



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0505 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES

MARY CATHERINE COKER, DIRECTOR

www.BrowardSchools.com

The School Board of
Broward County, Florida

Heather P. Brinkworth, Chair
Donna P. Korn, Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

9/4/2019

Dear Prospective Bidders,

**SUBJECT: Instructions to Bidders
Invitation to Bid: FY20-139 - HVAC Repair and Preventive Maintenance**

The School Board of Broward County, Florida (SBBC) is interested in receiving bids in response to the attached Invitation to Bid (ITB) for **HVAC Repair and Preventive Maintenance**. Any questions regarding this ITB should be addressed to me, in writing, at the address stated above, via facsimile at 754-321-0533 or via e-mail to ashelton@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:

SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP)

SBBC has implemented a Supplier Diversity Outreach Program (SDOP) as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 3330 Supplier Diversity Outreach Program. The purpose of the program is to remedy the ongoing effects of identified marketplace discrimination that the School Board has found continue to adversely affect the participation of Small/Minority and/or Women Business Enterprises ("S/M/WBE") in School Board contracts. S/M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity Outreach Program Office prior to submission of bid proposal. For information on S/M/WBE Certification or Policy 3330, contact SBBC's Supplier Diversity Outreach Program at 754-321-0550 or visit <http://www.browardschools.com/sdop>.

• 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 excel. 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, update the excel spreadsheet. 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 754-321-0533 or scan and send via e-mail to ashelton@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.

Al Shelton
Purchasing Agent

TABLE OF CONTENTS

INVITATION TO BID	1
SECTION 3, GENERAL CONDITIONS	2
SECTION 4, SPECIAL CONDITIONS	8
SECTION 5, BID SUMMARY SHEET	12
SECTION 6, BID SPECIFICATIONS	13
SECTION 7, FORMS AND ATTACHMENTS	19
ATTACHMENT 1	20
DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR.....	20
CONTRACTUAL RELATIONSHIP	20
ATTACHMENT 2	21
DRUG FREE WORKPLACE	21
ATTACHMENT 3	22
MINIMUM LIMITS OF INSURANCE REQUIREMENTS	22
ATTACHMENT 4	23
ATTACHMENT 5	24
W-9 Form	24
ATTACHMENT 6	25
ACH Payment Agreement Form (ACH CREDITS)	25
SECTION 8, STATEMENT OF “NO BID”	26
EXHIBIT A	27
SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP)	27
EXHIBIT A - FORMS	28
1. FORM 00475 - PARTICIPATION SCHEDULE FORM	28
2. FORM 00470	28
3. FORM: 00485 UTILIZATION REPORT	28
EXHIBIT B	30
CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION	30
LOWER TIER TRANSACTIONS.....	30
EXHIBIT B	31
INSTRUCTIONS FOR CERTIFICATION	31

	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 on or before 2:00 p.m. Eastern Time (ET) at Procurement & Warehousing Services: 9/30/2019 Check Addenda for any revised opening dates before submitting your bid. Bid(s) received, after the date and time stated above, shall not be considered for award. Faxed bids are not allowed and will not be considered for award.	ITB NO.: FY20-139	RELEASE DATE: 9/4/2019	PURCHASING AGENT: Al Shelton 754-321-0520
	BID TITLE: HVAC REPAIR AND PREVENTIVE MAINTENANCE		

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.	<hr/> Signature of Authorized Representative (Manual) <hr/> Name of Authorized Representative (Typed or Printed) <hr/> Title
--	---

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	<input type="checkbox"/> Descriptive Literature Special Condition ____	<input type="checkbox"/> S/M/WBE Participation Schedule (Exhibit A)	<input type="checkbox"/> Statement of Intent to Perform as an S/M/WBE Subcontractor (Exhibit B)
<input type="checkbox"/> Material Safety Data Sheets Special Condition ____	<input checked="" type="checkbox"/> Manufacturers Certification Special Condition 8	<input checked="" type="checkbox"/> Conflict of Interest Form Section 7, Attachment 1	<input checked="" type="checkbox"/> Certificate of Debarment General Condition 45
<input type="checkbox"/> Bidding Preference Form Special Condition ____	<input checked="" type="checkbox"/> Bid Summary Sheet	<input checked="" type="checkbox"/> Other Technician Requirements Bid Specification 7, 14, 28, and 29	

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 BIDDING 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. **NONDISCRIMINATION:** The respondent hereby certifies and agrees that the following information is correct: In preparing its response on this project, the respondent has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in the District's Policy No. 3330 – Supplier Diversity Outreach Program, Section D.1; to wit: discrimination in the solicitation, selection, or commercial treatment of any subcontractor, vendor, supplier, or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or on the basis of disability or other unlawful forms of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination." Without limiting any other provision of the solicitation for responses on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the School District to reject the response submitted by the respondent on this project, and terminate any contract awarded based on the response. As part of its response, the respondent shall provide to the School District a list of all instances within the immediate past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Florida that the respondent discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a response to the School Board, the respondent agrees to comply with the District's Commercial Nondiscrimination Policy as described under its School Board Policy No. 3330 – Supplier Diversity Outreach Program, Section D.1.
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 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 desirable 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 10/7/2019 @3PM, 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

37. (Continued): 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.**

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) AWARDDEE 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 AWARDDEE, its agents, servants or employees; the equipment of the AWARDDEE, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of AWARDDEE or the negligence of AWARDDEE'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 AWARDDEE, 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. **SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP):** SBBC has implemented a Supplier Diversity Outreach Program (SDOP) as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 3330, Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available small, minority, and women business enterprises within the Board's market area to compete for the award of SBBC construction and purchasing contracts. S/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 visit www.browardschools.com/sdop.
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 HVAC Repair and Preventive Maintenance, as specified herein. The scope of requirements includes, but is not limited to, a comprehensive Districtwide preventive maintenance schedule of existing chiller equipment, including any future chiller equipment that may currently be under warranty or that may be purchased by SBBC; as well as any type of service or repairs to existing HVAC systems at an hourly labor rate. Prices quoted shall include inside delivery to various schools, departments and centers within Broward County, Florida. The Awardee(s) shall receive individual Purchase Orders specifying the name and ship to address of the various schools, departments and centers.

MUST BE SUBMITTED IN TIME FOR BID OPENING:

- One (1) signed hard-copy of the ITB including the Bid Summary Sheet.
- One (1) flash drive containing identical electronic version of the bid, in PDF format with exception of the Bid Summary Spreadsheet, which must be both in the original PDF file as well as a separate attachment in an Excel (.xls) format.

NOTE: If there is a discrepancy between the hard copy and the electronic copy, the original hard copy shall govern.

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 **beginning 1/1/2020 and continuing through 6/30/2022**. Bids shall not be considered for a shorter period of time. Items shall be ordered on an as-needed basis. If only one bid is received, the term of the contract shall be reduced to one year.
3. **AWARD:** In order to meet the needs of SBBC, each **ITEM OR GROUP**, as indicated on the Bid Summary Sheet, shall be awarded up to the three lowest responsive and responsible Bidders meeting specifications, terms and conditions. The lowest Awardee for an item or group shall be considered the primary vendor and should receive the largest volume of 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 goods from the second and third lowest Bidders if: a) the lowest Awardee cannot comply with delivery requirements or specifications; b) the lowest Awardee is not in compliance with delivery requirements or specifications on current or previous orders; c) in cases of emergency; d) or if it is in the best interest of SBBC. When a bid has both a primary and alternate Awardee, and the primary Awardee is unable to perform during the term of the contract, Procurement and Warehousing Services shall negotiate with the alternate Awardee for the same or lower unit prices as those submitted by the primary Awardee.

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 and 58.

