



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

INVITATION TO BID (ITB) & BIDDER'S ACKNOWLEDGEMENT

POSTING DATE:
March 28, 2014

PURCHASING CONTACT:
Nancy Scott - (850) 488-1206
scottn@leonschools.net

BID TITLE:
**Relocation of Furniture, Fixtures
and Equipment District Wide**

BID NUMBER:
5257-2014

BID OPENING DATE & TIME:

April 17, 2014 @ 10:00 A.M. EST

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

The School District of Leon County, Florida, solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. Bids will not be accepted unless all conditions have been met. In the event of a conflict between the General Bid Terms and Conditions and any Special terms and Conditions attached hereto, the Special Terms and Conditions shall have precedence. All bids must have an authorized signature in the space provided below. All bids must be sealed and received in the School District's Purchasing Office at 3397 West Tharpe St., Tallahassee, Florida, by the "Bid Opening Date & Time" referenced above. All envelopes containing sealed bids must reference the "Bid Title," "Bid Number" and the "Bid Opening Date & Time." The School District is not responsible for lost or late delivery of Bids by the U.S. Postal Service or other delivery services used by the Bidder. Bids may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.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 BID. BIDS 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 BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A BID 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 BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID 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 8:00 a.m. - 5:00 p.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
Bid Title: Relocation of Furniture, Fixtures and Equipment District Wide	
Bid No.: 5257- 2014	
Bid Opened: April 17, 2014 @ 10:00 a.m.	
From:	
Address:	
<hr/>	
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<hr/>	
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 purpose and intent of this Invitation to Bid is to identify qualified vendors and secure firm pricing for the relocation of furniture, fixtures and equipment on an as needed basis from multiple sites of the Leon County School District (the District).

II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Bidder" as used within this Invitation to Bid (ITB) refers to the person, company or organization responding to this ITB. The Bidder is responsible for understanding and complying with the terms and conditions herein.

A. **GENERAL:** Upon a Bid award, the terms and conditions of this Bid 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 ITB 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 whose bid is determined to be the most advantageous to the District, taking into consideration price, product quality and other requirements as set forth in this ITB. Due to the potential for the existence of multiple overlapping relocation projects at any given time, it is in the best interest of the District to award this contract to up to three (3) vendors, based on the most responsive/responsible bids meeting all specifications, certifications and requirements of this contract and taking into consideration the unit rates as submitted. Bidders are cautioned to make no assumptions unless their offer has been evaluated as being acceptable, at the sole discretion of the District. Any or all award(s) made as a result of this ITB 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 5, 2014, 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 a recommendation for award will be presented to the School Board for consideration at its **May 13, 2014** meeting.

D. **TERM:** The initial term of this contract will be after 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, 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 term of the contract. The successful vendor(s) agree to this condition by signing its bid.

- E. **BID OPENING AND FORM:** Bid openings will be public on the date and time specified on the Bidder's Acknowledgement form. All Bids received after the time indicated will be rejected as non-responsive and returned unopened to sender. Bids by Email, fax, telegram, or verbally by telephone or in person will not be accepted. To protect any confidential information contained in their Bid, companies must invoke the exemptions to disclosure provided by law in response to the ITB, 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 ITB 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 ITB 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. **BIDDER'S RESPONSIBILITY:** Before submitting their Bid, each bidder is required to carefully examine the ITB specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities which are a part of this ITB.
- H. **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.
- I. **WARRANTY:** All goods and services furnished by the Bidder, relating to and pursuant to this ITB will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Bidder will take all necessary action, at Bidder's expense, to correct such breach in the most expeditious manner possible.
- J. **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.**
- K. **QUANTITIES:** Quantities listed in the bid are estimates provided for bidder information purposes only. No guarantee is given or implied as to the exact quantities which will be purchased from this bid. The District reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the bid pricing or the terms and conditions of the bid.

- L. **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.
- M. **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
- N. **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.
- O. **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.
- P. **INSPECTIONS AND TESTING:** The School District will have the right to expedite, inspect and test any of the goods or work covered by this ITB. 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 Bid or the Bid 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.
- Q. **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 Bid 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 Bid terms and conditions.
- R. **INSURANCE AND INDEMNIFICATION:** The Bidder agrees to indemnify and save harmless the School Board, 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 Board. **The Bidder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School Board. 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.**
- S. **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.

- T. **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 the rules and regulations promulgated there under. 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.

