SPECIFICATIONS:

Application

This specification sets forth methods and procedures for Test and Balance when requested by the District. Part I procedures shall be followed for each specific project or job, except as waived or modified in writing by the District at the time the work is requested. Only those Part II procedures shall be followed which are applicable to a specific project or job request.

PART I – GENERAL

1.01 SECTION INCLUDES:

- A. Test, adjust, balance and certify the performance of the heating, ventilating and air conditioning systems, including all hydronic systems, supply air, return air, outside air and all exhaust and ventilation systems as apply to the project. Test and certify all refrigerant pressures and temperatures on direct expansion applications.
- B. No attempt shall be made to perform test and balance work until each system is complete and operable in all respects and all related building systems are complete, as confirmed by the Mechanical Contractor for the Project

1.02 QUALITY ASSURANCE:

- A. Testing, adjusting and balancing shall be performed in complete accordance with these specifications and the procedures set forth in the latest edition of the AABC National Standards for Total System Balance, or the NEBB Procedural Standards for Testing, Adjusting, and Balancing.
- B. Instruments used for testing of air, hydronic and refrigerant systems must have been calibrated according to AABC or NEBB standards. All final test reports shall include a tabulated list of all instruments used, the serial number of each and the last calibration date for each.

1.03 CONTRACTOR OR LCSB COOPERATION:

If a Contractor is constructing the project for LCSB, the Contractor will be contractually required to cooperate with the Test and Balance Agency (TBA) as set forth below. If the project of job is being done direct by LCSB, the LCSB will be responsible for these functions

1. The Contractor shall provide the TBA with a new and complete, up-to-date set of project drawings, including all sections. These drawings must reflect all changes which were incorporated into the project. The Contractor shall also provide a complete set of specifications with all addenda and attachments.

2. The Contractor shall provide the TBA with a complete set of approved Division 15000 submittal data. This data should also include, but not be limited to fan curves, pump curves, wiring diagrams for all equipment as well as as-built control diagrams, and equipment model specifications.
3. The Contractor shall put all HVAC systems into full operation, verifying all belts are tensioned properly, motor operating amps are within nameplate limitations, filters are installed and clean, and continue the operation of the systems for the duration of the Test and Balance process.
4. The Contractor shall check and verify that all dampers are installed and locked in full open position. The Contractor shall clean all water strainers and insure that all water systems are full of water and that all water systems have been purged of air.
5. The Contractor shall bear the costs of all sheave and belt changes necessary to achieve equipment speeds and flow rates within specified limits. The TBA will make all speed adjustments allowable with the variable pitch sheaves provided.
6. The Contractor shall certify in writing that all control systems have been installed, calibrated and are functioning according to the specified design.
7. The TBA will provide the Contractor and Owner with a list of all deficiencies encountered, on a daily basis. It is the responsibility of the TBA to define the scope of the problem as explicitly as possible, in order to expedite corrective action by the appropriate party. The corrective work must be accomplished in a timely manner and the list returned with each item signed off by the responsible party. The TBA is responsible to re-check a reasonable number of items on time. If an item has not been corrected, it will be noted in the draft report.

1.04 SUBMITTALS

- A. Agenda: Within fifteen (15) working days of receipt of Notice-to-Proceed from LCSB the TBA shall submit an agenda written specifically for this project. Standard procedure formats as published by NEBB, AABC, and ASHRAE publications can be used for guides, but will not be accepted unless tailored specifically for this project. Submit one copy of the Agenda to LCSB and one to the Engineer designated by the LCSB. The agenda will include the following as a minimum.
 1. General description of each air, water and refrigerant system with its associated equipment and control cycles.
 2. Specific test procedures, in outline form, for each different type of air, water and refrigerant system, i.e., variable volume air, constant volume air, exhaust air, variable volume water. Include calculations of diversity factors where applicable. The agenda will be subject to the approval of the Engineer. The TBA shall make such reasonable changes in procedures as required by the Engineer for approval.
- B. Pre-Engineered Report: Provide a complete pre-engineered report to accompany the agenda specified in Paragraph 1.04-A. This report will be indicative of the format of the final report and should contain as a minimum a title page, index, instrument list (containing the instruments, serial numbers and calibration dates), and data sheets and required sketches for all systems. Please note that all pages of the report shall be numbered for quick reference in the index. The report format is subject to approval by the Engineer. The TBA shall make such reasonable changes in the format as required by the Engineer for approval.
 1. Scheduled submittal or Agenda and Pre-Engineered Report may vary for larger projects.
 2. Pages added after initial page numbering may be numbered with the last preceding page plus a letter subscript as 15a, 15b. If pages are removed, a blank page shall be inserted to maintain the number sequence
- C. Plan Drawings: Using the drawings furnished by LCSB or by the Mechanical Contractor, provide a set of reduced size prints showing all equipment such as air handlers, pumps, fan coil units, diffusers, and VAV boxes which require Test and Balance. Show ID numbers for each piece of equipment, diffusers, etc., on the drawings, to coordinate with ID numbers used on the report. Show all duct traverse points. Submit a set of prints with each required copy of the pre-engineered report, the draft report, and the final report.
- D. Draft Report: At the completion of the Test and Balance, one copy of the test shall be submitted in the report format as approved by the Engineer. It shall include a General Notes section listing all discrepancies which have not been corrected, as well as any idiosyncrasies of the systems which may help with maintaining the systems.

Once the Engineer approves this report, the final reports can be issued. One additional copy of the draft report shall be sent to the Owner

- E. Final Report: After approval of the draft report by the Engineer, and after making any corrections or changes required by the Engineer, the TBA shall transmit five (5) copies of the final report to the LCSB and one (1) to the Engineer. These reports shall contain all data as listed in Paragraph 1.04-D above. The title page shall contain the NEBB or AABC stamp of the firm and person certifying the contents of the report.