4. **INFORMATION:** Any questions by prospective Bidders concerning this Invitation to Bid should be addressed to Al Shelton, **Procurement and Warehousing Services, 754-321-0520 or e-mail at ashelton@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 Al Shelton, 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 is obtained other than by information in this ITB document or by Addenda, shall not be binding on SBBC.
5. **CONTRACT RENEWAL:** The purpose of this bid is to establish a contract, at firm unit prices, for the purchase of estimated requirements for the items listed. The term of the bid shall be for 2.5 year(s), and may, by mutual agreement between SBBC and the Awardee, be renewed for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period. Procurement and Warehousing Services, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee shall be notified when the recommendation has been acted upon by

the School Board. All prices shall be firm through the period stated in Special Condition 25 - Price Adjustments for the term of the contract. The Bidder(s) agrees to this condition by signing its bid.

6. **QUANTITIES:** The quantities listed on the Bid Summary Sheet are estimated quantities to be ordered throughout the contract period for each item and are not a guarantee. Actual quantities ordered throughout the contract period may be greater or less than the bid estimates and shall be furnished at the fixed contract price. Purchases shall be requested as needed throughout the contract period and as few as one each may be ordered at one time.
7. **LOCAL REPAIR FACILITY:** In order to be considered for award, Bidder must have a local repair facility that can respond to service calls. For the purpose of this bid, "LOCAL" repair station means location in Broward, Miami-Dade or Palm Beach County. The repair station and service personnel must be authorized by the manufacturer of the Brands offered. Proof of local repair facility that meets requirements must be submitted with the bid or upon request. Failure to submit the required proof with the bid upon or request shall result in disqualification of bid submitted.
8. **MANUFACTURER'S CERTIFICATION:** Bidder must have manufacturer certify that Bidder is an authorized dealer to sell, warranty and service that manufacturer's product. The manufacturer must execute a letter in the manufacturer's letterhead and mention the Bidder's Company name is certified to sell, service, and warranty products from the Manufacturer. Failure to submit the letter shall result in disqualification of bid submitted.
9. **COMPANY REPRESENTATIVE:** Bidder(s) should indicate, in the space provided on the Bid Summary Sheet, the name, address, telephone number, etc., of the representative who could make scheduled visits to the schools/departments and who shall be available, upon request, to resolve billing and delivery problems.
10. **BIDDING PREFERENCE LAWS: FLORIDA BIDDING PREFERENCE:** General Condition 1.d) does not apply to this Bid as no personal property is being purchased.
11. **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 SHALL 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.**
 - i. Material release number OR the control number
 - ii. Purchase Order number
 - iii. Complete description of the items
 - iv. Itemized list price
 - v. Total dollar amount shall be net
12. **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 caused by 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 Awardee. The Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress.
13. **W-9 FORMS:** All Bidders are required to complete a W-9 form; it can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> , and submit with their bid.

14. ITB TIMELINE:

- | | |
|---|-----------|
| a. Release of ITB: | 9/4/2019 |
| b. Written Questions due on or before 5:00 p.m. ET
in Procurement & Warehouse Service Department: | 9/16/2019 |
| c. Bids due on or before 2:00 p.m. ET
in Procurement & Warehousing Service Department:
Proposal Opening will be at: | 9/30/2019 |

7720 West Oakland Park Blvd., Suite 323,
Sunrise, Florida 33351-6704

d. Posting of Recommendation :

10/7/2019

- 15. SUBCONTRACTING:** Awardees may not subcontract any service, repair and preventive maintenance of HVAC and chiller equipment without the prior written approval of the PPO Supervisor assigned. 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.
- 16. WORK TICKETS:** Awardees will be required to complete work tickets on all equipment which requires any preventive maintenance. Each work ticket shall include the following information applicable to the equipment being serviced: 1) nature of the problem, if applicable; 2) brand; 3) model number; 4) serial number; 5) work to be performed; 6) location; 7) parts used; 8) number of hours; 9) date of pick-up and anticipated date of return of replacement parts; 10) invoice number and/or purchase order number; 11) technician's signature; and 12) SBBC representative's signature. Work tickets will be made in duplicate and distributed as follows: 1) copy retained at the service location and 2) copy for the awardee.
- 17. RESPONSE/TRAVEL TIMES:** General Condition 1.d) does not apply to this Bid as no personal property is being purchased.
- a. For Bid Items 1A, 2A, 3A, 4A, 5A, and 6A hourly rates only: The PPO Supervisor assigned will notify the awardee when preventive maintenance and/or installation is required. The site inspection may be waived by the PPO Supervisor assigned at his discretion. The awardee shall contact the appropriate PPO Supervisor assigned with a cost estimate and for approval to proceed within 48 hours or within 72 hours for new equipment installation. Travel time expenses per work site or per truck cannot exceed one hour of the stated labor rate.
 - b. For Bid Items 1B, 2B, 3B, 4B, and 5B only: The PPO Supervisor assigned will notify the awardee when chiller service or repair is required. Replacement parts may be supplied by SBBC under contract. The site inspection may be waived at the discretion of the PPO Supervisor assigned. The awardee shall contact the PPO Supervisor assigned with a cost estimate and for approval to proceed with service and repairs within 24 hours unless otherwise agreed upon by the PPO Supervisor assigned. Awardee, after being notified, shall have all needed repairs started within 48 HOURS. Travel time expenses per work site or per truck cannot exceed one hour of the stated labor rate.
 - c. Response and travel time will not be reimbursed for Bid Items 7 & 8.
 - d. For Bid Items 1C, 2C, 3C, 4C, 5C, and 6C only: The PPO Supervisor assigned will notify the awardee when service, repairs, preventive maintenance and/or installation is required after he has determined the type of service, repair or installation of new equipment is required and if replacement parts are needed. The site inspection may be waived by the PPO Supervisor assigned at his discretion. The awardee shall contact the appropriate PPO Supervisor assigned with a cost estimate and for approval to proceed with service or repairs within 48 hours or within 72 hours for new equipment installation. Travel time expenses per work site or per truck cannot exceed one hour of the stated labor rate.
- 18. COOPERATION WITH SBBC:** SBBC reserves the right to supervise all services, repairs and/or installation required under this contract and to provide the requisite parts from SBBC stock. SBBC also reserves the right to have SBBC personnel assist and work together with awardee's personnel when it is deemed in the best interest of SBBC. This Special Condition will NOT void ANY warranty provisions or Bid Specifications stated in this document, including the one-year "on-site" warranty for parts and labor provided by the awardees, while working in cooperation with SBBC authorized personnel.
- 19. CHANGES IN THE WORK:** SBBC may order extra work or make changes by altering, adding to or deducting from any project with the contract sum being adjusted accordingly without invalidating the contract. Any modified project shall be included under the conditions of this contract except any claim for extension of time caused thereby shall be adjusted at the time of the change. Any claim for extra work must have the written approval of the PPO Supervisor assigned prior to the commencement of a project.
- 20. CORRECTION OF WORK:** Awardees shall re-execute any project that fails to conform to the requirements of the contract. Awardees shall also remedy deficiencies that appear during the progress of the work and shall remedy any defects due to faulty workmanship, which appear within a period of one year from the date of completion. The awardees may be liable to SBBC for the cost of materials that may be required in correcting the deficiencies in the project.
- 21. CLEAN UP AND REMOVAL OF DEBRIS:** Awardees shall keep the premises 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, awardee shall remove from the premises, all equipment and debris and leave the buildings broom 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 awardee. SBBC will provide trash receptacles for the use of the awardee. The awardee must remove all trash from the job site. The cost of clean-up and removal of debris must be included in the bid price offered.

- 22. WARRANTY:** The Awardee shall fully guarantee the cost of parts and labor (except for abusive or operator incurred damage which could have been avoided by referring to instructional manual) for a period of one year for all items after date of delivery and installation to provide SBBC with an "on-site" warranty. In the event a dispute on requested repairs between SBBC and the Awardee, the decision of SBBC shall be final and binding on both parties.

Awardee may or may not include manufacturer's warranty; however, it will be the responsibility of the Awardee(s) to warrant all new purchases for one year "on-site" after date of delivery and installation at no additional charge to SBBC. Failure to furnish full one-year warranty as specified shall result in disqualification of bid submitted.

