



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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PROCUREMENT & WAREHOUSING SERVICES
MARY CATHERINE COKER, DIRECTOR
www.browardschools.com

SCHOOL BOARD
DR. ROSALIND OSGOOD, Chair
ABBY M. FREEDMAN, Vice Chair

April 7, 2016

Dear Prospective Bidders:

**SUBJECT: Instructions to Bidders
Invitation to Bid 16-061C Maintenance and Repair of Elevators and Wheel Chair Lifts**

ROBIN BARTLEMAN
HEATHER P. BRINKWORTH
DONNA P. KORN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Chairman of the Board

The School Board of Broward County, Florida (SBBC) is interested in receiving bids in response to the attached Invitation to Bid (ITB) for **Maintenance and Repair of Elevators and Wheelchair Lifts**. Any questions regarding this ITB should be addressed to me, in writing, at the address stated above, via facsimile at 754-321-0541 or via e-mail to ian.superville@browardschools.com. No other School Board staff member should be contacted in relation to this ITB. Any information that amends any portion of this ITB, which is received by any method other than an Addendum issued to the ITB, is not binding on SBBC.

In order to assure that your bid is in full compliance with all requirements of the ITB, carefully read all portions of the ITB document, paying particular attention to the following areas:

- **M/WBE CERTIFICATION/PARTICIPATION – SEE EXHIBIT A**

SBBC has implemented a Minority/Women Business Enterprise Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 7007-A Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available minority and women business enterprises (M/WBE's) within the Board's market area to compete for the award of SBBC purchasing contracts. M/WBE vendors utilized for this contract must be certified by SBBC, Supplier Diversity & Outreach Program Office. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550.

- **NON-MANDATORY BIDDERS' CONFERENCE**

A Bidders conference will be held on April 15, 2016, at 1 pm in the 2nd Floor Conference Room, Physical Plant Operations (PPO) Department, 3810 NW 10th Avenue, Fort Lauderdale, FL 33309.

- **SECTION 2, SUBMITTAL REQUIREMENTS**

Section 2, Submittal Requirements, is a listing of all submittals that are required to be part of your bid package. Please make sure that all required submittals have been included as part of your bid package.

- **COMPLETION OF BIDS**

The Bid Summary Sheets upon which the Bidder submits its prices shall be completed in ink or typewritten. The Bidder Acknowledgement Section should be completed in full and fully executed by an authorized representative of the Bidder. SBBC reserves the right to reject any bid which is not completed in full.

- **PRICING CORRECTIONS**

If a price correction is necessary on the Bid Summary Sheet, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. **All price corrections shall be initialed by the person signing the bid even when using opaque correction fluid.** SBBC reserves the right to not tabulate any illegible entries, pencil bids or price corrections not initialed and to reject any bid containing any of these errors.

- **DUE DATE**

Bids are due in Procurement and Warehousing Services on the date and time stated on Page 1 of the ITB. In order to have your bid considered, it must be received on or before the date and time due. Bids received after 2:00 p.m. ET on date due will not be considered.

- **STATEMENT OF "NO BID"**

If you are **not** submitting a bid in response to this ITB, please complete Section 8, Statement of "No Bid" and return via facsimile to 754-321-0534 or scan and send via e-mail to ian.superville@browardschools.com. Your response to the Statement of "No" Bid is very important to Procurement and Warehousing Services when creating future ITBs.

Thank you for your interest in SBBC. Again, if you have any questions, please contact me at the telephone number or email address stated above.

Ian Superville
Purchasing Agent III

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	The School Board of Broward County, Florida PROCUREMENT AND WAREHOUSING SERVICES 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 754-321-0505	INVITATION TO BID (ITB)	

DUE DATE: Bids due at 2:00 p.m. Eastern Time (ET): April 29, 2016	ITB NO.: 16-061C	RELEASE DATE : April 7, 2016	PURCHASING AGENT: Ian Superville 754-321-0541
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Bids must be submitted to Procurement and Warehousing Services and received on or before 2:00 p.m. ET on the date due. Bids may not be withdrawn for 90 days after due date. Faxed bids are not allowed and will not be considered. Only the names of Bidders will be read at bid opening. Bid prices <u>will not</u> be read at bid opening (Florida Statute 119.071 2.)	BID TITLE: MAINTENANCE AND REPAIR OF ELEVATORS AND WHEELCHAIR LIFTS
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SECTION 1, Bidder Acknowledgement

IN ACCORDANCE WITH GENERAL CONDITION 1, THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE WHERE INDICATED BELOW AND SUBMITTED WITH THE BID. FAILURE TO PROVIDE THIS DOCUMENT, WITH THE BID, WILL RESULT IN BID BEING CONSIDERED NON-RESPONSIVE.

Bidder's Name and state "Doing Business As", where applicable:		"REMIT TO" ADDRESS FOR PAYMENT: If payment(s) is/are to be mailed to address other than as stated on left, please complete section below. <input type="checkbox"/> Check this box if address is the same as stated on the left.	
Address:		P.O. Address:	
City:			
State:	Zip Code:	City:	
Telephone Number:		State:	Zip Code:
Toll Free Number:		Contact:	
Fax Number:		Telephone Number:	
E-Mail Address of Authorized Representative:		Toll Free Number:	
E-mail Address to Send Purchase Orders:		Fax Number:	
Federal Tax Identification Number:			

I hereby certify that: I am submitting the following information as my firm's (Bidder) bid and am authorized by Bidder to do so. Bidder agrees to complete and unconditional acceptance of the contents of all pages in this Invitation To Bid (ITB), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms and conditions contained in the ITB, and any released Addenda and understand that the following are requirements of this ITB and failure to comply will result in disqualification of bid submitted; Bidder has not divulged, discussed, or compared the bid with other Bidders and has not colluded with any other Bidder or party to any other bid; Bidder, its principals, or their lobbyists has not offered campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Bidder is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. Bidder acknowledges that all information contained herein is part of the public record as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this bid are true and accurate. I agree that this bid cannot be withdrawn within 90 days from date due.	<div> Signature of Authorized Representative (Manual) </div> <div> Name of Authorized Representative (Typed or Printed) </div> <div> Title </div>
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SECTION 2, Submittal Requirements

SUBMITTAL REQUIREMENTS: In order to assure that your bid is in compliance with bid requirements, please verify that the submittals indicated by the ☒ below have been submitted.

<input type="checkbox"/> Bid Bond Special Condition ____	<input type="checkbox"/> Descriptive Literature Special Condition ____	<input checked="" type="checkbox"/> M/WBE Participation Exhibit A	<input type="checkbox"/> Material Safety Data Sheets Special Condition ____
<input type="checkbox"/> Manufacturers Authorization Special Condition ____	<input checked="" type="checkbox"/> Conflict of Interest Form Section 7, Attachment 1	<input checked="" type="checkbox"/> Certificate of Debarment General Condition 45	<input checked="" type="checkbox"/> Licenses Special Condition 1
<input type="checkbox"/> Bidder's Preference Statement Special Condition ____			

Note: If your firm wishes to not submit a bid in response to the ITB, please complete and return, via mail or fax, the Statement of No Bid attached as the last page of this ITB.

SECTION 3, GENERAL CONDITIONS

1. **SEALED BID REQUIREMENTS:** The "Bidder Acknowledgement Section" must be completed, signed and returned with the bid. The Bid Summary Sheet pages on which the Bidder actually submits a bid, and any pages, upon which information is required to be inserted, must be completed and submitted with the bid. **The School Board of Broward County (SBBC) reserves the right to reject any bid that fails to comply with these submittal requirements.**
 - a) **BIDDER'S RESPONSIBILITY:** It is the responsibility of the Bidder to be certain that all numbered pages of the bid and all attachments thereto are received and all Addendum released are received prior to submitting a bid without regard to how a copy of this ITB was obtained. All bids are subject to the conditions specified herein on the attached bid documents and on any Addenda issued thereto.
 - b) **BID SUBMITTED:** Completed bid must be submitted in a sealed envelope with bid number and name clearly typed or written on the front of the envelope. Bids must be time stamped in Procurement and Warehousing Services **on or before 2:00 p.m. ET on date due** for bid to be considered. Bids shall be opened at 2:00 p.m. ET on date due. Bids submitted by telegraphic or facsimile transmission shall not be accepted.
 - c) **EXECUTION OF BID:** Bid must contain an original manual signature of an authorized representative in the space provided above. All bids must be completed in ink or typewritten. **If a price correction is necessary, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. All price corrections must be initialed by the person signing the bid even when using opaque correction fluid.** SBBC reserves the right to reject any bid or bid item completed in pencil or any bid that contains illegible entries or price corrections not initialed.
 - d) **BIDDING PREFERENCE LAWS: ALL BIDDERS MUST COMPLETE AND SUBMIT THE LEGAL OPINION OF BIDDER'S PREFERENCE FORM IN ORDER TO BE CONSIDERED FOR AWARD.** The State of Florida provides a Bidder's preference for Florida vendors for the purchase of personal property. The local preference is five (5) percent. Bidders outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Section 2, Chapter 287.084, Florida Statutes, execute the "Opinion of Out-of-State Bidder's Attorney on Bidding Preferences" form and must submit this form with the submitted bid. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Chapter 287.084, Florida Statutes. Florida Bidders must also complete its portion of the form. Failure to submit and execute this form, with the bid, shall result in bid being considered "non-responsive" and bid rejected.
2. **PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extended total. Prices must be stated in units to quantity specified in the bidding specification. In case of discrepancy in computing the amount of the bid, the **Unit Price** quoted shall govern.

All prices quoted shall be F.O.B. destination and freight prepaid (Bidder pays and bears freight charges). Awardee owns goods in transit and files any claims. Discounts for prompt payment: Award, if made, shall be in accordance with terms and conditions stated herein. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. **Cash or quantity discounts offered shall not be a consideration in determination of award of bid(s).** If an Awardee offers a discount or offers terms less than Net 30, it is understood that a minimum of 30 days shall be required for payment, and if a payment discount is offered, the discount time shall be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.

 - a) **TAXES:** SBBC does not pay Federal Excise and State taxes on direct purchase of tangible personal property. The applicable tax exemption number is shown on the Purchase Order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of SBBC owned real property as defined in Chapter 192, Florida Statutes.
 - b) **MISTAKES:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so shall be at Bidder's risk.
 - c) **CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current production model at the time of this bid) unless otherwise specified. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.
 - d) **UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the Bid, all manufactured items and fabricated assemblies shall be UL listed where such has been established by UL for the item(s) offered and furnished. In lieu of the UL listing, Bidder may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NRTL) Recognition Program.
- e) **BIDDER'S CONDITIONS:** Bid conditions and specifications **shall not** be changed, altered or conditioned in any way. SBBC specifically reserves the right to reject any conditional bid.
3. **SAMPLES:** Samples of items, when required, must be furnished free of expense within five (5) working days of request unless otherwise stated and, if not destroyed, will, upon request, be returned at the Bidder's expense. Bidders shall be responsible for the removal of all samples furnished within 30 days after bid opening. All samples shall be disposed of after 30 days. Each individual sample must be labeled with Bidder's name, bid number and item number. Failure of Bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid item. Unless otherwise indicated, samples should be delivered to Procurement and Warehousing Services, The School Board of Broward County, Florida, 7720 West Oakland, Park Boulevard, Suite 323, Sunrise, Florida 33351-6704.
4. **DELIVERY:** All deliveries shall be F.O.B. destination point. Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of Purchase Order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, excluding state holidays and days during which SBBC administration is closed.
5. **INTERPRETATIONS:** Any questions concerning conditions and specifications must be submitted in writing and received by Procurement and Warehousing Services no later than **ten working days, or as stated in the Special Conditions**, prior to the original bid opening date. If necessary, an Addendum shall be issued.
6. **AWARDS:** In the best interest of SBBC, SBBC reserves the right to: 1) withdraw this ITB at any time prior to the time and date specified for the bid opening; 2) to reject any or all bids received when there are sound documented business reasons that serve the best interest of SBBC; 3) to accept any item or group of items unless qualified by Bidder; and 4) to acquire additional quantities at prices quoted on this ITB unless additional quantities are not acceptable, in which case, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY." All awards made as a result of this bid shall conform to applicable Florida Statutes and shall be governed by the laws of the State of Florida, and must have venue established in the 17th Judicial Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida.
7. **BID OPENING:** Shall be public, on the date and at the time specified on the bid form. All bids received after that time shall not be considered.
8. **ADVERTISING:** In submitting a bid, Bidder agrees not to use the results there from as a part of any commercial advertising without prior approval of SBBC.
9. **INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance shall be at destination unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the Awardee until acceptance by the buyer unless loss or damage resulting from negligence by the buyer. If the materials or services supplied to SBBC are found to be defective or not conform to specifications, SBBC reserves the right to cancel the order upon written notice to the seller and return product at Awardee's expense.
10. **PAYMENT:** Payment shall be made by SBBC after the items awarded have been received, inspected, found to comply with award specifications and free of damage or defect and properly invoiced. All payments shall be made by ACH (Automated Clearing House) for automatic deposits (credits).
11. **CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP:** Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBBC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBBC. It also places restrictions on SBBC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBBC. Each Bidder is to disclose any employees it has who are also SBBC employees by submitting Attachment 1, Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship, with its Bid. Any employees identified by the Bidder when completing Attachment 1 should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.
12. **INSURANCE:** Bidder, by virtue of submitting a bid, shall be in full compliance with paragraph 20: LIABILITY INSURANCE, LICENSES AND PERMITS of the General Conditions. Insurance Requirements are shown in FORMS AND ATTACHMENTS Section of this ITB. Bidder shall take special notice that SBBC shall be named as an additional insured under the General Liability policy including Products Liability.

The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service. All policies must remain in effect during the performance of the contract.

13. **LICENSES, CERTIFICATIONS AND REGISTRATIONS:** As of the Bid Opening Date, Bidder must have all Licenses, Certifications and Registrations required when performing the services as described herein, in order for Bid to be considered a responsive and responsible Bid. Licenses, Certifications and Registrations required for this Bid shall be as required by Chapter 489, Florida Statutes, as currently enacted or as amended from time to time; by the State Requirements for Educational Facilities (SREF), latest version; and by Broward County, Florida. Bidder must submit a copy of all its current Licenses, Certifications and Registrations required as described herein, either with its Bid or within five working days of notification.

An Awardee who has any License, Certification or Registration either suspended, revoked or expired after the date of the Bid Opening, shall provide notice to the Director of Procurement & Warehousing Services within five working days of such suspension, revocation or expiration. However, such suspension, revocation or expiration after the date of the Bid Opening shall not relieve the Awardee of its responsibilities under this ITB.

14. **PATENTS & ROYALTIES:** The Awardee, without exception, shall indemnify and save harmless SBBC and its employees from liability of any nature or kind, including cost and expenses for any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by SBBC. If the Awardee uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
15. **OSHA:** The Awardee warrants that the product supplied to SBBC shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition shall be considered as a breach of contract.
16. **SPECIAL CONDITIONS:** The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual bids. Any and all Special Conditions that may vary from these General Conditions shall have precedence.
17. **ANTI-DISCRIMINATION:** SBBC, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits, Employment Services and EEO Compliance at 754-321-2150 or Teletype Machine TTY 754-321-2158.
18. **QUALITY:** All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new unless otherwise specified. The items bid must be new, the latest model, of the best quality and highest grade workmanship.
19. **LIABILITY INSURANCE, LICENSES AND PERMITS:** Where Awardees are required to enter or go onto SBBC property to deliver materials or perform work or services as a result of a bid award, the Awardee agrees to The Hold Harmless Agreement stated herein and shall assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The Awardee shall be liable for any damages or loss to SBBC occasioned by negligence of the Awardee (or agent) or any person the Awardee has designated in the completion of the Contract as a result of their bid.
20. **BID BONDS, PERFORMANCE BONDS AND CERTIFICATES OF INSURANCE:** Bid bonds, when required, shall be submitted with the bid in the amount specified in Special Conditions. Bid bonds shall be returned to non-Awardees. After acceptance of bid, SBBC shall notify the Awardee to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. Upon receipt of the performance bond, the bid bond shall be returned to the Awardee.
21. **CANCELLATION:** In the event any of the provisions of this bid are violated by the Awardee, the Superintendent shall give written notice to the Awardee stating the deficiencies and unless deficiencies are corrected within five days, recommendation shall be made to SBBC for immediate cancellation.
22. **IRREVOCABILITY OF BID:** A bid may not be withdrawn before the expiration of 90 days from the date of bid opening.
23. **INFORMATION NOT IN ITB:** No verbal or written information which is obtained by a Bidder other than by information within this document or Addenda to this ITB shall be binding on SBBC.
24. **EXPENDITURE:** No guarantee is given or implied as to any sums payable or the quantity or scope of any award under this ITB. SBBC is not obligated to place any order for goods/services as a result of this award. Order placement shall be based upon the needs and best interest of SBBC.

