



# 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](http://www.BrowardSchools.com)

The School Board of  
Broward County, Florida

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3/20/2020

Dear Prospective Proposers,

**SUBJECT: Instructions to Proposers  
Request for Proposals (RFP): FY21-084 – Petroleum Tanks and Environmental Services**

The School Board of Broward County, Florida (SBBC) is interested in receiving proposals in response to the attached RFP for Petroleum Tanks and Environmental Services. Any questions regarding this RFP should be addressed to the Purchasing Agent, in writing, at the address stated above, via facsimile at 754-321-0533 or via e-mail to [edgar.lugo@browardschools.com](mailto:edgar.lugo@browardschools.com). Once this solicitation is released to the General Public, the Cone of Silence (See General Condition 7.45) shall take effect. Any proposer, or lobbyist for a proposer, is prohibited from having any communications 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 must go through the Purchasing Agent.

No other School Board or staff member(s) should be contacted in relation to this RFP. Any information that amends any portion of this RFP, which is received by any method other than an Addendum issued to the RFP, is not binding on SBBC.

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

### **SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP) PARTICIPATION (See Section 4.4.3 & Attachment A)**

SBBC has implemented a Small/Minority/Women Business Enterprise (S/M/WBE) Program 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 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 before the submission of the 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>.

- **REQUIRED RESPONSE FORM**

Section 1.0, Required Response Form must be completed in full and executed by an authorized representative.

- **PROPOSAL SUBMITTAL FORMAT**

Proposers are requested to organize their Proposals in accordance with Section 4.0. SBBC reserves the right to reject and not consider any Proposal not organized and not containing all the information outlined in Section 4.0.

- **DUE DATE**

Proposals are due in the Procurement & Warehousing Services Department on the date and time stated in Section 3.0. In order to have your Proposal considered, it must be received on or before the date and time due. Proposals received after 2:00 p.m. ET on the date due will not be considered.

- **STATEMENT OF "NO BID"**

If you are **not** submitting a proposal in response to this RFP, please complete **Attachment P**, Statement of "No Bid" and return via e-mail to [harmoni.clealand@browardschools.com](mailto:harmoni.clealand@browardschools.com). Your response to the Statement of "No" Bid is very important to Procurement and Warehousing Services when creating future RFPs.

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

Edgar Lugo  
Purchasing Agent III

# REQUEST FOR PROPOSALS (RFP)

## RFP FY21-084

### PETROLEUM TANKS AND ENVIRONMENTAL SERVICES



RFP Release Date: 3/20/2020

Written Questions Due: On or Before 5:00 p.m. ET  
3/30/2020  
in Procurement & Warehousing Services Department

Proposals Due: \* On or Before 2:00 p.m. ET  
4/16/2020  
in Procurement & Warehousing Services Department

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Procurement & Warehousing Services Department**  
**7720 W. Oakland Park Boulevard, Suite 323**  
**Sunrise, Florida 33351-6704**

*\*These are public meetings.*

**NONDISCRIMINATION STATEMENT – POLICY 4001.1** The School Board of Broward County, Florida, prohibits any policy or procedure in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

**Americans with Disabilities Act Amendments Act of 2008**

*Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158*

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	<p>The School Board of Broward County, Florida <b>PROCUREMENT AND WAREHOUSING SERVICES</b> 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 754-321-0505</p>	<p><b>REQUEST FOR PROPOSAL</b>  <b>(RFP)</b></p>
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<p><b>DUE DATE:</b> This proposal must be submitted to the <b>Procurement &amp; Warehousing Service Department</b>, The School Board of Broward County, Florida, 7720 W. Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704 <b>on or before 2:00 p.m. Eastern Time (ET): 4/16/2020</b></p> <p>and plainly marked with the RFP number and title. <b>Proposal(s) received, after the date and time stated above, shall not be considered for award.</b> Faxed and/or emailed bids are not allowed and will not be considered for award.</p>	<p><b>RFP NO.:</b>  <b>FY21-084</b></p>	<p><b>RELEASE DATE:</b>  <b>3/20/2020</b></p>	<p><b>PURCHASING AGENT:</b>  <b>Edgar Lugo</b> <b>754-321-0508</b></p>
	<p><b>RFP TITLE:</b>  <b>PETROLEUM TANKS AND ENVIRONMENTAL SERVICES</b></p>		

**Note: Cost of Service Should be submitted in a sealed envelope along with, but separate, from the remainder of the proposal.**

**One complete, original hard-copy Proposal** (clearly marked as such), and **one complete, original electronic version** (both clearly marked as "original") will constitute the original governing documents. **The electronic version in PDF on a Flash Drive must be IDENTICAL to the original Proposal**, of the RFP Proposal, including this **REQUIRED RESPONSE FORM** fully executed and returned on or before 2:00 p.m. ET on the date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. In the case of any discrepancy between the **original** hard-copy Proposal and the copies, the **original** hard-copy Proposal will be the governing document. The proposal must contain all information required to be included in the Proposal as described herein. Completed Proposals must be submitted in a **SEALED** (envelope, package, box, etc.) with the RFP number and title clearly typed or written on the front of the envelope, package, box, etc.

## SECTION 1 – REQUIRED RESPONSE FORM

**NOTE: Entries must be completed in ink or typewritten. This original Required Response Form must be fully executed and submitted with this Proposal (see Section 4.1.4).**

<p>Proposer's (Company) Name and state "Doing Business As", where applicable:</p>	<p><b>"REMIT TO" ADDRESS FOR PAYMENT:</b> If payment(s) is/are to be mailed to address other than as stated on the left, please complete the section below. <input type="checkbox"/> Check this box if the address is the same as stated on the left.</p>
<p>Address:</p>	<p>P.O. Address:</p>
<p>City:</p>	<p>City:</p>
<p>State:</p>	<p>State:</p>
<p>Zip Code:</p>	<p>Zip Code:</p>
<p>Telephone Number:</p>	<p>Contact Person:</p>
<p>Proposers Taxpayer Identification Number:</p>	<p>Contact Telephone Number:</p>
<p><b>E-Mail Address for PO:</b></p>	<p><b>Contact Person's E-Mail Address:</b></p>

### Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (Proposer) Proposal and am authorized by Proposer to do so. Proposer has not divulged, discussed, or compared the Proposal with other Proposers and has not colluded with any other Proposer or party to any other Proposal; Proposer, 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 Proposer 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. Proposer 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 Proposal are true and accurate. Proposer agrees to complete and unconditional acceptance of the contents of all pages in this Request for Proposals (RFP), and all appendices and the contents of any Addenda released hereto; Proposer agrees to be bound to any and all specifications, terms, and conditions contained in the Request for Proposals, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of Proposal submitted.

\_\_\_\_\_  
**Signature of Proposer's Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Proposer's Authorized Representative**

\_\_\_\_\_  
**Title of Proposer's Authorized Representative**

**Please sign all originals in blue ink.**

## SECTION 2 – INTRODUCTION AND GENERAL INFORMATION

- 2.1 **Introduction:** The School Board of Broward County, Florida (hereinafter referred to as “SBBC”) desires to receive Proposals for **Petroleum Tanks and Environmental Services** as described herein. The scope of this RFP includes all necessary services, equipment, and labor to complete fuel storage tank system repair, installation, removal, release mitigation, clean-up, testing, and disposal. These services are requested on an as needed and an emergency response basis under the following categories, Preparation, Periodic Visual Inspection, Annual Testing, Purchase, Installation & Repairs, Removal, Clean-up, and Disposal, and Miscellaneous, further explained in Appendix K and M. All terms and conditions of this RFP, any addenda, proposer’s submissions and negotiated terms, are incorporated into the contract by reference as set forth herein.
- 2.2 **Questions and Interpretations:** Any questions concerning any portion of this RFP must be submitted, in writing, to Edgar Lugo, Purchasing Agent III, **Procurement & Warehousing Services Department**, at the address listed in Section 6.1 or via e-mail [edgar.lugo@browardschools.com](mailto:edgar.lugo@browardschools.com). Any questions which require a response which amends the RFP document in any manner will be answered via Addendum by the Procurement & Warehousing Services Department and provided to all Proposers. No information given in any other matter will be binding on SBBC.

Any questions concerning any condition or requirement of this RFP must be received in the Procurement & Warehousing Services Department, in writing, **on or before 5:00 p.m. ET \_3/30/2020\_**. Questions received after this date and time may not be answered. Submit all questions to the attention of the individual stated above. If necessary, an Addendum will be issued. Any verbal or written information, which is obtained other than by information in this RFP document or by Addenda, shall not be binding on SBBC.

- 2.3 **Contract Term:** The purpose of this RFP is to establish a contract for three (3) years beginning on the date of its approval by SBBC and continuing through midnight three years after the actual date of commencement. The term of the contract may, by mutual agreement between SBBC and the Awardee, be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period. Procurement & Warehousing Services Department, will, if considering renewing, request a letter of intent to renew from each Awardee, before the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon by the School Board. All costs shall be firm for the term of the contract, as stated in Section 2.4 of this RFP. The Proposer agrees to this condition by signing its Proposal.
- 2.4 **Price Adjustments:** **Prices offered shall remain firm through the first three (3) years of the contract.** A request for a price adjustment, with proper documentation justifying the adjustment, may be submitted, in writing, 30 days before the third-anniversary date of the contract. Price adjustment requests shall be evaluated on an annual basis thereafter. Unit price adjustments must have written approval from SBBC before 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 3% per adjustment.
- 2.5 **Submittal of Proposal:** Submit Proposals in accordance with Section 4.0. Proposals should be organized and shall include the necessary information to be in full compliance with this Section. To facilitate the Proposal evaluation process, special attention should be paid to organizing Proposals in a manner consistent with Section 4.0. SBBC reserves the right to reject and not consider any proposal that is not submitted in accordance with Section 4.0 or that does not include any necessary information.
- 2.6 **Evaluation and Award:** All proposals received must meet the Minimum Eligibility Requirements as stated in Section 4.2 of the RFP in order to be further considered for evaluation. Failure to meet the Minimum Eligibility Requirements shall result in disqualification of the entire proposal and shall not be considered for further evaluation. Those proposals which meet the minimum requirements shall be further evaluated and scored by an Evaluation Committee. **General Condition 7.1, Liability, is NOT subject to negotiation and any Proposal that fails to accept these conditions will be rejected as “non-responsive”.**

All responsive Proposals will be evaluated by the Evaluation Committee (hereinafter referred to as “Committee”) based upon the information submitted by Proposers in response to Section 4.0 and in accordance with the evaluation criteria established in Section 5.0 for Category a.) Experience and Qualifications, Category b.) Scope of Services. Category c.) The cost of services will be determined by mathematical calculation and Category d.) Minority/Women Business Participation will be

evaluated and scored by the SBBC's Supplier Diversity & Outreach Program staff. Based upon the evaluation of Proposals, the Committee will recommend Proposer(s) to SBBC for an award. The number of firms to be recommended is solely at the discretion of the Committee.

The proposal with the highest number of points will be ranked first; however, nothing herein will prevent the Board from making multiple awards and deeming all proposals responsive, and assigning work to any firm deemed responsive. The number of firms to be recommended is solely at the discretion of the Committee.

## SECTION 3 – CALENDAR

3/20/2020	Release of RFP FY21-084
3/30/2020	Written questions due on or before 5:00 p.m. ET in Procurement & Warehousing Services Department
4/16/2020	*Proposals due on or before 2:00 p.m. ET in Procurement & Warehousing Services Department. Proposal opening will be at 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704
4/30/2020	*Evaluation Committee reviews proposals, and makes recommendation for award. Meeting to be held at: Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 at 9:30 a.m. ET
5/5/2020	Posting of Recommendation

*\* These are public meetings. The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director of EEO/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.*

*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.*

## SECTION 4 – INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

- 4.1 To maintain comparability and facilitate the review process, it is requested that Proposals be organized in the manner specified below. Include all the information requested herein in your Proposal.

- 4.1.1 **Title Page:** Include RFP Number, subject, the name of the Proposer, address, telephone number, and date.
- 4.1.2 **Table of Contents:** Include a clear identification of the material by section and by page number.
- 4.1.3 **Letter of Transmittal:** Include the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses, and telephone numbers.
- 4.1.4 **Required Response Form:** (Section 1 of RFP) with all required information completed and all signatures as specified (blue ink preferred on original). Any modifications or alterations to this form shall not be accepted and Proposal will be rejected. The enclosed original Required Response Form will be the only acceptable form.
- 4.1.5 **Notice Provision:** Should your firm become an Awardee under this RFP, please specify the name and address of the person(s) to whom any notices should be sent under SBBC's contract with the Awardee:

Name/Title, Address and email address of Awardee's Representative for Notices:

\_\_\_\_\_  
\_\_\_\_\_

With a Copy To: (Name/Title and Address)

\_\_\_\_\_  
\_\_\_\_\_

The SBBC's Procurement & Warehousing Services Department shall determine whether each Proposer meets the Minimum Eligibility requirements of Section 4.2 and shall only deliver Proposals meeting the Minimum Eligibility requirements to the Evaluation Committee for further evaluation.