1.05 INSPECTIONS AND WARRANTY

- A. Final Inspection: At any time from the submission of the draft report until ninety (90) days after the acceptance of the final report, the LCSB can request a random retest of specific test readings at its expense, for the purpose of verifying the accuracy of the report. The selections for retest shall not exceed ten (10) percent of the readings contained in the report. The same instruments used to perform the Test and Balance on the project will be used for the retest. The TBA shall have the opportunity to place the system in the proper mode of operation before these retests are conducted, (i.e., variable air and water systems). If the retest readings vary more than ten (10) percent, on more than ten (10) percent of the points retested, then the system will be totally rebalanced at the expense of the TBA and new reports issued.
- B. The TBA will warrant all Test and Balance work for a period of ninety (90) days from the date of acceptance of the final report.

1.06 COORDINATION WITH SCHOOL OPERATION

- A. Test and Balance operations will frequently have to be conducted at times when school is in full operation. The TBA shall closely coordinate his activity with the school principal or his designee, and shall observe the following restrictions.
 - 1. Operations shall not be conducted in operating classrooms without prior approval of the teacher, and then only for laboratory, gym, or physical education classes. For all other classes, operations must be conducted outside of regular school hours.
 - 2. Operations in corridors and mechanical rooms can be conducted during school, providing care is taken to avoid any interaction between students and TBA personnel.
 - 3. Operations in media centers, cafeterias, and kitchens are to be conducted at times approved by the school staff person in charge.
 - 4. At no time shall systems be operated in a manner to cause inconvenience or discomfort to occupants.
 - 5. Operations during school hours cannot be noisy or disruptive in any way.

PART 2 – EXECUTION

2.01 TEST AND BALANCE PROCEDURE

- A. Test and Balance of all HVAC systems within plus or minus ten (10) percent of the design requirements. Use test stations provided. If no test station is provided, use flow/pressure characteristics from product data.
- B. Minimum Data Required
 - 1. All motors (Data to be tabulated with equipment driven by motor).
 - a. Specified data from equipment schedule
 - b. Manufacturer
 - c. HP and BHP
 - d. Nameplate phase, voltage, FLA, RPM, and S.F.
 - e. Actual voltage. NLA and FLA.
 - f. Starter size, heater size and rating
 - 2. Air moving equipment (air handling units, exhaust fans, supply fans, water source heat pumps, split system air conditioning units or heat pumps).
 - a. Specified data from equipment schedule
 - b. Installation data

1. Manufacturer, model number and serial number
 2. Motor sheave and shaft size
 3. Fan sheave and shaft size
 4. Fan belt size and quantity
 5. Filter size, quantity and condition
- c. Test data (equipment 1000 CFM and over)
1. CFM (supply, return and outside) by duct traverse. See B.3.c.
 2. Fan RPM
 3. Fan suction pressure, fan discharge pressure, and fan static pressure (inlet and outlet of fan).
 4. Unit static pressure profile (including pressure at most difficult to supply terminal box, and static reading at the control system sensing location), and unit external static pressure.
 5. Sketch of each type of air moving device showing static pressure measurement points similar to Page 26.7 in the AABC National Standards
- d. Test Data (equipment under 1000 CFM)
1. CFM (supply, return, and outside) by register, diffuser, and inlet totals. See B.3.b.
 2. Fan RPM
 3. Fan suction pressure, fan discharge pressure, and fan static pressure.
3. Duct Systems
- a. Duct air quantities. Obtain by Pitot tube traverse using manometers and micromanometers. Report all velocity readings for each traverse.
1. Total air (supply or exhaust)
 2. Outdoor air
- b. Outlet/Inlet air quantities. Supply outlet air quantities are to be tested using either Shortridge or Alnor flow hoods. Exhaust and return inlets may be tested using either flow hood or direct reading anemometer. If direct reading, take a minimum of six (6) equal area readings. Provide a sketch showing points.
- c. Duct traverse sheet and cross sections sketch for each traverse point, showing measurement locations. Similar to sheet shown on Page 26.10 of the AABC National Standards.
4. Water Moving Equipment (Pumps)
- a. Specified Data From Equipment Schedule
- b. Installation Data
1. Manufacturer, model number, and serial number
 2. Impeller size
- c. Test Data
1. Flow and shutoff discharge pressure
 2. Flow and shutoff suction pressure
 3. Flow and shutoff differential pressure
 4. Flow and shutoff total head
 5. Actual flow during building operation
5. Water Measuring Devices. The flow station and circuit setter pressure drops shall be measured with pressure differential gauges owned by the TBA, not with operating gauges permanently mounted.
- a. Location/Service
- b. Specified Flow Rate
- c. Installation Data
1. Manufacturer, model, type and size

2. Pressure drop at specified flow rate
 3. Final setting, pressure drop and flow
6. Split System Refrigerant Units. Air conditioning and heat pumps (in addition to the data obtained under air moving equipment and coils).
 - a. Specified Data from Equipment Schedule
 - b. Installation Data (outdoor unit)
 1. Manufacturer, model, type and size
 2. Nameplate phase, voltage, full load amps
 3. Refrigerant type
 - c. Test Data (outdoor unit)
 1. Condenser entering dry bulb temperature
 2. Condenser leaving dry bulb temperature
 3. Actual compressor voltage and run load amps
 4. Outdoor air temperature
7. Cooling/Heating Coils (No WB temperatures on heating coils)
 - a. Specified Data from Equipment Schedule
 - b. Location and Service
 - c. Installation data (Normally these coils will be an integral component of an air handling unit and there will not be data nameplates)
 1. Manufacturer and model number
 - d. Test data (asterisk is data required only for coils with greater than 2000 CFM design air flow)
 1. Air flow, entering static pressure, and pressure drop
 2. Entering air DB/WB temperature
 3. Leaving air DB/WB temp
 4. Delta TH
 5. Entering water temperature
 6. Leaving water temperature
 7. Water pressure drop (WPD)
 8. Calculated capacity in BTUH (Air side basis)*
 9. Calculated water flow (By WPD)*
 10. Water flow per 201-B-5
8. Water Chilling Units
 - a. Specified Data from Drawing Equipment Schedule
 - b. Installation Data
 1. Manufacturer, model number, and serial number
 2. Compressor HP
 3. Compressor phase, voltage, full load amps
 4. Refrigerant type
 - c. Test Data (Water cooled)
9. Cooling Tower
 - a. Specified data from drawing/equipment schedule
 - b. Installation data
 1. Manufacturer
 2. Model and serial number