- U. **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.
- V. **PATENTS AND COPYRIGHTS:** Bidders agree to indemnify and save harmless the School Board, 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.
- W. **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 Board and/or is an employee of the School Board and owns, directly or indirectly, an interest of five % or more of the company.
- X. **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.
- Y. **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.

- Z. 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.
- AA. DRUG-FREE WORKPLACE:** Whenever two or more Bids are equal with respect to price, quality, and service, a Bid 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.
- BB. 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 Title 45, Code of Federal Regulations, Part 92.36 (I) (10), and Title 34, Section 80.36(i), 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.
- CC. 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.

- DD. 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

- EE. RECIPROCITY OF FLORIDA SCHOOL I.D. BADGES:** If contractor has a Level II clearance registered with another Florida school district, they may be able to obtain a Leon County School Board vendor i.d. badge. Contractor should check with the Safety & Security Department Fingerprint Services office to verify clearance and obtain a vendor i.d. badge.
- 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 price, availability and responsiveness. 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 bid in its entirety or in part, and to waive minor irregularities if the bid 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.
- 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 ITB 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 Bid. Failure to do so, on the part of the bidder will constitute an acceptance by the bidder of consequent decision. An addendum to the ITB 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 Bid. Therefore oral statements given before the bid 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 made available at least five workdays prior to the opening date at <http://www.leon.k12.fl.us/public/business/purchasing/Current%20News.htm>. 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 6326.

- 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 ITB, 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 questions for additional information regarding this ITB must be directed to the designated Purchasing Agent noted on page one.
- All contact and requests for clarifications should be submitted via e-mail to: scott@leonschools.net later than **April 8, 2014**. Answers will be posted at www.leon.k12.fl.us/public/business/purchasing/Current%20new.htm no later than **April 10, 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 bid.**
- NN. BID PREPARATION COSTS:** Neither the Board nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this proposal.
- OO. TERMS OF AGREEMENT:** All subsequent agreements as a result of an award hereunder, shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.

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 Invitation to Bid and the Bidder's response thereto. Any alternative agreement form or document required by Bidder shall be attached with their response hereto. The Board reserves the right to reject any terms or conditions in conflict with those set by this ITB 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 Board the services/products set forth in this ITB. Such offer shall be held open for a period of sixty days from ITB 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 ITB is subject to the local preference provisions as specified in Board Policy 6450.
- H. **FLORIDA PREFERENCE:** This ITB 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. 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 Board 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.
- K. 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.
- L. 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 Rodgers, Equity & Title IX Compliance Officer, 2757 W. Pensacola Street, Tallahassee, FL 32304; (850) 487-7129; rodgersk@leonschools.net .
- M. CHARTER SCHOOLS:** Items or services awarded under this contract shall be made available to Charter Schools approved by the School Board of Leon County. The Board is not responsible or liable for purchases that may be made by Charter Schools.
- N. 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.
- O. 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.

P. 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.

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IV. SCOPE OF WORK AND INSTRUCTION TO BIDDERS

- A. **GENERAL:** The purpose of this bid is to establish a contract, for the relocation, assembly, installation, and set up, of new and existing office and school classroom furniture and specified fixtures and equipment; the discard of all shipping materials and the disposal of surplus furniture, fixtures and equipment to a location as specified, in accordance with these specifications. The District may or may not require temporary storage of furniture and equipment.
- B. **SCOPE OF WORK:** The scope of work may include, but is not limited to, the relocation of new and existing office and classroom furniture; computers and peripheral equipment; existing televisions and peripheral equipment; electronic equipment; relocation of books, records and supplies including the orderly packing of library/classroom books; relocation of records and supplies (classroom/office), including the packing of said records and supplies; relocation of surplus furniture, fixtures and equipment, books, records and supplies; orderly disassembly and re-assembly of furniture, fixtures, and equipment as necessary to complete the Relocation Project.
- C. **EQUIPMENT:** In conjunction with the relocation, the Contractor shall use proper equipment to ensure an efficient, cost controlled and expeditious move. This equipment shall include, but not be limited to, a sufficient number of:
1. Closed moving vans/trailers
 2. Carriers for the transport of typewriters, office machines and personal computers
 3. Rubber-wheeled dollies
 4. Bins and hampers
 5. Conveyers
 6. Shelf carts
 7. "A" frames
- D. **LABOR, MATERIALS, TOOLS AND EQUIPMENT:** Unless otherwise specified, the Contractor(s) shall furnish all transportation, labor, tools, material and equipment necessary for satisfactory contract performance. Such materials, tools, and equipment shall be of suitable type and grade for the purpose.
- All materials, workmanship, and equipment shall be subject to the inspection and approval of the District Authorized Project Coordinator. The Contractor(s) shall furnish and provide during the Relocation Project, all labor, and necessary equipment such as dollies, hand trucks, pads, mats, tools, packing material and any other necessary materials, equipment or tools necessary to complete the Relocation Project on schedule.
- Under no circumstance should the Contractor(s) borrow tools and equipment that are the property of the school/facility or the District.
- E. **IDENTIFICATION:** All vehicles must be clearly identified with the name of the Contractor.
- F. **EQUIPMENT QUALITY:** Interior of vans shall be cleaned prior to the commencement of the relocation. All vehicles must be equipped with logistic load securing systems and adequate clean padding in sufficient quantities to assure safe, damage-free transportation of the contents.
- G. **CONTRACTOR'S RESPONSIBILITY:** The awarded Contractor(s) shall furnish at their own expense all labor, tools, equipment, and transportation as necessary to fully accomplish the relocation services as specified herein.