25. **BILLING INSTRUCTIONS:** Invoices, unless otherwise indicated, must show Purchase Order numbers and shall be submitted in duplicate to The School Board of Broward County, Florida, Accounting and Financial Reporting Department, Attn: Accounts Payable, 600 S.E. 3rd Avenue, 7th Floor, Fort Lauderdale, Florida 33301. (Unless otherwise stated in the Special Conditions) Payment shall be made a minimum of 30 days after delivery, authorized inspection and acceptance. When vendors are directed to send invoices to a school, the school shall make direct payments to the vendor.
26. **NOTE TO VENDORS DELIVERING TO MATERIALS LOGISTICS CENTRAL (WAREHOUSE):** Receiving hours are Monday through Friday (excluding state holidays and days during which SBBC administration is closed) **7:00 a.m. to 2:00 p.m. ET.**
27. **SUBSTITUTIONS:** SBBC SHALL NOT accept substitute shipments of any kind. Awardees are expected to furnish the brand quoted in their bid once awarded by SBBC. Any substitute shipments shall be returned at the Awardee's expense.
28. **FACILITIES:** SBBC reserves the right to inspect the Awardee's facilities at any time with prior notice. SBBC may use the information obtained from this in determining whether a Bidder is a responsible Bidder.
29. **ASBESTOS AND FORMALDEHYDE STATEMENT:** All building materials, pressed boards, and furniture supplied to SBBC shall be **100% asbestos free. It is desirous that all building materials, pressed boards and furniture supplied to SBBC also be 100% formaldehyde free.** Bidder, by virtue of bidding, certifies by signing bid that, if awarded this bid, only building materials, pressed boards, and/or furniture that is **100% asbestos free** shall be supplied.
30. **ASSIGNMENT:** Neither any award of this bid nor any interest in any award of this bid may be assigned, transferred or encumbered by any party without the prior written consent from the Director, Procurement and Warehousing Services. There shall be no partial assignments of this ITB including, without limitation, the partial assignment of any right to receive payments from SBBC.
31. **EXTENSION:** In addition to any extension options contained herein, SBBC is granted the right to extend any award resulting from this bid for the period of time necessary for SBBC to release, award and implement a replacement bid for the goods, products and/or services provided through this bid. Such extension shall be upon the same prices, terms and conditions as existing at the time of SBBC's exercise of this extension right. The period of any extension under this provision shall not be for a period in excess of six months from (a) the termination date of a contract entered into as a result of this bid or (b) the termination date under any applicable period of extension under a contract entered into as a result of this bid.
32. **OMISSION FROM THE SPECIFICATIONS:** The apparent silence of this specification and any Addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best available units shall be provided and the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.
33. **SUBMITTAL OF INVOICES:** All Bidders are hereby notified that any invoice submitted as a result of the award of this bid must be in the same format as any Purchase Order released as a result of the award of this bid. **Each line of the invoice must reference a corresponding single line shown on the Purchase Order.** A single invoice line must not correspond to or commingle the cost shown on multiple Purchase Order lines. An invoice submitted that does not follow the same format and line numbering as shown on the Purchase Order shall be deemed to be not correct, and may be returned to the vendor by the Accounts Payable Department for correction. Address for submitting invoices is included on Purchase Order.
34. **PURCHASE AGREEMENT:** This bid and the corresponding Purchase Orders shall constitute the complete agreement. SBBC shall not accept proposed terms and conditions that are different than those contained in this Invitation to Bid, including pre-printed text contained on catalogs, price lists, other descriptive information submitted or any other materials. By virtue of submitting a bid, Awardee agrees to not submit to any SBBC employee, for signature, any document that contains terms and conditions that are different than those contained herein and that in the event any document containing any term or condition that differs from those contained herein is executed, said document shall not be binding on SBBC.
35. **SBBC INFORMATION SECURITY GUIDELINES:** It is the responsibility of the Awardee to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from Awardee's equipment and all access privileges must be revoked. Final payment shall be withheld until the Awardee has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.

36. **PROTESTING OF BID CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this ITB, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing, within 72 hours after electronic release of the competitive solicitation or Addendum and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays or days during which SBBC administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which SBBC administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday, Sunday, state holiday or day during which SBBC administration is closed. Section 3 b, Chapter 120.57, Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based."**
- Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 3, Chapter 120.57, Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320, within the time allowed for filing a bond, shall constitute a waiver of proceedings. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protest, formal written protests, and the bonds required by SBBC Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing shall not be acceptable for the filing of bonds.
37. **POSTING OF BID RECOMMENDATIONS/TABULATIONS:** ITB Recommendations and Tabulations shall be posted in Procurement and Warehousing Services and on www.demandstar.com on May 4, 2016 at 3:00 p.m. ET, and shall remain posted for 72 hours. Any change to the date and time established herein for posting of ITB Recommendations/Tabulations shall be posted in Procurement and Warehousing Services and/or at www.demandstar.com (under the document section for this ITB). In the event the date and time of the posting of ITB Recommendations/Tabulations is changed, it is the responsibility of each Bidder to ascertain the revised date of the posting of ITB Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the ITB tabulation and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays and days during which SBBC administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which SBBC administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday or Sunday, state holiday or days during which SBBC administration is closed. No submissions made after the Bid opening amending or supplementing the Bid shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, 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 decision shall post with SBBC, at the time of filing the formal written protest, a bond, payable to SBBC, in an amount equal to one percent (1%) of SBBC's estimate of the total volume of the contract. SBBC shall provide the estimated contract amount to the vendor within 72 hours, excluding Saturdays, Sundays and other days during which SBBC administration is closed, of receipt of notice of intent to protest. The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. **All documentation necessary for the protest proceedings shall be provided electronically by SBBC.**
37. (Continued):
- 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, or a failure to post the bond or other security required by SBBC Policy 3320 within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protests, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing shall not be acceptable for the filing of bonds.
38. **SUBMITTAL OF BIDS:** All Bidders are reminded that it is the sole responsibility of the BIDDER to assure that their bid is time stamped in PROCUREMENT AND WAREHOUSING SERVICES on or before 2:00 p.m. ET on date due. The address for bid submittal, including hand delivery and overnight courier delivery, is indicated as: 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704. The Bidder is fully and completely responsible for the payment of all delivery costs associated with the delivery of their bid or related material. Procurement and Warehousing Services shall not accept delivery of any bid or related material requiring SBBC to pay for any portion of the delivery cost or the complete delivery cost. Prior to bid submittal, it is the responsibility of the Bidder to be certain that all Addenda released have been received, that all Addendum requirements have been completed, and that all submittals required by the Addendum have been timely filed. (See General Condition 1.)
39. **PACKING SLIPS:** It shall be the responsibility of the Awardee to attach all packing slips to the OUTSIDE of each shipment. Packing slip must reference SBBC Purchase Order number/control number. Failure to provide packing slip attached to the outside of shipment shall result in refusal of shipment at Awardee's expense.
40. **USE OF OTHER CONTRACTS:** SBBC reserves the right to utilize any other SBBC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other school s, other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per SBBC and/or Rule 6A-1.012, Florida Administration Code as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this bid if it is in its best interest to do so.
41. **INDEMNIFICATION:** This General Condition of the bid is **NOT** subject to negotiation and any bid that fails to accept these conditions shall be rejected as "non-responsive."
- a) SBBC agrees to be fully responsible for its acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by SBBC. Nothing herein shall be construed as consent by SBBC to be sued by third parties in any matter arising out of any contract. Nothing herein shall be construed as a waiver by SBBC of any rights or limits to liability under Section 768.28, Florida Statutes.
- b) AWARDEE agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the AWARDEE, its agents, servants or employees; the equipment of the AWARDEE, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of AWARDEE or the negligence of AWARDEE's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by the AWARDEE, SBBC or otherwise.
42. **PURCHASE BY OTHER PUBLIC AGENCIES:** With the consent and agreement of the awarded contractor(s), purchases may be made under this bid by other agencies. Such purchases shall be governed by the same terms and conditions as stated herein.
43. **GOVERNING LAW:** This ITB, and any award(s) resulting from this ITB shall be interpreted and construed in accordance with the laws of the State of Florida. Any protests arising from this ITB shall be subject to Section 120.57(3), Florida Statutes. Any disputes or controversies arising out of a contract award under this ITB shall be submitted to the jurisdiction of the state courts of the Seventeenth Judicial Circuit Court in and for Broward County, Florida.

44. **PUBLIC ENTITY CRIMES:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list.

45. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION - Lower Tier Covered Transactions:** Executive Order 12549, as currently enacted or as amended from time to time, provides that, to the extent permitted by law, Executive departments and agencies shall participate in a government-wide system for non-procurement debarment and suspension. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Except as provided in § 85.200, Debarment or Suspension, § 85.201, Treatment of Title IV HEA participation, and § 85.215, Exception Provision, debarment or suspension of a participant in a program by one agency shall have government-wide effect. A lower tier covered transaction is, in part, any transaction between a participant [SBBC] and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; and any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$100,000) under a primary covered transaction; or any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person shall have a critical influence on or substantive control over that covered transaction. A participant may rely upon the certification of a prospective participant in a lower tier covered transaction that it and its principals are not debarred, suspended, proposed for debarment under 48 CFR part 9, subpart 9.4, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. Each participant shall require participants in lower tier covered transactions to include the certification for it and its principals in any bid submitted in connection with such lower tier covered transactions.

CERTIFICATION

- a) The prospective lower tier participant certifies, by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b) 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 bid.

Every time a Bid is submitted that includes reference to this Form, a new Form is required. Any Bid that does not include this required Form shall not be evaluated and shall not be considered for award. **A signature is required on BOTH the Debarment Form AND the Invitation to Bid page.** A signature on one document cannot be substituted for the signature required on the other document. **Failure to complete and sign both documents requiring signature shall result in rejection of bid submitted.**

46. **REASONABLE ACCOMMODATION:** Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine TTY 754-321-2158.

47. **SEVERABILITY:** In case of any one or more of the provisions contained in this Bid shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Bid shall be considered as if such invalid, unlawful, unenforceable or void provision had never been included herein.

48. **DISTRIBUTION:** DemandStar by Onvia, www.demandstar.com, is the official method approved by Procurement and Warehousing Services for the distribution of all competitive solicitations including ITBs and RFPs. It is the responsibility of all Bidders to assure they have received all necessary documents, including Addenda and have included all necessary information within their response. SBBC is not responsible for Bidder's failure to obtain complete bidding documents from DemandStar. SBBC reserves the right to reject any bid as non-responsive for failure to include all necessary documents or required Addenda. For information regarding the above referenced solicitation, contact the designated Purchasing Agent as stated herein.

49. **LOBBYIST ACTIVITIES:** In accordance with SBBC Policy 1100B, as currently enacted or as amended from time to time, persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.

- a) A lobbyist is defined as a person who for immediate or subsequent compensation, (e.g., monetary profit/personal gain) represents a public or private group, association, organization or business interest and engages in efforts to influence School Board Members on matters within their official jurisdiction.
- b) A lobbyist is not considered a person representing school-affiliated groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.
- c) Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from Official School Board Records, School Board Member's Offices or the Superintendent's Office and shall be recorded on SBBC's website, www.browardschools.com.
- d) The lobbyist must disclose any direct business association with any current elected or appointed official or employee of SBBC or any immediate family member of such elected or appointed official or employee of SBBC.
- e) Senior-level employees (Pay Grade 30 and above) and/or School Board Members are prohibited from lobbying activities for one year after resignation or retirement or expiration of their term of office.

50. **TIE BID PROCEDURES:** When identical prices are received from two or more Bidders and all other factors are equal, priority for award shall be given to Bidders in the following sequence:

- A business that certifies that it has implemented a drug-free workplace program shall be given preference in accordance with the provisions of Chapter 287.087, Florida Statutes, as currently enacted or as amended from time to time;
- The Broward County Certified Minority/Women Business Enterprise Bidder;
- The Palm Beach County or Miami-Dade County Certified Minority/Women Business Enterprise Bidder;
- The Florida Certified Minority/Women Business Enterprise Bidder;
- The Broward County Bidder, other than a Minority/Women Business Enterprise Bidder;
- The Palm Beach County or Miami-Dade County Bidder, other than a Minority/Women Business Enterprise vendor;
- The Florida Bidder, whose main office is in the State of Florida, other than a Minority/Women Business Enterprise vendor.
- If application of the above criteria does not indicate a priority for award, the award shall be decided by a coin toss. The coin toss shall be held publicly in Procurement and Warehousing Services; the tie low bid Bidders invited to be present as witnesses.

Included as a part of these bid documents is a Form entitled **SWORN STATEMENT PURSUANT TO CHAPTER 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.** This form shall be used by the Bidder to certify that it has implemented a drug-free workplace program. In order for bid to be considered, the Invitation to Bid form (Page 1 of this bid) must be properly signed in order for the bid to be considered. A Bidder cannot sign this form in lieu of properly signing the Invitation to Bid form.

51. **DISPUTES:** in the event of a conflict between the documents, the order of priority of the documents shall be as follows:

- Addenda released for this ITB, with the latest Addendum taking precedence, then;
- The ITB; then
- Bidder's submitted bid.

In case of any other doubt or difference of opinion, the decision of SBBC shall be final and binding on both parties.

52. **MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION:** SBBC has implemented a Minority/Women Business Enterprise (M/WBE) Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 7007-A Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available minority and women businesses within SBBC's market area to compete for the award of SBBC construction and purchasing contracts. M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity & Outreach Program Office prior to submission of Bid.. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550 or <http://www.broward.k12.fl.us/supply/sdop/index.html>.
53. **SBBC MATERIAL NUMBER:** The seven digit number shown in parenthesis at the beginning of an item on the Bid Summary Sheet represents SBBC's material number for the item. It does not represent any manufacturer/distributor model/part number.
54. **SBBC PHOTO IDENTIFICATION BADGE:**
- Background Screening:** Awardee agrees to comply with all the requirements of Sections 1012.32 and 1012.465, Florida Statutes, and that Awardee and all its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds shall successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. **Personnel shall include employees, representatives, agents or sub-contractors performing duties under the contract to SBBC, and who meet any or all of the three requirements identified above.** This background screening shall be conducted by SBBC in advance of Awardee or its personnel providing any services. Awardee shall bear the cost of acquiring the background screening required under Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Awardee and its personnel. The Parties agree that the failure of Awardee to perform any of the duties described in this section shall constitute a material breach of this ITB entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. Awardee agrees to indemnify and hold harmless SBBC, its officers and employees of any liability in the form of physical or mental injury, death or property damage resulting in Awardee's failure to comply with the requirements of this section or Sections 1012.32 and 1012.465, Florida Statutes.
- SBBC issued identification badges must be worn at all times when on SBBC property and must be worn where they are visible and easily readable.**
- As of July 1, 2015, Fieldprint, Inc. has been contracted to provide all background and fingerprinting services. All questions pertaining to fingerprinting, photo identification and background check services must be directed to the Project Coordinator at 754-321-1830 or 754-321-2374. **Each individual, for whom a SBBC photo identification badge is requested, must be registered into the Fieldprint, Inc. applicant enrollment website.** A background check shall be conducted for each badge applicant. SBBC reserves the right to require additional information, should it be necessary, and to deny the issuance of a badge to an applicant. Any applicant, that has been denied a badge, is prohibited from entering SBBC property as an employee, sub-contractor or agent of a contract Awardee. **Applicant enrollment and scheduling website is www.fieldprintflorida.com.** The total fee(s) for the SBBC photo identification badge, fingerprinting and a FBI background check can be found at the following website: http://www.broward.k12.fl.us/police/pdf/seccl/FIELDPRINT_CODES.pdf. Payment options can be made by electronic check (e-check), Visa, MasterCard or use of an established escrow account code. **These fees are non-refundable and are subject to change without notice. Badges are issued for a one-year period and must be renewed annually. The renewal date shall be one year from date of issuance. Failure to renew the badge, at that time, shall result in the Awardee being required to re-apply and pay the going rate for badging and fingerprinting.**
- Awardees shall return expired and/or terminated employee badges to the following location: The School Board of Broward County, Florida, Attn: Fieldprint, Inc., 600 S.E. 3rd Avenue, Fort Lauderdale, Florida 33301.**
55. **AUDIT AND INSPECTION OF AWARDEE'S DOCUMENTS AND RECORDS:** The District or its representative reserves the right to inspect and/or audit all the Awardee's documents and records as they pertain to the products and services delivered under this agreement. Such rights shall be exercised with notice to the Awardee 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 or State's representative and may include but are not limited to all correspondence, ordering, payment, inspection, and receiving records, contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Awardee(s).
56. **ORIGINAL DOCUMENT FORMAT:** Only the terms and conditions of this solicitation as they were released by SBBC, or amended via Addendum, are valid. Any modification to any term or condition by a Bidder is not binding unless it is expressly agreed to, in writing, by SBBC.
57. **CREDIT CARDS:** Individual schools and departments may place some orders and utilize, as the form of payment, a District-issued credit card to the extent authorized by SBBC. These orders shall be made via phone or fax for direct delivery and billing to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e. within 48-72 hours), thereby eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all Awardees must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number. Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip or receipt/invoice listing the items and prices of goods delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing slip or receipt/invoice submitted as part of the purchase delivery. District work locations may request that an Awardee maintains secure records of the credit card account assigned an alias or password, to avoid divulging the actual credit card number upon every purchase.
58. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items offered may be tested for compliance with bid conditions and specifications at any time. Items delivered, not conforming to bid conditions or specifications, may be rejected and returned at Awardee's expense. Goods or services not delivered as per delivery date in bid and/or Purchase Order may be rejected upon delivery and/or may be purchased on the open market. Any increase in cost may be charged against the Awardee. Any violation of these stipulations may also result in:
- For a period of two years, any bid submitted by Awardee shall not be considered and shall not be recommended for award.
 - All departments being advised not to do business with Awardee.
59. **CONE OF SILENCE:** Any Bidder, or lobbyist for a Bidder, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee Member, or any other School District employee after Procurement and Warehousing Services releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated Purchasing Agent unless so notified by Procurement and Warehousing Services. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by SBBC. Further, any Awardee, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Awardee is attempting to sell goods or services to SBBC. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. **Any Bidder or lobbyist who violates this provision shall cause their Bid (or that of their principal) to be considered non-responsive and therefore be ineligible for award.**
60. **TERMINATION:** This contract award may be terminated with or without cause by SBBC during the term hereof thirty (30) days after the Superintendent gives written notice to the other parties that a recommendation shall be made to SBBC for the contract award's termination.
61. **EVALUATION AND BIDS:** SBBC evaluates all Bids in accordance with Chapters 119.071 and 286.0113, Florida Statutes.