3. Motor sheave and shaft size
 4. Fan sheave and shaft size
 5. Fan belt size and quantity
 - c. Test Data
 1. Fan RPM
 2. Voltage and full load amps
 3. Entering water temperature
 4. Leaving water temperature
 5. Entering air temperature DB/WB
 6. Leaving air temperature DB/WB
 7. Water flow rate (sum of condenser or pump flows may be used)
10. Sound Level
- a. Location
 - b. Test Data
 1. Sound pressure data with equipment in the operation mode designated, at octave bands 1-8 (flat) plus "A" scale.
 2. Tabulate data and plot each point on NC octave band chart.
11. Boiler
- a. Specified data from drawing equipment schedule.
 - b. Installation Data
 1. Manufacturer
 2. Model and serial number
 3. Burner manufacturer, model, and serial number
 4. Data plate firing rates for all fuels listed
 5. Data plate output, Mbtah
 - c. Test Data
 1. Blower air flow rate at full fire
 2. Gas pressure at full fire (natural and LP gas units)
 3. Entering water temperature
 4. Leaving water temperature
 5. Water pressure
 6. Water flow rate (sum pumps or heating coils)
- F. **DISCRIMINATION:** Bidder(s) doing business with the District are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, religion, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods and training selection.
- G. **SAFETY:** The awarded contractor shall take all reasonable precautions for safety and shall provide all reasonable protection to prevent damage, injury or loss to persons and employees of the District. The awarded contractor shall comply with all Occupational Safety and Health Administration (OSHA) regulations, as they relate to, and are applicable to the performance of the work of this contract.
- H. **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 District representative immediately, and no later than twenty-four (24) hours from the time that the emergency is discovered by the contractor.
- I. **EQUIPMENT:** All equipment operated on any school district site shall be equipped with guards and/or shields to minimize the possibility of injury to the operator or the general public. Machinery not equipped with safety devices shall not be

operated at any facility housing students, staff or other personnel. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, fire drills, etc. Proper and safe operation of all equipment is the contractor's responsibility.

- J. DAMAGE TO DISTRICT OWNED PROPERTY:** Any damage to property, equipment, grounds, buildings, etc. that is caused by the awarded contractor will be reported to the District within twenty-four (24) hours of discovery. The awarded contractor will have ten (10) working days after report to present its written response to the claimed damages. The awarded contractor, upon approval by an authorized District representative, may make repairs that are deemed within its capability. The District reserves the right to make immediate repairs to correct damages that are safety hazards or that pose a detrimental effect to the District's operations. Costs of any replacement or repairs made by the District for damages caused by the awarded contractor shall be deducted from any monies due to the contractor. **This shall not prevent the District from seeking damages should replacement/repair costs exceed the amount of monies owed to the awarded contractor.**
- K. WORK SCHEDULE:** The awarded contractor must be available for service during normal working hours, Monday through Friday, 7:30a.m. to 5:30 p.m. The work of this contract will be performed on an "as needed" basis.
- L. 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 Agreement may be imposed for any second or additional offense.
- M. IDENTIFICATION:** I.D. badges and company logos on shirts or hats are required on all contractor's personnel.
- N. ATTIRE:** Proper attire shall be worn at all times.
1. Shirts shall be worn at all times while on school property. (No tank tops or undershirts will be permitted).
 2. Clothing displaying nudity, obscene language, obscene symbols or pro-drug slogans is prohibited.
 3. Protective garments as appropriate and proper shoes to insure the individual's safety shall be worn at all times.
- O. FRATERNIZATION:** The awarded contractors' employees, subcontractors' and its employees, and any other personnel, including material suppliers engaged in any activities encompassed by this Agreement are strictly forbidden from participating in any manner and form of interaction with the students of Leon County Public Schools. Violation of this provision may result in removal of the individual(s) involved from the school site, the project, and further, the contractor may be prohibited from employing the individual in any future work with the District.
- P. QUALITY/SAFETY CONTROLS**
1. Awarded contractor shall conform to all applicable OSHA, state and local regulations while performing work under this Agreement and shall take all necessary, ordinary and extraordinary precautions to provide a safe work environment at all times for the occupants of the school or facility and the general public in and around the work area.
 2. Awarded contractor shall keep the premises and surrounding areas free from accumulation of waste material, trash or rubbish caused by performance of the work of this contract and shall maintain the premises in a clean and safe manner at all times.
 3. Awarded contractor shall leave the site clean upon completion of the work. If the contractor fails to clean up, the District may choose to do so and the cost thereof may be deducted from payment due or to become due.
 4. Awarded contractor shall remove all tools, equipment and rigging from the premises immediately upon completion of the project.
 5. Awarded contractor shall not block exits, hallways, corridors, driveways, delivery areas, nor impede ingress or egress.
 6. Awarded contractor shall not impede nor interfere with the normal function of the facility, its occupants or programs.
- Q. LAWS AND CODES:** All work shall be accomplished in strict accordance with specifications as set forth herein, and all applicable federal, state, county and local laws, codes, ordinances and School Board policies. In addition, without exception, the awarded contractor(s) shall comply with the letter and intent of all EPA, OSHA and any other pertinent federal regulations and laws as they apply.
- R. CONTRACTOR ACCESSIBILITY:** Contractor shall be accessible by a Leon County toll free local telephone call during regular business hours. Local off-hours answering service for emergencies shall be available for contractor notification twenty-four (24) hours a day, seven (7) days per week, all year, including holidays.