- 4.2 **Minimum Eligibility:** To be considered for an award and to be further evaluated, Proposer must meet or exceed the following criteria as of the opening date of the Proposal. **Failure to provide or clearly state the information requested below will result in the disqualification of proposal.** The Proposer is responsible for providing the following information in its response. The Proposer must also include a statement of acknowledgement for each item below. **The requested information below must numbered as indicated below and be included in "this section" of your submitted proposal; do not place this information in any other section of your proposal.**

- 4.2.1 Proposer must meet or exceed the requirements of Section 7.1, Liability. Will your company meet or exceed the requirements as written in Section 7.1 for this contract? ☐ Yes ☐ No **Do not check both boxes.**

- 4.2.2 Proposer must have an active registration to do business in the State of Florida by registering their business on [www.sunbiz.org](http://www.sunbiz.org). Are you registered on sunbiz? ☐ Yes ☐ No **Do not check both boxes**

- 4.2.3 Proposer must be a prequalified with the Broward County School District.

Are you prequalified with SBBC? ☐ Yes ☐ No **Do not check both boxes**  
Is your certification/proof included with your RFP? ☐ Yes ☐ No **Do not check both boxes**

- 4.2.4 Proposer must have an active Pollutant Specialty Contractor's License ☐ Yes ☐ No **Do not check both boxes**

- 4.3 State under what other or former name(s) the Proposer is currently operating under or has operated under.



## SECTION 4 – INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (continued)

- 4.4 **Evaluation Criteria** - This section represents the information that will be utilized in the evaluation of Proposals received and assignment of points in accordance with the evaluation criteria established in Section 5.0 for Proposals submitted. Proposers are cautioned to read this section carefully and respond with full complete information that will assist the Evaluation Committee in evaluating Proposal submitted. Proposers are requested to respond in the format and organizational structure stated and to refrain from including promotional or advertising materials in their proposal. The maximum allowable points (See Section 5.0) that will be awarded for each section are stated. Failure to respond or incomplete responses to any evaluation criteria below will result in zero or reduced allocation of points for the criteria and may result in disqualification of the entire proposal.

### 4.4.1 **Proposer's Experience & Qualifications – (Maximum 20 allowable points)**

The proposer is required to provide a response to each question included on Attachment **J**. Kindly note to be considered, the firm **must** hold and provide with this response a copy of current **Pollutant Storage Specialty Contractor license** from the Florida Department of Professional Regulation.

Please complete **Attachment J** for responses required in regards to the items below:

- A. Name, Address and telephone number of principals of the proposing firm
- B. Number of years this firm has been in a petroleum-related business in the state of Florida
- C. List of clients for whom petroleum-related services have been provided in the past five years, including brief description of the services, scope and final costs of each project
- D. Pollutant Specialty Contractor's License
- E.. Legal action in regards to improper tank removal, installation, selection, repair or other petroleum related service
- F. How many employees are employed in Florida
- G. Qualifications and experience of staff

Bidder should provide a response for each question included on Attachment **J**, however kindly note the bidder will only be scored on the items listed below. On the attachment, clearly indicate if the Proposer is providing the documentation requested and submit supporting documentation. Where a question is stated, please type the requested information in the space provided, and note an "X" where a "Yes or No" question is stated. Maximum of five (5) points may be allotted for each item listed provided in entirety, and up to three (3) points may be allotted for partial documentation with explanation.

Section	Experience and Qualifications of the Firm	Yes, All Information Provided	Yes, Partial Information Provided	No, Did not Provide (0 Points)
4.4.1.1	List 5 clients (minimum of 3) for whom petroleum-related services have been provided in the last ten years. Provide a brief description of the services, scope and final costs of each project. Include a contact person and telephone number for each of the clients. The School District may contact these references as well as others. <b><u>This can be included on a separate sheet.</u></b>			
4.4.1.2	Pollutant Storage Specialty Contractor's License			
4.4.1.3	List names, addresses, years of experience (petroleum related) and qualifications for project managers, lead workers and service technicians who will be assigned to School District projects. Resumes and certificates must be attached. <b><u>This can be included on a separate sheet.</u></b>			

#### **4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)**

**Litigation:** Provide a statement of any litigation or regulatory action that has been filed or is pending against your firm(s) in the last three years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect. For joint venture or team Proposers, submit the requested information for each member of the joint venture or team.

#### **4.4.2 Cost of Services – (Maximum 20 allowable points)**

4.4.2.1 Proposer must complete and submit the Cost of Services Questionnaire included as Attachment K. Please include the price for all services included in this bid which shall remain fixed for the term of the contract. Kindly note this attachment will also be included as an excel sheet where the cost for each item can be inputted. The information may be returned in the excel format as a soft copy, as well as the printed version included with your proposal. Prices submitted must include all applicable charges. The Proposer will be responsible for payment of any applicable taxes to the respective governmental entities. Do not add any additional items to the Proposal Pricing Sheet(s). Any additional items must be submitted on a separate sheet(s) labeled "Additional Services" and submitted with the Cost of Services Sheet(s). Any additional items added must have prices stated in order to be reviewed.

4.4.2.2 Base Price: On a separate paper, following the format below, list employees (by position) required to complete those tasks indicated in this RFP and their hourly compensation. You should include subcontractors where necessary.

**Examples:**

Job Title / Duties / \$ Billing Rate per hour

Job Title / Duties / \$ Billing Rate per hour

4.4.2.3 Maximum points will be allotted to the vendor(s) with the lowest price, thereafter each vendor will be awarded as a percentage of the lowest price. For example, if prices are received as follows; Vendor A \$80, Vendor B \$90, Vendor C \$100; Vendor A will receive maximum points of 20, Vendor B will receive 18 points, Vendor C will receive 16 points. This methodology will be used to calculate the points for all bids received. Points will be assigned based on the prices for the core services only; Annual Testing, Installation & Miscellaneous Repairs and Transportation and Fleet Services.

#### **4.4.3 SBE Participation: (Maximum 15 allowable points):**

The 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 and Guidelines. S/M/WBE is defined as 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 and meets significant business presence requirements as defined in Policy 3330. **SBBC Diversity Policy 1.5 & Supplier Diversity Outreach Policy 3330 can be seen at website URL: [broward.k12.fl.us/sbbcpolicies](http://broward.k12.fl.us/sbbcpolicies).**

**Nondiscrimination:**

Each Bidder hereby certifies and agrees that the following information is correct: In preparing its response to this project, the Bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in School Board Policy 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 SBBC to reject the response submitted by the Bidder on this project, and terminate any contract awarded based on the response. As a condition

#### **4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)**

of submitting a response to SBBC, the Bidder agrees to comply with SBBC's Commercial Nondiscrimination Policy as described under its School Board Policy 3330 – Supplier Diversity Outreach Program, Section D.1.

#### **INDUSTRY-SPECIFIC REMEDIAL AFFIRMATIVE PROCUREMENT INITIATIVES**

The Goal Setting Committee (GSC) has considered the following in the course of reaching a determination regarding which, M/WBE industry-specific remedial programs shall be applied to this solicitation and resulting contract:

**The Affirmative Procurement Initiative (API) implemented in this solicitation is the SBE Evaluation Preference for Prime Bidders.**

In accordance with SBBC Policy No. 3330, Section E.3.b. and E.3.e., the GSC has established the SBE Evaluation Preference for Prime Bidders.

"Under this Program element, the GSC may, at its discretion, and on a contract-by-contract basis, require that a predetermined percentage of a specific contract, be subcontracted to eligible SBEs. Factors to be considered by the GSC in making this determination shall include the relative availability of SBE firms to perform commercially useful functions on the specific contract".

- **Proposers responding to this solicitation that are SBBC-Certified SBE will be awarded ten (10) points.** The SBE Proposers who are self-performing must identify themselves by completing Document Number 00470 – Statement of Intent and Document Number 00475 – Schedule of Participation. 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. All SBBC Certified S/M/WBEs are considered SBEs. Failure of an SBE proposer who are self-performing and not submitting Document Numbers 00470 and 00475 will not be awarded the ten (10) points.
- **Non-SBBC Certified SBE Proposers committing to subcontracting five (5) points or more of the total contract value to a certified SBE firm at the time of submission will be awarded five (5) points.** The proposer shall identify each SBBC-Certified SBE firm, that will be utilized by completing the Document Number 00470 - Statement of Intent to Perform as an SBE Subcontractor and Document Number 00475 Subcontractor Participation Schedule. The Statement of Intent submitted with the proposal reflects the intent of the parties, both prime and subcontractor, to establish a business relationship. Additionally, it will detail the type of work and percentage of work that the subcontractor will perform. Failure of a Non-SBBC proposer to subcontract with SBE firms will not be awarded the five (5) points. Please go to the following link to view the current list of SBBC-Certified firms: [browardschools.com/Page/46981](http://browardschools.com/Page/46981).

#### **Penalties and Sanctions**

In the absence of a waiver granted by the SDOP or the self-performance of a portion or all of the SBE subcontracting goal by a certified SBE proposer, the failure of a proposer to attain a subcontracting goal for SBE participation in the performance of its contract or otherwise comply with the provisions of this API shall be considered a material breach of contract, grounds for termination of that contract with the SBBC, and shall be subject to any penalties and sanctions available under the terms of the SDOP policy, its contract terms with the SBBC, or by law pursuant to the penalties and sanctions set forth in Section 13 of the Standard Operating Procedures for this Policy.

#### **Suspension**

The temporary stoppage of a SBE firm's beneficial participation in the District's SDOP for a finite period of time due to cumulative contract payments the SBE firm received during a fiscal year that exceed a certain dollar threshold as set forth in Section (7) of the Standard Operating Procedures for this Policy or pursuant to the penalties and sanctions set forth in Section 13 of the Standard Operating Procedures for this Policy.

#### **4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)**

<b>API INFORMATION:</b> Proposals will be evaluated based on the evaluation criterion below		<b>Maximum Points</b>
	<p><b><u>Proposers responding to this solicitation that are SBBC-Certified SBE will be awarded ten (10) points.</u></b></p> <p>The SBE Proposers who are self-performing must identify themselves by completing Document Number 00470 – Statement of Intent and Document Number 00475 – Schedule of Participation. 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. <u>All SBBC Certified S/M/WBEs are considered SBEs.</u> Failure of an SBE proposer who are self-performing and not submitting Document Numbers 00470 and 00475 will not be awarded the ten (10) points.</p>	<b>10</b>
	<p><b><u>Non-SBBC Certified SBE Proposers committing to subcontracting five percent (5%) or more of the total contract value to a certified SBE firm at the time of submission will be awarded five (5) points.</u></b></p> <p>The proposer shall identify each SBBC-Certified SBE firm, that will be utilized by completing the Document Number 00470 - Statement of Intent to Perform as an SBE Subcontractor and Document Number 00475 Subcontractor Participation Schedule. The Statement of Intent submitted with the proposal reflects the intent of the parties, both prime and subcontractor, to establish a business relationship. Additionally, it will detail the type of work and percentage of work that the subcontractor will perform. Failure of a Non-SBBC proposer to subcontract with SBE firms will not be awarded the five (5) points. Please go to the following link to view the current list of SBBC-Certified firms: <a href="http://browardschools.com/Page/46981">browardschools.com/Page/46981</a>.</p> <p>Provide proof, in writing, that the SBE subcontractor 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.</p>	<b>5</b>
	<b>MAXIMUM POINTS TO BE AWARDED</b>	<b>15</b>
	<p>*If awarded, the Awardee will be required to submit <i>Document Number 00485 - Small Minority or Women Business Enterprise (SMWBE) Monthly Utilization Report</i> to the Supplier Diversity Outreach Program Office which will track payments made to the SBEs. The timing of the SMWBE Utilization Report shall coincide with invoice submission.</p> <p><b><u>State your willingness to comply with this requirement.</u></b></p>	<p>Yes_____</p> <p>No_____</p>

#### **4.4.4 Firm's Response Time – (Maximum 10 allowable points)**

This will include an evaluation of the firm's commitment to their responsiveness and availability throughout the contract, with an emphasis on emergency situations. The bidder is required to indicate their response for all questions noted below, included as **Attachment L**.