H. CONTRACTOR QUALIFICATIONS:

1. **License Requirements:** No person may engage in the intrastate moving of household goods, moving of goods from one location in Florida to another location in Florida (“mover”), or arrange or refer a shipper to a mover for compensation (“broker”) unless he has first complied with the requirements of Chapter 507.03 F.S. and has obtained approval and registered with the Florida Department of Agriculture and Consumer Services. **A copy of this registration is required to be submitted with your Bid.**
2. **Experience Requirements:** Experience must include at least three (3) years performing relocation, assembly and/or installation of new and existing office/classroom projects, and moving of furniture, fixtures and equipment of projects of similar size and scope to the likely relocation projects of this ITB and provide evidence of completed projects.
3. **Insurance Requirements:** The awarded contractor(s) will be required to submit proof of insurance as per the Indemnification and Insurance section of this ITB. (See pages 35 and 36).
4. **References:** Each bidder is required to submit a list of three (3) references using the format on the attached “Bidder Reference Form”. Reference(s) should provide verification that the bidder has successfully completed moves of a similar scale and complexity within the last two years. Failure to do so will result in the bidder not being considered for award. Unsatisfactory references may result in the bidder not being considered for award.

I. CONTRACTOR REQUIREMENTS: The Contractor(s) shall employ qualified individuals as Crew Chiefs and Movers. The Crew Chief shall represent the Contractor(s) and communications given to and accepted by the Crew Chief shall be binding upon the Contractor(s). The Crew Chief shall satisfactorily supervise the entire project on behalf of the Contractor for the entire duration of the project. The Crew Chief shall serve as a team member with District Representative staff and shall be present at each and every move segment contracted for management of the move process. The Contractor’s Crew Chief shall be the primary interface between the District Representative and the Contractor. The Contractor’s Crew Chief will explain in detail all necessary packing and labeling procedures and provide all necessary materials. The Contractor’s Crew Chief shall also individually discuss with department heads the logistics of their particular department move within the project.

1. The Contractor(s) shall provide in writing the name(s) and working telephone (cellular) number of qualified Crew Chief(s) to be utilized in Relocation Projects. The names and telephone (cellular number) must be current at all times during the duration of the Relocation Project.
2. The Crew Chief(s) is to be in attendance at all times at the project site during performance of the Relocation Project. If the Crew Chief fails to provide adequate supervision and guidance in the successful and timely completion of the work assigned, the District may request that a new Crew Chief be assigned.
3. The Crew Chief(s) is responsible for the preparation and accurate completion of daily Relocation Project time sheets. At the conclusion of the work day, the Crew Chief(s) should submit the time sheets to the District Authorized Project Coordinator for approval and copies distributed accordingly.
4. The Contractor(s) should provide the supervision and transportation necessary for the Crew Chief(s) and the whole crew in the performance of the Relocation Project and of the physical property (office furniture and classroom furniture, fixtures and equipment, etc. “FF&E”), from and to the locations as may be designated by the District Authorized Project Coordinator.
5. Packing of cartons may be performed by District personnel; however, the Contractor(s) may be asked to pack books, supplies, records and miscellaneous classroom/office items as may be necessary to expedite the Relocation Project.