- S. STOPPAGE OF WORK:** The District reserves the right to stop work on any project if, in the opinion of the District's Authorized Representative:
1. Materials or work are not in conformance with applicable codes, standards, District specifications and/or accepted practices.
 2. The contractor's activities result in damage to District property.
 3. The contractor's activities interfere with the normal operation of the facility.
 4. 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.
 5. Any other condition, situation, or circumstance which, in the opinion of the District Authorized Representative, would be a detriment to the best interests of the District if allowed to persist.
- T. INSPECTION OF WORK:** The District reserves the right to inspect the contractor's work at any time to assure compliance with all terms and conditions of this Agreement. All work will be inspected pursuant to applicable codes. All deficiencies noted by the District will be submitted to the contractor for correction. Within thirty (30) calendar days after submission of deficiencies to the contractor, an inspection of the system may be conducted to insure corrective action was taken. Should the deficiencies not be corrected, the contractor shall be liable for any cost incurred by the District to insure the correction to include, but not limited to, additional inspections, repairs and meetings.
- U. SUBCONTRACTING:**
1. 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.
 2. The District, for work where the contractor(s) are requested to perform additional services, may allow subcontracting.
 3. Any work or service to be performed by a subcontractor must have the prior approval of the District. The District reserves the right to reject any subcontractor. Rejection of any subcontractor shall not entitle the contractor to adjustment of bid prices. The contractor shall inform the District Authorized Representative prior to scheduling any subcontractor's visit to any District facility.
 4. Failure by the contractor to have a subcontractor approved by the District will not relieve the contractor of the responsibility to meet, comply with, and fulfill all of the terms and conditions of this Agreement.
 5. The contractor(s) shall be held fully responsible and liable for the supervision and performance of all work performed by subcontractors. The District shall not be responsible for resolution of disputes between the vendor and any subcontractor.
 6. The personnel of all subcontractors shall meet all of the requirements as stated herein to include, but not limited to LCSB Policy 8475.

V. QUESTIONNAIRE AND RESPONSE

- A. PROPOSAL REQUIREMENTS:** Bidders must submit **one (1) original and one (1) copy** of their completed proposal for this RFP. All proposals submitted in response to this RFP shall become the property of the District. Proposals should be sealed and mailed or hand delivered to: Leon County Schools, Purchasing Department, Attn: Nancy Scott, 3397 West Tharpe St., Tallahassee, Florida, 32303.

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Each page of the proposal should state the name of the bidder, the RFP number, and the page number. The District may request additional data or material to support proposals.

If any director, officer, employee, agent or other representative of a bidder, including any other parties that may be involved in a joint venture or a consortium with the bidder, makes, from and after the date of issuance of this RFP, any representation or solicitation to any member of the School Board or any official, employee or agent of the District, with the exception of, Nancy Scott, Purchasing Agent II with respect to the bidder's response or any other bidder's response, the District shall be entitled to reject that respondent's proposal. A representation for the purposes of this requirement can be considered to be anything said or written to any school board member, official, employee or agent which provides information advancing the interests of a proposal.

- B. PROPOSAL ORGANIZATION:** Your proposal is to be organized and submitted in the exact format as listed below:
1. Bidder Acknowledgement form - page 1
 2. Bid Identification Label affixed to your submittal - page 2

3. Dispute Resolution Contact - page 8, item JJ
4. Occupational/Business Licenses, signed certifications and current membership certificates for AABC or NEBB. – page 13, Item D, 1
5. **Company profile sheet to include:**

**PROPOSALS SUBMITTED WITHOUT THIS INFORMATION
MAY BE CONSIDERED NON-RESPONSIVE**

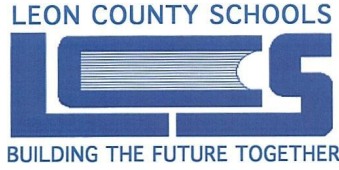
- a. **Brief statement of interest and qualifications to include years in business and number of employees.**
- b. **Experience resume’s and qualifications of personnel proposed to do the work.**
- c. **Information on any current multi-year contracts of a similar nature and any unsolicited support the Bidder wishes to include.**

6. Exceptions to Technical Specifications, if any
7. Cost Proposal Form - pages 22 - 25
8. Conflict of Interest Certification - page 26
9. Statement of No Bid if applicable - page 27
10. Customer Reference Form - page 28
11. Vendor Questionnaire - page 29
12. Drug Free Workplace Certification Form - page 30
13. Certification Regarding Debarment - pages 31 - 32
14. Sworn Affidavit – Jessica Lunsford Act -pages 33 – 34
15. Local Small Business Certification - page 35
16. Application for Vendor Status - page 38

C. DOCUMENTATION: Bidder **must include in their proposal** all documentation that will be used during the course of this agreement. **Bidder in all cases shall be in a position to assure a timely completion of service to the District.** Bidder will be asked to commit to an acceptable response and turn-around time as a performance parameter to this agreement. Bidder will be audited during the contract to confirm that performance commitments are being met.

D. IMPLEMENTATION SCHEDULE: The estimated schedule for selecting and awarding this contract is as follows

Mailing/Posting of Request for Proposals	April 15, 2014
Submission of Questions by Proposers	April 29, 2014
Posting of Responses to Questions	May 1, 2014
Opening of Proposals	May 13, 2014
(Proposals due no later than 2:00 P.M. EST)	
Evaluation of Proposals	May 14 – 16, 2014
Notice of Intent to Award Posted on or about	May 19, 2014
School Board Consideration Date	May 27, 2014
Contract Inception Date after Board Approval	July 1, 2014



RFP No. 319-2014 Test and Balance Services District Wide
Cost Proposal Form

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 following information, including an authorized representative signature is required to be submitted with your bid in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the School Board of Leon County for the purposes as proposed and as described herein. Please print below and sign where required.