Kindly note this information represents a commitment by the bidder and if "Yes" is indicated the bidder may receive 2.5 points for each item. Any additional information the bidder would like to include for this section can be included on an additional sheet.

#### **4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)**

Section	Firm's Response Time	Yes ( <u>2.5</u> Points Per Item)	No ( <u>0</u> Points)
4.4.4.1	Is staff available for emergencies?		
4.4.4.2	Is firm available to respond within 24 hours after being notified?		
4.4.4.3	Are response times indicated guaranteed?		
4.4.4.4	Is 24/7, 365 days authorized maintenance available?		

#### **4.4.5 Capabilities of the Firm – (Maximum 20 allowable points)**

4.4.5.1 The District is interested in contracting with firms capable of providing all petroleum related services that may be required as identified in this RFP and will be considered during the evaluation process. SBBC also understands that services may arise throughout the contract that are not included in this RFP. Special condition 6.12 has been included to address these items.

4.4.5.2 Each bidder should fully complete **Attachment M** and clearly indicate a response for all questions included, thereafter points will be awarded as shown in the table below. A bidder will receive a maximum of five 5 points for each item, if they can provide **ALL** services or tasks and all required documentation is submitted. Bidder(s) who cannot provide all services or documentation for any item will receive zero 0 points.

Section	Capabilities of the Firm	Yes Ability to provide 100% of the services/tasks listed (Maximum <u>5</u> Points Per item)	Inability to provide all of the services/tasks listed ( <u>0</u> Points)
4.4.5.2.1	Make a statement your firm is qualified and can provide <b>ALL</b> preparation services required.		
4.4.5.2.2	Make a statement your firm is qualified and can provide <b>ALL</b> periodic visual inspection services required.		
4.4.5.2.3	Make a statement your firm is qualified and can provide <b>ALL</b> annual testing services required.		
4.4.5.2.4	Make a statement your firm is qualified and can provide <b>ALL</b> purchase, installation, and repair services required.		
4.4.5.2.5	Make a statement your firm is qualified and can provide <b>ALL</b> removal, clean-up and disposal services required.		
4.4.5.2.6	Make a statement your firm is qualified and can provide <b>ALL</b> miscellaneous services required.		
4.4.5.2.7	List of staff certified to repair/maintain, provide warranty, install, remove, clean-up, testing, and disposal services for the petroleum systems included in this RFP. (Proof of certification may be requested if bidder is awarded).		

#### **4.4.6 Quality of Site Safety Plan - (Maximum 10 allowable points)**

All proposals shall include a written health and safety plan which may be generic in nature. Each bidder that provides a plan will receive maximum points.

**4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)**

**4.4.7 Supplier Evaluation - (Maximum 5 allowable points)**

In ensuring the highest level of service, SBBC will evaluate each bidder based on previous projects. A minimum of **3** Supplier Evaluation Forms (Attachment **N**) is required for each bidder. It is the **responsibility** of the bidder to disburse this form to their contacts, however the completed form may be submitted by the referee directly to SBBC by email to [edgar.lugo@browardschools.com](mailto:edgar.lugo@browardschools.com) or by fax to **754-321-0533**. The evaluation forms may also be submitted by the bidder, however the envelope from the referee **must** be sealed. If SBBC receives at least three (3) evaluation forms for a bidder, they will receive the maximum points allowable. If one (1) or two (2) forms are received, the bidder will receive maximum three (3) points. If no forms are received the bidder will receive zero (0) points.

Section	Supplier Evaluation	Yes Three or more forms are received (Maximum <u>5</u> Points)	Yes One or two forms are received (Maximum <u>3</u> Points)	No forms are received ( <u>0</u> Points)
4.4.7.1	Completed supplier evaluation form submitted to SBBC by email.			

## SECTION 5, EVALUATION OF PROPOSALS

- 5.1 The Evaluation Committee (hereinafter referred to as "Committee"), shall evaluate all Proposals received, which meet or exceed Section 4.2, Minimum Eligibility Requirements and Section 7.1 Indemnification, according to the following criteria:

<u>CATEGORY</u>	<u>MAXIMUM POINTS</u>
A. Experience and Qualifications of the Firm	20
B. Cost of Services	20
C. Minority/Women Business Participation	15
D. Firm's Response Time	10
E. Capabilities of the Firm	20
F. Quality of Site Safety Plan	10
G. <u>Supplier Evaluation</u>	5
<b>TOTAL</b>	<b>100</b>

The SBBC shall award a maximum of 15 points for SBE Participation as listed in the *15-Point Table for SBE Participation* below. At the time the proposal is submitted, the proposer shall identify all SBE firms, which will be utilized by using the Small Business Enterprise (SBE) Subcontractor Participation Schedule and Statement of Intent to Perform as a S/M/WBE Subcontractor. The Statement of Intent form submitted with the proposal reflects the intent of the parties, both prime and subconsultant, to establish a business relationship as well as the type of work and percentage of work the subconsultant will perform.

15-Point Table for S/M/WBE Participation	
SBBC Certified SBE Prime	10 Points
5% SBE Subcontracting	5 Points

**Note: Evaluation points for "Category C" shall be provided by the Supplier Diversity & Outreach Program Office.**

**Failure to respond, provide detailed information or provide requested Proposal elements may result in the reduction of points in the evaluation process. The Committee may recommend the rejection of any proposal containing material deviations from the RFP. The Committee may recommend waiving any irregularities and technicalities. If only one responsive proposal is received, the Committee will proceed without scoring the one responsive proposal and may negotiate the best terms and conditions with that sole proposer or may recommend the rejection of all proposals as permitted by Section 6A-1.012(12)(c), F.A.C."**

- 5.2 The Committee reserves the right to ask questions of a clarifying nature once Proposals have been opened, require presentations from all Proposers, interview any or all Proposers that respond to the RFP, or make their recommendations based solely on the information contained in the Proposals submitted. Presentations, if required, will be part of the evaluation process.
- 5.3 **Oral Presentations and Questions/Answer Session:** The Committee reserves the right to make its recommendations based solely on the information contained in the submitted proposals. The Committee further reserves the right to require oral presentations from any or all proposers or to ask questions of any or all proposers. If the Committee received oral presentations or conducts question and answer sessions with any of the proposers, such presentations and/or sessions will be completely recorded and will be conducted to the exclusion of other proposers in accordance with Section 286.0113(2), Florida Statutes. If such presentations and/or sessions are required under this RFP, they will be

## SECTION 5, EVALUATION OF PROPOSALS (continued)

conducted prior to the Committee's evaluation of proposals and considered by the Committee when it scores proposals in accordance with Section 5.1 of this RFP.

- 5.4 **Committee's Recommendation.** The number of firms to be recommended for an award is solely at the discretion of the Committee. The Committee has the discretion to recommend an award to one or more proposer(s) or to reject any or all of the submitted proposals. The Committee also has the discretion to commence negotiations with ranked responsive proposers if the Committee chooses to do so. During any such negotiations, the Committee reserves the right to negotiate any term, condition, specification, or price (other than those found or specified in Section 4.2 and Section 7.1 of this RFP) during an exempt negotiations session with the highest ranked responsive proposer. Each ranked responsive proposer must be represented during its exempt negotiations session by an authorized representative possessing authority to bind the proposer to the changes made in their proposal. The Committee will recess the open public portion of the evaluation meeting and conduct the exempt negotiations session of the competitive selection process beginning with the highest ranked responsive proposer as determined under Section 5.1 of this RFP. In accordance with Section 286.0113(2), Florida Statutes, any negotiations session will be conducted to the exclusion of the other ranked responsive proposers. The Committee may choose to conduct one or more exempt negotiation session(s) with a ranked responsive proposer, the Committee shall reconvene the open public portion of the evaluation meeting and determine, by motion and a roll call vote, whether to recommend an award to one or more ranked responsive proposer(s). The Committee may declare an impasse with a ranked responsive proposer at any time; or to proceed with further negotiations with one or more of the next highest ranked responsive proposers. If the negotiations are not successful, the Committee reserves the right not to award a ranked proposer if it is in the best interest to SBBC.
- 5.5 **Award:** The number of individuals/firms to be recommended for award is solely at the discretion of the Committee. If a multiple award is recommended, the **Proposer's score must be 70 points or higher** in order to be considered for award. These Proposers must have complied with the terms, conditions, and specifications of the RFP. After the conclusion of negotiations (as stated above), the recommended award would be made for the services sought in this RFP in accordance with the terms of negotiations. An Agreement (in the form of the Sample Agreement attached hereto as **Attachment "F"**) shall be prepared for execution by the Awardee and SBBC, and shall be governed by the laws of the State of Florida, and must have venue established in the 17<sup>th</sup> Judicial Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida. This Agreement approved by the SBBC's General Counsel will be submitted to SBBC for final approval. **Approval shall not be a guarantee of business, a guarantee of specified volume of service or minimum dollar revenue to be received under this contract.**



## SECTION 6 – SPECIAL CONDITIONS

- 6.1 The complete original hard-copy Proposal properly completed and signed must be submitted in a sealed envelope and received **on or before 2:00 p.m. ET, April 16, 2020** at the following address in order to be considered. Please utilize **Attachment Q**.

PROCUREMENT & WAREHOUSING SERVICES DEPARTMENT  
The School Board of Broward County, Florida  
7720 West Oakland Park Boulevard, Suite 323  
Sunrise, Florida 33351-6704  
**Attention: FY21-084 – Petroleum Tanks and Environmental Services**

**Note: Cost of Services should be submitted in a sealed envelope along with, but separate from, the remainder of proposal.**

**One (1) complete, original hard-copy Proposal** (clearly marked as such), and **one (1) complete, original electronic version (both clearly marked as “original”)** will constitute the original governing documents. The electronic version in PDF on a Flash Drive must be **IDENTICAL** to the original Proposal. The proposal shall include **any supplemental information/marketing materials**, of the RFP Proposal, including the **REQUIRED RESPONSE FORM** (Section 1 of RFP, must be fully executed and returned on or before 2:00 p.m. ET on the date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. In the case of any discrepancy between the **original** hard-copy Proposal and the copies, the **original** hard-copy Proposal will be the governing document. The proposal must contain all information required to be included in the Proposal as described herein. Completed Proposals must be submitted in a sealed envelope (package, box, etc.) with the RFP number and title clearly typed or written on the front.

- 6.2 **JOINT VENTURES:** In the event, multiple Proposers submit a joint proposal in response to the RFP, a single proposer shall be identified as the prime proposer. If offering a joint proposal, prime proposer must include the name and address of all parties of the joint proposal. Prime proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one Proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other Proposers participating or present at SBBC meetings, oversee the preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFP.

### 6.3 INSURANCE REQUIREMENTS – MINIMUM INSURANCE REQUIREMENTS

- 6.3.1 **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.
- 6.3.2 **PROFESSIONAL LIABILITY/ERRORS & OMISSIONS:** Limit not less than \$1,000,000 per occurrence covering services provided under this Agreement.
- 6.3.3 **WORKER’S 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).
- 6.3.4 **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 the insured acquires any vehicles throughout the term of this agreement, the insured agrees to provide proof of “Any Auto” coverage effective the date of acquisition.

## SECTION 6 – SPECIAL CONDITIONS (continued)

- 6.3.5 **POLLUTION LIABILITY:** Third-party liability with a minimum limit of \$1,000,000 per occurrence including completed operations.
- 6.3.6 **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.
- 6.3.7 **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 the current status.
- 6.3.8 **REQUIRED CONDITIONS:** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
- 6.3.7.1 The School Board of Broward County, Florida, its members, officers, employees, and agents are added as additional insured.
- 6.3.7.2 All liability policies are primary of all other valid and collectible coverage maintained by the School Board of Broward County, Florida.
- 6.3.7.3 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
- 6.3.9 **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 canceled.

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

### 6.4 **AWARDEE ACCOUNTING RECORDS AND RIGHT TO AUDIT PROVISIONS:**

- 6.4.1 Awardee's and Sub-Contractor's records shall include, but not be limited to, accounting records, payroll time sheets, audited and unaudited financial statements to substantiate payment rates and income, written policies and procedures, Sub-Contractor's files and any other supporting evidence necessary to substantiate payments and income related to this Agreement (all the foregoing hereinafter referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the Awardee(s) or any of his/her payees pursuant to the execution of the Agreement. Such records subject to the examination shall also include, but not be limited to, those records necessary to evaluate and verify payments and any other matters or items associated with this Agreement.
- 6.4.2 For the purpose of such audits, inspections, examinations and evaluations, SBBC's agent or authorized representative shall have access to said records from the effective date of this Agreement, for the duration of the work, and until five (5) years after the date of final payment by Awardee(s) pursuant to this Agreement. All payments which cannot be documented as paid as required by the Agreement and found not to be in compliance with the provisions of this Agreement shall be reimbursed to SBBC.