- J. **PRICES:** Prices shall be firm and fixed during the initial term of the contract. At the end of the initial term and as part of any contract renewals thereafter, the District may consider an increase or decrease to prices based upon the Consumer Price Index and/or the Employment Cost Index, as published by the U.S. Bureau of Labor and Statistics. Calculations will be based on the index for the latest month available at the time of the renewal.
- K. **HOURLY RATE:** The hourly rate quoted by the Contractor(s) shall include full compensation for labor, transportation, equipment use, packing materials, tools, travel time (to/from school/facility), and any other cost associated with the Relocation Project. The Hourly rate shall be straight time for all labor, except as otherwise noted. The hourly rate quoted on each Relocation Project may be lower than the hourly rate awarded, but may not exceed the hourly rate awarded as part of this ITB.
- L. **OVERTIME:** The District shall allow overtime payment at a maximum rate not to exceed one and one half (1 ½) times the awarded hourly rate quoted by the Contractor(s) in its Bid. The overtime allowance shall only be provided in those circumstances where expressly agreed upon by the District Authorized Project Coordinator and only prior to the commencement of the overtime work. Furthermore, overtime work shall not be allowed during the normal workday. If overtime is required due to the late arrival of the Contractor(s) crew to the Relocation Project site, no overtime shall be allowed to complete the Relocation Project on schedule.
- M. **WAGE PRICE REDETERMINATION:** If the federal government increases the minimum wage during the term of the contract and any renewal, the bidder may petition the Director of Purchasing for price redetermination for those job categories where the pay to the bidder's employee is the current minimum wage. The School Board will grant an increase of exactly the amount of the minimum wage increase (not the percentage increase). The Contractor must increase the pay to the employee by the amount the bidder wants increased. The amount paid to the Contractor will be the increase plus any written and documented increase in FICA, Medicare, and Workers' Compensation insurance. The Contractor must supply written documentation of any other increase that is beyond their scope and control. All written documentation must satisfy the reasonable expectations of the School Board.
- {Example: minimum wage increases from \$7.25 to \$7.50 per hour. The Contractor Bid amount for category X to the employee is \$7.25, and the billed rate is \$8.10. The Contractor may petition for an increase of \$.025 per hour to be paid to the employee and a billed rate of \$8.35 + written and documented cost increases for FICA, Medicare and Workers' Compensation.}
- If the School Board and the bidder cannot agree on the price redetermination, then the contract will expire without prejudice. The School Board reserves the right to award any classification(s) from an expired contract to the next lowest responsive and responsible bidder.
- If the Contractor bills the School District at a higher price according to any price redetermination granted, and the Contractor fails to increase the hourly rate paid to the employee for the same period, the Contractor will be considered in contract default and the contract will be immediately terminated.
- N. **ACCESSORY ITEM CHARGE:** The Contractor(s) shall provide all accessory items (boxes, rolls of packing tape, labels, etc.) for packing supplies, books, etc. on an as needed, when needed, basis as each specific Relocation Project warrants. The District will designate on the Request for Quote if any accessory items will be required for the relocation project. Accordingly, the Contractor(s) shall indicate the cost of the accessories and materials on its quote form as provided.
- O. **BILLING REQUIREMENTS:** The Contractor(s) shall submit to the District Authorized Project Coordinator, all invoices in duplicate, including the Purchase Order numbers and time sheets, for payment within ten (10) working days of completion of the Relocation Project. Invoices rejected due to incomplete or inaccurate information are required to be resubmitted within thirty (30) days of notification.

Invoices for purchases of boxes/tapes/labels must be accompanied by a delivery receipt signed by a staff member of the school/facility where the delivery was made. Invoices for reimbursement of additional expenses not covered under the Purchase Order, must be submitted with a copy of the receipt for costs incurred.

The District reserves the right to withhold payment on invoices in whole or in part, to the extent reasonably necessary due to defective work not remedied by the Contractor(s) to include, but not limited to property damage incurred during the Relocation Project, failure to submit required documentation, or persistent failure to carry out the Relocation Project in accordance with the Relocation Project requirements.

Billing for hourly projects are to be accomplished in accordance with the crew size specified on the Purchase Order. In the event that the entire crew is not available and present, then the crew size for billing purposes must be adjusted to conform to the specified line item of the Purchase Order utilizing the following format:

- **Total actual crew hours worked by all crew members divided by the size of the crew assigned in the Purchase Order.**
- **Crew hours shall be adjusted to the nearest whole number.**

P. **SITE INSPECTION:** All bidders are encouraged to make site inspections of typical schools to familiarize themselves with the unique environment where the work is to take place and to establish work procedures that minimize disruption of the school day. A District representative is available to answer questions regarding normal workload, average job size, problems, safety considerations, or other conditions unique to this school system. Failure to consider these conditions shall not entitle the awarded vendor to additional compensation after bid award.