The Awardee, after being notified, shall have all needed repairs started within 48 HOURS. LOCAL repair station must be staffed with in-house factory trained personnel. The repair station must be authorized by the manufacturer. If the bid submitted is from other than the manufacturer, then proof that the local repair station is authorized by the manufacturer must be submitted with the bid or upon request. Failure to submit the required proof with the bid or upon request will result in disqualification, of bid submitted. For the purpose of this bid, "LOCAL" repair station means location in Broward, Miami-Dade or Palm Beach County. Repairs can be made either at the school/department/center or at the LOCAL repair station. It is the responsibility of the Bidder or the Bidder's repair station to transport the equipment from and to the original location if repairs cannot be accomplished at the location. The Bidder's repair station shall be equipped with a complement of parts to adequately service and fulfill the guarantee of the items covered in this bid. The name and address of the repair station must be submitted on the Vendor Check List in location designated. Bidder shall be completely and solely responsible for the coordination and completion of all repairs, including pickup at site and reinstallation of any equipment. Failure to include this information shall result in disqualification of bid submitted. Upon request, equivalent LOANER EQUIPMENT will be made available, if repairs cannot be completed at the location (school/department/center).

- 23. PRICE ADJUSTMENTS:** Prices offered shall remain firm through the first 2.5 years of the contract. A request for price adjustment, with proper documentation justifying the adjustment, may be submitted, in writing, 30 days prior to the 2.5 anniversary date of the contract. Price adjustment requests will be evaluated on an annual basis thereafter. Unit price adjustments must have written approval from SBBC prior to invoicing. Any unit price adjustment invoiced without written approval from SBBC shall not be paid and the invoice returned to the Awardee for correction. Requests for price adjustments shall not exceed the percentage of change in the Consumer Price Index (CPI) for the previous twelve months of the anniversary date, but shall not exceed 3% per adjustment. The CPI will not be seasonally adjusted. SBBC reserves the right to request a reduction in contract prices equal to the percentage of change of the CPI in the event of a reduction. SBBC reserves the right to not renew any contract regardless of price considerations. Information on the CPI may be obtained from the Bureau of Labor Statistics at <http://www.bls.gov> or by contacting the Bureau directly.

SECTION 5, BID SUMMARY SHEET

BID SUMMARY SHEET: The Bid Summary Sheet is an Excel spreadsheet available with this ITB via DemandStar. The Bid Summary Sheet contains the specific description of items, item or SKU numbers and quantities. Any quantities are estimates and not guaranteed.

Bidders **MUST** complete the Bid Summary Sheet electronically, including all associated costs to meet or exceed SBBC's minimum requirements and specifications. No handwritten summary sheets will be accepted. Pricing shall include all items and/or functionality listed in the Bid Summary Sheet. Some cells may be locked and formulas may be embedded in the spreadsheet. If any corrections are needed for the Bid Summary Sheet content, contact the Purchasing Agent. Bids for alternate equipment or specifications will not be considered for award.

The Bid Summary Sheet contains multiple tabs. Below is an explanation of the tabs

REPRESENTATIVE TAB: Complete all fields. Screen shot of tab follows:

The screenshot shows the 'Representative' tab in an Excel spreadsheet. The header area includes the Broward County Public Schools logo and the text 'Procurement & Warehousing Services', 'Broward County Public Schools', 'Bid # 19-177E', and 'Commercial Production Print Devices'. Below this is a section titled 'Bidder Info' with a red instruction: 'Please complete all tabs and submit electronic (.xls) and printed copy with your proposal.' The form fields include: Company Name, Company Representative, Email Address, Phone Number, M/WBE Certification*, and Agency Issuer*. A red note at the bottom of the form states: '*Review General Condition 52 prior to completing'. The bottom of the spreadsheet shows several tabs: 'Representative', 'GROUP A - MONO', 'GROUP A - COLOR', 'GROUP B - COLOR 1', and 'GROUP B - COLOR 2'.

GROUPS TABS: The Group Tabs consist of line items per Manufacturer for the different labor rates and service types, except Items 7 & 8. Please note the Award is per Line or per Group.

SECTION 6, BID SPECIFICATIONS

EXAMPLES OF CHILLER EQUIPMENT TO BE MAINTAINED

1. Preventive maintenance of chiller equipment manufactured by Carrier includes but is limited to: water-cooled centrifugal chillers 150-ton through 750-ton capacity, 208V to 4160V, models 19DK and 19XR with electro-mechanical and microprocessor control panels and electro-mechanical starters; water-cooled screw compressor chillers 90-ton through 335-ton capacity, 208V to 480V, models 30HX and 23XL with microprocessor control panels and electro-mechanical starters; and air-cooled chillers model 30GX. Equipment manufactured by Carrier other than listed may also require factory-authorized emergency repair services.
2. Preventive maintenance of chiller equipment manufactured by Dunham-Bush includes but is not limited to: water-cooled screw compressor chillers 100-ton through 300-ton capacity, 208V to 480V, models WCX, WCFX, and HWSC with microprocessor control panels and electro-mechanical starters; as well as air-cooled chiller model ACDX. Equipment manufactured by Dunham-Bush other than listed may also require factory-authorized emergency repair services.
3. Preventive maintenance of chiller equipment manufactured by Daikin McQuay includes but is not limited to: water-cooled centrifugal chillers 100-ton through 400-ton capacity, 208V to 480V, models PEH and PFH with microprocessors control panels and electro-mechanical starters; water and air-cooled screw compressor chillers 125-ton through 185-ton capacity, 208V to 480V, models PFS and ALS with microprocessor control panels and electro-mechanical starters. Equipment manufactured by Daikin McQuay other than listed may also require factory-authorized repair services.
4. Preventive maintenance of chiller equipment manufactured by Trane includes but is not limited to: water-cooled centrifugal chillers 170-ton through 750-ton capacity, 208V to 4160V, models CVHE and CVHF with microprocessor control panels and electro-mechanical starters; water-cooled screw compressor chillers 80-ton through 300-ton capacity, 208V to 480V, models RTWA, RTHA, RTHB and RTHC with microprocessor control panels and electro-mechanical starters; as well as air-cooled chiller models RTAA, RTAC, RTHD, CGAC, CGAF and CGAM. Equipment manufactured by Trane other than listed may also require factory-authorized repair services.
5. Preventive maintenance of chiller equipment manufactured by York/Johnson Controls includes but is not limited to: water-cooled centrifugal chillers 150-ton through 400-ton capacity, 208V to 480V. Model YT with microprocessor control panels, solid state and electro-mechanical starters; water-cooled screw compressor chillers 150-ton through 400-ton capacity, 208V to 480V, models YCAS and YS with microprocessor control panels and solid state starters. Equipment manufactured by York/Johnson Controls other than listed may also require factory-authorized repair services.
6. **PLEASE NOTE:** Brands and sizes other than those listed may require service and/or repairs under this contract.

TECHNICIAN REQUIREMENTS FOR CHILLER PREVENTIVE MAINTENANCE

7. **Bidders shall provide a list of a minimum of three journeyman mechanics under the bidder's direct employ which meet the requirements of a minimum of four years' work experience on either screw compressor chillers or centrifugal compressor chillers and proof of the technician universal Environmental Protection Agency (EPA) refrigerant transition and recovery certification.**