## SECTION 6 – SPECIAL CONDITIONS (continued)

- 6.4.3 SBBC's agent or its authorized representative shall have access to the Awardee's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate workspace, to conduct audits in compliance with this article. SBBC's agent or its authorized representative shall give audited firm reasonable advance notice of intended audits.
- 6.4.4 Awardee(s) shall certify that payments are accurate and correct on each and every payment. If an audit reveals discrepancies, such as an overpayment, the Awardee will be required to reimburse SBBC for the discrepancy with a minimum of eighteen percent (18%) per annum.
- 6.4.5 If an audit inspection or examination in accordance with this article, discloses overpayments (of any nature) to the Awardee(s) by SBBC in excess of ten percent (10%) of the total payments, the actual cost of SBBC's audit shall be paid by the Awardee as well as the overpayments by SBBC.
- 6.5 **W-9 FORM:** All Proposers are requested to complete their W-9, (see **Attachment D**), and submit with their Proposal.
- 6.6 **PERMITS AND LICENSES**
- 6.6.1 The awarded proposer(s) will be responsible for obtaining any necessary permits and licenses and will comply with laws, rules, and regulations whether state or federal and with all local codes and ordinances without additional cost to the Board.
- 6.6.2 Inclusive of permits and licenses required, **awarded proposer(s) shall provide a current copy of their Florida Department of Business and Professional Regulation – Pollutant Storage System Specialty Contractor License (PSSC).** The State of Florida General Contractors License, electrical license and plumbing license should be provided upon request from SBBC.
- 6.7 **FLORIDA BIDDER'S PREFERENCE:** General Condition 7.2.4 does not apply to this RFP as no personal property is being purchased.
- 6.8 **COPYRIGHT INDEMNIFICATION:** SBBC agrees to notify Awardee promptly in writing of any threatened or pending judicial action brought against SBBC alleging **SBBC's** improper or unlawful use of any of the Services or Awardee Property, including but not limited to its infringement of a valid United States copyright law, patent or regulation (all such claims being referred to collectively herein as "Infringement Claims"). Awardee shall indemnify and defend the SBBC, including its board members, employees, and agents, against any and all of such Infringement Claims at its own expense and will pay (i) the legal fees of counsel engaged to defend SBBC and all of SBBC's related reasonable expenses, (ii) any costs and damages awarded against the SBBC in such action, and (iii) any amount agreed to be paid by SBBC in settlement of such action. Awardee's foregoing obligations are subject to and conditioned upon SBBC's full cooperation with Awardee in the defense of such Infringement Claims.
- 6.9 **ACCEPTANCE AND REJECTION OF PROPOSALS:**
- 6.9.1 **Acceptance:** All Proposals properly completed and submitted will be evaluated in accordance with Section 2.1 and Section 5.1. SBBC reserves the right to reject any or all Proposals that contain material deviations from the RFP or that fail to meet all mandatory requirements. SBBC may reject any or all Proposals when it serves the best interest of SBBC.
- 6.9.2 SBBC also reserves the right to waive irregularities or technicalities in any Proposal received if such action is in the best interest of SBBC. However, such a waiver shall in no way modify the RFP requirements or excuse the Proposer from full compliance with the RFP specifications and other contract requirements if the Proposer is awarded the contract.

## SECTION 6 – SPECIAL CONDITIONS (continued)

6.9.3 **Rejection:** A Proposal may be rejected if it does not conform to the rules or the requirements contained in this RFP. Examples for rejection include, but are not limited to, the following:

- 6.9.3.1 The Proposal is time-stamped at the Procurement & Warehousing Services Department after the deadline specified in the RFP.
- 6.9.3.2 Failure to execute and return the enclosed original **REQUIRED RESPONSE FORM** as defined in Subsection 4.1.3 (see Section 1- Required Response Form).
- 6.9.3.3 Failure to respond to all subsections within the RFP.
- 6.9.3.4 Proof of collusion among Proposers, in which case all suspected Proposals involved in the alleged collusive action shall be rejected, and any participants to such collusion shall be barred from future procurement opportunities until reinstated.
- 6.9.3.5 The Proposal shows non-compliance with applicable laws or contains any unauthorized additions or deletions, is a conditional Proposal, is an incomplete Proposal, or contains irregularities of any kind, which make the Proposal incomplete, indefinite, or ambiguous as to its meaning.
- 6.9.3.6 The Proposer adds provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award or adds provisions contrary to those in the RFP.
- 6.9.3.7 In the best interest of SBBC, the Board reserves the right to reject any or all proposals received when there is sound documented business reasons that serve the best interest of SBBC.

6.10 **VENDOR REGISTRATION:** To become a registered vendor for SBBC, vendors must access, complete and submit a Supplier Profile Questionnaire (SPQ) through SBBC's new eProcure Online Supplier Portal, powered by Ariba which can be located at: <http://schoolboardofbrowardcounty.supplier.ariba.com/register> Training materials are available via our website at <https://www.browardschools.com/PWS> (if needed).

6.11 **NONDISCRIMINATION STATEMENT – POLICY 4001.1** The School Board of Broward County, Florida, prohibits any policy or procedure in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

### 6.12 **TERM OF CONTRACT**

The term of the contract shall be for three (3) years from the date of award, and may, by mutual agreement between the Board and the contract awarded proposer(s), be renewable for two (2) additional one (1) year periods the Board, through the Purchasing Department, will, if considering renewing, request a letter of intent to renew from the contract awarded proposer(s) prior to the end of the current contract period. If needed, the contract will be extended 90 days beyond the contract expiration date. The contract awarded proposer(s) will be notified when the Board has acted upon the recommendation. All prices shall be firm for the term of this contract. The contract awarded proposer(s) agrees to this condition by signing its proposal.

### 6.13 **SUB-CONTRACTS**

6.13.1 Nothing contained in this specification will be construed as establishing any contractual relationship between any subcontractor(s) and the Board.

## SECTION 6 – SPECIAL CONDITIONS (continued)

- 6.13.2 The proposer(s) will be fully responsible to the Board for the acts and omissions of the subcontractor(s) and their employees.
- 6.13.3 After award of contract, any changes in subcontractor or sub-proposers requires prior Board written approval.

### 6.14 **SCOPE OF WORK**

- 6.14.1 The safe and consistent operation of the aboveground and underground fuel storage systems throughout Broward County is critical to SBBC Schools' operation. The scope of this RFP includes all necessary services, equipment, and labor to complete fuel storage tank system repair, installation, removal, release mitigation, clean-up, testing, and disposal. These services are requested on an as needed and an emergency response basis. Appendix K and M provide further details on the services included for each category below.

- ❖ Preparation
- ❖ Periodic Visual Inspection
- ❖ Annual Testing
- ❖ Purchase, Installation & Repairs
- ❖ Removal, Clean-up, and Disposal
- ❖ Miscellaneous

**All equipment, repairs, installation, removal, testing, and disposal related to the fuel storage tank systems shall be provided and conducted in accordance with appropriate state, federal, and local regulations not limited to Chapter 62-761, 62-762, 62-777, FAC and Broward County Chapter 24.**

Note that **mileage and travel time will NOT be billable under this contract.**

- 6.14.2 Services will primarily be requested by SBBC's Vehicle Maintenance and Environmental Health & Safety (EH&S) Departments. All arrangements for these services may be requested and coordinated through them, appropriately by location/department.
- 6.14.3 Currently the Vehicle Maintenance Department maintains eighteen (18) underground and three (3) above ground storage tanks throughout the district. Gallon size varies from five hundred (500) to twelve thousand (12,000) used oil, unleaded gasoline or vehicular diesel fuel.

The Environmental Health & Safety (EH&S) Department currently maintains diesel AST and USTs. Twenty-one (21) are licensed tanks greater than five hundred and fifty (550) gallons and sixty-eight (68) are non-licensed tanks less than five hundred fifty (550) gallons. Gallon size varies from seventy-five (75) to four thousand (4,000) vehicular diesel fuel.

See **Exhibit 1** for tank locations and sizes.

- 6.14.4 SBBC anticipates immediate design and installation for the replacement of underground storage tanks (USTs) at four (4) fueling stations (North, South, Twin Lakes-Central, PPO). This includes a total of eleven (11) 12,000 gallon USTs and their associated monitoring, dispensing, and inventory systems.
- 6.14.5 SBBC anticipates installation of underground storage tank(UST) systems for Diesel Exhaust Fluid (DEF) at four (4) existing facilities to be facilitated under this contract.

## SECTION 6 – SPECIAL CONDITIONS (continued)

### 6.15 PAYMENT AND PERFORMANCE BOND

- 6.15.1 The successful bidder shall furnish a surety bond as a security for faithful performance of the order(s) awarded as a result of this bid, and for the payment of all persons performing labor, and on their furnishing materials in connection therewith. Surety of such bond shall be in an amount equal to the bid. The Attorney-In-fact who signs the bond must file with the bond a certificate and effective dated copy of power of attorney. Bonding company must appear on U.S. Treasury list. Performance and payment bond must be forwarded to the Director of Purchasing within 15 days of notification of award of this contract. If this bond is not received said bid will be subject to cancellation.
- 6.15.2 To ensure maximum participation, all M/WBEs and small firms in accordance with F.S. 255.05 will be allowed a bond waiver on construction projects up to \$200,000. Pre-qualifications for contractors on School District contracts and services will be required at \$200,000 instead of \$50,000.
- 6.15.3 F.S. 288.703 – “Small business” means an independently owned and operated business that employs 25 or fewer permanent full-time employees, and which has a net worth of not more than \$1 million, net worth requirement shall include both personal and business investments.

### 6.16 PRE-QUALIFICATION

- 6.16.1 The School Board of Broward County, Florida's (SBBC) Supplier Diversity and Outreach Program (SDOP) pre-qualifies all "contractors" for construction contracts pursuant to Chapter 489, Florida Statutes, according to the rules set forth in the State Requirements for Educational Facilities (SREF) Section 4.1 and School Board Policies 7003 and 7003.1. Once pre-qualified, a contractor's pre-qualification certificate is valid for one year from the date of issue, unless the certificate is suspended or revoked. Construction contractors or vendors providing similar services desiring to contract directly with SBBC are required to be pre-qualified by SBBC.
- 6.16.2 **Based on the services being provided for this RFP, prequalification is required for all bidders.** Bids submitted from firms not in compliance with these requirements will not be opened. To find more details on the qualification process and requirements, please go to the following link:  
<http://schoolboardofbrowardcounty.supplier.ariba.com/register>

Proof of pre-qualification is a minimum requirement and **must** be submitted with you bid.

- 6.17 **PURCHASE OF OTHER SERVICES:** While the District has listed all major services within this solicitation which are utilized by District departments in conjunction with their operations, there may be similar items not listed that must be purchased by the District during the term of this contract. Under these circumstances, a District representative will contact the awarded bidder to obtain a price quote for the similar items. If there are multiple bidders on the contract, the District representative may also obtain price quotes from these bidders. The District reserves the right to award these similar items to the primary contract bidder, another contract bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.