Q. **NOTIFICATION AND ASSIGNMENT OF RELOCATION PROJECTS:** Upon award by the Board, the Contractor(s) shall be considered pre-qualified to participate in Relocation Projects that are identified by the District on an as needed basis. The notification process will be accomplished as follows:

1. The Contractor(s) shall receive a quotation package or notification card from the Facilities Department via mail, facsimile and/or e-mail whenever a Relocation Project is required. This package will include a quote form and scope of work document detailing the requirements of the project. The quote form must be returned by the date and time indicated, in a sealed envelope, in order for the quote to be considered. The quotes should be returned to the District Authorized Project Coordinator with a copy sent to the Purchasing Department. The prices submitted in the quote may be lower prices than awarded, but may not exceed the rates and prices awarded as part of this ITB.
2. The District Authorized Project Coordinator shall notify the Contractor(s) in writing, via facsimile, whenever additional services projects, emergency projects or additional relocation projects are required. Quotes for additional services, emergency projects or additional relocation projects will be submitted to the District Authorized Project Coordinator with a copy to the Purchasing Department.
3. The Contractor(s) will be invited to submit a written LUMP SUM (flat rate) or Hourly Rate project price quote based on the labor rate, time required to complete the project, personnel requirement, etc., including accessory items.
4. Responses to all proposals and quotes submitted by the successful Contractor(s) shall be clear and legible and must be submitted within the prescribed time frames.
5. Failure to submit quotes clearly and legibly and within the specified time frames, could result in the awarded Contractor not being recommended for assignment of the Relocation Project.

6. Contractor(s) desiring to visit a site for the purpose of familiarizing themselves with the Relocation Project must first contact the District Authorized Project Coordinator to arrange the site visit. Under no circumstance is the Contractor(s) allowed to visit a site unannounced.
 7. All quotes should be based on the particular Relocation Project for the school and/or facility.
 8. **The District reserves the right to assign each Relocation Project to the lowest Contractor based on the written price quote or to reject all quotes and obtain the services from another source.**
 9. Purchase Orders will be issued for each individual Relocation Project based on the quote as provided by the Contractor and is to include all hourly labor rates, personnel requirements, transportation, equipment, etc., including any accessory items as may be deemed necessary and required by the District Authorized Project Coordinator for a timely completion of the Relocation Project. The District may reimburse the Contractor(s) for any reasonable and documented expenses over bid price for any action or inaction on the part of the District based on the quoted rate. Any and all additional expenses shall be documented in writing and have the District Authorized Project Coordinator's written approval prior to the work being performed.
 10. On Relocation Projects where the hourly labor rate is being applied, the starting time for the project is the time of arrival at the school and/or facility of the entire and/or majority of the crew assigned.
 11. The crew should take lunch from 12 Noon to 1:00 p.m. NO LUNCHES are to be utilized only in an emergency and they are not to be used to release the crew early from the Relocation Project.
 12. Whenever possible, the District will give a minimum lead time of ninety-six (96) calendar hours to the Contractor(s) prior to the desired starting date for any specific assignment. Notification of emergency relocation projects will be given with the longest possible lead-time.
 13. If the District cancels the scheduled and confirmed Relocation Project to which the Contractor(s) has already received a Purchase Order and fails to provide the Contractor(s) with ninety-six (96) calendar hours notice prior to commencement date of project, the Contractor(s) may assess the District a charge equivalent, but not in excess of, four (4) hours at the hourly rate of the crew size required for the cancelled Relocation Project.
- R. **PRE-MOVE PROCEDURES:** Adequate instructions for the packing and labeling shall be provided by the Contractor to District Staff to assure an economical move and the protection of the assets of the District. Most items to be moved will be packaged, labeled, and identified by the District Representative with assistance from the Contractor. The Contractor may be asked to pack specific items which will be covered by the Contractor's 100% replacement insurance.
- S. **FILES AND LIBRARIES:** The Contractor may be required to provide adequate staff and material to assist the District Representative's Staff in the proper packing and unpacking of libraries and large file rooms. The exact requirements for this service shall be established by the District Representative during the walk through associated with each anticipated move. The Contractor's Crew Chief shall present a plan for providing this service prior to the move.
- T. **SPECIAL HANDLING REQUIREMENTS:** Special handling requirements shall be noted by tag prepared by the District Representative and conspicuously placed on the individual article requiring special handling. In addition to the special services noted, the District Representative shall notify the Contractor of special handling requirements during the pre-move walk through. Special care and attention shall be given by the Contractor in moving various electronic equipment and office machinery, including but not limited to, computer monitors, printers, copiers, and CPU's, etc.