CHILLER EQUIPMENT PREVENTIVE MAINTENANCE PROGRAMS

8. Chiller preventive maintenance programs will be required on the schedule indicated in Bid Specifications 9-11, below, for the chiller equipment preventive maintenance program, for all types of chiller equipment. Each unit in the District will be placed in this program. Awardees must include the following service schedules in their flat, semi-annual and annual cost for all of the inspections listed below, per chiller unit.
9. Annual and semi-annual inspection for water-cooled centrifugal chillers and rotary screw chillers, both high- and low-pressure.
 - a. Annual inspections will consist of the following:
 - i. All of the inspections listed below in the semi-annual schedule, numbers i-xii, plus the following additional inspections:
 - ii. Check condition of starter contacts for wear, pitting and so on.
 - iii. Meg compressor motor and oil pump motor and record readings.
 - iv. Tighten all starter terminals and check contacts for wear. Check and calibrate overloads. Record trip amps.
 - v. Tighten motor terminals and control panel terminals.
 - vi. Clean oil strainer; replace filter and gasket with OEM materials where required.
 - vii. Take oil samples and have them analyzed for acid, moisture, and wear metals content for both high- and low-pressure equipment.
 - viii. Change oil as indicated by oil analysis on high-pressure machines.
 - ix. Change oil on all low-pressure machines.
 - x. Pull condenser end bells opposite pipe end as well as inspect and mechanically brush clean the tubes.
 - xi. Perform vibration analysis.
 - xii. Perform electronic tube scan of condenser tubes during condenser tube brushing.
 - b. Semi-annual inspections will consist of the following:
 - i. Record pertinent system temperatures, pressures and electrical readings necessary to determine the existing operating conditions of the system.
 - ii. 2. Provide a thorough servicing of the purge system, including cleaning and testing of all purge components.
 - iii. 3. Check operation of vane positioner.
 - iv. 4. Check and calibrate safety controls.
 - v. 5. Tighten oil heater leads.
 - vi. 6. Check operation of motor and starter.
 - vii. 7. Check logbook for system history.
 - viii. 8. Report any uncorrected deficiencies noted.
 - ix. 9. Visually inspect couplings and check pump conditions.
 - x. 10. Check for bearing noise.
 - xi. 11. Removal and safe disposal of waste oils.
 - xii. 12. Perform visual inspection of the entire chiller plant, including piping, valves, condenser water pumps, cooling towers, control air compressors, ice tanks, make-up water and other related equipment in the mechanical rooms and include finding in each report.
10. Within the first 12 months of the contract, an Eddy Current Tube Analysis must be performed by an independent certified contractor on each of the water-cooled chiller condenser tube bundles during the first scheduled annual inspection of each piece of chiller equipment. Another Eddy Current Tube Analysis will be performed within the

following 48 months of the contract. Written reports of these Analyses will be delivered to the Supervisor, HVAC, and PPO Department.

11. Annual and semi-annual preventive maintenance programs for air-cooled chillers.

- a. Annual preventive maintenance program will consist of the following:
 - i. All of the inspections listed below in the semi-annual schedule, numbers 1-11, plus the following additional inspections:
 - ii. Check and tighten unit control panel, electrical terminals and contacts for wear.
 - iii. Check starter controls overloads and tighten terminals.
 - iv. Clean starter and check door gasket.
 - v. Check and calibrate safety and operating controls.
 - vi. Tighten motor terminals.
 - vii. Meg test compressor motor.
 - viii. Check external interlocks, flows switches and so on.
 - ix. Check crankcase heater.
 - x. Check oil level in compressor. Test oil by analysis.
 - xi. Change oil filter on rotary screw compressors.
 - xii. Check compressor unloaders.
 - xiii. Load test chiller, record pertinent system temperatures, pressures and electrical readings to determine operating condition of the system.
 - xiv. Check for refrigerant leaks with electronic leak detector.
 - xv. Clean condenser coils.
- b. Semi-annual preventive maintenance program will consist of the following:
 - i. Check refrigerant and system charge.
 - ii. Check superheat and sub-cooling.
 - iii. Check compressor oil.
 - iv. Visually check for refrigerant leaks.
 - v. Check condition of condenser coil.
 - vi. Check operation of control and safety circuits.
 - vii. Check operation of all motors and starters.
 - viii. Report system deficiencies with recommended improvements.
 - ix. Visually inspect couplings and check pump conditions.
 - x. Check for bearing noise.
 - xi. Removal and safe disposal of waste oils.

12. The entire chiller equipment preventive maintenance program must be completed in accordance with the following schedule:

- A. During the months of October, November and December Annual air-cooled equipment
- B. During the months of January, February and March Semi-annual water-cooled equipment
- C. During the months of April, May and June Semi-annual air-cooled equipment
- D. During the months of July, August and September Annual water-cooled equipment

13. Awardee's personnel, upon arrival at SBBC job sites, MUST report to the main office, provide identification, sign in and sign out at the end of the workday and report the designated authority to escort them to the area where the equipment is located which is in need of service and/or repair. Awardee's personnel shall always conduct themselves in a professional, lawful, courteous, and business-like manner. Failure to meet this requirement may result in the cancellation of the award.

OEM CHILLER EQUIPMENT SERVICE AND REPAIR

14. **For Bid Items 1B, 2B, 3B, 4B, and 5B only: Awardees must submit documentation on factory letterhead stating the bidding company is factory-certified to perform service, repairs by the original equipment manufacturer for the HVAC equipment indicated with their bid for Bid Items 1B, 2B, 3B, 4B, and 5B.** Only those manufacturers with their own in-house staff or a specially factory-trained subsidiary or subcontractor with a factory representative and full factory support on all aspects of servicing and repairing specific brands of equipment, including hardware and software, will be considered for the award of Bid Items 1B, 2B, 3B, 4B, and 5B. All documentation required from bidders shall be signed by an officer of the original equipment manufacturer. SBBC reserves the right to contact the original equipment manufacturer to verify authenticity of this document. If the document is not authentic, then the submitted bid will be disqualified.
15. Repairs and service set forth in these Bid Specifications can include, but are not limited to, performing 24-hour, 7 days per week on-call emergency service of existing and related HVAC equipment or equipment purchased under any other SBBC contract. The PPO Supervisor assigned may waive the need for a site inspection at their discretion. When an equipment failure is identified, and any replacement parts, if needed are ascertained, the awardee shall contact SBBC with an approximate cost estimate and for approval to proceed with repairs. The hourly rate for repairs and service beyond the preventive maintenance schedule must be supplied in the Additional Required Information section of the Bid Summary Sheet. OEM parts required can be supplied by SBBC, at its option.
16. After notification for a service call, the response time to the job site shall be within 24 hours unless otherwise agreed upon by the PPO Supervisor assigned. Response and travel time shall be in accordance with Special Condition 19, daily travel time expense per site/per truck shall not exceed one hour per the journeyman technician labor rate stated on the Bid Summary Sheet.
17. In the event that a service or repair call request is placed by the PPO Department, the awardee shall not dispatch more than one journeyman technician to the job site. Once the nature of the required repair is identified, and if any additional technicians are needed, prior approval by the PPO Supervisor assigned is required.
18. Where necessary, written certification of the proper disposal of spent refrigerant gases and waste oils is required to approve the work project and final payment of the invoice.

NON-CHILLER HVAC SERVICE, REPAIRS AND INSTALLATION SPECIFICATIONS

19. The types of service, repairs, maintenance and/or installation for any HVAC equipment SBBC may possess or require includes but is not limited to control and starter panel troubleshooting and repair, compressor motor replacement, complete compressor overhaul or replacement, refrigerant conversion retrofits, re-tubing of evaporator and/or condenser vessels, service and repair of air handler units and/or the establishment of monthly, quarterly or annual inspection services, preventive or predictive maintenance repairs and/or service of existing equipment.
20. Special mention of service under this contract will include the installation, service and/or repair of refrigerant monitoring systems. As part of the process of installation, it will be the awardee's responsibility to schedule timely any rough and final inspections with SBBC Building Department (UBCI). UBCI may be contacted for inspection appointments at (754) 321-4800. Awardee must provide copies of all approved inspection reports to the PPO Department. Invoices will not be approved for payment without completed, signed and approved inspection reports attached to the invoices. Please see Special Condition 11.