## SECTION 7 – GENERAL CONDITIONS

<p><b>7.1 LIABILITY:</b> This General Condition of the RFP is <b>NOT</b> subject to negotiation and any Proposal that fails to accept these conditions will be rejected as "non-responsive".</p> <p>7.1.1 By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.</p> <p>7.1.2 By Awardee: Awardee agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants, and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the Vendor, its agents, servants or employees; the equipment of the Awardee, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of Awardee or the negligence of Awardee's agents when acting within the scope of their employment, whether such claims, judgments, costs, and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by the Awardee, SBBC or otherwise.</p> <p><b>7.2 SEALED PROPOSAL REQUIREMENTS:</b> The "Required Response Form" must be completed, signed and returned with your submitted proposal. To be considered, all proposals must be delivered in a sealed envelope, clearly marked with the words "Proposal Documents", Request for Proposal (RFP) number and the title of the RFP and received in the Procurement &amp; Warehousing Services Department no later than the specified date and time for the Request for Proposal opening.</p> <p>7.2.1 <b>PROPOSER'S RESPONSIBILITY:</b> It is the responsibility of the Proposer to be certain that all numbered pages of the RFP and all attachments thereto are received and all Addendum released are received before submitting a proposal without regard to how a copy of this RFP was obtained.</p> <p>It is the responsibility of the Proposer to make sure the original proposal matches the proposal copies as requested in the RFP. SBBC is not responsible for missing information in the proposal copies. Failure to check your proposal for missing information shall be at the risk of the Proposer and shall not be the responsibility of SBBC.</p> <p>7.2.2 <b>PROPOSAL SUBMITTED:</b> Completed proposal must be submitted in a sealed envelope with the RFP number and name clearly typed or written on the front of the envelope. Proposals must be time-stamped in the Procurement &amp; Warehousing Services Department <b>on or before 2:00 p.m. ET on the date due</b> for proposal to be considered. Proposals will be opened at 2:00 p.m. ET on the date due. Failure to timely submit such a proposal shall disqualify the Proposer and such a proposal will be either returned to the Proposer or stored and unopened. <b>NO FAXED PROPOSALS SHALL BE ACCEPTED. The School Board of Broward County (SBBC) reserves the right to reject any proposal that fails to comply with these submittal requirements.</b></p> <p>7.2.3 <b>EXECUTION OF PROPOSAL:</b> Proposal must contain an original manual signature (in blue ink) of an authorized representative, who can bind the company to the requirements of the RFP, in the space provided on the Required Response Form. All proposals must be typewritten. It is requested that the submitted proposal follow the exact format as outlined in the RFP.</p> <p>7.2.4 <b>BIDDING PREFERENCE LAWS:</b> The State of Florida provides a Proposer's preference for Florida vendors for the purchase of personal property. <b>SERVICES ARE NOT COVERED UNDER THIS REQUIREMENT.</b> The local preference is five (5) percent. Proposers outside the State of Florida must have an attorney, licensed to practice law in the out-of-state jurisdiction, as required by Florida Statute 287.084(2), execute the "Opinion of Out-of-State Bidder's Attorney on Bidding Preferences" form and must submit this form with the submitted proposal. Such an opinion should permit SBBC's reliance on such an attorney's opinion for purposes of complying with Florida Statute 287.084. Florida Proposers must also complete its portion of the form. Failure to submit and execute this form, with the proposal, shall result in the proposal being considered "non-responsive" and proposal rejected. <b>See the Minimum Eligibility Requirements of the RFP.</b></p>	<p><b>7.3 SUBMITTAL OF PROPOSALS:</b> All Proposers are reminded that it is the sole responsibility of the PROPOSER to assure that their proposal is time-stamped in <b>PROCUREMENT AND WAREHOUSING SERVICES on or before 2:00 p.m. ET on the date due</b>. Late proposals shall not be accepted. The address for proposal submittal, including hand-delivery and overnight courier delivery, is indicated as <b>7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704</b>. The Proposer is fully and completely responsible for the payment of all delivery costs associated with the delivery of their proposal or related material. Procurement and Warehousing Services will not accept delivery of any proposal or related material requiring the School Board to pay for any portion of the delivery cost or the complete delivery cost. Before the proposal submittal, it is the responsibility of the proposer 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 7.2.2)</p> <p><b>7.4 ORIGINAL DOCUMENT FORMAT:</b> 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 vendor is not binding unless it is expressly agreed to, in writing, by SBBC.</p> <p><b>7.5 PRICES QUOTED:</b> All prices for goods quoted shall be F.O.B. Destination and freight prepaid (Proposer pays and bears freight charges). Proposer owns goods in transit and files any claims unless otherwise stated in the Special Conditions of the RFP. In case of a discrepancy in computing the amount of the proposal, the <b>Unit Price</b> quoted shall govern. For services, the unit price shall be all-inclusive of services performed.</p> <p>a) <b>TAXES:</b> The School Board of Broward County, Florida, does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the Purchase Order. This exemption does not apply to purchases of tangible property made by contractors who use the tangible personal property in the performance of contracts for the improvement of School Board owned real property as defined in Chapter 192 of the Florida Statutes.</p> <p>b) <b>MISTAKES:</b> Proposers are expected to examine the specifications, delivery schedules, proposal prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the Proposer's risk.</p> <p>c) <b>CONDITIONS AND PACKAGING:</b> It is understood and agreed that any item offered or shipped as a result of this proposal shall be new (current production model at the time of this proposal) unless otherwise specified in this RFP. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.</p> <p>d) <b>UNDERWRITERS' LABORATORIES:</b> Unless otherwise stipulated in the proposal, 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, the Proposer may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NRTL) Recognition Program.</p> <p>e) <b>PROPOSER'S CONDITIONS:</b> Proposal conditions and specifications shall not be changed, altered or conditioned in any way. The Evaluation Committee reserves the right to reject any conditional proposal.</p> <p><b>7.6 SAMPLES:</b> Samples of items, when required, must be furnished free of expense within five (5) working days unless otherwise stated in the RFP or by the Purchasing Agent's letter to the Proposer requesting the sample(s). If the Proposer must have the sample(s) returned, then the sample(s) will be returned at the Proposer's expense. Proposer(s) will be responsible for the removal of all sample(s) furnished within thirty (30) days after the award of the RFP. All sample(s) will be disposed of after thirty (30) days after the award of the RFP.</p> <p>Each individual sample must be labeled with the Proposer's name, RFP Number and item number. Failure of the Proposer to either deliver the required sample(s) or to clearly identify samples as indicated may be a reason for rejection of the proposal item. Unless otherwise indicated in the RFP, sample(s) should be delivered to the Procurement &amp; Warehousing Services Department, The School Board of Broward County, Florida, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida, 33351-6704.</p>
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- 7.7 **DELIVERY: ALL DELIVERIES SHALL BE F.O.B. DESTINATION POINT. Shipping points offered other than F.O.B. Destination shall be rejected.** Unless the actual date of delivery is specified (or specified delivery cannot be met), show the 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 the school district administration is closed.
- 7.8 **INTERPRETATIONS:** Any questions concerning conditions and specifications must be submitted in writing and received by the Procurement and Warehousing Services Department as requested in the Conditions of the RFP, Information. If necessary, an Addendum will be issued.
- 7.9 **EVALUATION COMMITTEES AND PROPOSALS:** SBBC and its Proposal Evaluation Committees evaluate and negotiate all Proposals in accordance with State Statutes 119.071 and 286.0113.
- 7.10 **AWARDS:** In the best interest of SBBC, the Procurement & Warehousing Services Department reserves the right to withdraw this RFP at any time prior to the time and date specified for the RFP opening. The Evaluation Committee reserves the right to reject any or all proposals received when there is sound documented business reason(s) that serve the best interest of SBBC. The Evaluation Committee reserves the right to accept any item or groups of items unless qualified by the Proposer. All awards made as a result of this RFP shall conform to applicable Florida Statutes and be governed by the laws of the State of Florida, and must have a venue established in the 17<sup>th</sup> Judicial Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida.
- 7.11 **PROPOSAL OPENING:** Proposal opening shall be public, on the date and at the time specified in the RFP. Any proposal(s) received after that time shall not be considered.
- 7.12 **ADVERTISING:** In submitting a proposal, Proposer agrees not to use the results therefrom as a part of any commercial advertising without prior approval of the School Board.
- 7.13 **INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance will be at destination unless otherwise provided in the RFP. Title to/risk of loss or damage to all items shall be the responsibility of the Awardee until acceptance by SBBC unless loss or damage resulting from negligence by SBBC. 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 Awardee(s) and return the product at Awardee's expense.
- 7.14 **PAYMENT:** Payment will 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. Services will be paid after the service has been performed and meets the requirements of the RFP. All payments will be made by ACH (Automated Clearing House) for automatic deposits (credits).
- 7.15 **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 Proposer is to disclose any employees it has who are also SBBC employees by submitting **Attachment B, Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship**, with its proposal. Any employees identified by the Proposer when completing Attachment B should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.
- 7.16 **INSURANCE:** Proposer, by virtue of submitting a proposal, shall be in full compliance with paragraph 7.24 LIABILITY INSURANCE, LICENSES, AND PERMITS of the General Conditions. Insurance Requirements are shown in Section 6.3 of this RFP. The proposer shall take special notice that SBBC shall be named as an additional insured under the General Liability policy including Products Liability. (Refer to the Special Conditions of the RFP for the threshold requirements) 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.
- 7.17 **LICENSES, CERTIFICATIONS, AND REGISTRATIONS:** As of the RFP Opening Date, Proposer must have all Licenses, Certifications, and Registrations required when performing the services as described herein, in order for the proposal to be considered a responsive and responsible proposal. Licenses, Certifications, and Registrations required for this RFP 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. The proposer must submit a copy of all its current Licenses, Certifications, and Registrations required as described herein, either with its proposal 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 Department within five (5) working days of such suspension, revocation or expiration. However, such suspension, revocation or expiration after the date of the RFP opening shall not relieve the Awardee of its responsibilities under a contract awarded under this RFP.*
- 7.18 **PRIORITY OF DOCUMENTS:** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:
- a) Any Agreement resulting from the award of this RFP; then
  - b) Addenda released for this RFP, with the latest Addendum taking precedence; then
  - c) The RFP; then
  - d) Awardee's proposal.
- 7.18.1 **DISPUTES:** In the event any dispute or difference of opinion concerning the interpretation of the Agreement and any documents incorporated therein, the decision of SBBC shall be final and binding upon all parties.
- 7.19 **PATENTS & ROYALTIES:** Awardee(s), without exception, shall indemnify and save harmless The School Board of Broward County, Florida 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 The School Board of Broward County, Florida. If the Awardee(s) uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
- 7.20 **OSHA:** Awardee warrants that the product(s) supplied to The School Board of Broward County, Florida 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 will be considered as a breach of contract.
- 7.21 **SPECIAL CONDITIONS:** The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual proposals. Any and all Special Conditions that may vary from these General Conditions shall have precedence.
- 7.22 **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.
- 7.23 **QUALITY:** All materials used for the manufacture or construction of any supplies, materials or equipment covered by this RFP shall be new unless otherwise specified. The items bid must be new, the latest model, of the best quality and highest grade workmanship. Product(s) offered that have not been previously used in any way and are being actively marketed by the manufacturer will be accepted. Minor parts within the product(s) may have remanufactured components. Therefore, **reconditioned, refurbished, rebuilt, discontinued, used, shopworn, demonstrator, prototype or other types of product(s) of this kind are not acceptable and will be rejected.**



- 7.24 **LIABILITY INSURANCE, LICENSES AND PERMITS:** Where Awardees are required to enter or go onto School Board property to deliver materials or perform work or services as a result of an RFP award, the Awardee agrees to The Hold Harmless Agreement stated herein and will 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 the School Board occasioned by the 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.
- 7.25 **BID BONDS, PERFORMANCE BONDS AND CERTIFICATES OF INSURANCE:** Bid bonds, when required, shall be submitted with the proposal in the amount specified in Special Conditions. Bid bonds will be returned to non-Awardees. After acceptance of the proposal, the School Board will 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 will be returned to the Awardee.
- 7.26 **CANCELLATION:** In the event any of the provisions of this RFP 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 (or as required), recommendation will be made to the School Board for immediate cancellation of the Awardee's contract.
- 7.27 **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. 3<sup>rd</sup> Avenue, 7<sup>th</sup> Floor, Fort Lauderdale, Florida 33301. Payment will 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 will make direct payments to the vendor.
- 7.28 **DELIVERING TO CENTRAL WAREHOUSE:** Receiving hours are Monday through Friday (excluding state holidays and days during which the school district administration is closed) **7:00 a.m. to 2:00 p.m. ET.**
- 7.29 **SUBSTITUTIONS:** The School Board of Broward County, Florida **WILL NOT** accept substitute shipments of any kind. Awardees are expected to furnish the brand/manufacture quoted in their proposal once awarded by the School Board. Any substitute shipments shall be returned at the Awardee's expense.
- 7.30 **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 Proposer is a responsible bidder.
- 7.31 **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 the School Board also be 100% formaldehyde-free.** Proposer, by virtue of bidding, certifies by signing a proposal that, if awarded this RFP, only building materials, pressed boards, and/or furniture that is **100% asbestos-free** will be supplied.
- 7.32 **ASSIGNMENT:** Neither any award of this RFP nor any interest in any award of this RFP 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 RFP including, without limitation, the partial assignment of any right to receive payments from SBBC.
- 7.33 **EXTENSION:** In addition to any extension options contained herein, SBBC is granted the right to extend any award resulting from this RFP for the period of time necessary for SBBC to release, award and implement a replacement RFP for the goods, products and/or services provided through this RFP. 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.
- 7.34 **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 or service 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.
- 7.35 **SUBMITTAL OF INVOICES:** All Proposers are hereby notified that any invoice submitted as a result of the award of this RFP must be in the same format as any Purchase Order released as a result of the award of this RFP. **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 will be deemed to be not correct and will be returned to the vendor by the Accounts Payable Department for correction. The address for submitting invoices is included on Purchase Order.
- 7.36 **PURCHASE AGREEMENT:** This RFP, written Agreement, and the corresponding Purchase Orders will constitute the complete agreement. SBBC will not accept proposed terms and conditions that are different than those contained in this RFP, including pre-printed text contained on catalogs, price lists, other descriptive information submitted or any other materials. By virtue of submitting a proposal, Awardee(s) 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.
- 7.37 **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. The final payment will 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.
- 7.38 **SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP) PARTICIPATION:** 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 utilize available small, minority and women businesses 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 the submission of the bid proposal. For information on S/M/WBE Certification, contact SBBC's Supplier Diversity Outreach Program at 754-321-0550 or <http://www.broward.k12.fl.us/supply/sdop/index.html>.**
- 7.39 **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 will 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 will be conducted by SBBC in advance of the Awardee or its personnel providing any services. The Awardee will 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 the 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 7/01/15, 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 an SBBC photo identification badge is requested, must be registered into the Fieldprint, Inc. applicant enrollment website.** A background check will 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](http://www.fieldprintflorida.com).** The total fee(s) for the SBBC photo identification badge, fingerprinting and an FBI background check can be found at the following website:

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 will be one year from the date of issuance. Failure to renew the badge, at that time, will result in the vendor being required to re-apply and pay the going rate for badging and fingerprinting.