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	

DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
PRE-TEST ENGINEERING SUBMITTAL <i>(See Note #9)</i>	\$ _____/HR		\$ _____
EQUIPMENT DATA PLATE INFORMATION	\$ _____/EA		\$ _____
AIR SIDE			
DUCT TRAVERSE 2 – 4 SF <i>(See Note #3)</i>	\$ _____/EA		\$ _____
DUCT TRAVERSE 4 – 6 SF <i>(See Note #3)</i>	\$ _____/EA		\$ _____
DUCT TRAVERSE 6 – 8 SF <i>(See Note #3)</i>	\$ _____/EA		\$ _____
DUCT STATIC PRESSURE <i>(See Note #1)</i>	\$ _____/EA		\$ _____
DUCT FLOW STATION READING <i>(See Note #1)</i>	\$ _____/EA		\$ _____
DUCT DRY BULB TEMPERATURE <i>(See Note #1)</i>	\$ _____/EA		\$ _____
DUCT WET BULB TEMPERATURE <i>(See Note #1)</i>	\$ _____/EA		\$ _____

UNIT PRICE PROPOSAL FORM - PAGE 2 OF 4			
DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
HYDRONIC (2)			
VENTURII FLOW METER READING/SET	\$ _____/EA		\$ _____
FLOW CONTROL VALVE CHECK	\$ _____/EA		\$ _____
CIRCUIT SETTER READING/SET	\$ _____/EA		\$ _____
PETE'S PLUG PRESSURE & TEMP	\$ _____/EA		\$ _____
GUAGE PRESSURE READING	\$ _____/EA		\$ _____
DEVICES (AIR SIDE)			
UNDUCTED FANS COIL UNITS – DIRECT DRIVE	\$ _____/EA		\$ _____
UNDUCTED FANS COIL UNITS – BELT DRIVE	\$ _____/EA		\$ _____
UNDUCTED UNIT VENTILATORS – DIRECT DRIVE	\$ _____/EA		\$ _____
UNDUCTED UNIT VENTILATORS – BELT DRIVE	\$ _____/EA		\$ _____
AIR SIDE AIR HANDLING, SINGLE ZONE			
400 – 2000 CFM DIRECT DRIVE	\$ _____/EA		\$ _____
400 – 2000 CFM BELT DRIVE	\$ _____/EA		\$ _____
2001 – 8000 CFM	\$ _____/EA		\$ _____
8001 – 15,000 CFM	\$ _____/EA		\$ _____
MORE THAN 15,000 CFM	\$ _____/EA		\$ _____
AIR SIDE AIR HANDLING UNITS, MULTI ZONE			
2000 – 8000 CFM, FIRST ZONE	\$ _____/EA		\$ _____
8001 – 15,000 CFM, FIRST ZONE	\$ _____/EA		\$ _____
15,001 CFM AND ABOVE, FIRST ZONE	\$ _____/EA		\$ _____
EACH ADDITIONAL ZONE	\$ _____/EA		\$ _____
AIR SIDE AIR HANDLING UNITS, VARIABLE DELIVERY			
2000 – 8000 CFM	\$ _____/EA		\$ _____
8001 – 15,000 CFM	\$ _____/EA		\$ _____
15,001 CFM AND ABOVE	\$ _____/EA		\$ _____

UNIT PRICE PROPOSAL FORM - PAGE 3 OF 4			
DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
PLANT SIDE, AIR HANDLING UNITS			
HYDRONIC WATER COILS (CIRCUIT SETTERS OR VENTURII/COCK SYSTEMS)			
1 – 9 GPM	\$ _____/EA		\$ _____
10 – 40 GPM	\$ _____/EA		\$ _____
40 – 75 GPM	\$ _____/EA		\$ _____
75 GPM AND ABOVE	\$ _____/EA		\$ _____
VAV BOX	\$ _____/EA		\$ _____
FAN POWERED MIXING BOX	\$ _____/EA		\$ _____
FANS, MOUNTED ABOVE CEILING			
0 – 1000 CFM (DIRECT DRIVE)	\$ _____/EA		\$ _____
0 – 2000 CFM (BELT DRIVE)	\$ _____/EA		\$ _____
2000 CFM AND ABOVE (BELT DRIVE)	\$ _____/EA		\$ _____
ROOFTOP MOUNTED FANS			
0 – 1000 CFM (DIRECT DRIVE)	\$ _____/EA		\$ _____
0 – 2000 CFM (BELT DRIVE)	\$ _____/EA		\$ _____
2000 CFM AND ABOVE	\$ _____/EA		\$ _____
CONTROL DAMPER-SET AIR FLOW (4)			
1 – 4 SF	\$ _____/EA		\$ _____
4 – 8 SF	\$ _____/EA		\$ _____
8 – 12 SF	\$ _____/EA		\$ _____
MORE THAN 12 SF	\$ _____/EA		\$ _____
CEILING SUPPLY DIFFUSER <i>(See Note #7)</i>	\$ _____/EA		\$ _____
SIDEWALL SUPPLY DIFFUSER <i>(See Note #8)</i>	\$ _____/EA		\$ _____
SOUND TEST, 8 POINT FULL SPECTRUM	\$ _____/EA		\$ _____
REPORT (DRAFT AND FINAL) <i>(See Note #5)</i>	\$ _____/HR		\$ _____
TRAVEL (LUMP SUM TRAVEL) <i>(See Note #5)</i>	\$ _____/TRIP		\$ _____
TRAVEL (PER DEIM) <i>(See Note #6)</i>	\$ _____/DAY		\$ _____
PUMP	\$ _____/EA		\$ _____

UNIT PRICE PROPOSAL FORM - PAGE 4 OF 4			
DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
CONTROL DAMPER-SET AIR FLOW (4) cont'd			
CHILLER UP TO 100 TONS	\$ _____/EA		\$ _____
CHILLER 100 – 500 TONS	\$ _____/EA		\$ _____
COOLING TOWER – EACH CELL	\$ _____/EA		\$ _____
BOILER	\$ _____/EA		\$ _____
SPLIT SYSTEM REFRIG. UNIT	\$ _____/EA		\$ _____
REDUCED SIZE PLAN SHEET	\$ _____/EA		\$ _____

NOTES:

1. These prices are for duct data taken remote from fans or air handlers. The price for air side fans and air handlers should include all measurements required by the specifications, except traverse data. See Note 3
2. These prices are for measurements taken that are not part of hydronic coils, pumps, chillers, or boilers. The prices for those units shall include all of the measurements required by the specifications.
3. Traverse data is to be priced separately for each traverse point, including those taken to establish air handler or fan air flow. Do not include the cost of duct traverse in the unit price for fans or air handlers.
4. Where control dampers are used to set airflows of direct drive fans or multizone air handlers, include the cost in the unit price for those devices.
5. Lump sum price for one technician to travel from home base to Leon County.
6. Per diem price for one technician, meals and lodging.
7. Also ceiling return and exhaust registers.
8. Also sidewall return and exhaust registers.
9. Includes Agenda also. See specifications.