62. **MEET OR RELEASE:** If during the contract term, SBBC is offered a lower price from a third party supplier for a product or service awarded under this contract, or offers another item that meets or exceeds the specifications for the item at a lower price than the awarded price, SBBC shall request Awardee to meet the lower price offered by the third party supplier. Awardee shall be required to respond to this request within three (3) days of request. If Awardee is unable to meet the lower price, SBBC shall be released from its contractual obligation to purchase the item under this contract. No response to this request shall indicate that Awardee is unable to offer item at a lower price. This action, purchasing awarded item from third party supplier, shall not hold SBBC in default of contract. Each purchase shall be considered separate and apart from each other.

63. **CONFIDENTIAL RECORDS:** Notwithstanding any provision to the contrary within this Contract, any party contracting with SBBC under this Contract shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; Family Educational Rights and Privacy Act (FERPA), and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes.

Awardee agrees that it may create, receive from or on behalf of SBBC, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it shall: (1) hold the Confidential Records in strict confidence and shall not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the SBBC in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the SBBC, Awardee agrees to provide SBBC with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the SBBC to terminate any Agreement with Awardee.

64. **PROPRIETARY INFORMATION:** Pursuant to Chapter 119, Florida Statutes, bids received as a result of this ITB shall not become public record until thirty (30) days after the date of opening or until posting of the recommendation for award, whichever occurs first. Thereafter, all bid documents or other materials submitted by all Bidders in response to this ITB shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its bid is confidential and exempt, long with specific citations of the Florida Statutes establishing the confidentiality or exemption. Failure to identify the portions of the bid claimed to be exempt or the specific statutory authority establishing the exemption shall be deemed a waiver by the Bidder that any unidentified portion of the bid is confidential or exempt from disclosure under Chapter 119, Florida Statutes.

Should a public records request for bid documents or other materials submitted by a Bidder be submitted, SBBC shall notify the contact person identified in the bid of the request in writing. The notice provided shall indicate that requested materials shall be produced unless, within ten (10) calendar days of the date of the written notification, the Awardee initiated an action in a court of competent jurisdiction to obtain an injunction or protective order prohibiting the release of the requested materials. Awardee shall name the party requesting the materials as a defendant and shall not name SBBC as a party to the action. Awardee agrees to hold SBBC harmless from any award to a plaintiff for damages, costs or attorney's fees based on nondisclosure of information asserted to be confidential and exempt. Failure to timely initiate the action shall be deemed a waiver by the Awardee that the requested information is confidential and exempt. Awardee agrees to waive any cause of action it may have against SBBC for the release of materials pursuant to a public records request except those based on the intentional or grossly negligent conduct of any employee of SBBC. Submission by a Bidder in response to this ITB shall be deemed as Bidder's consent to the foregoing conditions.

SECTION 4, SPECIAL CONDITIONS

1. **INTRODUCTION AND SCOPE:** The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires bids on **MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS** as specified herein. Only those vendors located in the Florida counties of Broward, Collier, Lee, Martin, Miami-Dade, Palm Beach and St. Lucie will be considered for award. Unit prices quoted shall include on-site service to various schools, departments and centers at the direction of the **Physical Plant Operations (PPO) Department, 3810 NW 10 Avenue, Fort Lauderdale, FL 33309**. All bidders must be State of Florida Bureau of Elevator Safety-licensed Registered Elevator Companies and bidders must submit copies of all the required and appropriate licenses with the bid or upon request prior to evaluation.

Please be advised, all bidders must be Pre-Qualified by the School Board of Broward County, Florida for the type of work specified herein at the time bids are opened.

2. **TERM:** The award of this bid shall establish a contract for the period of **three (3) years from the Board approval date**. Bids will not be considered for a shorter period of time. Items will be ordered on an as-needed basis. If only one bid is received, the term of the contract will be reduced to one year.
3. **BIDDERS' CONFERENCE:** A non-mandatory Bidder's Conference will be held on April 15, 2016 at 1 pm in the 2nd floor conference Room PPO department 3810 NW 10th Avenue, Fort Lauderdale, FL 33309. Representatives from all interested companies are encouraged to attend. The purpose of this conference is to discuss any concerns a bidder may have.
4. **AWARD:** In order to meet the needs of SBBC, each **GROUP**, as indicated on the Bid Summary Sheet, shall be awarded to one primary awardee, and if it is in SBBC's interest to do so, up to two additional responsive and responsible Bidders meeting specifications, terms and conditions may be awarded as alternatives. The lowest Bidder in the **GROUP** shall be considered the primary awardee and should receive the largest volume or all of the work. Therefore, it is necessary to bid on every item in the group, and all items in the group must meet specifications in order to have the bid considered for award. Unit prices must be stated in the space provided on the Bid Summary Sheet. SBBC reserves the right to procure services from the second or third lowest bidders if SBBC chooses to award alternate awardees when: a) the lowest bidder cannot comply with delivery requirements or specifications; b) the lowest bidder is not in compliance with delivery requirements or specifications on current or previous orders; c) in cases of emergency; d) it is in the best interest of SBBC to do so. SBBC is under no obligation to award any alternate awardees.

If SBBC chooses to award any alternate awardees, SBBC reserves the right to procure the maintenance of elevators and wheelchair lifts **from more than one awardee simultaneously or designate a subset of units to a particular awardee** for the orderly, safe maintenance and smooth operation of District facilities at the prerogative as the PPO Supervisor assigned deems appropriate.

After award of this bid, any Awardee who violates any specification, term or condition of this bid can be found in default of its contract, have its contract canceled, be subject to the payment of liquidated damages, and be removed from the bid list and not be eligible to do business with SBBC for two years, as described in General Conditions 21, 34 and 58.

5. **INFORMATION:** Any questions by prospective Bidders concerning this Invitation to Bid should be addressed to **Ian Superville, Procurement & Warehousing Services, 754-321-0541 or e-mail at ian.superville@browardschools.com** who is authorized only to direct the attention of prospective Bidders to various portions of the bid so they may read and interpret such for themselves. Neither Mr. Superville, nor any employee of SBBC, is authorized to interpret any portion of the bid or give information as to the requirements of the bid in addition to that contained in the written bid document. **Questions should be submitted in accordance with General Condition 5.** Interpretations of the bid or additional information as to its requirements, where necessary, shall be communicated to Bidders only by written Addendum. Any verbal or written information, which has been obtained in a manner other than through the information in this BID document or by Addenda, shall not be binding on SBBC.

SECTION 4, SPECIAL CONDITIONS (Continued)

6. **CONTRACT RENEWAL:** The purpose of this bid is to establish a contract for the purchase of estimated requirements for the items listed. The term of the bid shall be for three years, and may, by mutual agreement between SBBC and the awardees, be extended for two additional one year period and, if needed, 180 days beyond the expiration date of the final renewal period. When considering to extend, the Board's Procurement & Warehousing Services Department will request a letter of intent to extend from the awardees prior to the end of the current contract period. Awardees will be notified when the recommendation has been acted upon. Awardees agree to this condition by signing the bid.
7. **QUANTITIES:** The quantities listed on the Bid Summary Sheet are estimated quantities to be used throughout the contract period for each item and are not a guarantee. Actual quantities used throughout the contract period may be greater or lesser than the bid estimates and shall be furnished at the fixed contract price. Purchases will be requested as needed throughout the contract period.
9. **ADDING OR (DELETION) OF EQUIPMENT:** During the contract term, it is expected that additional equipment will be added to this contract as additional schools' and related facilities' equipment warranties expire. Any additional equipment must be serviced and repaired under the same terms and conditions of the bid and at the prices indicated by the awardees on Bid Summary Sheets. Although rare, SBBC may delete service wholly or in part at any District site during the term of the contract. In the event that a site has been deleted, the quoted cost for the services being deleted shall be removed from the contracted and/or invoiced amount.
10. **CORRECTION OF WORK:** Awardees shall re-execute any maintenance, repair or alteration/modernization project that fails to conform to the requirements of the contract. Awardees shall also remedy deficiencies that appear during the progress of the service and repair of monthly scheduled preventive maintenance and shall remedy any defects due to faulty workmanship, which appear within a period of one year from the date of completion. Awardees will be liable to SBBC for the cost of materials that may be required to correct the deficiencies in the service provided.
11. **CLEAN UP AND REMOVAL OF DEBRIS:** Awardees shall keep the work area free from accumulation of waste material and rubbish on a daily basis. No tools, materials or equipment are to be left in the work area unsecured at the end of the workday. Work areas must be left free of hazards that may cause injury to occupants. At the completion of each project, awardees shall remove from the premises, all equipment and debris and leave the work site clean. Any salvaged materials provided by SBBC shall remain the property of SBBC and be secured and stored if SBBC desires to keep material. If SBBC does not desire this material, it shall be disposed of by the awardees. The awardees must remove all trash from the job site.
12. **ABUSE OR VANDALISM:** Damage due to abuse or vandalism will be repaired by the awardees. Pricing for damage due to vandalism or abuse will be based on the hourly rates stated on the Bid Summary Sheets. Any parts necessary to repair vandalism or abuse will be priced at the percentage discount or net pricing from the most current manufacturer's list price for the catalogs/price lists submitted. The PPO Supervisor assigned will review the estimated cost based upon a site inspection with SBBC personnel and a written report submitted by the awardee within two business days of request. The site inspection may be waived at the discretion of the PPO Supervisor assigned. All labor and materials necessary to repair a unit will be estimated and approved in writing prior to the repairs being made.
13. **PRICE ADJUSTMENTS:** Unit prices offered shall remain firm for the initial three (3) year term and may be adjusted at annual intervals, thereafter. A request for price adjustment with proper documented justification shall be submitted in writing to the Procurement & Warehousing Services Department two weeks prior to the effective date of the requested adjustment and take effect only when the awardee has received written approval from SBBC. Any price adjustment invoiced without prior written approval from SBBC shall not be paid and the invoice returned to the awardee for correction. Price adjustments shall be negotiated in good faith with the awardees and SBBC reserves the right to reject any price adjustments and cancel the renewal of any contract with an increase in prices. SBBC reserves the right to consult any of the following price indicators, U.S. Department of Labor Bureau of Labor Statistics indices or any commercial or commodity-based index for maintenance of elevators and wheelchair lifts or their component services, equipment and parts as a basis for reviewing price adjustments.
 - A. American Automobile Association (AAA) Fuel Gauge Report for regular unleaded gasoline, average price for the State of Florida
 - B. Seasonally adjusted: Employment Cost Index for wages and salaries, by ownership, occupational group and industry for service-providing industries (trade, transportation and utilities)
 - C. Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) seasonally adjusted U.S. City Average by expenditure category and commodity and service group for transportation (motor fuel)
 - D. Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) Selected Local Areas, all items, Miami-Fort Lauderdale, FL

SECTION 4, SPECIAL CONDITIONS (Continued)

14. **PROTECTION OF WORK, PROPERTY AND PERSONNEL:** The Awardee shall at all times guard against damage and/or loss to the property of SBBC, and shall replace and/or repair any loss or damages unless such is caused by the SBBC. SBBC may withhold payment or make such deductions, as it might deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the Awardees. Awardees shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.
15. **COMPANY REPRESENTATIVE:** Bidder(s) must indicate, in the space provided on the Additional Information Sheet the name, address, telephone number, etc., of the representative who could make scheduled visits to the schools/departments and who will be available, upon request, to resolve billing and delivery problems.
16. **BIDDER PROFILE:** In order to be considered for award, bidders must provide a bidder profile of a minimum of three references from commercial, multi-residential developments and/or institutional complexes which are or have been under contract for elevator and/or wheelchair lift maintenance agreements within the past three years. SBBC may be used as one of the three references. Each reference must clearly indicate firm name, address, telephone number and contract person along with the scope of work or the parameters of the maintenance contract or project work accomplished. **Bidder must submit the Bidder Profile with the bid or upon request prior to evaluation.** Failure to submit a complete Bidder Profile will result in disqualification of bid.
17. **PENALTIES:** A penalty of \$150.00 per day will be assessed if any elevator project is not completed within the given timeframe or agreed upon in the written project schedule as determined by the PPO Supervisor assigned and the awardees. **The installation of proprietary software or controllers without the express written approval of the PPO Supervisor assigned will cause a penalty of \$10,000.00 per unit and immediate default of contract.**
18. **IRS FORM W-9:** All bidders are requested to complete the attached IRS Form W-9, Page 51 of 59 Pages and submit this document with their bid.
19. **INVOICES:** Delivery copies, packing slips and invoices to SBBC **MUST** include the following to permit SBBC to verify prices with this contract and expedite the use of material. **FAILURE OF AN AWARDEE TO PROVIDE THIS INFORMATION WILL RESULT IN EITHER THE INVOICE BEING RETURNED FOR CLARIFICATION OR A DELAY IN PROCESSING SAID INVOICE FOR PAYMENT.** Invoices are to be mailed to **District Maintenance, 3810 N. W. 10th Avenue, Fort Lauderdale, Florida 33309.**
- A. Purchase order number (**REQUIRED for timely invoice processing**). If an awardee is an SBBC-certified M/WBE vendor, please include your certification number with your invoice for timely invoice processing.
- B. Name of the SBBC location and the BCID (Broward County Identification) Serial Number of the equipment serviced.
- C. Material release number OR control number, if applicable
- D. Maintenance and Repair tickets, per Bid Specifications (see Sample Attachment "B" or similar electronic means)
- E. Itemized cost per unit serviced and location as indicated in the bid.
- F. Total dollar amount will be net

Payment to awardees shall be made only upon completion and acceptance of satisfactory service work. No partial payments shall be made.

If awardees have the capability to receive electronic payments, monthly service and/or periodic projects may be processed using the District's procurement card to secure immediate payment of approved services

20. **ACCEPTANCE OF MATERIALS:** If any materials delivered under this bid, they shall remain the property of the awardee until a physical inspection of this material is made and thereafter accepted to the satisfaction of SBBC and must comply with the terms herein and be fully in accord with specifications. In the event the material supplied to SBBC is found to be defective or does not conform to specifications, SBBC reserves the right to cancel the order upon written request and return the product to the awardee at awardee's expense.
21. **WARRANTY:** The Awardee shall fully guarantee the cost their service, repairs and maintenance, including labor, as indicated in the Bid Specifications (except for abusive or operator incurred damage which could have been avoided) for a period of one year for all items after date of repair, alteration or modernization project is approved and provide SBBC with an on-site warranty. In the event of a dispute on requested repairs between the PPO supervisor assigned and the awardee, the decision of SBBC shall be final and binding on both parties. Awardees may or may not include manufacturer's warranty; however, it will be the responsibility of the awardees to warranty all new services for one year on-site after date of installation at no additional charge to SBBC. Failure to furnish full one year warranty as specified shall result in disqualification of bid submitted.

SECTION 4, SPECIAL CONDITIONS (Continued)

22. **SUBCONTRACTING:** Awardee may not subcontract any monthly elevator or wheelchair lift preventive maintenance or repair project work except with the express written approval of the PPO Supervisor assigned. When an awardee is called upon to execute an elevator alteration/modernization project in order to upgrade existing elevator equipment per the Florida Building code and/or Broward County Elevator code requirements, the PPO Supervisor assigned will review and approve the use of licensed subcontractors. If subcontractors are approved by SBBC, they must be in compliance with all licensing and certification requirements, as well as be in compliance with the security clearance requirements set forth in General condition 54.
23. **CANCELLATION:** Any contract awarded as a result of this bid will be subject to cancellation at any time by SBBC for **one or more** of the following reasons:
- A. Failure to respond and schedule service requested within the contract time period, including insufficient staffing to perform within the parameters of this contract on a District-wide basis.
 - B. Awardees' use of service personnel that are **not** qualified to perform services specified by this contract.
 - C. Awardee not providing sufficient security-cleared staff in accordance with General Condition 54 and/or Special Condition 22 leading to interruption of the service schedule.
 - D. Awardee's use of subcontracted firms or personnel that fail to adhere to the Bid Specifications or an awardee subcontracting scheduled work without the permission of the PPO Supervisor assigned.
 - E. Awardees' personnel provides workmanship that is unsatisfactory, unacceptable attitude, behavior or communication of technicians on service calls and unacceptable appearance of service personnel.
 - F. Failure to maintain and/or furnish required records on equipment repaired and/or serviced.
 - G. Excessive labor and/or parts cost in conjunction with installation of replacement parts on specific serial numbered equipment being serviced.
 - H. Failure to schedule or respond to emergency calls for repair within contract time period.
 - I. Unsatisfactory evaluation by designated SBBC personnel monitoring awardees' performance when equipment is being serviced.
 - J. Use of proprietary software or the installation of controllers that are not of the universal variety without the express written approval of the PPO Supervisor assigned.
 - K. Substantial and substantive change to the Florida Building Code and/or Broward County Elevator Safety Codes.
 - L. Substantial changes to SBBC's staffing and budgetary requirements that would dramatically alter the cost-effectiveness of this contract to either SBBC and/or the awardees.
24. **M/WBE UTILIZATION:** SBBC has implemented a Minority/Women Business Enterprise Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 7007-A Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available minority and women business enterprises (M/WBE's) within the Board's market area to compete for the award of SBBC purchasing contracts.
- An M/WBE is defined by SBBC as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is a least 51% owned and controlled by minority persons. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550. SBBC's Supplier Diversity & Outreach Program works to increase the participation of Minority and Women Business Enterprise (M/WBE). It is the intent of the Supplier Diversity & Outreach Program to have a diverse group, as well as an equitable distribution of M/WBE's, participating on any award of this Bid.
25. **M/WBE UTILIZATION REPORTING:** In an effort to monitor the achievement of the M/WBE goal the Awardee(s) agrees to submit, a completed Monthly M/WBE Utilization Report form, **attached hereto as Exhibit "A"** and made a part of this contract. The timing of these reports must coincide with invoice submission. In addition to the M/WBE Utilization Report form, Awardee(s) shall also provide proof of payment made to each M/WBE Subcontractor which shall take the form of cancelled checks or check register photocopies, or any other valid form of documentation that serves to substantiate all payment amounts included in the Subcontractor Utilization Report. The Awardee(s) understands that each M/WBE utilized for the contract must be certified by SBBC, Supplier Diversity & Outreach Program Office.