21. The PPO Supervisor assigned will notify an awardee when services are required. The PPO Supervisor assigned may waive the need for a site inspection at his discretion. After the equipment failure is identified, and any replacement parts, if needed are identified, the awardee shall contact SBBC with an approximate cost estimate and for approval to proceed with repairs.
22. After notification for a service call, the response time to the job site shall be within 48 hours unless otherwise agreed upon by the PPO Supervisor assigned. Response and travel time shall be in accordance with Special Condition 17, daily travel time expense per site/per truck shall not exceed one hour per the individual labor rates stated on the Bid Summary Sheet.
23. In the event that a service or repair call request is placed by the PPO Department, the awardee shall not dispatch more than one journeyman HVAC technician to the job site. Once the nature of the required repair is identified, and if any additional technicians or helpers are needed, prior approval by the PPO Supervisor assigned will be required.
24. Where necessary, written certification of the proper disposal of spent refrigerant gases and waste oils is required to approve the work project and final payment of the invoice.
25. Awardee's personnel, upon arrival at SBBC job sites, MUST report to the main office, provide identification, sign in and sign out at the end of the workday and report the designated authority to escort them to the area where the equipment is located which is in need of service and/or repair. Awardee's personnel shall always conduct themselves in a professional, lawful, courteous, and business-like manner. Failure to meet this requirement may result in the cancellation of the award.
26. The PPO Department reserves the right to establish preventive and/or predictive maintenance, service, repair and installation schedules with awardees under this contract that must be co-terminus with the timeframe established in Special Condition 2. Service and/or installation schedules can include, but are not limited to, performing 24-hour, 7 days per week on-call emergency service agreements, preventive or predictive maintenance of existing HVAC equipment or new equipment purchased under this contract or any other SBBC contract.
27. Awardees MAY be requested to replace damaged materials in the course of repair or service to HVAC equipment. Replacement HVAC parts MAY be purchased under this contract at the discretion of the PPO Department on a strictly cost-plus basis. These materials purchased under this contract must be verified by the submission of an itemized list of materials proposed for purchase from the identified source, each unit price by cost, the, total price and the vendor's cost-plus mark-up. Any remaining materials, after project completion, become the property of SBBC. The PPO Department is under NO OBLIGATION to purchase materials under this contract if the HVAC parts and supplies can be purchased on other SBBC contracts.
28. **For Bid Items 1A, 2A, 3A, 4A, 5A, and 6A, and 1C, 2C, 3C, 4C, 5C, and 6C: Awardees must be licensed mechanical contractors but do not have to be factory certified to perform service, repairs, preventive maintenance or installation of any type of HVAC equipment. Nonetheless, in order for a bid to be considered, bidder must provide the following: Copies of all certificates of training certifying that bidder's mechanics have been trained for each manufacturer or type of service for which bidder wishes to be considered and can perform. Provide the names of the mechanics on the space provided in Attachment 'A' and include copies of certificates of training for each mechanic or technician listed.**
29. **For Bid Items 7 & 8: Awardees must submit the following documents to be considered to award. Proof of Local Presence: Bidder must be located within the Florida Counties of Broward, Miami-Dade or Palm Beach.**

BID SPECIFICATIONS FOR ENVIRONMENTAL TEMPERATURE CONTROLS SERVICE

30. The types of repairs and service required for pneumatic, electric and electronic environmental temperature controls may include but are not limited to, consultation, troubleshooting, calibration, programming, replacement, preventive or predictive maintenance, repairs and/or retrofit of existing equipment.
31. For purposes of this bid, a controls mechanic is generally associated with the service and/or repair of pneumatic controls. Likewise, a controls technician is generally associated with electric and electronic controls including programming, software, and hardware repairs.
32. PLEASE NOTE: Brands and sizes other than those listed on the Bid Summary Sheet may require service and/or repairs under this contract.

BID SPECIFICATIONS FOR VARIABLE FREQUENCY DRIVE SERVICE

33. The applications of the existing variable frequency drives are air conditioning related and include speed control of air handler fan motors, hydronic pump motors, and cooling tower fan motors.
34. The brands of variable frequency drives that require service and/or repairs under this bid include the following manufacturers; Allen-Bradley, Graham, Square-D, Omega Pack, Telemecanique, Reliance, U Tech, York-Air Modulator, A.B.B. (Furnas), Toshiba. The motor ratings of the variable frequency drives range from 5hp through 50hp 208V-230V/3-phase/60Hz to 460V/3-phase/60Hz. Additional brands and sizes beyond these models may require service and/or repairs under this contract.

SECTION 7, FORMS AND ATTACHMENTS

Please fill out all attachments below. Some attachments must be notarized.

ATTACHMENT 1

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

In accordance with General Condition 11, each Bidder must disclose in its Bid, the names of any employees who are employed by Bidder who are also an employee of SBBC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Bidder's Employee	SBBC Title or Position of Bidder's Employee	SBBC Department/ School of Bidder's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

☐ I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBBC.

☐ I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBBC have been _____ identified above.

Signature

Company Name

03/28/13

**ATTACHMENT 2
DRUG FREE WORKPLACE**

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 shall 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 shall abide by the terms of the statement and shall 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. Shall 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.

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: _____

Form #4530
3/93

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

ATTACHMENT 3

MINIMUM LIMITS OF INSURANCE REQUIREMENTS

Insurance Requirements. Vendor shall comply with the following insurance requirements throughout the term of this Agreement.

General Liability. Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.

Workers' Compensation. Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

Auto Liability. Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.

If Awardee does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Awardee must be furnished to SBBC indicating the following:

_____ (Awardee Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition.

Acceptability of Insurance Carriers. The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.

Verification of Coverage. Proof of Insurance must be furnished within 15 days of execution of this Agreement. To streamline this process, SBBC has partnered with EXIGIS RiskWorks to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. EXIGIS RiskWorks will send an email notification within three (3) business days after receipt of the award letter.

- New vendors will receive an email notification requesting account verification and insurance agent information.
- Existing vendors will receive an email notification of current status.

Required Conditions. Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:

1. The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.
2. All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida.
3. Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P. O. Box 4668-ECM, New York, New York 10163-4668


Cancellation of Insurance. Vendors are prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.

The School Board of Broward County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this agreement.

ATTACHMENT 4

MAILING LABEL

Please print the mailing label below and affix to your bid package to ease identification when SBBC receives your bid. Affix the mailing label below on the outside of your package even if you are utilizing UPS, FedEx or another carrier who prints the address information.



FROM: _____
(Bidder's Name)

TO:

The School Board of Broward County, Florida
Procurement and Warehousing Services
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351

ATTN: AL SHELTON
BID: HVAC Repair and Preventive Maintenance

ATTACHMENT 5

W-9 Form

Please retrieve the latest version of the W-9 form from the IRS website listed below:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

- This form can be filled out online and printed for signature. Only page one (1) needs to be returned



ATTACHMENT 6

[Click here for a fillable version of the form](#)

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

VENDOR NAME

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 will 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		
Bank/Financial Institution Name:	Branch / State:	Routing Number:
Account Number: Checking Savings	Remittance Confirmation:	Federal Identification #: Tax ID SS #
FAX & EMAIL ADDRESS		
Fax Number:	Email Address:	Phone Number:

SIGNATURES		
Authorized Signature (Primary):	Business Title:	Date Signed:
Authorized Signature (Joint):	Business Title:	Date Signed:

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

This completed form must be submitted via email to Purchasinghelpdesk@browardschools.com.

FOR PROCUREMENT SERVICES USE ONLY		
Vendor Account #:	Date Entered:	Initials:

SECTION 8, STATEMENT OF "NO BID"

If your company shall not be submitting a bid in response to this Invitation to Bid, please complete this Statement of "No Bid" Sheet and return, prior to the Bid Due Date established within, to:

The School Board of Broward County, Florida
Procurement and Warehousing Services
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351

This information shall help SBBC in the preparation of future Bids.

Bid Number: _____ Title: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Facsimile: _____

√	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: _____

EXHIBIT A

SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP) AFFIRMATIVE PROCUREMENT INITIATIVES (API)

SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP): The SBBC's Supplier Diversity Outreach Program administers a Small/Minority/Women Business Enterprise (S/M/WBE) Program. S/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 at least 51% owned, operated and controlled by minorities or women, and is an enterprise whose annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry(ies) as established by the U.S. Small Business Administration.