ADDENDA ACKNOWLEDGMENT: The undersigned also acknowledges the receipt of the following Addenda:

ADDENDUM NO. _____ **DATED** _____ **ADDENDUM NO.** _____ **DATED** _____

ADDENDUM NO. _____ **DATED** _____ **ADDENDUM NO.** _____ **DATED** _____

CONFLICT OF INTEREST CERTIFICATE

Bidder **must** execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this bid proposal.

SECTION I

I hereby certify that no official or employee of the Leon County School District 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>

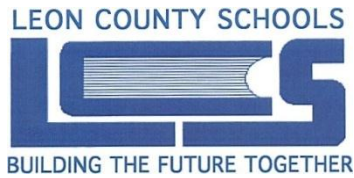
SECTION II

I hereby certify that the following named Leon County School District 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>Name of Official (Type or print)</i>	<i>Business Address</i>

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



STATEMENT OF NO BID

If you are not bidding on this service/commodity, please complete and return this form to: Purchasing Department, Leon County Schools, 3397 W. Tharpe Street, Tallahassee, Florida, 32303. (Please print or type, except signature)

Failure to respond may result in deletion of vendor's name from the qualified bidder's list for the School District of Leon County.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TELEPHONE: _____

We, the undersigned, have declined to bid on our **RFP No. 319-2014 – Test and Balance Services District Wide**

- _____ We do not offer this product or the equivalent.
- _____ Insufficient time to respond to the invitation to bid.
- _____ Remove our name from this bid list only.
- _____ Our product schedule would not permit us to perform.
- _____ Unable to meet bond requirements.
- _____ Other. (Specify below)

Remarks: _____

Signature: _____ Date: _____

THE LEON COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT
3397 WEST THARPE STREET
TALLAHASSEE, FLORIDA 32303

REP NO. 319-2014 – Test and Balance Services District Wide

CUSTOMER REFERENCE FORM

Please provide all requested information for each reference.

Company Name: _____

Business Type: _____

Contact Person: _____

Telephone: _____

Email: _____

Date Last Supplied Products or Services: _____

Company Name: _____

Business Type: _____

Contact Person: _____

Telephone: _____

Email: _____

Date Last Supplied Products or Services: _____

Company Name: _____

Business Type: _____

Contact Person: _____

Telephone: _____

Email: _____

Date Last Supplied Products or Services: _____

**THE LEON COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT
3397 WEST THARPE STREET
TALLAHASSEE, FLORIDA 32303**

REP NO. 319-2014 – Test and Balance Services District Wide

VENDOR QUESTIONNAIRE

Please provide written responses to the following questions. If the answer to any of the questions is 'Yes', Vendor shall describe fully the circumstances, reasons therefore, the current status, and ultimate disposition of each matter that is the subject of this inquiry.

Has Vendor been declared in default of any contract?

Yes No

Has Vendor forfeited any payment of performance bond issued by a surety company on any contract?

Yes No

Has an uncompleted contract been assigned by Vendor's surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations thereunder?

Yes No

Within the past three years, has Vendor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?

Yes No

Is Vendor now the subject of any litigation in which an adverse decision might result in a material change in the firm's financial position or future viability?

Yes No

Is Vendor currently involved in any state of a fact finding, negotiations, or resistance to a merger, friendly acquisition, or hostile take-over, either as a target or as a pursuer?

Yes No

Within the next year, does Vendor plan any personnel reductions? If so, explain by attachment.

Yes No

Within the next year, does Vendor plan any divestments? If so, explain by attachment.

Yes No

DRUG FREE WORKPLACE CERTIFICATION

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

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

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

Vendor's Signature _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION -LOWER TIER COVERED TRANSACTIONS**

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

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
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/Award Number or Project Name

Name(s) of Authorized Representative(s)

Title(s) of Authorized Representative(s)

Signature(s)

Date

Instructions for Certification

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 Nonprocurement 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.



**SWORN STATEMENT – NEW CONTRACTS
SWORN STATEMENT PURSUANT TO SECTION 1012.465,
FLORIDA STATUTES AS AMENDED BY
HB 1877, THE JESSICA LUNSFORD ACT**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF
A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to The School Board of Leon County, Florida (*hereinafter "Board" or "School Board"*) by _____
(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

whose business address is _____

and its Federal Employer Identification Number (FEIN) is _____
If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.

2. I, _____ am duly authorized to make this sworn statement
(Print individual's name and title)

on behalf of: _____

(Print name of entity submitting sworn statement)

3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (*hereinafter "The Act" or "Act"*) was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.

4. I understand that the Act amends the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or **"contractual personnel"** by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening," and further I understand the Act defines **"contractual personnel"** to include any vendor, individual, or entity under contract with the Board.

5. I understand that pursuant to section 1012.465, Florida Statutes as amended by the Act, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes.