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**SECTION 5, BID SUMMARY SHEET**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
<u>ITEM A: (TO BE AWARDED AS A GROUP)</u>						
ELEVATORS AND DUMBWAITERS						
BOYD H. ANDERSON HIGH						
1.	36 months	Century Hydraulic/2L	10060	2000	\$_____ /mo	\$_____
2.	36 months	Mowery Hydraulic/2L	49288	4000	\$_____ /mo	\$_____
3.	36 months	Matot Dumbwaiter/2L	10059	400	\$_____ /mo	\$_____
4.	36 months	Dover Hydraulic/2L	02-09498	2100	\$_____ /mo	\$_____
APOLLO MIDDLE						
5.	36 months	Thyssen Krupp 2L	08-00128	2100	\$_____ /mo	\$_____
ARTHUR R. ASHE, JR MIDDLE						
6.	36 months	Mowery Hydraulic/2L	02-04368	4500	\$_____ /mo	\$_____
ATLANTIC TECHNICAL CENTER						
7.	36 months	Century Hydraulic/2L	11414	2000	\$_____ /mo	\$_____
8.	36 months	Thyssen-Krupp Hydraulic/2L	04-02003	2100	\$_____ /mo	\$_____
ATTUCKS MIDDLE						
9.	36 months	Dover Hydraulic/2L	52970	2100	\$_____ /mo	\$_____
BAYVIEW ELEMENTARY						
10.	36 months	Mowery Hydraulic/2L	49535	2500	\$_____ /mo	\$_____
11.	36 months	Dover Hydraulic/2L	01-07293	4500	\$_____ /mo	\$_____
BENNETT ELEMENTARY						
12.	36 months	Broward Hydraulic/2L	47603	2500	\$_____ /mo	\$_____
BETHUNE ELEMENTARY						
13.	36 months	Thyssen-Krupp Hydraulic/2L	07-00174	2100	\$_____ /mo	\$_____
BOULEVARD HEIGHTS ELEMENTARY						
14.	36 months	Mowery Hydraulic/2L	48113	2000	\$_____ /mo	\$_____
CENTRAL PARK ELEMENTARY						
15.	36 months	Thyssen-Krupp Hydraulic/2L	04-11647	4500	\$_____ /mo	\$_____
CHALLENGER ELEMENTARY						
16.	36 months	Dover Hydraulic/2L	01-00952	3500	\$_____ /mo	\$_____
17.	36 months	Thyssen-Krupp Hydraulic/2L	05-00270	4500	\$_____ /mo	\$_____

SECTION 5. BID SUMMARY SHEET**ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
18.	36 months	CHAPEL TRAIL ELEMENTARY Mowery Hydraulic/2L	49793	4500	\$_____ /mo	\$_____
19.	36 months	COCONUT CREEK ELEMENTARY Dover Hydraulic/2L	45015	2500	\$_____ /mo	\$_____
20.	36 months	COCONUT CREEK HIGH Century Hydraulic/2L	10062	2000	\$_____ /mo	\$_____
21.	36 months	Matot Dumbwaiter/2L	10061	300	\$_____ /mo	\$_____
22.	36 months	COCONUT PALM ELEMENTARY Dover Hydraulic/2L	01-02467	2100	\$_____ /mo	\$_____
23.	36 months	COLBERT ELEMENTARY Thyssen-Krupp Hydraulic/2L	07-00299	4500	\$_____ /mo	\$_____
24.	36 months	COOPER CITY HIGH Energy of Phila. Dumbwaiter/2L	09677	500	\$_____ /mo	\$_____
25.	36 months	Dover Hydraulic/2L	45583	2100	\$_____ /mo	\$_____
26.	36 months	Thyssen-Krupp Hydraulic/3L	07-00019	4500	\$_____ /mo	\$_____
27.	36 months	Thyssen-Krupp 3L	13-00002	3500	\$_____ /mo	\$_____
28.	36 months	Thyssen-Krupp 2L	13-00003	2100	\$_____ /mo	\$_____
29.	36 months	CORAL COVE ELEMENTARY Thyssen-Krupp Hydraulic/2L	04-12424	3500	\$_____ /mo	\$_____
30.	36 months	CORAL GLADES HIGH Thyssen-Krupp Hydraulic/2L	03-07866	4500	\$_____ /mo	\$_____
31.	36 months	CORAL GLADES HIGH (continued) Thyssen-Krupp Hydraulic/3L	05-00132	4500	\$_____ /mo	\$_____
32.	36 months	CORAL SPRINGS HIGH Dover Hydraulic/2L	23729	2500	\$_____ /mo	\$_____
33.	36 months	Thyssen-Krupp Hydraulic/2L	05-00351	3500	\$_____ /mo	\$_____
34.	36 months	CORAL SPRINGS MIDDLE Thyssen-Krupp Hydraulic/2L	05-00064	3000	\$_____ /mo	\$_____
35.	36 months	Thyssen-Krupp Hydraulic/2L	05-00266	3500	\$_____ /mo	\$_____

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**SECTION 5, BID SUMMARY SHEET****ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
		CRESTHAVEN ELEMENTARY				
36.	36 months	Mowery Hydraulic/2L	46604	2100	\$_____ /mo	\$_____
		CROISSANT PARK ELEMENTARY				
37.	36 months	Dover Hydraulic/2L	46225	4000	\$_____ /mo	\$_____
		CRYSTAL LAKE MIDDLE				
38.	36 months	Dover Hydraulic/2L	09685	2000	\$_____ /mo	\$_____
		CYPRESS BAY HIGH				
39.	36 months	Dover Hydraulic/2L	01-06911	4500	\$_____ /mo	\$_____
40.	36 months	Dover Hydraulic/2L	01-06910	4500	\$_____ /mo	\$_____
41.	36 months	Thyssen-Krupp Hydraulic/3L	05-00030	4500	\$_____ /mo	\$_____
		CYPRESS RUN EDUCATION CENTER				
42.	36 months	Thyssen-Krupp Hydraulic/2L	07-00404	4500	\$_____ /mo	\$_____
		DEERFIELD BEACH ELEMENTARY				
43.	36 months	Miami Hydraulic/2L	59496	2100	\$_____ /mo	\$_____
		DEERFIELD BEACH HIGH				
44.	36 months	Century Hydraulic/2L	08844	2000	\$_____ /mo	\$_____
45.	36 months	Thyssen-Krupp Hydraulic/2L	04-02019	4500	\$_____ /mo	\$_____
		DEERFIELD BEACH MIDDLE				
46.	36 months	Dover Hydraulic/2L	54872	2000	\$_____ /mo	\$_____
		DILLARD ELEMENTARY				
47.	36 months	Mowery Hydraulic/2L	47023	2100	\$_____ /mo	\$_____
		DILLARD HIGH				
48.	36 months	Miami Hydraulic/2L	48120	2100	\$_____ /mo	\$_____
49.	36 months	Miami Hydraulic/2L	56642	2100	\$_____ /mo	\$_____

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**SECTION 5. BID SUMMARY SHEET****ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
50.	36 months	Mowery Hydraulic/2L	03-00772	2500	\$_____ /mo	\$_____
51.	36 months	Mowery Hydraulic/2L	01-10632	4500	\$_____ /mo	\$_____
52.	36 months	Mowery Hydraulic/2L	03-00771	4000	\$_____ /mo	\$_____
53.	36 months	Gala Spiral Lift Stage platform This unit has no BCID# but uses an elevator controller	None	16,000	\$_____ /mo	\$_____
DISCOVERY ELEMENTARY						
54.	36 months	Thyssen-Krupp Hydraulic/2L	08-00262	4500	\$_____ /mo	\$_____
DOLPHIN BAY ELEMENTARY						
55.	36 months	Thyssen-Krupp Hydraulic/2L	06-00258	3500	\$_____ /mo	\$_____
DRIFTWOOD MIDDLE						
56.	36 months	Dover Hydraulic/2L	54368	2500	\$_____ /mo	\$_____
EAGLE POINT ELEMENTARY						
57.	36 months	Miami Hydraulic/2L	49547	4500	\$_____ /mo	\$_____
58.	36 months	Thyssen-Krupp Hydraulic/2L	04-07823	4500	\$_____ /mo	\$_____
EAGLE RIDGE ELEMENTARY						
59.	36 months	Mowery Hydraulic/2L	50376	4500	\$_____ /mo	\$_____
BLANCHE ELY HIGH						
60.	36 months	Century Hydraulic/2L	24709	2500	\$_____ /mo	\$_____
61.	36 months	Century Hydraulic/2L	47074	2500	\$_____ /mo	\$_____
62.	36 months	Thyssen-Krupp Hydraulic/2L	03-06247	3500	\$_____ /mo	\$_____
63.	36 months	Otis Hydraulic/2L	09-00177	3500	\$_____ /mo	\$_____
64.	36 months	Thyssen Krupp 3L	10-00098	3500	\$_____ /mo	\$_____
EMBASSY CREEK ELEMENTARY						
65.	36 months	Dover Hydraulic/2L	46427	4000	\$_____ /mo	\$_____
66.	36 months	Thyssen-Krupp Hydraulic/2L	09-00026	3500	\$_____ /mo	\$_____

SECTION 5, BID SUMMARY SHEET**ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
EVERGLADES ELEMENTARY						
67.	36 months	Dover Hydraulic/2L	56385	2100	\$_____ /mo	\$_____
68.	36 months	Thyssen-Krupp Hydraulic/2L	05-00147	3500	\$_____ /mo	\$_____
EVERGLADES HIGH						
69.	36 months	Thyssen-Krupp Hydraulic/2L	03-05669	4500	\$_____ /mo	\$_____
FALCON COVE MIDDLE						
70.	36 months	Mowery Hydraulic/2L	58515	2500	\$_____ mo	\$_____
CHARLES W. FLANAGAN HIGH						
71.	36 months	Mowery Hydraulic/2L	50033	2100	\$_____ /mo	\$_____
72.	36 months	Mowery Hydraulic/2L	50034	2100	\$_____ /mo	\$_____
73.	36 months	Mowery Hydraulic/2L	50032	4500	\$_____ /mo	\$_____
FLORANADA ELEMENTARY						
74.	36 months	Dover Hydraulic/2L	56821	2500	\$_____ /mo	\$_____
FOREST GLEN MIDDLE						
75.	36 months	Dover Hydraulic/2L	05-00056	2500	\$_____ /mo	\$_____
FORT LAUDERDALE HIGH						
76.	36 months	Thyssen-Krupp Hydraulic/2L	04-02569	3500	\$_____ /mo	\$_____
77.	36 months	Thyssen-Krupp Hydraulic/3L	04-02570	4500	\$_____ /mo	\$_____
78.	36 months	Thyssen-Krupp Hydraulic/2L	07-00241	4500	\$_____ /mo	\$_____
79.	36 months	Matot Dumbwaiter/2L	07-00240	300	\$_____ /mo	\$_____
80.	36 months	OTIS 3L	12-00106	4500	\$_____ /mo	\$_____
81.	36 months	OTIS 3L	12-00107	4500	\$_____ /mo	\$_____
STEPHEN FOSTER ELEMENTARY						
82.	36 months	Thyssen-Krupp Hydraulic/2L	08-00064	4500	\$_____ /mo	\$_____

SECTION 5, BID SUMMARY SHEET**ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
		FOX TRAIL ELEMENTARY				
83.	36 months	Dover Hydraulic/2L	53769	2500	\$_____ /mo	\$_____
84.	36 months	Thyssen-Krupp Hydraulic/2L	04-06653	3500	\$_____ /mo	\$_____
		GATOR RUN ELEMENTARY				
85.	36 months	Miami Hydraulic/2L	56384	2100	\$_____ /mo	\$_____
86.	36 months	Thyssen-Krupp Hydraulic/2L	05-00463	3500	\$_____ /mo	\$_____
		GLADES MIDDLE				
87.	36 months	Thyssen-Krupp Hydraulic/2L	06-00097	4500	\$_____ /mo	\$_____
88.	36 months	Thyssen-Krupp Hydraulic/2L	06-00239	3500	\$_____ /mo	\$_____
		HALLANDALE ADULT AND COMMUNITY CENTER				
89.	36 months	Thyssen-Krupp Hydraulic/2L	02-11910	3500	\$_____ /mo	\$_____
		HALLANDALE ELEMENTARY				
90.	36 months	Schindler Hydraulic/2L	04-08237	4500	\$_____ /mo	\$_____
		HALLANDALE HIGH				
91.	36 months	Century Hydraulic/2L	24321	2500	\$_____ /mo	\$_____
		HARBORDALE ELEMENTARY				
92.	36 months	Otis Hydraulic/2L	09-00176	3500	\$_____ /mo	\$_____
		HERON HEIGHTS ELEMENTARY				
93.	36 months	Schindler Hydraulic/2L	09-00028	4500	\$_____ /mo	\$_____
		HOLLYWOOD CENTRAL ELEMENTARY				
94.	36 months	Mowery Hydraulic/2L	49901	2100	\$_____ /mo	\$_____
		HOLLYWOOD HILLS ELEMENTARY				
95.	36 months	Thyssen-Krupp Hydraulic/2L	06-00002	4500	\$_____ /mo	\$_____
		HOLLYWOOD HILLS HIGH				
96.	36 months	Otis Hydraulic/3L	05-00442	4500	\$_____ /mo	\$_____
97.	36 months	LANIER JAMES CENTER				
		Thyssen Krupp 2L	10-00079	4500	\$_____ /mo	\$_____
		LAUDERDALE MANORS ELEMENTARY				
98.	36 months	Dover Hydraulic/2L	47655	2100	\$_____ /mo	\$_____
99.	36 months	Otis Hydraulic/2L	09-00178	3500	\$_____ /mo	\$_____

SECTION 5, BID SUMMARY SHEET**ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
LAUDERHILL-PAUL TURNER ELEMENTARY						
100.	36 months	Dover Hydraulic/2L	49981	4500	\$_____ /mo	\$_____
LIBERTY ELEMENTARY						
101.	36 months	Thyssen-Krupp Hydraulic/2L	02-03093	3500	\$_____ /mo	\$_____
102.	36 months	Thyssen-Krupp Hydraulic/2L	04-13836	3500	\$_____ /mo	\$_____
LYONS CREEK MIDDLE						
103.	36 months	Mowery Hydraulic/2L	58520	2500	\$_____ /mo	\$_____
104.	36 months	Thyssen-Krupp Hydraulic/2L	06-00207	3500	\$_____ /mo	\$_____
MANATEE BAY ELEMENTARY						
105.	36 months	Thyssen-Krupp Hydraulic/2L	02-09291	3500	\$_____ /mo	\$_____
106.	36 months	Thyssen-Krupp Hydraulic/2L	05-00037	3500	\$_____ /mo	\$_____
MARGATE ELEMENTARY						
107.	36 months	Thyssen-Krupp Hydraulic/2L	02-02013	3500	\$_____ /mo	\$_____
108.	36 months	Thyssen-Krupp Hydraulic/2L	06-00102	4500	\$_____ /mo	\$_____
MARGATE MIDDLE						
109.	36 months	Thyssen-Krupp Hydraulic/2L	02-10284	4500	\$_____ /mo	\$_____
THURGOOD MARSHALL ELEMENTARY						
110.	36 months	Mowery Hydraulic/2L	49362	4500	\$_____ /mo	\$_____
McARTHUR HIGH						
111.	36 months	Thyssen-Krupp Hydraulic/3L	03-01348	4500	\$_____ /mo	\$_____
112.	36 months	Thyssen-Krupp Hydraulic/2L	04-05966	4500	\$_____ /mo	\$_____
WILLIAM T. McFATTER TECHNICAL CENTER						
113.	36 months	Miami Hydraulic/2L	52971	2100	\$_____ /mo	\$_____
McNAB ELEMENTARY						
114.	36 months	Thyssen-Krupp Hydraulic/2L	02-12903	3500	\$_____ /mo	\$_____
McNICOL MIDDLE						
115.	36 months	Montgomery Hydraulic/2L	53905	2000	\$_____ /mo	\$_____