- U. **TRAFFIC CONTROL:** The Contractor shall be responsible for placement of appropriate pedestrian warning signs and approved physical barriers for each loading and unloading area. Contractor shall coordinate with the District Representative to provide pedestrian and traffic control and to secure all necessary permits. The Contractor will not be permitted to block handicapped parking spaces at any time.
- V. **ESTIMATED QUANTITIES:** No guarantee is expressed or implied, as to the amount of projects that will be awarded during the contract period. The District is not obligated to utilize these services, subsequent to the award of this bid.
- W. **MODIFICATIONS OF WORK:** The District Representative reserves the right to make changes in the services and work, including alterations, reductions therein or additions thereto. Upon receipt by the Contractor of the District's notification of a contemplated change, the Contractor shall (1) if requested by the District, provide an estimate for the increase or decrease in cost due to the contemplated change and (2) advise the District in writing if the contemplated change shall affect the Contractor's ability to meet the performance requirements. If the District so instructs, the Contractor shall suspend work on the portion of the work affected by a contemplated change.
- X. **CONTRACTOR PERFORMANCE:** The Contractor(s) shall comply with the requirements of the Relocation Project. Failure to comply with the performance terms of this contract will result in the Contractor(s) not being recommended for the assignment of future Relocation Projects and will be subject to default proceedings in accordance with item Y, page 6, under "General Terms and Conditions" of this ITB.
- Y. **CRIMINAL BACKGROUND CLEARANCE:** Pursuant to School Board Policy 2.021, Criminal Background and Employment and the Florida Legislated Jessica Lunsford Act, any personnel deployed to school sites as a result of contract award must have received a Level II criminal background screening and clearance. **See page 8, item EE, Background Screening Requirements of these specifications for detailed information concerning the procedures pertaining to this requirement.**
- Z. **SUBCONTRACTING:**
 1. The awarded contractor shall be the primary service provider and shall perform all of the services as specified in this ITB. Subcontracting for these base services is not allowed.
 2. The District, for work where the contractor is 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 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.

AA. PROTECTION OF FLOORS, WALLS, DOORS, EQUIPMENT AND FURNITURE:

1. The Contractor(s) 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. The Contractor(s) shall keep the premises and surrounding areas free from accumulation of waste material or rubbish caused by operations under the Relocation Project and shall maintain the premises in a clean, safe manner.
3. Except as otherwise provided, the Contractor(s) shall leave the site clean upon completion of the work. If the Contractor(s) fails to clean up as provided in this ITB, the District may chose to do so and the cost thereof may be deducted from payment due or to become due.
4. All removed salvage surplus items and packing materials, which the District advises the Contractor(s) are not wanted, are the property of the Contractor(s) and shall be removed from site prior to the completion of the Relocation Project and properly disposed of.
5. The Contractor(s) shall remove all tools, equipment and rigging from the premises immediately upon completion of any Relocation Project.
6. During the course of the Relocation Project the Contractor(s) shall be responsible for picking up all the trash, debris and shipping containers (plastics, cartons, wood and/or metal) and removing from site.
7. The cost of disposing of trash, debris and shipping materials for LUMP SUM projects is to be included in the cost of the Relocation Project and is to be completed within the specified time frames for the Relocation Project.
8. The cost of disposing of trash, debris and shipping materials for HOURLY PROJECTS is to be included in the cost of the Relocation Project and is to be completed within the hours specified in the Relocation Project.
9. The Contractor(s) shall be responsible for preventing damage to floors, walls, doors, equipment and furniture and for repairing any and all damages to the District's property incurred by the Contractor(s).
10. Wheels of hand trucks, dollies and other relocation equipment shall be rubber covered. Furniture and equipment being relocated shall be protected with furniture covers. The Contractor(s) shall be held responsible for damage to the physical plant, office equipment or furniture during Relocation Projects, consequently repairing or replacing damaged furniture and equipment to the satisfaction of the District.
11. It is the responsibility of the Contractor(s) to keep the site free from trash, debris, excess material, tools and free of hazardous conditions at all times.
12. Dumpsters may be used only with prior written permission from the District Authorized Project Coordinator.
13. The District is not responsible for loss of tools, equipment or supplies.
14. Contractor(s) shall not block exits, hallways, corridors, driveways, delivery areas, nor impede ingress or egress.
15. Contractor(s) shall not impede nor interfere with the normal function of the facility, its occupants or programs.