6. I understand that as a _____ (eg. a charter bus company)

 (Type of entity)
 All contractual personnel, as defined in section 1012.465, Florida Statutes, must meet Level 2 screening requirements as outlined in sections 1012.32 and 435.04, Florida Statutes in order to do business with the School Board.
7. I understand that "level 2 screening requirements" as defined in sections 1012.32 and 435.04, Florida Statutes means that fingerprints of all contractual personnel must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.
8. I understand that the School Board has implemented Board Policy 2.021 to comply with level 2 screening requirements, as defined in sections 1012.32 and 435.04, Florida Statutes. I understand that my company must comply with these local procedures as they are developed or amended from time to time.
9. I understand that any costs and fees associated with the required background screening will be borne by my company.
10. I understand that any personnel of the contractor found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), **shall not be permitted** to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds.
11. I understand that the failure of any of the company's or my affected personnel to meet level 2 screening standards as required by section 1012.465, Florida Statutes, may disqualify my company from doing business with the School Board.
12. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, AND 435.04 OF THE FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE SCHOOL BOARD OF LEON COUNTY, FLORIDA ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, AND 435.04, FLORIDA STATUTES.

(Signature)

Sworn to and subscribed before me this _____ day of _____ 20_____

_____ is personally known to me OR produced identification

by showing _____
(Type of Identification)

Notary Public – State of _____ My commission expires on: _____

Signature of Notary Public

(Printed, typed or stamped commissioned name of Notary Public)



SMALL BUSINESS DEVELOPMENT OFFICE

The Board has determined that funds generated in the community should, to the greatest extent possible, be placed back into the local economy. Therefore, the Board has determined that it is in the best interest of the Board and the community to give a preference to small business enterprises as specified in Board Policy 6325

Check if you are requesting consideration as a certified small business enterprise: Yes or No

1. Contract award will be conditioned on meeting the requirements of this section. The Board requires the following:
2. Submission by the proposer of the completed "Tabulation of Subcontractors" form with the proposal; (when applicable)
3. The names and phone numbers of all Subcontractors. Clearly designated which Subcontractors are a qualified LSBE that will participate in the contract;
4. A description of the Work and/or Materials that each qualified LSBE will perform or supply;
5. The dollar amount or percentage of the Work and/or Materials that each qualified LSBE will provide on the project;
6. If the actual participation of qualified LSBE in the apparently successful proposal is not maximized, as determined by the Small Business Development Office, such proposer shall submit documentation of all Good Faith Efforts (successful and unsuccessful) that were engaged in, prior to proposal submission, to maximize the use of qualified LSBE on this project. Efforts undertaken after bid submissions are not relevant to the decision to award.

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

Vendor's Signature _____

INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of **REP NO. 319-2014 – Test and Balance Services District Wide**

INDEMNIFICATION

The Vendor shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on behalf of the Vendor, whether or not due to or caused in part by the negligence or other culpability of the indemnities, excluding only the sole negligence or culpability of the indemnities. The following shall be deemed to be indemnities: The School Board of Leon County, Florida and its members, officers and employees.

INSURANCE

Prior to being recommended for award, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverage's may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverage's and limits shall meet, at a minimum, the following requirements:

1. **Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.**
2. **Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operation of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.**
3. **Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.**

"The School Board of Leon County, Florida" must be listed as additional insured on all liability coverage's except Workers' Compensation.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

- a. The company must be:
 1. authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or
 2. an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

or

- b. with respect only to the Workers' Compensation insurance, the company must be:
 1. authorized as a group self-insurer pursuant to Florida Statutes or
 2. authorized as a commercial self-insurance fund pursuant to Florida Statutes

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School

Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to the School Board at a minimum of thirty (30) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of insurance must be delivered to the following address:

**Leon County Schools
Purchasing Department
Attn: June Kail, Director of Purchasing
3397 W. Tharpe St.
Tallahassee, Florida 32303**

The name and address of Leon County Public Schools, as shown directly above, must be listed as Certificate Holder on the Certificate of Insurance as well as clearly noted as "Additional Insured".

The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract. Any questions and/or inquiries should be directed to Janet Heath at (850) 487-7113.



SUPERINTENDENT
Jackie Pons

BOARD CHAIRMAN
Forrest Van Camp

LEON COUNTY SCHOOLS
2757 West Pensacola Street – Tallahassee, FL 32304-2998
FAX FORM TO: (850) 487-7869

BOARD VICE-CHAIR.
Maggie B. Lewis-Butler

BOARD MEMBERS
Dee Crumpler
Dee Dee Rasmussen
Georgia "Joy" Bowen

APPLICATION FOR VENDOR STATUS
(IRS W-9 Facsimile)

NEW VENDOR
UPDATE

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: () _____

FAX NUMBER () _____

CORRESPONDENCE:

ADDRESS: _____

CITY: _____ STATE: _____

ZIP + 4: _____ - _____

REMITTANCE: NAME (if different than above): _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP + 4: _____ - _____

WEBSITE: _____

EMAIL ADDRESS: _____

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

TAX IDENTIFICATION 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 Male Female

*If yes, certification required –
(Please submit with form)

Type: White: Hispanic: African American:
Asian: American Indian: Other: _____

By: _____
SIGNATURE PRINTED NAME DATE

LCSB site contact requesting vendor: _____
NAME PHONE/EMAIL

RFP No 319-2014 Test and Balance Services District Wide

BID SUBMITTAL REQUIREMENTS/ CHECKLIST: To help ensure that you include all the submittals necessary to complete a thorough evaluation of your Bid, we suggest that you use this checklist as a reminder. Please include this checklist along with your response. Items checked “Required” must be submitted with your response or your Bid will be declared non-responsive.