SECTION 5, BID SUMMARY SHEET**ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
		MILLENNIUM MIDDLE				
116.	36 months	Mowery Hydraulic/2L	01-03589	4500	\$_____ /mo	\$_____
117.	36 months	Thyssen-Krupp Hydraulic/2L	06-00050	4500	\$_____ /mo	\$_____
		MIRAMAR ELEMENTARY				
118.	36 months	Dover Hydraulic/2L	45890	2100	\$_____ /mo	\$_____
		MIRAMAR HIGH				
119.	36 months	Century Hydraulic/2L	08884	2000	\$_____ /mo	\$_____
120.	36 months	Thyssen-Krupp Hydraulic/2L	05-00355	4500	\$_____ /mo	\$_____
		MONARCH HIGH				
121.	36 months	Thyssen-Krupp Hydraulic/2L	02-11533	4500	\$_____ /mo	\$_____
122.	36 months	Thyssen-Krupp Hydraulic/3L	05-00390	4500	\$_____ /mo	\$_____
		NEW RENAISSANCE MIDDLE				
123.	36 months	Thyssen-Krupp Hydraulic/2L	01-10789	4500	\$_____ /mo	\$_____
		NEW RIVER MIDDLE				
124.	36 months	Miami Hydraulic/2L	51140	2100	\$_____ /mo	\$_____
125.	36 months	Miami Hydraulic/2L	51141	2100	\$_____ /mo	\$_____
		NORCREST ELEMENTARY				
126.	36 months	Dover Hydraulic/2L	01-09942	2500	\$_____ /mo	\$_____
127.	36 months	Otis Hydraulic/2L	08-00158	2100	\$_____ /mo	\$_____
		NORTH ANDREWS GARDENS ELEMENTARY				
128.	36 months	Thyssen-Krupp Hydraulic/2L	03-01347	2500	\$_____ /mo	\$_____
		NORTH LAUDERDALE ELEMENTARY				
129.	36 months	Dover Hydraulic/2L	01-09158	4500	\$_____ /mo	\$_____
		NORTH SIDE ELEMENTARY				
130.	36 months	Thyssen-Krupp Hydraulic/2L	02-11536	4500	\$_____ /mo	\$_____
		NOVA MIDDLE				
131.	36 months	Thyssen-Krupp Hydraulic/2L	09-00030	2500	\$_____ /mo	\$_____

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**SECTION 5, BID SUMMARY SHEET****ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
		OAKLAND PARK ELEMENTARY				
132.	36 months	Thyssen-Krupp Hydraulic/2L	05-00063	4500	\$_____ /mo	\$_____
		OAKRIDGE ELEMENTARY				
133.	36 months	Mowery Hydraulic/2L	49794	2100	\$_____ /mo	\$_____
		OLD DILLARD SCHOOL MUSEUM				
134.	36 months	Dover Hydraulic/2L	42522	2500	\$_____ /mo	\$_____
		ORANGE BROOK ELEMENTARY				
135.	36 months	Thyssen-Krupp Hydraulic/2L	07-00077	3500	\$_____ /mo	\$_____
		ORIOLE ELEMENTARY				
136.	36 months	Thyssen-Krupp Hydraulic/2L	01-02729	4500	\$_____ /mo	\$_____
		PALM COVE ELEMENTARY				
137.	36 months	Dover Hydraulic/2L	46160	2100	\$_____ /mo	\$_____
138.	36 months	Thyssen-Krupp Hydraulic/2L	05-00038	4500	\$_____ /mo	\$_____
		PANTHER RUN ELEMENTARY				
139.	36 months	Miami Hydraulic/2L	53771	2500	\$_____ /mo	\$_____
		PARK LAKES ELEMENTARY				
140.	36 months	Thyssen-Krupp Hydraulic/2L	02-09499	3500	\$_____ /mo	\$_____
		PARKSIDE ELEMENTARY				
141.	36 months	Miami Hydraulic/2L	57921	2100	\$_____ /mo	\$_____
		PARK SPRINGS ELEMENTARY				
142.	36 months	Thyssen-Krupp Hydraulic/2L	05-00053	3500	\$_____ /mo	\$_____
		PARK TRAILS ELEMENTARY				
143.	36 months	Miami Hydraulic/2L	58962	2500	\$_____ /mo	\$_____
144.	36 months	Thyssen-Krupp Hydraulic/2L	07-00081	3500	\$_____ /mo	\$_____
		PARKWAY MIDDLE				
145.	36 months	Miami Hydraulic/2L	52969	2100	\$_____ /mo	\$_____
146.	36 months	OTIS 3L	10-00116	3500	\$_____ /mo	\$_____
		HENRY D. PERRY MIDDLE				
147.	36 months	Mowery Hydraulic/2L	45989	2100	\$_____ /mo	\$_____

SECTION 5, BID SUMMARY SHEET**ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
PHYSICAL PLANT OPERATIONS--ZONE 1 OFFICE						
148	36 months	Thyssen-Krupp Hydraulic/2L	07-00446	3500	\$_____ /mo	\$_____
PINE RIDGE ALTERNATIVE CENTER						
149	36 months	Thyssen-Krupp Hydraulic/2L	05-00279	4500	\$_____ /mo	\$_____
PINES LAKES ELEMENTARY						
150.	36 months	Thyssen-Krupp Hydraulic/2L	09-00031	3500	\$_____ /mo	\$_____
PINES MIDDLE						
151.	36 months	Thyssen-Krupp Hydraulic/2L	07-00078	4500	\$_____ /mo	\$_____
PIPER HIGH						
152.	36 months	Thyssen-Krupp Hydraulic/2L	02-09497	2100	\$_____ /mo	\$_____
PLANTATION ELEMENTARY						
153.	36 months	Mowery Hydraulic/2L	57660	2500	\$_____ /mo	\$_____
PLANTATION HIGH						
154.	36 months	Mowery Hydraulic/2L	59472	2100	\$_____ /mo	\$_____
PLANTATION MIDDLE						
155.	36 months	Concord Hydraulic/2L	02-07937	1400	\$_____ /mo	\$_____
156.	36 months	Thyssen-Krupp Hydraulic/2L	05-00055	4500	\$_____ /mo	\$_____
POMPANO BEACH HIGH						
157.	36 months	Thyssen-Krupp Hydraulic/3L	02-11024	4500	\$_____ /mo	\$_____
QUIET WATERS ELEMENTARY						
158.	36 months	Thyssen-Krupp Hydraulic/2L	04-12834	3500	\$_____ /mo	\$_____
159.	36 months	Thyssen-Krupp Hydraulic/3L	08-00241	3500	\$_____ /mo	\$_____
RAMBLEWOOD ELEMENTARY						
160.	36 months	Thyssen-Krupp Hydraulic/2L	04-08452	3500	\$_____ /mo	\$_____
RIVERGLADES ELEMENTARY						
161.	36 months	Dover Hydraulic/2L	46426	4000	\$_____ /mo	\$_____
RIVERLAND ELEMENTARY						
162.	36 months	Mowery Hydraulic/2L	46374	2100	\$_____ /mo	\$_____

SECTION 5, BID SUMMARY SHEET

ITEM A (Continued):

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
		ROCK ISLAND ELEMENTARY				
163.	36 months	Mowery Hydraulic/2L	02-04371	4500	\$_____ /mo	\$_____
		ROYAL PALM ELEMENTARY				
164.	36 months	Thyssen-Krupp Hydraulic/2L	03-06249	2500	\$_____ /mo	\$_____
		SANDPIPER ELEMENTARY				
165.	36 months	Thyssen-Krupp Hydraulic/2L	06-00103	3500	\$_____ /mo	\$_____
		SAWGRASS ELEMENTARY				
166.	36 months	Mowery Hydraulic/2L	47491	4500	\$_____ /mo	\$_____
167.	36 months	Thyssen-Krupp Hydraulic/2L	04-07234	3500	\$_____ /mo	\$_____
		SAWGRASS SPRINGS MIDDLE				
168.	36 months	Mowery Hydraulic/2L	50099	2100	\$_____ /mo	\$_____
		SHERIDAN TECHNICAL CENTER				
169.	36 months	Century Hydraulic/2L	28980	2500	\$_____ /mo	\$_____
170.	36 months	Century Hydraulic/2L	28981	2500	\$_____ /mo	\$_____
171.	36 months	Thyssen-Krupp Hydraulic/2L	07-00080	3500	\$_____ /mo	\$_____
		SILVER LAKES ELEMENTARY				
172.	36 months	Miami Hydraulic/2L	53770	2500	\$_____ /mo	\$_____
		SILVER RIDGE ELEMENTARY				
173.	36 months	Thyssen-Krupp Hydraulic/2L	04-08454	3500	\$_____ /mo	\$_____
		SILVER SHORES ELEMENTARY				
174.	36 months	Thyssen-Krupp Hydraulic/2L	02-09516	3500	\$_____ /mo	\$_____
		SOUTH BROWARD HIGH				
175.	36 months	Dover Hydraulic/2L	40150	2100	\$_____ /mo	\$_____
176.	36 months	Thyssen-Krupp Hydraulic/3L	01-01157	4500	\$_____ /mo	\$_____
177.	36 months	Thyssen-Krupp Hydraulic/3L	01-08865	4500	\$_____ /mo	\$_____
		SOUTH PLANTATION HIGH				
178.	36 months	Century Hydraulic/2L	10058	2000	\$_____ /mo	\$_____

SECTION 5, BID SUMMARY SHEET**ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
SOUTH PLANTATION HIGH (continued)						
179.	36 months	Miami Hydraulic/2L	50545	4500	\$_____ /mo	\$_____
180.	36 months	Matot Dumbwaiter/2L	10063	300	\$_____ /mo	\$_____
181.	36 months	Thyssen-Krupp Hydraulic/2L	07-00079	4500	\$_____ /mo	\$_____
SOUTHWEST BUS COMPLEX						
182.	36 months	Thyssen-Krupp Hydraulic/2L	07-00410	3500	\$_____ /mo	\$_____
183.	36 months	OTIS 2 L	11-00064	4500	\$_____ /mo	\$_____
STIRLING ELEMENTARY						
184.	36 months	Mowery Hydraulic/2L	46422	2100	\$_____ /mo	\$_____
MARJORY STONEMAN DOUGLAS HIGH						
185.	36 months	Mowery Hydraulic/2L	42461	4000	\$_____ /mo	\$_____
186.	36 months	Mowery Hydraulic/2L	42463	2100	\$_____ /mo	\$_____
187.	36 months	Mowery Hydraulic/2L	42464	2100	\$_____ /mo	\$_____
188.	36 months	Thyssen Krupp 3L	08-00232	3500	\$_____ /mo	\$_____
STRANAHAN HIGH						
189.	36 months	Mowery Hydraulic/2L	50075	2100	\$_____ /mo	\$_____
SUNLAND PARK ELEMENTARY						
190.	36 months	Dover Hydraulic/2L	46362	2100	\$_____ /mo	\$_____
SUNSET LAKES ELEMENTARY						
191.	36 months	Thyssen-Krupp Hydraulic/2L	02-03190	3500	\$_____ /mo	\$_____
192.	36 months	Thyssen-Krupp Hydraulic/3L	08-00184	3500	\$_____ /mo	\$_____
TAMARAC ELEMENTARY						
193.	36 months	Mowery Hydraulic/2L	48114	2100	\$_____ /mo	\$_____
194.	36 months	Thyssen-Krupp Hydraulic/2L	05-00054	3500	\$_____ /mo	\$_____
J. P. TARAVELLA HIGH						
195.	36 months	Century Hydraulic/2L	29780	2500	\$_____ /mo	\$_____
196.	36 months	Thyssen-Krupp Hydraulic/2L	02-01466	4500	\$_____ /mo	\$_____
197.	36 months	Thyssen-Krupp Hydraulic/2L	06-00053	4500	\$_____ /mo	\$_____

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**SECTION 5, BID SUMMARY SHEET****ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
TECHNOLOGY AND SUPPORT SERVICES CENTER (TSSC)						
198.	36 months	Atlantic Hydraulic/3L	51332	2500	\$_____ /mo	\$_____
199.	36 months	Atlantic Hydraulic/3L	33027	2500	\$_____ /mo	\$_____
200.	36 months	Atlantic Hydraulic/3L	33026	4000	\$_____ /mo	\$_____
TECHNOLOGY AND SUPPORT SERVICES ANNEX (TSSC ANNEX) (formerly the North Central Area Superintendent's Office)						
201.	36 months	Universal controller Hydraulic/4L	26635	2500	\$_____ /mo	\$_____
202.	36 months	Universal controller Hydraulic/4L	26636	2500	\$_____ /mo	\$_____
TEDDER ELEMENTARY						
203.	36 months	Thyssen-Krupp Hydraulic/2L	05-00198	3500	\$_____ /mo	\$_____
DAVE THOMAS EDUCATION CENTER						
204.	36 months	Thyssen-Krupp Hydraulic/2L	04-04323	3500	\$_____ /mo	\$_____
TRADEWINDS ELEMENTARY						
205.	36 months	Thyssen Krupp 3L	08-00236	3500	\$_____ /mo	\$_____
TROPICAL ELEMENTARY						
206.	36 months	Thyssen-Krupp Hydraulic/2L	08-00063	4500	\$_____ /mo	\$_____
TWIN LAKES--VEHICLE MAINTENANCE DEPARTMENT						
207.	36 months	Mowery Hydraulic/2L	46636	2500	\$_____ /mo	\$_____
VILLAGE ELEMENTARY						
208.	36 months	Dover Hydraulic/2L	46947	2500	\$_____ /mo	\$_____
209.	36 months	Mowery Hydraulic/2L	01-11225	3000	\$_____ /mo	\$_____
WATKINS ELEMENTARY						
210.	36 months	Mowery Hydraulic/2L	51370	2500	\$_____ /mo	\$_____
WELLEBY ELEMENTARY						
211.	36 months	Dover Hydraulic/2L	46343	4000	\$_____ /mo	\$_____
WEST BROWARD HIGH						
212.	36 months	Thyssen-Krupp Hydraulic/2L	07-00251	4500	\$_____ /mo	\$_____
213.	36 months	Thyssen-Krupp Hydraulic/2L	07-00252	3500	\$_____ /mo	\$_____
214.	36 months	Thyssen-Krupp Hydraulic/2L	08-00155	4500	\$_____ /mo	\$_____

SECTION 5. BID SUMMARY SHEET**ITEM A (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
WEST BROWARD HIGH (continued)						
215.	36 months	Thyssen-Krupp Hydraulic/2L	09-00041	3500	\$_____ /mo	\$_____
WEST CENTRAL BUS COMPLEX						
216.	36 months	Thyssen-Krupp Hydraulic/2L	02-06393	3500	\$_____ /mo	\$_____
WESTCHESTER ELEMENTARY						
217.	36 months	Thyssen-Krupp Hydraulic/2L	04-12860	3500	\$_____ /mo	\$_____
WESTERN HIGH						
218.	36 months	Century Hydraulic/2L	29777	2500	\$_____ /mo	\$_____
219.	36 months	Thyssen-Krupp Hydraulic/2L	06-00215	3500	\$_____ /mo	\$_____
220.	36 months	Thyssen-Krupp Hydraulic/2L	06-00216	3500	\$_____ /mo	\$_____
221.	36 months	Thyssen-Krupp Hydraulic/3L	09-00025	3500	\$_____ /mo	\$_____
WESTGLADES MIDDLE						
222.	36 months	Thyssen-Krupp Hydraulic/2L	02-11535	4500	\$_____ /mo	\$_____
WEST HOLLYWOOD ELEMENTARY						
223.	36 months	Mowery Hydraulic/2L	46423	2000	\$_____ /mo	\$_____
WESTWOOD HEIGHTS ELEMENTARY						
224.	36 months	Miami Hydraulic/2L	54678	2500	\$_____ /mo	\$_____
WILTON MANORS ELEMENTARY						
225.	36 months	Miami Hydraulic/2L	50868	2500	\$_____ /mo	\$_____
KATHLEEN C. WRIGHT ADMINISTRATION CENTER						
226.	36 months	Schindler Traction/14L	42785	3500	\$_____ /mo	\$_____
227.	36 months	Schindler Traction/14L	42786	3500	\$_____ /mo	\$_____
228.	36 months	Schindler Traction/14L	42787	3500	\$_____ /mo	\$_____
229.	36 months	Schindler Traction/14L	42788	3500	\$_____ /mo	\$_____
230.	36 months	Schindler Hydraulic/6L	42789	3500	\$_____ /mo	\$_____
231.	36 months	Schindler Hydraulic/6L	42790	3500	\$_____ /mo	\$_____

<u>ITEM A (Continued):</u>		<u>SECTION 5, BID SUMMARY SHEET</u>				
		<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>	
		VIRGINIA SHUMAN YOUNG ELEMENTARY				
232.	36 months	Mowery Hydraulic/2L	47487	2000	\$_____ /mo	\$_____
		WALTER C. YOUNG RESOURCE CENTER				
233.	36 months	Thyssen-Krupp Hydraulic/2L	07-00359	3500	\$_____ /mo	\$_____
234.	36 months	Miami Elevator Hydraulic/2L	41161	2500	\$_____ /mo	\$_____
		(formerly serviced by contract with the City of Pembroke Pines)				
235.	36 months	ADDITIONAL ELEVATORS that may be added to District facilities throughout the term of this contract. SBBC estimates that an additional 10 elevators could be added to this contract.			\$_____ /mo	\$_____
236.	480 hours	HOURLY RATE , per Bid Specifications for alteration/modernization projects at any District facility throughout the term of this contract. SBBC estimates that an alteration or modernization project will require approximately 96 hours of work.			\$_____ /hr	\$_____
TOTAL ITEM A (1-236)						\$_____

ADDITIONAL REQUIRED INFORMATION

Materials needed for the completion of elevator alteration/modernization projects in order to be in full compliance with the Broward County Elevator Safety Code MAY be purchased under this contract at a discount from current manufacturer's list price or net price basis, under the terms indicated in Bid Specifications for Alteration and/or Modernization Projects. Documentation of current manufacturer's list price must be provided with written estimates if the PPO Supervisor assigned elects to have awardees and any approved licensed subcontractors supply materials for this type of elevator project.

_____ %

Hourly rate for service requests beyond the scope of work defined in Bid Specification 4.