Vendors 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. 3<sup>rd</sup> Avenue, Fort Lauderdale, Florida 33301.

- 7.40 **PROTESTING OF BID CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this RFP, 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 the school district 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 the school district 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 the school district administration is closed. 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."**

**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 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 will not be acceptable for the filing of bonds.**

- 7.41 **POSTING OF BID RECOMMENDATIONS/TABULATIONS:** RFP Recommendations and Tabulations will be posted in Procurement and Warehousing Services and on [www.demandstar.com](http://www.demandstar.com) **on May 5, 2020 @ 3:00 pm** and will remain posted for 72 hours. Any change to the date and time established herein for the posting of RFP Recommendations/Tabulations shall be posted in Procurement and Warehousing Services and/or at [www.demandstar.com](http://www.demandstar.com) (under the document section for this RFP). In the event the date and time of the posting of RFP Recommendations/Tabulations are changed, it is the responsibility of each Proposer to ascertain the revised date of the posting of RFP 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 RFP 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 the school district 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 the school district 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 the school district 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 Proposer within 72 hours, excluding Saturdays, Sundays and other days during which SBBC administration is closed, of receipt of notice of intent to protest. The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond.

If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. If the protestant prevails, then the protestant shall recover from the School Board all costs and charges which shall be included in the Final Order or judgment, excluding attorney's fees. **All**

[http://www.broward.k12.fl.us/police/pdf/seccl/FIELDPRINT\\_CODES.pdf](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. (Continued)....

**Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320 within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protests, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing will not be acceptable for the filing of bonds.**

- 7.42 **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 will 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). (See Special Conditions of the RFP)

- 7.43 **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 the School Board. These orders will 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 vendors 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 a vendor maintains secure records of the credit card account assigned an alias or password, to avoid divulging the actual credit card number upon every purchase.

- 7.44 **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items or services offered may be tested for compliance with RFP conditions and specifications at any time. Items delivered, not conforming to RFP conditions or specifications, may be rejected and returned at the vendor's expense. Services not conforming to RFP specifications shall be corrected and performed again to meet the specifications of the RFP at the expense of the Awardee. Goods or services not delivered as per delivery date in RFP 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:
- a) Cancellation and default of contract;
  - b) For a period of two years, any proposal submitted by the vendor will not be considered and will not be recommended for an award.
  - c) All departments being advised not to do business with the vendor.

- 7.45 **CONE OF SILENCE:** Any proposer, or lobbyist for a proposer, 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 the release of the solicitation until the contract is awarded by the School Board. Further, any vendor, 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 vendor 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. **Any vendor or lobbyist who violates this provision shall cause their Proposal (or that of their principal) to be considered non-responsive and therefore be ineligible for award.**

- 7.46 **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

**documentation necessary for the protest proceedings will be provided electronically by SBBC.**

- 7.47 **PACKING SLIPS:** It will be the responsibility of the Awardee to attach all packing slips to the OUTSIDE of each shipment. The packing slip must reference the SBBC Purchase Order number/control number. Failure to provide a packing slip attached to the outside of shipment will result in refusal of shipment at the vendor's expense.
- 7.48 **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 boards, other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012, 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.
- 7.49 **PURCHASE BY OTHER PUBLIC AGENCIES:** With the consent and agreement of the awarded contractor(s), purchases may be made under this RFP by other agencies. Such purchases shall be governed by the same terms and conditions as stated herein.
- 7.50 **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 proposal 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.
- 7.51 **SEVERABILITY:** In case of any one or more of the provisions contained in this RFP 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 RFP shall be considered as if such invalid, unlawful, unenforceable or void provision had never been included herein.
- 7.52 **DISTRIBUTION:** DemandStar by Onvia, [www.demandstar.com](http://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 interested parties to assure they have received all necessary documents, including Addenda and have included all necessary information within their response. SBBC is not responsible for Proposer'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.
- 7.53 **PRICE REDUCTIONS:** If, from the date of proposal opening, the Awardee either bids the same products and/or services at a lower price than offered to SBBC or reduces the price of the proposed product or service, the lowest of these reduced prices will be extended to SBBC.
- 7.54 **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 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.
  - 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.
  - 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 will be recorded on The School Board of Broward County's website, [www.browardschools.com](http://www.browardschools.com).
  - 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.

other parties that a recommendation will be made to the School Board for the contract award's termination.

- 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.

7.55 **TIE BID PROCEDURES:** When identical prices are received from two or more vendors and all other factors are equal, priority for the award shall be given to vendors 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 vendor;
- The Palm Beach County or Miami-Dade County Certified Minority/Women Business Enterprise vendor;
- The Florida Certified Minority/Women Business Enterprise vendor;
- The Broward County vendor, other than a Minority/Women Business Enterprise vendor;
- The Palm Beach County or Miami-Dade County vendor, other than a Minority/Women Business Enterprise vendor;
- The Florida vendor, whose main office is in the State of Florida, other than a Minority/Women Business Enterprise vendor.
- If the application of the above criteria does not indicate a priority for an award, the award will be decided by a coin toss. The coin toss shall be held publicly in Procurement and Warehousing Services; the tie low bid vendors invited to be present as witnesses.

Included as a part of the RFP 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 will be used by the Proposer to certify that it has implemented a drug-free workplace program. The Required Response Form (Page 1 of this RFP) must be properly signed in order for the proposal to be considered. A Proposer cannot sign this form in lieu of properly signing the Required Response Form.

7.56 **AUDITING SERVICES POLICY 3100:** If the RFP is for auditing services and in accordance with Policy 3100 – Annual Financial Audit, the independent audit firm selected by the School Board shall serve at the discretion of the School Board for five (5) consecutive years; the firm selected shall not succeed itself as the School Board's independent auditor except for the first selection when the current auditor will be exempted.

7.57 **CONFIDENTIAL RECORDS:** The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at [www.browardschools.com](http://www.browardschools.com). The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

*Awardee agrees that it may create, receive from or on behalf of the District, 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 will: (1) hold the Confidential Records in strict confidence and will 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 District 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 District, Awardee agrees to provide the District 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 District to terminate any Agreement with Awardee.*

7.58 **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. The final payment will 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.

- 7.59 **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 nonfinancial 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 a 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 RFP, 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.

- 7.60 **PUBLIC INSPECTION OF PROPOSALS:** Pursuant to Section 119.071 (1)(b), Florida Statutes, responses received as a result of this RFP shall be exempt from public inspection and copying until thirty (30) days after the opening of the proposals or until posting of the recommendation for intended award, whichever is earlier. If SBBC rejects all proposals and concurrently provides notice of its intent to reissue the competitive solicitation, the rejected proposals shall remain exempt from public inspection and copying until such time as SBBC posts notice of an intended decision concerning the reissued competitive solicitation or until SBBC withdraws the reissued competitive solicitation.

If a Proposer contends that any portion of its response to the RFP is confidential and exempt from public inspection and copying, it is the Proposer's responsibility to clearly label each such portion of its proposal as confidential and specify the applicable statutory exemption from public inspection and copying on such portion(s) of its proposal. Confidential or exempt portions of any proposal must also be submitted in a separate sealed envelope and marked as such. A failure by the Proposer to prepare and label the confidential or exempt portions of its proposal in the manner specified in this section of the RFP shall constitute a waiver by Proposer of any applicable exemptions from disclosure or any confidential status including ones that may be applicable to trade secrets under Florida law.

SBBC will promptly provide a Proposer's contact person with written notice if a public records request has been made for any portions of Proposer's response to the RFP. SBBC will provide for the inspection or copying of any non-exempt portions of any proposal in its possession in accordance with applicable law. If a Proposer wishes to preclude the inspection or copying of any non-exempt portions of its response to the RFP or if a dispute exists as to whether such portions are entitled to an exemption, the Proposer must obtain a protective order from a court of competent jurisdiction prohibiting the inspection or copying of the requested materials. The failure to timely initiate such legal proceedings shall constitute a waiver by the Proposer of any applicable exemption or confidential status of the requested materials. By submitting a response to this RFP, the Proposer agrees to waive any cause of action or claim for damages it may have against SBBC for its release of records in response to a public record other than those that are prepared and labeled as confidential or exempt as described in this section. The Proposer agrees to hold SBBC harmless from any award to a plaintiff for damages, costs or attorney's fees based upon SBBC's non-disclosure of portions of Proposer's response that have been prepared and labeled as confidential or exempt from public inspection and further agrees to reimburse SBBC for any attorney's fees and costs it may incur in the defense of such nondisclosure.

- 7.61 **PUBLIC RECORDS.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. Vendor shall keep and maintain public records required by SBBC to perform the services required under this RFP. Upon request from SBBC's custodian of public records, Vendor shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. Vendor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the RFP's term and following completion of the RFP if Vendor does not transfer the public records to SBBC. Upon completion of the RFP, Vendor shall transfer, at no cost, to SBBC all public records in possession of Vendor or keep and maintain public records required by SBBC to perform the services required under the RFP. If Vendor transfers all public records to SBBC upon completion of the RFP, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of the RFP, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

**IF A PARTY TO THIS RFP HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, [RECORDREQUESTS@BROWARDSCHOOLS.COM](mailto:RECORDREQUESTS@BROWARDSCHOOLS.COM), RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

## **SECTION 8 – FORMS AND ATTACHMENTS**

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

## ATTACHMENT A – S/M/WBE FORMS


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

(forms referenced below can be obtained on our website at: <https://www.browardschools.com/Page/32118>)

1. **Statement of Intent (To Perform as an S/M/WBE Subcontractor)** (Form preview follows)

 <b>Procurement &amp; Warehousing Services</b> Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00470 Attachment _____
<b>STATEMENT OF INTENT TO PERFORM AS AN S/M/WBE SUBCONTRACTOR</b>		
SOLICITATION #: _____		
CONTRACT #: _____		
A signed <i>Statement of Intent to Perform as a Small/Minority/Women Business Enterprise (S/M/WBE) Subcontractor</i> form must be completed by the owner or authorized principal of each S/M/WBE firm listed in the <i>S/M/WBE Subcontractor Participation Schedule</i> .		
<b>STATEMENT OF INTENT</b>		
The undersigned is certified as an S/M/WBE vendor by The School Board of Broward County, Florida's (SBBC) Supplier Diversity		

2. **Small/Minority/Women-Owned Business Enterprise Subcontractor Participation Schedule** (Form preview follows)


 <b>Procurement &amp; Warehousing Services</b> Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00475 Attachment _____
<b>SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE SUBCONTRACTOR PARTICIPATION SCHEDULE</b>		
		DATE: _____
<b>SOLICITATION INFORMATION</b>		
Contract #:	Project Start Date:	
Project Name:		
Project Location:		
Bidder/Proposer:		

3. **S/M/WBE Participation Good Faith Effort Form** (Form preview follows)

 <b>Procurement &amp; Warehousing Services</b> Supplier Diversity Outreach Program Broward County Public Schools		<b>S/M/WBE PARTICIPATION GOOD FAITH EFFORT FORM</b>
		DATE: _____
<b>CONTACT INFORMATION</b>		
Solicitation Title:		
Solicitation #:		
Prime Contractor:		

The following form is due (if applicable) after Bid has been awarded:

1. **S/M/WBE Monthly Subcontractor Utilization Report** (Form preview follows)

 <b>Procurement &amp; Warehousing Services</b> Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00485 Attachment _____
<b>S/M/WBE MONTHLY SUBCONTRACTOR UTILIZATION REPORT</b>		
<b>SECTION I - GENERAL INFORMATION</b>		
Project Name:		Contract Number and Work Order Number (if applicable):
Report #:	Reporting Period: _____ to _____	S/M/WBE Contract Goal: _____
Prime Contractor Name:		Contract Completion Date: _____
Prime Contractor Street Address:		Project Manager (PM) Name: _____
Prime Contractor Phone #:	Prime Contractor Email Address: _____	PM Phone #: _____
		PM Email Address: _____
<b>SECTION II - UTILIZATION INFORMATION</b>		
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.		