Required	Verified	Description of Submittal
<input checked="" type="checkbox"/>		RFP – Bidder Acknowledgement Form – page 1
		Bidder Identification Label (affixed to submittal) – page 2
		Occupational Licenses
<input checked="" type="checkbox"/>		Dispute Resolution Contact – page 8, item JJ
<input checked="" type="checkbox"/>		Occupational/Business Licenses, signed certifications and current membership certificates for AABC or NEBB. – page 13, Item D, 1
<input checked="" type="checkbox"/>		Company profile sheet to include: - page 21, item B, 4 <i>PROPOSALS SUBMITTED WITHOUT THIS INFORMATION MAY BE CONSIDERED NON-RESPONSIVE</i> <ul style="list-style-type: none"> • Brief statement of interest and qualifications to include years in business and number of employees. • Experience resume’s and qualifications of personnel proposed to do the work. • Information on any current multi-year contracts of a similar nature and any unsolicited support the Bidder wishes to include
		Exceptions to Technical Specifications, if any
<input checked="" type="checkbox"/>		Cost Proposal Form – pages 24 - 25
<input checked="" type="checkbox"/>		Conflict of Interest Certificate – page 26
		Statement of No Bid (if applicable) – Page 27
<input checked="" type="checkbox"/>		Customer Reference Form – page 28
<input checked="" type="checkbox"/>		Vendor Questionnaire – page 29
<input checked="" type="checkbox"/>		Drug Free Workplace Certification – page 30
<input checked="" type="checkbox"/>		Certification Regarding Debarment – page 31 - 32
<input checked="" type="checkbox"/>		Sworn Affidavits – Jessica Lunsford Act - pages 33 - 34
<input checked="" type="checkbox"/>		Local Small Business Certification – page 35
<input checked="" type="checkbox"/>		Application for Vendor Status – page 38
		Bid Submittal Requirements Checklist
		Attachment A – Address/Phone Listing of District School Sites – page 40
		Attachment B – Listing of Additional District Facilities – page 41

Attachment A – Address/Phone Listing of District School Sites

Cost Center	School Site	Phone	Cost Center	School Site	Phone
0441	Apalachee Elementary 650 Trojan Trail, 32311	488-7110	0401	Astoria Park Elementary 2465 Atlas Road, 32303	488-4673
1181	Bond Elementary 2204 Saxon Street, 32310	488-7676	0521	Buck Lake Elementary 1600 Pedrick Road, 32317	488-6133
1161	Canopy Oaks Elementary 3250 Pointview Drive, 32303	488-3301	0491	Chaires Elementary 4774 Chaires Crossroads, 32317	878-8534
1202	Conley Elementary School 2400 E. Orange Ave., 32311	414-5610	0511	DeSoto Trail Elementary 5200 Tredington Park Dr., 32309	488-4511
0561	Ft. Braden K-8 15100 Blountstown Hwy, 32310	488-9374	0381	Gilchrist Elementary 1301 Timberlane Road, 32312	893-4310
0041	Hartsfield Elementary 1414 Chowkeebin Nene, 32301	488-7322	1131	Hawks Rise Elementary 205 Meadow Ridge, 32312	487-4733
0481	Killearn Lakes Elementary 8037 Deerlake East, 32312	893-1265	0421	W.T. Moore Elementary 1706 Dempsey Mayo Rd, 32308	877-6158
0171	Oak Ridge Elementary 4530 Shelfer Road, 32305	488-3124	0311	Pineview Elementary 2230 Lake Bradford Road, 32310	488-2819
0231	Riley Elementary 1400 Indiana Street, 32304	488-5840	1171	Roberts Elementary 5777 Centerville Road, 32309	488-0923
0091	Ruediger Elementary 526 W. Tenth Ave., 32303	488-1074	0071	Sabal Palm Elementary 2813 Ridgeway Street, 32310	488-0167
0431	Sealey Elementary 2815 Allen Road, 32312	488-5640	0501	Springwood Elementary 3801 Fred George Road, 32303	488-6225
0031	Sullivan Elementary 927 Miccosukee Road, 32308	487-1216	0131	Woodville Elementary 9373 Woodville Highway, 32305	487-7043
0391	Belle Vue Middle 2214 Belle Vue Way, 32304	488-4467	0032	Cobb Middle 915 Hillcrest Ave., 32308	488-3364
0531	Deerlake Middle 9902 Deerlake W., 32312	922-6545	0451	Fairview Middle 3415 Zillah St., 32301	488-6880
0222	Griffin Middle 800 Alabama St., 32304	488-8436	1201	Montford Middle School 5789 Pimlico Drive, 32309	922-6011
0092	Raa Middle 401 W. Tharpe St., 32303	488-6287	0291	Nims Middle 723 W. Orange Ave., 32310	488-5960
1141	Chiles High 7200 Lawton Chiles Lane, 32312	488-1756	1151	Swift Creek Middle 2100 Pedrick Rd., 32317	487-4868
0021	Leon High 550 E. Tennessee St., 32308	488-1971	0161	Godby High 1717 W. Tharpe St., 32303	488-1325
0051	Rickards High 3013 Jim Lee Road, 32301	488-1783	1091	Lincoln High 3838 Trojan Trail, 32311	487-2110
0411	Gretchen Everhart 2750 Mission Rd., 32304	488-5785	0204	SAIL High 2006 Jackson Bluff Rd., 32304	488-2468
0191	Ghazvini Learning Center 860 Blountstown Hwy., 32304	488-2087	0361	Lively Technical Center 500 N. Appleyard Dr., 32304	487-7555
0361	Lively Aviation Center 3290 Capital Circle SW, 32310	488-2461			

Attachment B – Listing of Additional District Facilities		
Site Name	Site Address	Phone
Purchasing Dept.	3397 W. Tharpe St., 32303	488-1206
Property Management Warehouse	3374 W. Tharpe St. 32303	922-0657
Aquilina Howell Center	3955 W. Pensacola St., 32304	487-7893
Main Transportation Facility	440 Capital Circle N.W., 32304	488-2636
Transportation Bus Compound	536 Appleyard Drive, 32304	488-7572
Nutrition Service and Central Kitchen	3397 W. Tharpe St., 32303	488-7426
Main Administration Complex	2757 W. Pensacola St., 32304	487-7100
Early Childhood Development Center	500 N. Appleyard Dr., 32304	922-2099
Technology & Information Services	520 S. Appleyard Drive, 32304	488-7530
Materials & Stores	3360 W. Tharpe St., 32303	922-0657
Adult & Community Education	283 Trojan Trail, 32311	922-5343
Transportation Bus Compound	3601 Conner Blvd., 32311	922-6701
Transportation Bus Compound	601 Paul Russell Rd., 32301	922-6727
Academic Resource Center	526 Appleyard Dr., 32304	487-1957
Facilities and Maintenance	3420 W. Tharpe St., 32303	617-1777