\$_____ /hr

Fixed percentage discount or net price for parts and supplies required for service requests not related to the scope of work defined in the Bid Specifications.

_____ %

Additional flat rate charge when MORE THAN 50' of hose is used in the removal for recycling of non-hazardous oil and water mixtures from elevator shafts.

\$_____ /ea

Additional flat rate charge when the use of visqueen barrier is needed to protect lobby, flooring and carpets.

\$_____ /ea

Additional flat rate charge for spraying disinfectant in the elevator sump pit with a chlorine-based disinfectant.

\$_____ /ea

Additional charge per key, greater than the 10 keys that are to be supplied when locking cylinders are changed out in an elevator unit.

\$_____ /ea

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**SECTION 5, BID SUMMARY SHEET**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
ITEM B:	(TO BE AWARDED AS A GROUP)					
	WHEELCHAIR LIFTS					
	BOYD H. ANDERSON HIGH					
1.	36 months	National Wheel-O-Vator Lift/2L	02-05266	750	\$_____ /mo	\$_____
2.	36 months	Garaventa	11-0005	750	\$_____ /mo	\$_____
	APOLLO MIDDLE					
3.	36 months	National Wheel-O-Vator Lift/2L	07-00381	750	\$_____ /mo	\$_____
4.	36 months	CHAPEL TRAIL ELEMENTAY Garaventa	13-00071	750	\$_____ /mo	\$_____
	COCONUT CREEK ELEMENTARY					
5.	36 months	Dover Lift/2L	50483	450	\$_____ /mo	\$_____
	COCONUT CREEK HIGH					
6.	36 months	Garaventa Lift/2L	03-10433	450	\$_____ /mo	\$_____
7.	36 months	Garaventa	10-00110	550	\$_____ /mo	\$_____
	COOPER CITY HIGH					
8.	36 months	National Wheel-O-Vator Lift/2L	04-02567	750	\$_____ /mo	\$_____
	CORAL SPRINGS ELEMENTARY					
9.	36 months	Garaventa Lift /2L	04-03279	450	\$_____ /mo	\$_____
	CORAL SPRINGS MIDDLE					
10.	36 months	Garaventa Lift/2L	05-00144	750	\$_____ /mo	\$_____
	COUNTRY ISLES ELEMENTARY					
11.	36 months	Garaventa Lift/2L	06-00187	750	\$_____ /mo	\$_____
	DAVIE ELEMENTARY					
12.	36 months	Garaventa Lift/2L	02-05982	500	\$_____ /mo	\$_____
13.	36 months	DEERFIELD BEACH ELEMENTARY Garaventa	13-00124	750	\$_____ /mo	\$_____
14.	36 months	DEERFIELD BEACH HIGH Garaventa	10-00111	750	\$_____ /mo	\$_____
	DILLARD HIGH					
15.	36 months	Porchlift Lift/2L	52549	750	\$_____ /mo	\$_____
16.	36 months	National Wheel-O-Vator Lift/2L	03-03736	750	\$_____ /mo	\$_____
17.	36 months	National Wheel-O-Vator Lift/2L	03-09074	750	\$_____ /mo	\$_____
18.	36 months	National Wheel-O-Vator Lift/2L	03-09075	750	\$_____ /mo	\$_____

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**SECTION 5, BID SUMMARY SHEET****ITEM B (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
19.	36 months	DRIFTWOOD ELEMENTARY Garaventa Lift/2L	49184	450	\$_____ /mo	\$_____
20.	36 months	FLAMINGO ELEMENTARY Garaventa Lift/2L	03-02250	500	\$_____ /mo	\$_____
21.	36 months	CHARLES W. FLANAGAN HIGH National Lift/2L	50029	550	\$_____ /mo	\$_____
22.	36 months	National Lift/2L	50135	550	\$_____ /mo	\$_____
23.	36 months	FORT LAUDERDALE HIGH Wheelchair lift	46164	500	\$_____ /mo	\$_____
24.	36 months	GRIFFIN ELEMENTARY Garaventa Lift/2L	49185	450	\$_____ /mo	\$_____
25.	36 months	GULFSTREAM MIDDLE Garaventa	13-00070	750	\$_____ /mo	\$_____
26.	36 months	HALLANDALE HIGH Cheney Lift/2L	50811	750	\$_____ /mo	\$_____
27.	36 months	HARBORDALE ELEMENTARY National Wheel-O-Vator Lift/2L	07-00273	750	\$_____ /mo	\$_____
28.	36 months	HAWKES BLUFF ELEMENTARY National Wheel-O-Vator Lift/2L	09-00002	550	\$_____ /mo	\$_____
29.	36 months	HOLLYWOOD CENTRAL ELEMENTARY American Chair Glide Lift/2L	52871	750	\$_____ /mo	\$_____
30.	36 months	American Chair Glide 2L	52870	750	\$_____ /mo	\$_____
31.	36 months	HOLLYWOOD HILLS HIGH Garaventa Lift/2L	03-04294	550	\$_____ /mo	\$_____
32.	36 months	HOLLYWOOD PARK ELEMENTARY Garaventa Lift/2L	03-10434	550	\$_____ /mo	\$_____
33.	36 months	HORIZON ELEMENTARY Garaventa Lift/2L	03-12017	550	\$_____ /mo	\$_____
34.	36 months	LARKDALE ELEMENTARY Garaventa Lift/2L	02-07177	750	\$_____ /mo	\$_____
35.	36 months	ROBERT C. MARKHAM ELEMENTARY Garaventa Genesis Lift/2L	03-07538	550	\$_____ /mo	\$_____

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS

Bid No. 16-061C

Page 29 of 56 Pages

SECTION 5, BID SUMMARY SHEET**ITEM B (Continued):**

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
36.	36 months	McARTHUR HIGH American Lift/2L	45822	550	\$_____ /mo	\$_____
37.	36 months	MIRAMAR HIGH Garaventa Lift/2L	02-05981	495	\$_____ /mo	\$_____
38.	36 months	MONARCH HIGH National Wheel-O-Vator Lift/2L	02-11534	750	\$_____ /mo	\$_____
39.	36 months	NORTH LAUDERDALE ELEMENTARY Garaventa Lift/2L	04-03278	550	\$_____ /mo	\$_____
40.	36 months	NORTHSIDE ELEMENTARY Wheelchair Lift	03-10166	750	\$_____ /mo	\$_____
41.	36 months	NOVA HIGH Cheney Lift/2L	47963	750	\$_____ /mo	\$_____
42.	36 months	Wheelchair lift	51417		\$_____ /mo	\$_____
43.	36 months	PARKWAY MIDDLE American Lift/2L	45102	500	\$_____ /mo	\$_____
44.	36 months	Garaventa Genesis Lift/2L	05-00443	750	\$_____ /mo	\$_____
45.	36 months	PASADENA LAKES ELEMENTARY Garaventa Lift/2L	02-11688	500	\$_____ /mo	\$_____
46.	36 months	PEMBROKE LAKES ELEMENTARY Garaventa Lift/2L	03-04295	550	\$_____ /mo	\$_____
47.	36 months	PINES LAKES ELEMENTARY Garaventa Lift/2L	03-04296	550	\$_____ /mo	\$_____
48.	36 months	PINEWOOD ELEMENTARY Garaventa	13-00066	750	\$_____ /mo	\$_____
49.	36 months	PIPER HIGH American Lift/2L	47245	550	\$_____ /mo	\$_____
50.	36 months	POMPANO BEACH HIGH Savaria Lift/2L	05-00414	750	\$_____ /mo	\$_____
51.	36 months	Savaria Lift/2L	05-00415	750	\$_____ /mo	\$_____

MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS

SECTION 5, BID SUMMARY SHEET

ITEM B (Continued):

			<u>BCID NO.</u>	<u>WEIGHT</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
52.	36 months	QUEST CENTER Garaventa Lift/2L	02-03094	550	\$_____ /mo	\$_____
53.	36 months	RAMBLEWOOD ELEMENTARY Carrier Lift/2L	50396	450	\$_____ /mo	\$_____
54.	36 months	JAMES S. RICKARDS MIDDLE American Lift/2L	45649	750	\$_____ /mo	\$_____
55.	36 months	SANDERS PARK ELEMENTARY National Lift/2L	47381	550	\$_____ /mo	\$_____
56.	36 months	SOUTH BROWARD HIGH Thyssen-Krupp Lift/2L	01-09155	750	\$_____ /mo	\$_____
57.	36 months	SOUTH PLANTATION HIGH National Wheel-O-Vator Lift/2L	07-00476	495	\$_____ /mo	\$_____
58.	36 months	MARJORY STONEMAN DOUGLAS HIGH National Lift/2L	42500	500	\$_____ /mo	\$_____
59.	36 months	SUNLAND PARK ELEMENTARY American Chair Glide Lift/2L	46450	500	\$_____ /mo	\$_____
60.	36 months	TAMARAC ELEMENTARY Garaventa Lift/2L	03-10432	550	\$_____ /mo	\$_____
61.	36 months	WESTCHESTER ELEMENTARY Garaventa Lift/2L	50791	450	\$_____ /mo	\$_____
62.	36 months	WESTERN HIGH Garaventa Lift/2L	09-00234	495	\$_____ /mo	\$_____
63.	36 months	KATHLEEN C. WRIGHT ADMINISTRATION CENTER Hiro Lift/2L	45793	450	\$_____ /mo	\$_____
64.	36 months	ADDITIONAL WHEELCHAIR LIFTS that may be added to District facilities throughout the term of this contract. SBBC estimates that an additional 5 wheelchair lifts could be added to this contract. The following units are planned for construction:			\$_____ /mo	\$_____
TOTAL ITEM B (1-64)						\$_____

SECTION 5, BID SUMMARY SHEET (Continued)

REQUIRED ADDITIONAL INFORMATION

COMPANY REPRESENTATIVE: (See Special Condition 15)

Company Name

Company Representative

Street Address

City, State and Zip

Phone Number

Fax Number

Local/Toll-Free Phone Number

E-Mail Address

NOTE TO BIDDER: Review General Condition 52 prior to completing and mailing this bid.

Bidder's M/WBE Certification Number: _____

Agency Issuing This Number: _____

BIDDER PROFILE (Please see Special Condition 16)

- 1. Company Name: _____
- 2. Address: _____

- 3. Phone: _____ Fax: _____
- 4. Contact Person: _____ Phone: _____
- 5. Year Business Established: _____
- 6. Major Area of Business: _____

- 7. Brief History of Company: _____

(Please enclose any literature that describes your company or the scope of its operation.)

- 8. Number of Employees: _____ Please attach an organizational chart indicating all full-time personnel, job titles, locations responsible for and if individual is office or field assigned.
- 9. Average length of employment of personnel:

Full time: _____ years Part time: _____ years
- 10. Please list any professional organizations to which your company belongs.

- 11. Please list any certification held by your technicians for maintaining and repairing elevator and wheelchair lift equipment.

BIDDER PROFILE (Continued)

12. **References required. Bidder to provide a list of three references.
Three references from projects or service contracts completed within the past three years.**

1. _____

_____	_____
Name	Contact Person
_____	_____
Address	Date Job Completed
_____	_____
Phone Number	Fax Number

2. _____

_____	_____
Name	Contact Person
_____	_____
Address	Date Job Completed
_____	_____
Phone Number	Fax Number

3. _____

_____	_____
Name	Contact Person
_____	_____
Address	Date Job Completed
_____	_____
Phone Number	Fax Number

13. SBBC reserves the right to request additional information if unable to fully evaluate company based on information that has been provided.

Signed: _____

Title: _____

Firm: _____

Date: _____

SECTION 6, BID SPECIFICATIONS
BID SPECIFICATIONS FOR ITEMS A-B

1. Awardees must provide sufficient staff capable of providing all the maintenance and repairs specified herein for every elevator, dumbwaiter and/or wheelchair lift **AT ALL LOCATIONS** within the entire District. The PPO Supervisor, assigned reserves the right to divide any part of the District among awardees for monthly service for any reason and at any time. Please see Special Condition 4.
2. Awardees are required to provide a **SINGLE MONTHLY COST** for **ALL** the service and repairs required in these Bid Specifications. Awardee requests for additional compensation for parts, controls, cleaning, lubrication, keys and so on **WILL NOT** be honored without the express written approval of the PPO Supervisor assigned. See special condition 12. Awardees particular responsibilities for service and safety are detailed in Bid Specification 21, below.
3. Awardees must maintain elevator and lift equipment in a safe condition per Chapter 399.02, Florida Statutes (F.S.) and the Broward County Elevator Safety Code.
4. **The scope of work includes, but is not limited to, scheduled cleaning, lubrication, adjustments, pump out and removal for recycling of non-hazardous oil and water mixtures from elevator shafts along with a maximum of 50' of hose, the replacement of all necessary parts, controls and labor, as well as travel time to maintain operation and certifications. To illustrate the scope of services, maintenance and repairs required on a monthly basis, a sample Elevator Preventive Maintenance Checklist (see Sample Attachment "A") and a sample Wheelchair Lift Preventive Maintenance Checklist are included and may be modified from time to time. Awardees may provide similar electronic versions of these documents for ease and convenience of record-keeping and transmission. The SINGLE MONTHLY COST for ALL service, repairs and preventive maintenance, excluding the costs due to vandalism or abuse, must be included in the monthly cost for each unit. No additional cost will be authorized. TRANSPORTATION AND TRAVEL COSTS MUST BE INCLUDED IN THE BIDDER'S CALCULATION OF THE MONTHLY COST.**
5. **A call for emergency service must have a response time of TWO HOURS. All emergency repairs must be completed within 24 HOURS.** Emergency service is defined and includes those situations that are considered by SBBC authorized personnel to be immediately detrimental to the health, welfare and safety of our students and staff, potentially hazardous and can contribute to further equipment damage if service is not handled in a timely fashion. **Emergency service calls will be included in the SINGLE MONTHLY COST.**
6. All scheduled non-emergency repairs and service envisioned in this bid, as well as all non-emergency calls for service, must commence within 48 hours after the awardee has been notified by the school, department or center.
7. A full monthly maintenance District-wide schedule must include the following:
 - A. Complete certifiable inspection service of the existing equipment.
 - B. Service to existing equipment that would potentially impair its safe operation.
 - C. Repair and replacement of parts when they have reached the end of their useful life.
 - D. All inspections, service, repairs and maintenance schedules must be completed in writing, using the either copies of the following forms, attached, or via electronic means. Electronic means via a Web-based site or e-mail are strongly preferred.
 - 1) Elevator Preventive Maintenance Checklist (Sample Attachment "A")
 - 2) Maintenance and Repair Ticket (Sample Attachment "B")

SECTION 6, BID SPECIFICATIONS (Continued)
BID SPECIFICATIONS FOR ITEMS A-B (Continued)

- 7.
- 3) Daily Elevator Service Call Log (Sample Attachment "C")
 - 4) Wheelchair Lift Preventive Maintenance Checklist (Pages 43-46)
8. Maintenance and Repair Tickets (Sample Attachment "B") or a similar electronic version are **REQUIRED** to be completed monthly, properly signed and dated by the awardee's service technician and an SBBC facility representative for each piece of equipment that has been inspected and serviced under this contract. Payment for services under this contract cannot be processed unless this documentation is complete and approved. Signed, completed Maintenance and Repair Tickets including the BCID number must be submitted monthly in accordance with Special Condition 19.
9. The Elevator Preventive Maintenance Checklist (Sample Attachment "A"), the Wheelchair Lift Preventive Maintenance Checklist or similar electronic versions must be furnished by the awardee, completed in full, signed and dated in order to be posted in the head facility person's office for each piece of equipment serviced, repaired and maintained under this contract.
10. In every instance where service, repairs or maintenance is to be provided under this contract, the awardee's service technician is required to sign-in at the front desk of the facility or the main office of a school or center. Technicians must provide their proper SBBC-issued security badge and request to be accompanied by the SBBC facility service person on all service calls. Please see General Condition 54.
11. If an elevator telephone is not in working order, the SBBC Information Technology (IT) Department will ensure that the telephone line is working at the elevator machine room demarcation point. Awardees are responsible for the good working order and scheduled maintenance of the elevator emergency telephone from the demarcation point into the cab by the mechanical systems of the elevator equipment.
12. In the event that locking cylinders are changed out on any elevator or lift equipment, awardee will furnish 10 keys to the school's principal or the authorized SBBC facility personnel at no cost to SBBC. If more than 10 keys are required, bidder will state a price per key on the Additional Information Sheet. The cost of additional keys in to be billed and paid separately, from the individual schools' or facilities' funds.
13. Awardees are **REQUIRED** to complete a Daily Elevator Service Call Log (Sample Attachment "C") or a similar electronic version documenting all elevator repair and service calls that are received. This document shall be completed in full and either faxed to: (754) 321-4779, Attention: PPO Supervisor, District Electrical, or e-mailed before the end of each service day. This form is mandatory to fulfill compliance with the contract and Bid Specifications. No exceptions will be allowed.
14. Awardees will be responsible for all of the items marked "Awardees" listed on the "Broward County Elevator Inspection Report and Violations to be Corrected" in the **SINGLE MONTHLY COST** of elevator maintenance throughout the District. Any violations found during an official inspection conducted by the County's Chief Elevator Inspector or his designee must be corrected within the County-mandated 30-calendar day period. The following list of service inspections listed below in Bid Specification 15, are specifically keyed to each line under "violations" in the above-referenced report. The Wheelchair Lift Preventive Maintenance Checklist will also be used to verify service inspections.