- SBBC Diversity Policy 1.5 & Supplier Diversity Outreach Policy 3330 can be seen at website URL: <http://www.browardschools.com/sdop>
- SDOP website with list of Certified S/M/WBE Vendors: <https://www.browardschools.com/Page/46981>

## ATTACHMENT B – CONFLICT OF INTEREST

### MUST BE COMPLETED BY ALL PROPOSERS

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

In accordance with General Condition 7.15, each Proposer must disclose, in its RFP, the names of any employees who are employed by Proposer 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 Proposer's Employee	SBBC Title or Position of Proposer's Employee	SBBC Department/ School of Proposer's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

## ATTACHMENT C – FLORIDA BIDDER'S PREFERENCE

### LEGAL OPINION OF BIDDING PREFERENCE

Bidder (Firm) Name: \_\_\_\_\_

Identify the state in which the Bidder has its principal place of business: \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_

**INSTRUCTIONS:** If your principal place of business above is located within the State of Florida, provide the information as indicated above and return this form with your bid response. No further action is required.

**IF** your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your bid response. Failure to submit and execute this form with bid, shall be considered to be non-responsive and bid rejected.

#### OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES

*(To be completed by the Attorney for an Out-of-State Bidder)*

**NOTICE:** Section 287.084(2), Florida Statutes, provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Florida Statutes.

#### LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

*(Please Select One)*

\_\_\_\_\_ The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

\_\_\_\_\_ The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:  
\_\_\_\_\_  
\_\_\_\_\_

#### LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

*(Please Select One)*

\_\_\_\_\_ The Bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

\_\_\_\_\_ The Bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:  
\_\_\_\_\_  
\_\_\_\_\_

Signature of out-of-state Bidder's attorney: \_\_\_\_\_

Printed name of out-of-state Bidder's attorney: \_\_\_\_\_

Address out-of-state Bidder's attorney: \_\_\_\_\_

Telephone number out-of-state Bidder's attorney: \_\_\_\_\_

E-Mail address out-of-state Bidder's attorney: \_\_\_\_\_

Attorney's state(s) of bar admission: \_\_\_\_\_



## **ATTACHMENT D – 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 E – DRUG FREE WORK PLACE

**SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.**

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

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

(Print individual's name and title)

for \_\_\_\_\_  
(Print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

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

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

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_ or \_\_\_\_\_

Produced Identification \_\_\_\_\_

Notary Public State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification)

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

## ATTACHMENT F – SBBC SAMPLE AGREEMENT

### AGREEMENT

**THIS AGREEMENT** is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
by and between

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
(hereinafter referred to as “SBBC”),  
a body corporate and political subdivision of the State of Florida,  
whose principal place of business is  
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

**INSERT EXACT LEGAL NAME OF OTHER PARTY**  
(hereinafter referred to as “[insert a short name here]”),  
whose principal place of business is  
[insert address here].

**WHEREAS**, [insert information in this portion of the document to explain the purposes and objectives for which the parties are entering into an agreement];

**WHEREAS**, [you may use as many of these recitals or “whereas clauses” as necessary to express the parties’ purposes and objectives];

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

#### **ARTICLE 1 - RECITALS**

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

#### **ARTICLE 2 – SPECIAL CONDITIONS**

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence on \_\_\_\_\_ and conclude on \_\_\_\_\_. The term of the Agreement may, by mutual agreement between SBBC and VENDOR be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period. SBBC’s Procurement & Warehousing Services Department, will, if considering renewing, request a letter consenting to renewal from VENDOR, prior to the end of the term. Any renewal period shall be approved by an Amendment to this Agreement executed by both parties.

2.02 **Scope of Services.** The scope of services to be provided under this Agreement is specified in **Attachment A** of this Agreement.

2.03 **Costs of Services.** Costs to be paid for services provided under this Agreement are specified in **Attachment B** of this Agreement.

2.04 **SBBC Disclosure of Education Records.**

(a) *State the purpose(s) of the disclosure of the education records. In rare instances accesses may be granted the access to data bases must be limited to only the students served and only information need to comple the job. Plus IT must approve.*

(b) *SBBC will provide Insert Name with the following education records: Insert list of any and all education records that District staff will disclose or to which vendor will be allowed access.*

(c) *SBBC will obtain consent from each student's parent/guardian or student age 18 or older whose education records are to be shared prior to disclosing or allowing access to the education records listed below. (Should you believe that the vendor falls under an exception to obtaining consent, then consult with SBBC Privacy Officer on appropriate language.)*

2.05 **Insert Name Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, *Insert Name* shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at [privacy@browardschools.com](mailto:privacy@browardschools.com), and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once any media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) *Insert Name* shall, 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. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.08 **Inspection of *Insert Name*'s Records by SBBC.** *Insert Name* shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All *Insert Name's* applicable records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify the applicable business records of *Insert Name* directly relating to this Agreement in order to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year.

(a) **Duration of Right to Inspect.** For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to *Insert Name's* records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to *Insert Name* pursuant to this Agreement.

(b) Notice of Inspection. SBBC's agent or its authorized representative shall provide *Insert Name* reasonable advance written notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(c) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to *Insert Name's* facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(d) Failure to Permit Inspection. Failure by *Insert Name* to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for SBBC's denial of some or all of any *Insert Name's* claims for payment.

(e) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this section discloses overcharges or unauthorized charges to SBBC by *Insert Name* in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by *Insert Name*. If the audit discloses billings or charges to which *Insert Name* is not contractually entitled, *Insert Name* shall pay said sum to SBBC within twenty (20) calendar days of receipt of written demand unless otherwise agreed to in writing by both parties.

(f) Inspection of Subcontractor's Records. If applicable, *Insert Name* shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by *Insert Name* to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payees' costs from amounts payable by SBBC to *Insert Name* pursuant to this Agreement and such excluded costs shall become the liability of *Insert Name*.

(g) Inspector General Audits. *Insert Name* shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.09 Notice. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

With a Copy to: *Insert Job Title of District Representative*  
The School Board of Broward County, Florida  
*Insert Address of District Representative*

To *Insert Name*: *Insert Name Provided by Other Party*  
*Insert Name of Company*  
*Insert Address Provided by Other Party*

With a Copy to: *Insert Name Provided by Other Party*  
*Insert Address Provided by Other Party*

2.10 **Background Screening.** *Insert Name* shall comply with all requirements of Sections 1012.32, 1012.465, 1012.467, and 1012.468 Florida Statutes, and all of 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, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of *Insert Name* or its personnel providing any services under the conditions described in the previous sentence. *Insert Name* shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to *Insert Name* and its personnel. The parties agree that the failure of *Insert Name* to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. *Insert Name* agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from *Insert Name's* failure to comply with the requirements of this section or with Sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes.

2.11 **Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. *Insert Name* shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, *Insert Name* shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. *Insert Name* shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if *Insert Name* does not transfer the public records to SBBC. Upon completion of the Agreement, *Insert Name* shall transfer, at no cost, to SBBC all public records in possession of *Insert Name* or keep and maintain public records required by SBBC to perform the services required under the Agreement. If *Insert Name* transfers all public records to SBBC upon completion of the Agreement, *Insert Name* shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If *Insert Name* keeps and maintains public records upon completion of the Agreement, *Insert Name* shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

**IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, [RECORDREQUESTS@BROWARDSCHOOLS.COM](mailto:RECORDREQUESTS@BROWARDSCHOOLS.COM), RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**



2.12 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

(b) By *Insert Name*: *Insert Name* 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 *Insert Name*, its agents, servants or employees; the equipment of *Insert Name*, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of *Insert Name* or the negligence of *Insert Name'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 *Insert Name*, SBBC or otherwise.

2.13 **Insurance Requirements.** *Insert Name* shall comply with the following insurance requirements throughout the term of this Agreement:

(a) **General Liability.** *Insert Name* shall maintain General Liability insurance during the term of this Agreement with limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate; and limits not less than \$1,000,000 for Products/Completed Operations Aggregate.

(b) **Professional Liability/Errors & Omissions.** *Insert Name* shall maintain Professional Liability/Errors & Omissions insurance during the term of this Agreement with a limit of not less than \$1,000,000 per occurrence covering services provided under this Agreement.

(c) **Workers' Compensation.** *Insert Name* shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

(d) **Auto Liability.** *Insert Name* shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.

(e) **Acceptability of Insurance Carriers.** The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(f) **Verification of Coverage.** Proof of the required insurance must be furnished by *Insert Name* to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit *Insert Name* to remedy any deficiencies. *Insert Name* must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.



(g) **Required Conditions.** Liability policies must include the following terms 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.

(h) **Cancellation of Insurance.** *Insert Name* is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

(i) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

**2.14 Nondiscrimination.**

(a) As a condition of entering into this Agreement, *Insert Name* represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC's Policy No. 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, *Insert Name* shall not discriminate 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 in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall *Insert Name* retaliate against any person for reporting instances of such discrimination. *Insert Name* shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. *Insert Name* understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

**2.16 Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

**2.17 Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

**2.18 Incorporation by Reference.** **Exhibit[s]** *Insert appropriate Exhibit letters or numbers* attached hereto and the RFP, its Addenda and the Proposal which are referenced herein shall be deemed to be incorporated into this Agreement by reference.

### **ARTICLE 3 – GENERAL CONDITIONS**

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any Agreement.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar days period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Compliance with Laws.** Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.07 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.08 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.10 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.11 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.13 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.14 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.15 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.16 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.17 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.18 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.19 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have made and executed this Agreement on the date first above written.

**FOR SBBC:**

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By \_\_\_\_\_,  
\_\_\_\_\_, Chair

ATTEST:

\_\_\_\_\_  
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

\_\_\_\_\_  
Office of the General Counsel

FOR **[INSERT A SHORT NAME OF THE OTHER PARTY HERE]:**

(Corporate Seal)

**[Insert Exact Full Legal Name of the other  
Corporation, Agency or Other Legal Entity]**

ATTEST:

By \_\_\_\_\_

\_\_\_\_\_, Secretary

-or-

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**The Following Notarization is Required for Every Agreement Without Regard to  
Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of officer or agent, title of officer or agent) of \_\_\_\_\_ (name of corporation acknowledging), a \_\_\_\_\_ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification and who ☐ did/☐ did not first take an oath this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires:

\_\_\_\_\_  
Signature – Notary Public

\_\_\_\_\_  
Notary's Printed Name

(SEAL)

\_\_\_\_\_  
Notary's Commission No.

**(Use where needed)**

**[THIS SPACE IS INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]**

## ATTACHMENT G – DEBARMENT

**MUST BE COMPLETED BY ALL BIDDERS**

### **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 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.

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Organization Name

---

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

---

Signature(s)

---

Date

## ATTACHMENT G – 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.



## ATTACHMENT H – ACH FORM ACH PAYMENT AGREEMENT FORM

### The School Board of Broward County, Florida ACH Payment Agreement Form (ACH CREDITS)

VENDOR NAME:

#### Authorization Agreement

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

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

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

#### Account Information

Name of Bank or  
Financial Institute:

Branch/ State

Routing No:

Account No:

Checking

☐

Savings

☐

VENDOR AREA:

Remittance Confirmation:  
(please select one)

Fax

☐

Email

☐

Federal Identification No.