SDOP encourages all small and minority business owners to become a certified S/M/WBE with the SBBC. Please visit our website www.browardschools.com/pws for information on how to apply for S/M/WBE certification, and to view our upcoming outreach events and educational workshops. You can also contact us at (754) 321 0505 with questions or concerns.

The Affirmative Procurement Initiative (API) implemented in this solicitation is the M/WBE Annual Aspirational Goals:

In accordance with SBBC Policy No. 3330, Section E.8.a., the GSC has initially established the M/WBE Annual Aspirational Goals at forty-one percent (41%) MBE prime contract participation and twenty-three percent (23%) WBE prime contract participation based upon the industry availability estimates in accordance with the District's 2015 Disparity Study findings".

The M/WBE Annual Aspirational Goals: based upon availability analysis of current data collected from registered bidders of the School District, as well as the best available data on similar types of registered bidders from other jurisdictions within the three-county relevant market place (i.e., Miami-Dade County, Broward County and Palm Beach County), the proportion of other construction services firms that are certified M/WBEs and that are ready, willing, and able to perform the type of work required to be performed under this contract is estimated to be forty-one percent (41%) for MBE prime contractor and twenty-three percent (23%) for WBE prime contractor. This percentage represents an aspirational goal for M/WBE participation that the School District is striving to obtain in similar contracts over the course of the year.

Please go to the following link to view the current list of SBBC-Certified firms: browardschools.com/Page/46981

The Proposer must identify itself as an SBBC-Certified M/WBE firm, by completing the *Form 00475* and *Form 00470* (see **Attachment A**). The Statement of Intent submitted with the proposal reflects the intent to self-perform. Additionally, it will detail the scope of work and dollar amount to perform.

Indicate the extent and nature of the firm's work with specificity, as it relates to the services as described in this ITB.

Provide proof, in writing, that the M/WBE proposer is certified by The School Board of Broward County (SBBC), Florida. Any participation by firms not certified with SBBC at the time the proposal is due will not count towards the points for this solicitation. **If you are not a SBBC Certified M/WBE Proposer state N/A on the form and return it with your Proposal.**

EXHIBIT A - FORMS

The following forms are due (if applicable) at the time of Bid submittal:

1. **FORM 00475 - PARTICIPATION SCHEDULE FORM**

Document Link:

https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/ParticipationSchedule_082017_Final.pdf

Document Preview:

Document Number 00475
Attachment _____

Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools

SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE
SUBCONTRACTOR PARTICIPATION SCHEDULE

DATE _____

SOLICITATION INFORMATION						
Contract #:				Project Start Date:		
Project Name:						
Project Location:						
Bidder/Proposer:						
Address:						
Contact Person:		Email Address:		Phone #:		

ORGANIZATION STATUS						
Business Association	Business Name	Business Address	Business Phone #	Type of Work to be Performed	% of Work	\$ Amount
Prime Bidder/Proposer					%	\$
Non S/M/WBE Subcontractor					%	\$
S/M/WBE Subcontractor					%	\$

2. **FORM 00470**

Document Link:

https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00470%20StatementofIntent_082017_Final.pdf

Document Preview:

Document Number 00470
Attachment _____

Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools

STATEMENT OF INTENT TO PERFORM
AS AN S/M/WBE SUBCONTRACTOR

SOLICITATION #: _____

CONTRACT #: _____

A signed *Statement of Intent to Perform as a Small/Minority/Women Business Enterprise (S/M/WBE) Subcontractor* form must be completed by the owner or authorized principal of each S/M/WBE firm listed in the *S/M/WBE Subcontractor Participation Schedule*.


STATEMENT OF INTENT			
The undersigned is certified as an S/M/WBE vendor by The School Board of Broward County, Florida's (SBBC) Supplier Diversity Outreach Program: <input type="checkbox"/> Yes <input type="checkbox"/> No			
_____ (Name of S/M/WBE Subcontractor) agrees to perform work on the above contract as a (check one):			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
The S/M/WBE subcontractor will enter into a formal agreement with _____ (Name of Bidder/Proposer) conditioned upon the Bidder/Proposer executing a contract with SBBC.			
DESCRIPTION OF WORK & VALUE			
Please provide the details and value of the work to be performed:			
Item No.	Type of Work	Agreed Upon Price	% of Work

3. **FORM: 00485 UTILIZATION REPORT**

Document Link:

https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00485%20SMWBEMonthlySubcontractorUtilizationReport%20082017_Finalv2.pdf

Document Preview:

 Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools				Document Number 00485 Attachment _____				
S/M/WBE MONTHLY SUBCONTRACTOR UTILIZATION REPORT								
SECTION I - GENERAL INFORMATION								
Project Name:					Contract Number and Work Order Number (if applicable):			
Report #:					Reporting Period:		S/M/WBE Contract Goal:	
					to		Contract Completion Date:	
Prime Contractor Name:					Project Manager (PM) Name:			
Prime Contractor Street Address:								
Prime Contractor Phone #:			Prime Contractor Email Address:		PM Phone #:		PM Email Address:	
SECTION II - UTILIZATION INFORMATION								
Prime Contractor must list ALL Certified and non-certified subcontractors that will be utilized for the entire contract period. For assistance in completing this form, please call the Supplier Diversity Outreach Program at (754) 321-0505.								
ROLE	FEDERAL IDENTIFICATION NUMBER	BUSINESS NAME	S/M/WBE CERTIFIED BY SBBC (Y/N)	DESCRIPTION OF WORK	TOTAL PROJECT AMOUNT	AMOUNT PAID DURING REPORTING PERIOD	INVOICE #	TOTAL PAID TO DATE
PRIME CONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$

- SBBC Supplier Diversity Outreach Policy 3330 can be seen at website URL: https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12708/Policy_3330_Final_Adoption.pdf
- SDOP website with list of Certified S/M/WBE Vendors: <https://www.browardschools.com/Page/32119>

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL

EXHIBIT B

**CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by going to this link: <http://www.gpo.gov/fdsys/granule/CFR-2011-title45-vol3/CFR-2011-title45-vol3-sec1183-35>

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

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

Organization Name

ITB Number

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

EXHIBIT B

INSTRUCTIONS FOR CERTIFICATION

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



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0505 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES

MARY CATHERINE COKER, DIRECTOR

www.BrowardSchools.com

The School Board of
Broward County, Florida

Heather P. Brinkworth, Chair
Donna P. Korn, Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

9/20/2019

ADDENDUM NO. 1

ITB # FY20-139

HVAC Repair and Preventive Maintenance

TO ALL PROPOSERS:

Amend the above referenced ITB in the following particulars only:

1. Attached are responses to the questions received.

This Addendum is for informational purposes only and need not be returned with your Bid. By virtue of signing the "SECTION 1 – Bidder Acknowledgement", Page 1 of ITB # FY20-139 Bidder certifies acceptance of this Addendum.

Sincerely,

Al Shelton

Al Shelton
Purchasing Agent



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

PROCUREMENT & WAREHOUSING SERVICES

➤ **QUESTION #1**

Is there a list of York equipment available with model number and serial number?

ANSWER TO QUESTION #1

Please refer to Excel Attachment "Chiller List.

➤ **QUESTION #2**

Are we expected to include Cooling Towers, Pumps, and Water Treatment in the bid and if so please provide list with Model numbers, serial number and horse power of the motors?

ANSWER TO QUESTION #2

No.

➤ **QUESTION #3**

Are we able to visit a site and see an example of the equipment we will be servicing?

ANSWER TO QUESTION #3

Yes, SBBC and PPO Staff are going to be at South Plantation High School on Wednesday, September 25th, 2019, at 8 AM to show an example of the equipment the Bidders would be servicing if awarded the Bid. The address is: 1300 SW 54th Ave, Plantation, FL 33317.

➤ **QUESTION #4**

Can we only bid on one group or do you have to bid all the groups?