SECTION 6, BID SPECIFICATIONS (Continued)
BID SPECIFICATIONS FOR ELEVATOR MAINTENANCE AND REPAIR

15. Per ASME A17.1, Chapter 399, F.S., Chapter 30, Florida Building Code, as adopted by Rule 9B-3.047, Florida Administrative Code (FAC), NEC and ADA.

	<u>CONTRACT RESPONSIBILITY</u>	<u>MACHINE ROOMS</u>
G001	SBBC	Lights – 101.5, A17.1
G002	SBBC	Car Light Disconnect – NEC
G003	SBBC	Main Line Disconnect – NEC
G004	SBBC	Door – 101.1 and 101.3d, A17.1 (fire-rated)
G005	SBBC	Door Closer - 101.3d, A17.1 (self-closing/self-locking)
G006	SBBC	Door Lock - 101.3d, A17.1 (keyed, no reset)
G007	SBBC	Door Threshold - 101.3d, A17.1 (water)
G008	SBBC	Venting – 101.5 and A17.1
G009	SBBC	Weather Protection - 101.1, A17.1
G010	SBBC	Foreign Wiring – 101.2, 102.1, A17.1
G011	SBBC	Foreign Piping – 101.2, A17.1
G012	Awardees	Electrical Clearance – NEC
G013	Awardees	Work Clearance – NEC
G014	Awardees	Access Clearance - 101.3, A17.1
G015	Awardees	Overhead Clearance - 101.4, A17.1
G016	SBBC	Access Light - 101.3, A17.1
G017	Awardees	Access Stairs - 101.3, A17.1
G018	Awardees	Fuses – NEC
G019	Awardees	Equipment Guarding - 104.1, A17.1
G020	Awardees	Data Plates - 207.3a, A17.1
G021	Awardees	Serial Numbers - 399 F.S.
G022	SBBC	Danger Signs - 110.17, NEC
G023	Awardees	Pipe Supports – 303.2c, A17.1
G024	Awardees	Annual No Load Safety Test - 1002.1, A17.1
G025	SBBC	Stored Material - 1206.2, A17.1
G026	Awardees	Cable Guards - 104.1, A17.1
G027	Awardees	Sheave Guards - 104.1, A17.1
G028	Awardees	Guard Rails - 101.3, A17.1
G029	Awardees	Oil Spills - 1206.2b, A17.1
G030	SBBC	Repair or Replace Machine Room Door – 101.3d, A17.1
G031	Awardees	Missing Covers, Wiring, Straps, Covers, Strap Conduit, Tubing – NEC
G032	Awardees	5-year Safety Test – 1002.3, A17.1
G033	Awardees	Hydraulic Test – 1000.5, A17.1
G034	Awardees	Strap Flexible Conduit – NEC
G035	Awardees	Clean Machine Room – 1206.2b, A17.1
G036	SBBC	Fire Extinguishers - 1206.1h, A17.1
G037	Awardees	Equipment Grounding – NEC
G038	SBBC	Foreign Equipment - 101.2, 102, A17.1

SECTION 6, BID SPECIFICATIONS (Continued)**BID SPECIFICATIONS FOR ELEVATOR MAINTENANCE AND REPAIR (Continued)**

<u>CONTRACT RESPONSIBILITY</u>		<u>MACHINE ROOMS (Continued):</u>
G39	Awardees	Oil Level – 304.2c, A17.1
G040	Awardees	Rusting Steel – 1206, A17.1
G041	Awardees	Fireman's Service Maintenance Report – 1206.7, A17.1
G042	Awardees	Motor/Brushes – NEC
G043	SBBC	Machine Room Door Key Not Available - 101.3, A17.1 and 61C-5.001, FAC
G044	Awardees	Machine Room Fire Rating 101.1, A17.1
		<u>HOISTWAYS</u>
G045	Awardees	Top Runby – 107, A17.1
G046	Awardees	Top Clear - 107, A17.1
G047	Awardees	Counterweight Frame – 202, A17.1
G048	Awardees	Counterweight Secured - 202, A17.1
G049	Awardees	Refuge Space – 107.1, 300.8g, A17.1
G050	Awardees	Nails, Snap Ties – NEC
G051	Awardees	Door Numbers – 100.7, A17.1
G052	Awardees	Door Gibs - 110, A17.1
G053	Awardees	Fire Tabs - 110, A17.1
G054	Awardees	Hoistway Door Gap Clearance - 110.11, A17.1
G055	Awardees	Door Closers – 110.3, A17.1
G056	Awardees	Fascia - 110.10, 108.1e, A17.1
G057	Awardees	Door Frames – 110, A17.1
G058	Awardees	Holes - 100.1a, A17.1
G059	Awardees	Set Backs – 100.6, A17.1
G060	Awardees	Projections – 100.6, A17.1
G061	Awardees	Car, Counterweight Clearance - 108, A17.1
G062	Awardees	Vents – 61C-5.009, FAC
G063	Awardees	Sill - 110, A17.1
G064	Awardees	Suspension Ropes - 212, A17.1
G065	Awardees	Governor Ropes - 206, A17.1
G066	Awardees	Limits - 210, A17.1
G067	Awardees	Ducts - 102, A17.1
G068	Awardees	Traveling Cable - 102.1, A17.1 and NEC
G069	Awardees	Glass - 100.1c, A17.1
G070	Awardees	Rope Data Tags – 212.2b, A17.1
G071	Awardees	Clean Hoistway – 1206.2, A17.1
G072	Awardees	Missing Covers, Wiring, Straps, Covers, Strap Conduit, Tubing – 102.1, A17.1 and NEC
G073	Awardees	Replace Missing Braille – ADA
G074	Awardees	Damaged or Missing Emergency Key – 111.10, A17.1
G075	Awardees	Rusting Steel – 1206, A17.1

SECTION 6, BID SPECIFICATIONS (Continued)
BID SPECIFICATIONS FOR ELEVATOR MAINTENANCE AND REPAIR (Continued)

<u>CONTRACT RESPONSIBILITY</u>		<u>HOISTWAYS (Continued):</u>
G076	Awardees	Access to Hoistway – 61C-5.001, FAC
G077	Awardees	Hoistway Door Interlocks - 111.1, A17.1
G078	SBBC	Lobby Floor – Finish/Repair – 110.11, A17.1
G079	SBBC	Lobby Lighting – Finish/Repair 110.10, A17.1
G080	Awardees	Rope Sockets – 212, A17.1
G081	Awardees	Suspension/Ropes Connections - 212, A17.1
G082	SBBC	Foreign Pipe/Wiring - 102.2, A17.1
		<u>PITS</u>
G084	Awardees	Lighting - 106.1e, A17.1...Damp Location--NEC
G085	Awardees	Missing Covers, Wiring, Straps, Covers, Strip Conduit, Tubing – 102.1, A17.1 and NEC
G086	Awardees	Water - 100.2b, 1206.2, A17.1
G087	Awardees	Dual Outlet...Damp Location - 106.1e, A17.1 and NEC
G088	Awardees	Stop Switches – 106.1f, A17.1
G089	SBBC	Light Switches – 106.1e, A17.1
G090	Awardees	Nails, Snap Ties – NEC
G091	Awardees	Level Floor - 106.1b, A17.1
G092	SBBC	Foreign Pipe/Wiring - 102.2, A17.1
G093	Awardees	Pipe Supports – 303.1c, A17.1
G094	Awardees	Buffer Location - 201.1b, A17.1
G095	Awardees	Buffer Marking Plate - 201.3c, A17.1
G096	SBBC	Holes - 100.2b, A17.1
G097	Awardees	Counterweight Guard - 103.2, A17.1
G098	SBBC	Sump Pump - 106.1, A17.1
G099	Awardees	Bottom Runby – 107, A17.1
G100	Awardees	Bottom Clear - 107, A17.1
G101	Awardees	Slow Down – 210, A17.1
G102	Awardees	Limit Switches – 210, A17.1
G103	Awardees	Tail Sheave - 206, A17.1
G104	SBBC	Ladder - 106.1 and A17.1
G105	Awardees	Fascia - 110, A17.1
G106	Awardees	Packing - 302, A17.1
G107	Awardees	Oil Can - 302.3, A17.1
G108	Awardees	Debris - 1206.2, A17.1
G109	Awardees	Oil On Floor – 100.2c, 1206.2 and A17.1
G110	Awardees	Rust - 1206, A17.1
G111	Awardees	Car, Counterweight Clearance - 108, A17.1
G112	Awardees	Projections – 100.6, A17.1
G113	Awardees	Recesses - 100.6, A17.1
G114	Awardees	Guard On All Work Lights – NEC
G115	SBBC	Remove Foreign Pipe - 102.2, A17.1

SECTION 6, BID SPECIFICATIONS (Continued)
BID SPECIFICATIONS FOR ELEVATOR MAINTENANCE AND REPAIR (Continued)

<u>CONTRACT RESPONSIBILITY</u>		<u>PITS (Continued):</u>
G116	SBBC	Sump Hole Cover - 106, A17.1
G117	Awardees	Counterweight Runby - 107, A17.1
G118	Awardees	5-year Oil Buffer Test - 1002.3c, A17.1
		<u>CABS</u>
G119	Awardees	Escape Hatch - 204.1e, A17.1
G120	Awardees	Platform Guard - 203.9, A17.1
G121	Awardees	Equipment Covers - NEC and 102.1, A17.1
G122	Awardees	Guide Shoes - 203, A17.1
G123	Awardees	Roller Guides - 203, A17.1
G124	Awardees	Car Top Light - 204.7, A17.1
G125	Awardees	Inspection Station - 210.1d, A17.1
G126	Awardees	Car Door Gate Switch - 204.4, A17.1
G127	Awardees	Photo Eyes – ADA
G128	Awardees	Safety Edge - 112.5, A17.1
G129	Awardees	Door Gibs - 110, A17.1
G130	Awardees	Fire Tabs - 110, A17.1
G131	SBBC	Flooring - 204.2, A17.1
G132	Awardees	Ventilation - 204.2c, A17.1
G133	Awardees	Lighting - 204.7c, A17.1
G134	Awardees	Emergency Lighting - 204.7, A17.1
G135	Awardees	Light Protection - 204.7d, A17.1
G136	Awardees	Phase I - 211, A17.1
G137	Awardees	Phase II - 211, A17.1
G138	SBBC and Awardees	Telephone - 211.1, A17.1 and ADA. Please see Bid Specifications for Items A-B, number 12 for specific responsibilities of SBBC and the Awardees.
G139	Awardees	Alarm Bell - 211, A17.1
G140	Awardees	Phase I Buzzer - 211, A17.1
G141	Awardees	Car Station – ADA
G142	Awardees	Direction Indicators – ADA
G143	Awardees	Glass - 204.1h, A17.1
G144	SBBC	Bulletin Boards – 61C-5.004 FAC
G145	Awardees	Handicapped Code – ADA (List Items)
G146	Awardees	Clean Car Top - 1206.2, A17.1
G147	SBBC	Invalid Certificate of Operation – F.S. 399
G148	Awardees	Rusting Steel – 1206, A17.1
G149	Awardees	Adjust Up or Down Leveling – 210.1e, A17.1
G150	Awardees	Replace Missing Capacity Plate - 207.3, A17.1
G151	Awardees	Car Door Gap Clearance – 110, 111.12, A17.1
G152	Awardees	Car/Hoistway Restrictor - 111.12, A17.1

SECTION 6, BID SPECIFICATIONS (Continued)**BID SPECIFICATIONS FOR ELEVATOR MAINTENANCE AND REPAIR (Continued)**

<u>CONTRACT RESPONSIBILITY</u>		<u>CABS (Continued):</u>
G153	Awardees	Missing Covers, Wiring, Straps, Covers, Strap Conduit, Tubing – 102.1, A17.1, NEC
G154	Awardees	Anti-creep - 306.3, A17.1
G155	Awardees	Car top switch – 210.2, A17.1
G156	Awardees	Guard for Lights - 204.7d, A17.1 and NEC
G157	Awardees	Passenger Car Enclosure - 204.2, A17.1
G158	Awardees	Door Closing Force - 112.4, A17.1
G159	Awardees	Door Closing Speed - 112.4, A17.1
G160	SBBC	Certificate Frame – F.S. 399
G161	Awardees	Emergency Stop Switch – 210.2, A17.1 and 61C-5.0051, FAC
G162	Awardees	Replace Missing Braille – ADA
		<u>MISCELLANEOUS</u>
G172	Awardees	Maintain Elevator in Safe Condition - 399.02 F.S.
G173	Awardees	Installation Placed Out of Service - 1000.3, A17.1
G174	Awardees	Installation Put in Service
G175	Awardees	T.O.P. issued
G176	Awardees	Other comments, to include posting “No Smoking” signs in cab.

BID SPECIFICATIONS FOR ALTERATION AND/OR MODERNIZATION PROJECTS

1. Alteration and modernization projects, defined by Chapter 399, F.S. and ASME 17.1, as amended from time to time, are defined as any change to the equipment other than the maintenance, repair or replacement of parts. Section 399.03(8) states each alteration to, or relocation of, an elevator shall comply with Chapter 30, Florida Building Code or the Broward County Elevator Safety Code that was in effect at the time of receipt of the application for the construction permit for the alteration or relocation.
2. Elevator alteration and modernization projects will compromise any of the following installation work, and may be performed by licensed subcontractors authorized per Special Condition 12:
 - A. Fire service recall system, per ASME 17.1 Rule 211.4(b) and NFPA 72 3-9.1
 - B. Emergency telephone, per ASME 17.1 Rule 211.1(4)
 - C. Main line disconnect upgrade, per NEC Rule 620.51
 - D. Fuse rejection clips, per NEC Rule 240.60(b)
 - E. Elevator car lighting disconnect, per NEC 620.22(A)
 - F. Ground fault receptacles in the elevator pits, per NEC Rule 620.85
 - G. Ground fault receptacles in the elevator machine rooms, per NEC Rule 620.24
 - H. Grounding/bonding, per NEC Rule 250.4(A)(1) and 250.4(B)(1)
 - I. Pit ladders, per ASME 17.1 Rule 106.1(d)(2)
 - J. Remove the sump pump when connected to the sewer line or discharging on the ground outside the elevator pit, per Florida Administrative Code 61C-5(7)(E)

SECTION 6, BID SPECIFICATIONS (Continued)
BID SPECIFICATIONS FOR ALTERATION AND/OR MODERNIZATION PROJECTS (Continued)

3. It is the intent of the Codes that a major portion of work involving the upgrading of the fire service recall, telephones, associated electric service work can be completed PRIOR to taking an elevator out of service for an alteration.
4. In order to monitor compliance with the alteration and modernization project, a written schedule and estimated cost to replace and upgrade an elevator to full Code compliance is required within five business days of an on-site inspection by the SBBC PPO and Safety Departments. Alteration and modernization labor rate must include certified personnel, supervision and a list of all licensed subcontractors to be utilized to coordinate the upgrading project.
5. Alteration and modernization of any elevator project must have a permit and a scope of work approved by the Broward County Building Code Services Division—Elevator Section. Completed projects are required to be inspected prior to the elevator being returned to service in furtherance of Chapter 399.03(8), F.S. It is **the critical responsibility of the awardee** to minimize elevator service interruption, work with the PPO Supervisor assigned, the County Elevator Section and the awardee's subcontractors to coordinate the timetable for alteration and modernization and obtain the required Elevator Section inspection of the final project.
6. Alteration and modernization projects may be scheduled and coordinated at a time to minimize disruption to the buildings' personnel or students. Projects will be scheduled on any calendar day, Monday through Sunday, 24 hours, emphasizing late afternoons and nights, weekends, after normal business hours, SBBC holidays and teacher planning days.
7. Awardees will be required to replace all outmoded equipment in order to bring elevators up to the enhanced standards of the Broward County Elevator Safety Code. Awardees may be allowed to use approved and licensed contractors to perform work related to the alteration/modernization project. Alteration/modernization projects must be estimated in writing at an hourly labor rate, scheduled and coordinated with the PPO Supervisor assigned and the Broward County Chief Elevator Inspector or their designees. Please see Special Condition 22.
8. Wherever possible, and in coordination with the PPO Supervisor assigned and the Broward County Chief Elevator Inspector, awardees must use **universal controllers** in any alteration/modernization project to ease continued maintenance on elevator equipment. Please see Special Condition 23J.
9. Replacement materials, including universal or OEM controllers for alteration/modernization projects MAY be purchased under this contract at the discretion of the PPO Supervisor assigned. Materials purchased under this contract must be verified by the submission of an itemized list proposed for purchase from the identified source, each unit price, discount percentage or net cost. Any remaining materials, after project completion, become the property of SBBC. The PPO Department is under NO OBLIGATION to purchase any materials for alteration/modernization projects under this contract if these materials can be purchased from other SBBC contracts or sources.

SECTION 6, BID SPECIFICATIONS (Continued)
WHEELCHAIR LIFT PREVENTIVE MAINTENANCE CHECKLIST

Battery and Lights

- ☐ Check for full battery charge
- ☐ Check for the platform light for operation and replace lamps if necessary
- ☐ Check fans and vents.

Cables

- ☐ Check the travelling cable for wear.
- ☐ Check all cables are securely attached.

Clean-up

- ☐ Remove spilled oil inside mast.
- ☐ Clean out any dirt and dust from the shaft base area.
- ☐ Check for water in the shaftway pit.
- ☐ Clear the pit drain, if one is fitted.
- ☐ Clean up any mark or fingerprints on panels.
- ☐ Wipe up any unwanted grease spills, fingerprints and clean the entire lift.
- ☐ Ensure that SBBC on-site personnel and user are fully trained in the proper use of the wheelchair lift equipment.