BB. SAFETY/QUALITY CONTROL: The Contractor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Contractor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning OSHA and all applicable state labor laws, regulations, and standards. The Contractor shall indemnify and hold harmless the School Board from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) which may be imposed on the School Board because of the bidder, sub-contractor, or supplier's failure to comply with the regulations.

1. The Contractor(s) shall be responsible for and have control over relocation means, methods, techniques, sequences and procedures and for coordinating all portions of the Relocation Project unless the District Authorized Project Coordinator gives other specific instructions concerning these matters.
2. Upon completion of work, rooms should be set in accordance with architectural drawings for the project and in the absence of these, based on the instructions of the District Authorized Project Coordinator.
3. Contractor(s) shall be responsible for inspection of portions of the Relocation Project performed under the Contract to determine that such portions are in proper condition to receive subsequent work.
4. Contractor(s) shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Relocation Project. Contractor(s) shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to all employees on the Relocation Project.
5. Prior to completion of the Relocation Project, the Crew Chief shall inspect all items assembled for proper assembly and/or installation, safety and for evidence of damage.
6. Damaged furniture, fixtures and equipment shall be tagged and taken to a designated area as determined by the District Authorized Project Coordinator.

CC. DAMAGE TO DISTRICT OWNED PROPERTY: The contractor shall protect all finishes of the origin and destination location including, but not limited to, carpeting, walls, doors, ceilings, furniture, elevator interiors, etc., from damage. The Contractor(s) shall be responsible for the cleaning and/or repair of finishes soiled or damaged as a result of the Relocation Project activities.

Any damage that occurs to the furniture, equipment and buildings that is caused by the Contractor(s) will be reported to the District within five (5) days of discovery. The Contractor(s) shall have ten (10) working days to present its written response to the claimed damages. The Contractor(s) may make repairs to furniture that's within its capability. The Contractor(s) will be responsible for initiating repairs to buildings with proper coordination with the District Authorized Project Coordinator. The District reserves the right to make immediate repairs to correct damage to equipment that would have a detrimental effect on the District's operations. Costs of any replacement or repairs made by the District for damages caused by the Contractor(s) shall be deducted from any monies due to the Contractor(s). **This shall not prevent the District from seeking damages should replacement/repair costs exceed the amount of monies owed to the Contractor(s).**

DD. EMERGENCIES: In any emergency affecting the safety of persons and property, the Contractor(s) shall act immediately to prevent threatened damage, injury or loss. Any such emergency must be reported to the District not later than twenty-four (24) hours from the time that the emergency is discovered by the contractor.

EE. SMOKING AND TOBACCO PRODUCTS: Smoking and the use of tobacco products are prohibited on school property, including all buildings and grounds.

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

1. Shirts shall be worn while on school property at all times. (No tank tops or undershirts will be permitted)
2. Clothing displaying nudity, obscene language, obscene symbols or pro-drug slogans are prohibited.
3. Protective garments as appropriate and proper shoes to insure the individual's safety shall be worn at all times.

GG. IDENTIFICATION: I.D. badges and/or company logos on shirts or hats are required on all contractor's personnel.

HH. FRATERNIZATION: The contractor's 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.

All questions pertaining to these general specifications should be submitted in writing to:

Nancy Scott, Purchasing Agent II
3397 W. Tharpe St., Tallahassee, Florida, 32304
850-488-1206 scottn@leonschools.net