ANSWER TO QUESTION #4

Bidders can bid on any Items or Groups as long as they meet the criteria. As per Special Condition 3:

AWARD: In order to meet the needs of SBBC, each ITEM OR GROUP, as indicated on the Bid Summary Sheet, shall be awarded up to the three lowest responsive and responsible Bidders meeting specifications, terms and conditions. The lowest Awardee for an item or group shall be considered the primary vendor and should receive the largest volume of 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 goods from the second and third lowest Bidders if: a) the lowest Awardee cannot comply with delivery requirements or specifications; b) the lowest Awardee is not in compliance with delivery requirements or specifications on current or previous orders; c) in cases of emergency; d) or if it is in the best interest of SBBC. When a bid has both a primary and alternate Awardee, and the primary Awardee is unable to perform during the term of the contract, Procurement and Warehousing Services shall negotiate with the alternate Awardee for the same or lower unit prices as those submitted by the primary Awardee.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

PROCUREMENT & WAREHOUSING SERVICES

➤ **QUESTION #5**

Eddy Current Test pricing depends on the size of the chiller. How should we price this item with the general description of range capacities that is on the bid?

ANSWER TO QUESTION #5

Please refer to Excel Attachment "Chiller List."

➤ **QUESTION #6**

For the Bid Part, "OEM CHILLER EQUIPMENT SERVICE AND REPAIR" OEM Manufacturers have staff with proven capabilities to service other brands, however obtaining those certificates is not a possibility. How will this be handled?

ANSWER TO QUESTION #6

Please refer to Bid Specification 14:

For Bid Items 1B, 2B, 3B, 4B, and 5B only: Awardees must submit documentation on factory letterhead stating the bidding company is factory-certified to perform service, repairs by the original equipment manufacturer for the HVAC equipment indicated with their bid for Bid Items 1B, 2B, 3B, 4B, and 5B. Only those manufacturers with their own in-house staff or a specially factory-trained subsidiary or subcontractor with a factory representative and full factory support on all aspects of servicing and repairing specific brands of equipment, including hardware and software, will be considered for the award of Bid Items 1B, 2B, 3B, 4B, and 5B. All documentation required from bidders shall be signed by an officer of the original equipment manufacturer. SBBC reserves the right to contact the original equipment manufacturer to verify authenticity of this document. If the document is not authentic, then the submitted bid will be disqualified.

➤ **QUESTION #7**

Please specify how will liquidated damages be handled and what are the cost related?

ANSWER TO QUESTION #7

Please refer to General Condition 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.

➤ **QUESTION #8**

Please specify what type of equipment refers to the point "ITEM 6A - OTHER MANUFACTURERS OF CHILLER EQUIPMENT NOT LISTED ABOVE PER THE PREVENTIVE MAINTENANCE SCHEDULE IN THE BID SPECIFICATIONS?"

ANSWER TO QUESTION #8

This refers to Manufacturers other than: Carrier, Dunham-Bush, McQuay, Trane, and JCI York.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

PROCUREMENT & WAREHOUSING SERVICES

➤ **QUESTION #9**

From the point # 3." AWARD: In order to meet the needs of SBBC, each ITEM OR GROUP, as indicated on the Bid Summary Sheet, shall be awarded up to the three lowest responsive and responsible Bidders meeting specifications, terms and conditions. The lowest Awardee for an item or group shall be considered the primary vendor and should receive the largest volume of work", What does it mean the "largest Volume"?

ANSWER TO QUESTION #9

Please refer to Special Condition 3:

AWARD: In order to meet the needs of SBBC, each ITEM OR GROUP, as indicated on the Bid Summary Sheet, shall be awarded up to the three lowest responsive and responsible Bidders meeting specifications, terms and conditions. The lowest Awardee for an item or group shall be considered the primary vendor and should receive the largest volume of 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 goods from the second and third lowest Bidders if: a) the lowest Awardee cannot comply with delivery requirements or specifications; b) the lowest Awardee is not in compliance with delivery requirements or specifications on current or previous orders; c) in cases of emergency; d) or if it is in the best interest of SBBC. When a bid has both a primary and alternate Awardee, and the primary Awardee is unable to perform during the term of the contract, Procurement and Warehousing Services shall negotiate with the alternate Awardee for the same or lower unit prices as those submitted by the primary Awardee.

➤ **QUESTION #10**

What are "Bid Items 1B, 2B, 3B, and 5B", for OEM Chiller Equipment Service and Repair, and can we still submit our hourly rates for technicians certified to perform preventive maintenance?

ANSWER TO QUESTION #10

Please refer to the Bid Summary Sheet and Bid Specification 14:

For Bid Items 1B, 2B, 3B, 4B, and 5B only: Awardees must submit documentation on factory letterhead stating the bidding company is factory-certified to perform service, repairs by the original equipment manufacturer for the HVAC equipment indicated with their bid for Bid Items 1B, 2B, 3B, 4B, and 5B. Only those manufacturers with their own in-house staff or a specially factory-trained subsidiary or subcontractor with a factory representative and full factory support on all aspects of servicing and repairing specific brands of equipment, including hardware and software, will be considered for the award of Bid Items 1B, 2B, 3B, 4B, and 5B. All documentation required from bidders shall be signed by an officer of the original equipment manufacturer. SBBC reserves the right to contact the original equipment manufacturer to verify authenticity of this document. If the document is not authentic, then the submitted bid will be disqualified.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0505 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES

MARY CATHERINE COKER, DIRECTOR

www.BrowardSchools.com

The School Board of
Broward County, Florida

Heather P. Brinkworth, Chair
Donna P. Korn, Vice Chair

Lori Alhadeff
Robin Bartleman
Patricia Good
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

9/23/2019

ADDENDUM NO. 2

ITB # FY20-139

HVAC Repair and Preventive Maintenance

TO ALL PROPOSERS:

Amend the above referenced ITB in the following particulars only:

1. Extend the Bid Opening Deadline from September 30th, 2019 to October 1st, 2019, at 2:00 PM.

This Addendum is for informational purposes only and need not be returned with your Bid. By virtue of signing the "SECTION 1 – Bidder Acknowledgement", Page 1 of ITB # FY20-139 Bidder certifies acceptance of this Addendum.

Sincerely,

Al Shelton

Al Shelton
Purchasing Agent



Bidder Info	
Company Name	
Company Representative	
Email Address	
Phone Number	
Fax Number	
Website Address	
Street Address	
City	
State	
Zip Code	
After Hours Contact	
M/WBE Certification*	
Agency Issuer*	
*Review General Condition 52 prior to completing	

Summary Sheet Instructions:
1.) This form is to be filled out electronically, no handwritten summary sheets will be accepted
2.) All Fields in the Bidder Information box (above) should be filled in
Thank you for your cooperation!



ITEM 1A - CARRIER-MANUFACTURED CHILLER EQUIPMENT PER THE PREVENTIVE MAINTENANCE SCHEDULE IN THE BID SPECIFICATIONS

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
15	Each	Semi-annual service, per water-cooled chiller unit		\$	-
15	Each	Annual service, per water-cooled chiller unit		\$	-
15	Each	Eddy Current Tube Analysis, per water-cooled unit		\$	-
10	Each	Semi-annual service, per air-cooled chiller unit		\$	-
10	Each	Annual service, per air-cooled chiller unit		\$	-
250	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
250	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
Total				\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES

Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	

ITEM 1B - GENERAL OEM SERVICE AND REPAIRS FOR CARRIER- MANUFACTURED CHILLER EQUIPMENT

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
500	Each	Labor Rate during normal SBBC business hours		\$	-
200	Each	Labor Rate for weekday overtime hours		\$	-
100	Each	Labor Rate for Weekend & Holiday		\$	-
Total				\$	-



ITEM 1C - CARRIER HVAC EQUIPMENT (EXCLUSIVE OF CHILLERS) LICENSED MECHANICAL CONTRACTORS ONLY				
Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$ Bid Line Item
500	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
500	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
			Total	\$ -

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES		
Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	



ITEM 2A - DUNHAM-BUSH-MANUFACTURED CHILLER EQUIPMENT PER THE PREVENTIVE MAINTENANCE SCHEDULE IN THE BID SPECIFICATIONS

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
15	Each	Semi-annual service, per water-cooled chiller unit		\$	-
15	Each	Annual service, per water-cooled chiller unit		\$	-
15	Each	Eddy Current Tube Analysis, per water-cooled unit		\$	-
50	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
50	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
Total				\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES

Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	

ITEM 2B - GENERAL OEM SERVICE AND REPAIRS FOR DUNHAM-BUSH- MANUFACTURED CHILLER EQUIPMENT

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
500	Each	Labor Rate during normal SBBC business hours		\$	-
200	Each	Labor Rate for weekday overtime hours		\$	-
100	Each	Labor Rate for Weekend & Holiday		\$	-
Total				\$	-



ITEM 2C - DUNHAM-BUSH HVAC EQUIPMENT (EXCLUSIVE OF CHILLERS) LICENSED MECHANICAL CONTRACTORS ONLY				
Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$ Bid Line Item
500	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
500	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
			Total	\$ -

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES		
Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	



ITEM 3A - DAIKIN MCQUAY-MANUFACTURED CHILLER EQUIPMENT PER THE PREVENTIVE MAINTENANCE SCHEDULE IN THE BID SPECIFICATIONS

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
35	Each	Semi-annual service, per water-cooled chiller unit		\$	-
35	Each	Annual service, per water-cooled chiller unit		\$	-
35	Each	Eddy Current Tube Analysis, per water-cooled unit		\$	-
7	Each	Semi-annual service, per air-cooled chiller unit		\$	-
7	Each	Annual service, per air-cooled chiller unit		\$	-
375	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
375	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
Total				\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES

Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	

ITEM 3B - GENERAL OEM SERVICE AND REPAIRS FOR DAIKIN MCQUAY- MANUFACTURED CHILLER EQUIPMENT

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
500	Each	Labor Rate during normal SBBC business hours		\$	-
200	Each	Labor Rate for weekday overtime hours		\$	-
100	Each	Labor Rate for Weekend & Holiday		\$	-
Total				\$	-



ITEM 3C - DAIKIN MCQUAY HVAC EQUIPMENT (EXCLUSIVE OF CHILLERS) LICENSED MECHANICAL CONTRACTORS ONLY

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
500	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
500	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
Total				\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES

Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	



ITEM 4A - TRANE-MANUFACTURED CHILLER EQUIPMENT PER THE PREVENTIVE MAINTENANCE SCHEDULE IN THE BID SPECIFICATIONS

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
180	Each	Semi-annual service, per water-cooled chiller unit		\$	-
180	Each	Annual service, per water-cooled chiller unit		\$	-
180	Each	Eddy Current Tube Analysis, per water-cooled unit		\$	-
220	Each	Semi-annual service, per air-cooled chiller unit		\$	-
220	Each	Annual service, per air-cooled chiller unit		\$	-
825	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
825	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
Total				\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES

Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	

ITEM 4B - GENERAL OEM SERVICE AND REPAIRS FOR TRANE- MANUFACTURED CHILLER EQUIPMENT

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
1000	Each	Labor Rate during normal SBBC business hours		\$	-
400	Each	Labor Rate for weekday overtime hours		\$	-
200	Each	Labor Rate for Weekend & Holiday		\$	-
Total				\$	-



ITEM 4C - TRANE HVAC EQUIPMENT (EXCLUSIVE OF CHILLERS) LICENSED MECHANICAL CONTRACTORS ONLY				
Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$ Bid Line Item
1000	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
1000	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
Total			\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES		
Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	



ITEM 5A - YORK/JOHNSON CONTROLS-MANUFACTURED CHILLER EQUIPMENT PER THE PREVENTIVE MAINTENANCE SCHEDULE IN THE BID SPECIFICATIONS

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
40	Each	Semi-annual service, per water-cooled chiller unit		\$	-
40	Each	Annual service, per water-cooled chiller unit		\$	-
40	Each	Eddy Current Tube Analysis, per water-cooled unit		\$	-
20	Each	Semi-annual service, per air-cooled chiller unit		\$	-
20	Each	Annual service, per air-cooled chiller unit		\$	-
450	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
450	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
Total				\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES

Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	

ITEM 5B - GENERAL OEM SERVICE AND REPAIRS FOR YORK/JOHNSON CONTROLS-MANUFACTURED CHILLER

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
500	Each	Labor Rate during normal SBBC business hours		\$	-
200	Each	Labor Rate for weekday overtime hours		\$	-
100	Each	Labor Rate for Weekend & Holiday		\$	-
Total				\$	-



ITEM 5C - YORK/JOHNSON CONTROLS HVAC EQUIPMENT (EXCLUSIVE OF CHILLERS) LICENSED MECHANICAL				
Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$ Bid Line Item
500	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
500	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
			Total	\$ -

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES		
Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	



ITEM 6A - OTHER MANUFACTURERS OF CHILLER EQUIPMENT NOT LISTED ABOVE PER THE PREVENTIVE MAINTENANCE SCHEDULE IN THE BID SPECIFICATIONS

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
5	Each	Semi-annual service, per water-cooled chiller unit		\$	-
5	Each	Annual service, per water-cooled chiller unit		\$	-
2	Each	Eddy Current Tube Analysis, per water-cooled unit		\$	-
5	Each	Semi-annual service, per air-cooled chiller unit		\$	-
5	Each	Annual service, per air-cooled chiller unit		\$	-
500	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
500	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
Total				\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES		
Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	

ITEM 6B - OTHER MANUFACTURERS (EXCLUSIVE OF CHILLERS) LICENSED MECHANICAL CONTRACTORS ONLY

Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$	Bid Line Item
500	Hours	HVAC TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
500	Hours	HVAC TECHNICIAN'S HELPER, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$	-
Total				\$	-

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES		
Unit of Measure	Description	Price Per Unit
Hour	Overtime - HVAC Technician	
Hour	Overtime - HVAC Technician's Helper	
Hour	Weekend - HVAC Technician	
Hour	Weekend - HVAC Technician's Helper	
Hour	Holiday - HVAC Technician	
Hour	Holiday - HVAC Technician's Helper	
Hour	Emergency Call Back - HVAC Technician	
Hour	Emergency Call Back - HVAC Technician's Helper	



ITEM 7 - CONTROLS MECHANIC				
Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$ Bid Line Item
5000	Hours	CONTROLS MECHANIC, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
5000	Hours	CONTROLS TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
			Total	\$ -

ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES		
Unit of Measure	Description	Price Per Unit
Hour	Overtime - Controls Mechanic	
Hour	Overtime - Controls Technician	
Hour	Weekend - Controls Mechanic	
Hour	Weekend - Controls Technician	
Hour	Holiday - Controls Mechanic	
Hour	Holiday - Controls Technician	
Hour	Emergency Call Back - Controls Mechanic	
Hour	Emergency Call Back - Controls Technician	

Bidder must indicate with an "X" in the respective column in the spaces below. By indicating with an "X", bidder is stating a list of environmental controls equipment, by manufacturer, that HVAC personnel can service, repair, and provide a preventive maintenance schedule, as determined by the PPO Supervisor assigned. In the empty spaces under the column Manufacturer, please state any other manufacturers you can service.

Manufacturer	Yes	No
Siebe, Robertshaw, and Barber Coleman		
Johnson Controls/Metasys		
Landis & Staefa		
Honeywell		
Trane		
Andover/Infinity		

ITEM 8 - VARIABLE SPEED DRIVE TECHNICIAN				
Estimated Quantity	Unit of Measure	Description	Price Per Unit	Total \$ Bid Line Item
1000	Hours	VARIABLE SPEED DRIVE TECHNICIAN, HOURLY LABOR RATE during normal SBBC business hours, 8 am to 5 pm weekdays		\$ -
ADDITIONAL REQUIRED INFORMATION FOR LABOR RATES				
Unit of Measure	Description	Price Per Unit		
Hour	Overtime - Variable Speed Drive Technician			
Hour	Weekend - Variable Speed Drive Technician			
Hour	Holiday - Variable Speed Drive Technician			
Hour	Emergency Call Back - Variable Speed Drive Technician			