Control

- ☐ Check all the control buttons for function.
- ☐ Check all the key switches.
- ☐ Check operation of conveyance travel controls, keyswitch and remote if supplied.
- ☐ Check operation of call station travel controls, fold functions and keyswitch.
- ☐ Check direction button lights in conveyance and call stations.

Doors and Gates

- ☐ Check the door and gate closers.
- ☐ Check the hinge bushings for wear or damage.
- ☐ Check the door/gate for interference with the frame.
- ☐ Clean, lubricate and disassemble locks if needed.

Drive Units

- ☐ Check bolts securing drive unit and gearbox connections.
- ☐ Inspect haul cable for wear or damage. Check lubrication.
- ☐ Set tension of haul cable.
- ☐ Reset landing positions following the set-up procedure in the installation manual.
- ☐ Check release of motor brake. Adjust if necessary.
- ☐ Check belt pulley alignment and belt tension.
- ☐ Check fastenings of cable harness electrical terminals, fittings and wires.
- ☐ Inspect oil levels and lubricate, if necessary.
- ☐ Cog pick-up: clean and check tension.
- ☐ Clean, dust and remove debris from inside the Drive Cabinet.
- ☐ Check rope for signs of wear or breakage with replacements recommended every 200-300 hours.

SECTION 6, BID SPECIFICATIONS (Continued)
WHEELCHAIR LIFT PREVENTIVE MAINTENANCE CHECKLIST (Continued)

Hanger

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- Check the hanger mounting bolt are secure.
- Check that both lower carriage wheels contact lower rail and that mounting bolts are secure.
- Check that the travel cable is properly secured.
- Check that all terminal strips, connectors and electrical cables are properly secured.
- Check clearance between travel cable/slot cover/upper rail and carriage.
- Check clearance between platform harness and front cover.

Mast

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- Check all bolts securing mast rails.
- Check oil level. If the oil is very dirty, investigate cause and replace.
- Check for leaks on unions and tighten if loose.
- Check all bolts securing motor.
- Check for leaks on cylinder seal. Replace if required.
- Check four carriage wheels are secure.
- Is the platform spongy? Bleed the air from the cylinder per the manufacturer bulletin.
- Is the chain and sprocket in good condition and correctly tensioned? The attachment on the carriage slack rope device must be level.
- Does the slack rope device work at the rated load?
- Contact the factory for full test schedule.
- Is the slack chain switch activated by the action of the mechanism?
- Does the self-leveling device work at mid and upper landings. Use remote emergency lowering to assist test the function.
- Confirm motor amps and pressure, both load and no-load.
- Check the pressure relief valve in accordance with the procedure laid out in the service manual.
- Check mast tieback bracket fasteners.
- Check track/rollers for dirt, damage and cracks.

Platform and Platform Barriers

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- Remove hanger cover, check, clean and lubricate hinge pins, ramp and lever linkages and adjust where necessary.
- Check fastening of cable harnesses, wires and switches.
- Check upper and lower carriages. Inspect nylon rollers. Replacement recommended every two years or 50 hours.
- Check power operation at both landings.
- Check attachment and function of gas cylinder.
- Sliding contact: clean and check contact pressure.
- Check fold position switches.
- Inspect and lubricate limit pins in the back of the hangers.
- Ensure the platform cannot be rocked excessively and shim if necessary.
- Check for evidence of rubbing the shaftway and indicate corrective action required.
- Check platform level in both directions under load and pay particular attention to the attachment points and bases of towers.
- Check ramp linkages and cables.

SECTION 6, BID SPECIFICATIONS (Continued)
WHEELCHAIR LIFT PREVENTIVE MAINTENANCE CHECKLIST (Continued)

Platform and Platform Barriers (continued)

- ☐ Check arms meet level in center of platform.
- ☐ Check arm release so that arms push in easily and pop back under internal spring tension.

Safety Devices and Operation of Lift

- ☐ Check operation of under-platform sensing plate.
- ☐ Check operation of final-limit switches.
- ☐ Check operation of touch-sensitive loading ramp safety switches.
- ☐ Check operation of drive cabinet “door open” switch.
- ☐ Check operation of emergency stop switches.
- ☐ Check operation of hanger back sensors.
- ☐ Check operation of key switches at each call station on the platform (if the feature has been supplied).
- ☐ Check operation of call/send controls and ready lights on each call station and on the platform (if the feature has been supplied).
- ☐ Check operation of the audio-visual alert (if the feature has been supplied).
- ☐ Check operation of power-fold, power-ramp, and deck light (if the feature has been supplied).
- ☐ Check operation of the platform lock (if the feature has been supplied).
- ☐ Check operation of the attendant hand-held control unit (if the feature has been supplied).
- ☐ Check the interlocks for function.
- ☐ Check the service key.
- ☐ Check the limit switches for platform stopping position.
- ☐ Check the final limit switch.
- ☐ Check the alarm.
- ☐ Check ramp and underpan operation.
- ☐ Check backaway function (ramp and underpan).
- ☐ Check upper final limit operation.
- ☐ Check emergency stop switch.
- ☐ Check emergency alarm if supplied.
- ☐ Check manual lowering switch.
- ☐ Check overspeed arrestor switch, ensure actuator bracket is level.
- ☐ Test lift under rated load.
- ☐ Check loading and unloading at both landings.
- ☐ Check emergency manual lower system.
- ☐ Check emergency platform fold strap.
- ☐ Ensure operating instruction plates are installed at each station.
- ☐ Check platform fold functions at both landings.
- ☐ Check batteryback-up if supplied.
- ☐ Check battery lowering operation if supplied.
- ☐ Check audio-visual alert operation if supplied.
- ☐ Check fire service operation if supplied.
- ☐ Check call attendant operation if supplied.

SECTION 6, BID SPECIFICATIONS (Continued)
WHEELCHAIR LIFT PREVENTIVE MAINTENANCE CHECKLIST (Continued)

Tower Mount

- ☐ Check tower fasteners.
- ☐ Check lower rail support bracket.
- ☐ Check all special brackets, where supplied, are properly installed and secured.

Tubes, Rails, Towers and Arrestor

- ☐ Check fastenings to walls, floor and ceiling.
- ☐ Check tube section splices.
- ☐ Remove arrestor cover, check pawl free-end play and cut-out switch.
- ☐ Clean and dust using an approved cleaner to remove grease and dirt.
- ☐ Use a rag along the slot in the upper tube and remove any loose grease or dirt.
- ☐ Check upper rail mounting fasteners.
- ☐ Check lower rail mounting fasteners.
- ☐ Check splice fasteners on rails and gear truck.
- ☐ Check rail end caps for damage.
- ☐ Check landing cams and fasteners.
- ☐ Check upper mechanical stop.
- ☐ Check upper rail terminal strip for loose connection/strain on travel cable.
- ☐ Check slot cover is secure.
- ☐ Check hand-rail mounting fasteners if supplied.
- ☐ Clean and grease gear rack. Check for pinion wear and adjust lower carriage if necessary.

SECTION 7, ATTACHMENT 1
DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

In accordance with General Condition 11, all bidders must disclose with their bid the name of any officer, director, agent, or employee who has a material interest or other potential conflict of interest in the bidder's firm who is also an employee of SBBC. Disclosure of such potential conflict does not necessarily disqualify bidder from participation. Under current statutes, employees are responsible for disclosure and subject to penalties as defined by law.

Name of Employee	SBBC Title or Position	Type of Interest in Company
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I hereby affirm that all known persons who are employed by SBBC and who have a material interest or other potential conflict of interest in this company have been identified.

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Signature	Company Name
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Name of Official	Business Address
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City, State, ZIP Code	

11/22/05

SECTION 7, ATTACHMENT 2
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.

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

This sworn statement is submitted to The School Board of Broward County, Florida,

by _____
(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

whose business address is _____

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

I certify that I have established a drug-free workplace program and have complied with the following:

1. Published 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. Informed employees about the dangers of drug abuse in the workplace, the business' 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. Given 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), notified the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Will 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. Am making a good faith effort to continue to maintain a drug free workplace through implementation of this section.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally Known _____

OR Produced identification _____ Notary Public - State of _____

(Type of identification) My commission expires _____

(Printed, typed or stamped commissioned name of notary public)

SECTION 7, ATTACHMENT 3
INSURANCE REQUIREMENTS

Proof of the following insurance will be furnished by the awardee to the Board by Certificate of Insurance. Such certificate must contain a provision for notification to the Board 30 days in advance of any material change in coverage or cancellation. **SBBC shall be named as an additional insured under the General Liability policy including Products Liability. Include the Bid Number on the Certificate.**

- A. General Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
- B. Product Liability or Completed Operations Insurance with bodily injury limits of liability of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate.
- C. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with this bid, with bodily injury limits of liability of not less than \$1,000,000 per person; and \$1,000,000 per occurrence and property damage limits of not less than \$1,000,000.
- D. Worker's Compensation in accordance with Florida Statutory limits and Employer's Liability Insurance.

The insurance policies shall be issued by companies qualified to do business in the State of Florida and grant The School Board of Broward County, Florida thirty days of advanced written notice of a cancellation, expiration or any material change in the specified coverage. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service. All policies must remain in effect during the performance of the contract.

Prior to the commencement of any work the awardee must provide SBBC Supply Management and Logistics Department with a Certificate of Insurance which is evidence of the above coverage and with SBBC named as an additional insured.

Any questions as to the intent or meaning of any part of the above required coverage should be submitted in writing in accordance with General Condition 5.

See also General Conditions 12 and 20.

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification		Give form to the requester. Do not send to the IRS.
	Name (as shown on your income tax return)		
	Business name, if different from above		
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Other (see instructions) ▶		
	<input type="checkbox"/> Exempt payee		
	Address (number, street, and apt. or suite no.)		
Print or type See Specific Instructions on page 2.	City, state, and ZIP code		Requester's name and address (optional)
	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

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

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

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

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Form W-9 (Rev. 8-2013)

Page **2**

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(ii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

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Page 3

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$5000 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS Individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

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Page **4**

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner ³
5. Sole proprietorship or disregarded entity owned by an individual	The owner ⁴
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at spam@ftc.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



The School Board of Broward County, Florida
ACH Payment Agreement Form (ACH CREDITS)
(See General Condition 10)

VENDOR NAME:

Authorization Agreement

I (we) hereby authorize **The School Board of Broward County** to initiate automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize **The School Board of Broward County** to make the necessary debit entries/adjustments in the event that a credit entry is made in error.

Further, I agree not to hold **The School Board of Broward County** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement shall remain in effect until **The School Board of Broward County** receives written notification of cancellation from me or my financial institution and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Account Information

Name of Bank or Financial Institution:

Branch/ State

Routing No:

Checking

☐

Savings

☐

Account No:

VENDOR AREA:

Remittance Confirmation:
(please select one)

Fax

☐

Email

☐

Federal Identification No.
Vendor

TAX ID#

☐

SS#

☐

Update Purchase Order Fax & Email Address

Centralized Fax Number Dept.

Centralized Email Dept.

Centralized Phone No. Dept.

Signature

Authorized Signature

(Primary) and Business title: Date:

Authorized Signature

(Joint) and Business title: Date:

Please attach a VOIDED check to verify bank details and routing number.

This form must be returned to: SBBC – Purchasing – Data Strategy Group
7720 W. Oakland Park Blvd, Sunrise FL 33351 call: 754-321-0516 or fax # 754-321-0533

For Use by DATA STRATEGY GROUP

Vendor Account# Date Entered Initials:



**MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE)
PARTICIPATION FORM**

Proposer: _____

Complete the following information on the proposed M/WBE participation for this contract:

M/WBE Firm Information	Scope and/or Nature of Work to be Performed by the M/WBE	Provide % of M/WBE Participation for This Contract
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Email: _____ SBBC M/WBE Certification No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Email: _____ SBBC M/WBE Certification No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Email: _____ SBBC M/WBE Certification No.: _____		

FOR INFORMATION ON M/WBE CERTIFIED VENDORS, PLEASE CONTACT THE SUPPLIER DIVERSITY & OUTREACH PROGRAM OFFICE (754) 321-0550, OR ONLINE AT:

<http://www.broward.k12.fl.us/supply/sdop/vendorlist.htm>

754-321-0934 FAX

SECTION 8, STATEMENT OF "NO" BID

If your company will not be submitting a bid in response to this Invitation to Bid or Request for Proposal, please complete this Statement of "No" Bid Sheet and return, prior to the Bid/RFP Due Date established within, to:

The School Board of Broward County, Florida
Procurement & Warehousing Services
7720 West Oakland Park Blvd., Suite 323
Sunrise, FL 33351

This information will help SBBC in the preparation of future Bids and RFPs.

Bid/RFP Number: _____ Title: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Fax: _____

√	Reasons for "NO" Bid:
	Unable to comply with product or service specifications.
	Unable to comply with scope of work.
	Unable to quote on all items in the group.
	Insufficient time to respond to the Invitation to Bid.
	Unable to hold prices firm through the term of the contract period.
	Our schedule would not permit us to perform.
	Unable to meet delivery requirements.
	Unable to meet bond requirements.
	Unable to meet insurance requirements.
	Other (Specify below)

Comments:

Signature: _____ Date: _____

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**

Bid No. 16-061C
ATTACHMENT A

**PHYSICAL PLANT OPERATIONS DEPARTMENT
ELEVATOR PREVENTIVE MAINTENANCE CHECKLIST**

BUILDING NAME: _____ **SERIAL NO.:** _____

AFTER COMPLETION OF WORK PLACE CHECK MARK (3) IN RESPECTIVE FREE SPACE FOR SERVICE PERFORMED.

ON EVERY VISIT COMPLETE THE FOLLOWING: 1. See customer or his representative, correct all complaints. 2. Inspect machine room equipment, and clean when necessary. 3. Ride car, checking for unusual noise or operation. 4. Lubricate items as required.												
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Frequency of visits-Items 1, 2, 3, 4 & 5												
MACHINES: M-Maintain oil in tank at proper level												
Q-Check tension and wear of V belts												
A-Motor Bearings - See motor mfg. instruction												
Q-Check for excessive leaks around valves and pump.												
JACK: (complete assembly) M-Check packing gland to see that too much oil is not carrying through. M-Check plunger for signs of leakage or rust.												
CONTROLLERS: M-Check contacts for excessive burning												
SA-Clean fuse and holders												
SA-Check all resistance tubes and grids												
A-Clean fuse and holders												
DOOR & GATE OPERATOR: M-Clean & lubricate, check key, set screws & contacts												
SA-Check shaft bearings alignment & operation												
CAR: M-Check photo cell												
M-Check safety edge and retraction												
Q-Check door contact												
Q-Check leveling switches												
Q-Check alarm bell system (push alarm button for operation each visit)												
Q-Check retinng cam device, chains and fastenings/car door zone lock												
Q-Check emergency switch (operate unit on each visit)												
Q-Check adjustment of car shoes												
SA-Check Check door gibs for wear												
SA-Check door up-thrust adjustment												
SA-Lubricate guide shoe stems												
SA-Check contacts & switches in car open panel, clean & lube												
A-Check door speeds												
A-Check door relating cable tension												
A-Check stiles for cracks and bends												
A-Check car steadying plates												
A-Lubricate car fan or blower												

CODE

M=Monthly

Q=Quarterly

SA=Semi-Annually

A=Annually

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
MAINTENANCE AND REPAIR OF ELEVATORS & WHEEL CHAIR LIFTS**

Bid No. 16-061C
ATTACHMENT A

**PHYSICAL PLANT OPERATIONS DEPARTMENT
ELEVATOR PREVENTIVE MAINTENANCE CHECKLIST**

BUILDING NAME: _____ **SERIAL NO.:** _____

AFTER COMPLETION OF WORK PLACE CHECK MARK (3) IN RESPECTIVE FREE SPACE FOR SERVICE PERFORMED.

ON EVERY VISIT COMPLETE THE FOLLOWING: 1. See customer or his representative, correct all complaints. 2. Inspect machine room equipment, and clean when necessary. 3. Ride car, checking for unusual noise or operation. 4. Lubricate items as required.												
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BI-PARTING DOORS: (lubricate tracks as required)												
SA-Clean chains, tracks and sheaves												
SA-Check door contacts												
HOISTWAY:												
A-Check ball button contacts & clean												
A-Clean & check guide rails												
A-Inspect limit switches												
A-Check wear & insulation on traveling cable												
A-Check junction box cable												
MISCELLANEOUS:												
Q-Check main line fuses for heating												
M-Check firemen's service operation												
INITIALS OF SBBC MAINTENANCE PERSONNEL												

CODE

M=Monthly

Q=Quarterly

SA=Semi-Annually

A=Annually

Bid No. 16-061C
ATTACHMENT A

[illegible]

SAMPLE
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
PHYSICAL PLANT OPERATIONS DEPARTMENT

MAINTENANCE AND REPAIR TICKET

DATE:

TECHNICIAN:

FACILITY NAME:

FACILITY ADDRESS:

ELEVATOR

☐

DUMBWAITER

☐

WHEELCHAIR LIFT

☐

MAKE

MODEL

SERIAL NUMBER

TIME ARRIVED:

TIME LEFT:

DESCRIPTION OF WORK COMPLETED: _____

PRINT Name (SBBC Facility Representative)

Title

Signature (SBBC Facility Representative)

Date

PHYSICAL PLANT OPERATIONS DEPARTMENT
DAILY ELEVATOR SERVICE CALL LOG

PLEASE FAX OR E-MAIL TO

<u>SCHOOL</u>	<u>ORIGINATOR</u>	<u>CALL TIME/DATE</u>	<u>CONTRACTED Y/N</u>	<u>MAJOR COMPLAINT AND ACTION TAKEN</u>	<u>MATERIALS</u>	<u>FINISH DATE</u>