ITEM	DESCRIPTION OF ITEM	LABOR RATE	PRICE PER UNIT
4	Hourly Rate per additional mover during regular hours <ul style="list-style-type: none"> Monday - Friday 8:00a.m. - 5:00p.m. (15) minute increments 	Standard Hourly	\$ _____
		Overtime Hourly	\$ _____
5	Hourly Rate per additional mover during non-regular hours <ul style="list-style-type: none"> Monday - Friday 5:00p.m. - 8:00a.m. (15) minute increments 	Standard Hourly	\$ _____
		Overtime Hourly	\$ _____
6	Hourly Rate per additional mover during non-regular hours <ul style="list-style-type: none"> Saturday and/or Sunday (15) minute increments 	Standard Hourly	\$ _____
		Overtime Hourly	\$ _____
ITEM	MOVING BOXES & SUPPLIES	UNIT	PRICE PER EACH
7	3 cubic ft. tote box	EACH	\$ _____
8	4.5 cubic ft. tote box	EACH	\$ _____
9	6 cubic ft. tote box	EACH	\$ _____
10	6.5 cubic ft. tote box	EACH	\$ _____
11	Sealing Tape 2" x 60 yards	EACH	\$ _____
ITEM	STORAGE	UNIT	PRICE PER SQ. FT.
12	Storage rate per day for air conditioned facilities	PER SQUARE FT	\$ _____
13	Storage rate per day for non-air conditioned facilities	PER SQUARE FT.	\$ _____

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>



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 Other _____
 LLC – Type (Check one) C D P

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)*

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

By: _____
SIGNATURE PRINTED NAME DATE

LCSSB site contact requesting vendor: _____
NAME PHONE/EMAIL

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

CUSTOMER REFERENCE FORM

Bid No. 5257-2014 – Relocation of Furniture, Fixtures and Equipment District Wide

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

VENDOR QUESTIONNAIRE

Bid No. 5257-2014 – Relocation of Furniture, Fixtures and Equipment District Wide

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 there under?

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

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 OF DEBARMENT

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the 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 **Bid No. 5257 - 2014 – Relocation of Furniture, Fixtures and Equipment 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:

- 1. The company must be:**
 - a.** authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or
 - b.** 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

- 2. With respect only to the Workers' Compensation insurance, the company must be:**
 - a.** authorized as a group self-insurer pursuant to Florida Statutes or
 - b.** 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 Maxwell at (850) 487-7113.

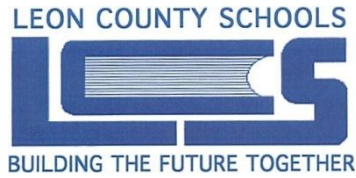
Attachment A - Address/Phone Listing of District School Sites						
Cost Center	School Site	Phone		Cost Center	School Site	Phone
0441	Apalachee Elementary 650 Trojan Trail, 32311	488-7110		0401	Astoria Park Elementary 2465 Atlas Road, 32303	488-4673
1181	Bond Elementary 2204 Saxon Street, 32310	488-7676		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	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 and 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

Bid No. 5257-2014 – Relocation of Furniture, Fixtures and Equipment District Wide

BID SUBMITTAL REQUIREMENTS / CHECKLIST: To help ensure that you include all the submittals necessary to complete a thorough evaluation of your proposal, 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 proposal will be declared non-responsive.

Required	Included	Verified	Description of Submittal
<input checked="" type="checkbox"/>			ITB – Bidder Acknowledgement Form – page 1
			Bidder Identification Label (affixed to submittal) – page 2
			Occupational Licenses as required – page 4, item I
<input checked="" type="checkbox"/>			Dispute Resolution Contact – page 9, item KK
<input checked="" type="checkbox"/>			License Requirements: No person may engage in the intrastate moving of household goods, moving of goods from one location in Florida to another location in Florida (“mover”), or arrange or refer a shipper to a mover for compensation (“broker”) unless he has first complied with the requirements of Chapter 507.03 F.S. and has obtained approval and registered with the Florida Department of Agriculture and Consumer Services. <u>A copy of this registration is required to be submitted with your Bid.</u> – page 15, item H
<input checked="" type="checkbox"/>			Bid Proposal Form – page 23 - 24
<input checked="" type="checkbox"/>			Conflict Of Interest Certificate – page 25
<input checked="" type="checkbox"/>			Application for Vendor Status – page 26
<input checked="" type="checkbox"/>			Customer Reference Form – page 27
<input checked="" type="checkbox"/>			Vendor Questionnaire – page 28
<input checked="" type="checkbox"/>			Drug Free Workplace Certification – page 29
<input checked="" type="checkbox"/>			Certification Regarding Debarment – pages 30 - 30
<input checked="" type="checkbox"/>			Sworn Statement / Jessica Lunsford Act – pages 33 - 33
<input checked="" type="checkbox"/>			Local Small Business Certification – page 34
			Bid Submittal Requirements Checklist – page 39



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 your **Bid No. 5257-2014 – Relocation of Furniture, Fixtures and Equipment 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: _____