Vendor

TAX ID#

☐

SS#

☐

#### Update Purchase Order Fax & Email Address

Centralized Fax Number

Dept.

Centralized Email

Dept.

Centralized Phone No.

Dept.

#### Signature

Authorized Signature

(Primary) and Business title:

Date:

Authorized Signature

(Joint) and Business title:

Date:

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

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

For Use by DATA STRATEGY GROUP

Vendor Account#

Date Entered

Initials:

## ATTACHMENT I – WORKERS’ COMPENSATION AFFIDAVIT

### THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

#### WORKERS’ COMPENSATION AFFIDAVIT

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##### CERTIFICATION OF NUMBER OF EMPLOYEES

\_\_\_\_\_ (Vendor Name) hereby certifies and affirms that the entity named herein has less than four (4) employees nor uses any subcontractor(s) with four (4) or more employees and will not have four (4) or more employees during the term of this agreement.

I further certify that, if during the period covered by this affidavit the entity named herein becomes an employer with four (4) or more employees or uses subcontractor(s) with four (4) or more employees, a Certificate of Insurance shall be provided to The School Board of Broward County, Florida, within five (5) business days.

With respect to the construction industry, all employment in which one or more employees are employed shall provide evidence of Workers’ Compensation coverage.

Signed: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public Signed: \_\_\_\_\_

Notary Public Print: \_\_\_\_\_

Notary Stamp Below:

**Evaluation Criteria**  
**Experience and Qualifications of the Firm Questionnaire**

**ATTACHMENT J**

**Proposer's (Company) Name:** \_\_\_\_\_

**UNDER THE TERMS OF THIS CONTRACT, MILEAGE COSTS WILL NOT BE ALLOWED AND CHARGES FOR TRAVEL  
TIME WILL NOT BE ALLOWED.**

- A. Name, address, and telephone number of principals of the proposing firm.
- B. Number of years this firm has been in a petroleum-related business in the State of Florida:
- C. List 3-5 clients for whom petroleum-related services have been provided in the last ten years. Provide a brief description of the services, scope and final costs of each project. Include a contact person and telephone number for each of the clients. The School District may contact these references as well as others.

Client Name:	
Contact Person:	
Telephone Number:	
Brief Description of Project:	

Client Name:	
Contact Person:	
Telephone Number:	
Brief Description of Project:	

Client Name:	
Contact Person:	
Telephone Number:	
Brief Description of Project:	

**Evaluation Criteria**  
**Experience and Qualifications of the Firm Questionnaire (Continued)**

**ATTACHMENT J (continued)**

**Proposer's (Company) Name:** \_\_\_\_\_

Client Name:	
Contact Person:	
Telephone Number:	
Brief Description of Project:	

Client Name:	
Contact Person:	
Telephone Number:	
Brief Description of Project:	

D. Attach a copy of your Pollutant Specialty Contractor's License to this document. Is your license attached with this RFP? Yes ☐ No ☐

E. Has your firm been party in any legal action alleging improper tank removal, installation, selection, repair or other petroleum related service in the past five years? Yes ☐ No ☐

If yes, briefly describe the situation and outcome on an attached sheet of paper. Include dates, names of other parties/agencies involved and contact persons with phone numbers.

F. How many employees does your firm employ in Florida?

G. List names, addresses, years of experience (petroleum related) and qualifications for project managers, lead workers and service technicians who will be assigned to School District projects. Resumes and certificates must be attached.

**Evaluation Criteria**  
**Cost of Services Questionnaire**  
**ATTACHMENT K**

**Proposer's (Company) Name:** \_\_\_\_\_

*This represents the core services required, and each bidder should indicate a cost for all services in this category.*

- *If the services can be provided through a sub-contractor, please indicate "Yes" in the column below.*
- *On an additional paper, please indicate the Sub-contractor's Company Name if you entered "yes" below.*
- ***All Sub-contractors MUST be licensed and shall provide proof to SBBC upon request.***
- ***The fees will remain fixed for the term of the contract.***

	<b><u>Sub-contractor</u></b>	<b><u>Rate \$</u></b>	
	<b><u>"Yes", if applicable</u></b>		
<b>LABOR</b>			Per Hour
Foreman			Per Hour
Supervisor			Per Hour
Administrator			Per Hour
Clerical			Per Hour
Principal			Per Hour
Technician			Per Hour
Equipment Operator			Per Hour
Service Technican			Per Hour
Service Technican Helper			Per Hour
Mechanic			Per Hour
Mechanic Helper			Per Hour
Plumber, Journeyman, Pipe-fitter			Per Hour
Plumber, Master			Per Hour
Electrician, Journeyman			Per Hour
Electrician, Master			Per Hour
Electrician Helper			Per Hour
<b>PREPARATION/DESIGN</b>			
Architectural Site Design/Permitting			Per Hour
Engineering Site Design/Permitting			Per Hour
Dewatering Design/Permitting			Per Hour
Specifications			Per Hour
<b>PERIODIC VISUAL INSPECTION</b>			
Visual Compliance Inspection (Monthly)			Per Site/Tank

**Evaluation Criteria**  
**Cost of Services Questionnaire (Continued)**  
**ATTACHMENT K**

	<b><u>Sub-contractor</u></b>	<b><u>Rate \$</u></b>	
	<b><u>"Yes", if applicable</u></b>		
<b>ANNUAL TESTING</b>			
Tank Tightness Testing (Including Interstitial Space)			Per Unit
Line Tightness Testing			Per Unit
Cathodic Protection Testing			Per Unit
Leak Detection Systems Testing			Per Unit
Overfill Protection Device Testing			Per Unit
Spill Containment Equipment Inspection			Per Unit
Overfill Alarm Testing			Per Unit
Spill Bucket / STP Sump Tightness Testing			Per Unit
Interstitial Space Tightness Testing			Per Unit
Stage II Vapor Recovery Compliance Testing			Per Unit
Labor Charge for Annual Testing			Per Hour
<b>PURCHASE, INSTALLATION AND REPAIRS</b>			
Leak Detection Systems (New-Purchase/Install)			Per Hour
Leak Detection System Repairs			Per Hour
Monitoring System (New-Purchase/Install)			Per Hour
Monitoring System Repairs			Per Hour
Vent System (New-Purchase/Install)			Per Hour
Vapor Recovery System Repairs			Per Hour
Fuel Inventory System (New-Purchase/Install)			Per Hour
Fuel Inventory System Repairs/Calibration			Per Hour
Cathodic Systems Repairs			Per Hour
Overfill Protection (New-Purchase/Install)			Per Hour
Overfill Protection Equipment Repairs			Per Hour
Spill Containment (New)			Per Each
Spill Containment Equipment Repairs			Per Hour
Fuel Dispenser (New – Gasoline, Diesel)			Per Each
Fuel Dispenser (New – DEF)			Per Each
Fuel Dispenser Repairs			Per Hour
Fuel Island (New)			Per Each
Fuel Island Repairs			Per Hour
Aboveground Storage Tank (500 gallons)			Per Each
Aboveground Storage Tank (1,000 gallons)			Per Each

**Evaluation Criteria**  
**Cost of Services Questionnaire (Continued)**  
**ATTACHMENT K**

	<u>Sub-contractor</u>	<u>Rate \$</u>	
	<b>"Yes", if applicable</b>		
Aboveground Storage Tank (4,000 gallons)			Per Each
Underground Storage Tank (500 gallons)			Per Each
Underground Storage Tank (1,000 gallons)			Per Each
Underground Storage Tank (4,000 gallons)			Per Each
Underground Storage Tank (12,000 gallons)			Per Each
Aboveground Piping (New)			Per Foot
Aboveground Piping Repairs			Per Hour
Underground Piping(New)			Per Foot
Underground Piping Repairs			Per Hour
Fuel Treatment Equipment Rental			Per Hour
Tank Cleaning			Per Gallon
Tank Cleaning Equipment Rental			Per Hour
Meter and Dispenser Calibration			Per Hour
<b>REMOVAL, CLEAN-UP, &amp; DISPOSAL</b>			
Tank/Piping			Per Pound
Fuel (gaoline or diesel)			Per Gallon
Free Product			Per Gallon
Petroleum Contact Water (PCW)			Per Gallon
Non-hazardous Waste Sludge			Per Gallon
Hazardous Waste Sludge			Per Gallon
Non-Hazardous Waste Liquid			Per Gallon
Non-Hazardous Waste Solids			Per Ton
Petroleum Contaminated Soils			Per Ton
Vacuum Truck Services			Per Hour
Soil Screening			Per Hour
Soil/Groundwater Sample Collection (Laboratory analysis under separate Contract)			Per Hour
Fuel Testing (Quality)			Per Sample
<b>MISCELLANEOUS</b>			
Site Demolition and/or Restoration			Per Hour
Tank Stripping/Painting			Per Hour
Tank Repainting			Per Hour
24 Hour Emergency Spill Response			Per Hour



**Evaluation Criteria**  
**Cost of Services Questionnaire (Continued)**  
**ATTACHMENT K**

	<u>Sub-contractor</u>	<u>Rate \$</u>	
	<u>"Yes", if applicable</u>		
Stockpiling of soils			Per Hour
Sheetpiling-Z spline (Design, Install, Removal)			Per Hour
Dewatering (Design, Install, Removal)			Per Hour
Temporary Fueling Services during Construction (diesel)			Per Gallon
Temporary Fueling Services during Construction (gasoline)			Per Gallon
Temporary Fueling Services during Construction			Per Unit
Construction Site Protections/Barriers			Per Project
Spill Containment Equipment			Per Each

	<u>Sub-contractor</u>	<u>Rate \$</u>	
--	-----------------------	----------------	--

<b><u>EQUIPMENT:</u></b>	-		
Air Compressor with Tools			Per Day
Backhoe, Rubber Tire Combination			Per Day
Backhoe, 80,000 #Track Excavator w/o Move (Rental)			Per Day
Cement Mixer			Per Day
Compactor (Rental)			Per Day
Concrete Saw			Per Day
Dump Truck			Per Day
Generator, Honda 120-140 volt (Fuel Not Inc)			Per Day
Helium Detector			Per Day
Loader (Rental)			Per Day
Nitrogen			Per Day
Pump, 2" Air - Air Compressor not included			Per Day
Pump, 2" Electric			Per Day
Pump, Simmer			Per Day
Pump, 3" Trash			Per Day
Transit			Per Day
Trowel Machine (Rental)			Per Day
Service Truck			Per Hour
Pipe Fitting Truck			Per Hour
Welder & Torches			Per Hour

**TOTAL BID PRICE..... \$ \_\_\_\_\_**

**Evaluation Criteria**  
**Cost of Services Questionnaire (Continued)**

**ATTACHMENT K**

**Proposer's (Company) Name:** \_\_\_\_\_

*Briefly define additional charges as related to the following. Give their amounts and explain when and how they are assessed.*

***\*Mileage and travel time will NOT be billable under this contract\*. {Attach a separate page if necessary}.***

***The following fees will remain fixed for the term of the contract and shall NOT be included in the calculation of cost of services.***

	<b><u>RATE \$</u></b>	
Sub-contractor	-	Per Hour
Overtime		Per Hour
Downtime		Per Hour
Emergency Response		Per Hour

**COST PLUS MARK-UP PERCENTAGE**

Materials that may be purchased under this contract is based on a cost-plus basis. These materials must be verified by the submission of an itemized list of materials proposed for purchase from the identified source, each unit price by cost, total price and the Awardee's cost-plus mark-up. **The mark-up for these materials cannot exceed 10%.**

**Evaluation Criteria**  
**Firm's Response Time Questionnaire**

**ATTACHMENT L**

**Proposer's (Company) Name:** \_\_\_\_\_

**Please indicate an X in the appropriate box below.**

Is staff available on emergencies:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is firm available to respond within 24 hours?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are response times indicated guaranteed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is authorized maintenance available at all times? (24 hours a day, 7 days a week, 365 days of the year)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Provide any additional comments below:**

**Evaluation Criteria**  
**Capabilities of the Firm Questionnaire**  
**ATTACHMENT M**

**Proposer's (Company) Name:** \_\_\_\_\_

*Indicate with a check mark for which of the following tasks your firm is qualified to perform and could offer to the District. If a subcontractor will be used to complete the task, indicate with an "X" in the subcontractor column. Give subcontracting firm name, address, and phone on an attached sheet of paper. Specify the service provided by the subcontractor.*

	<b>Firm Capabilities</b>		
	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Sub-Contractor</u></b>
<b><u>PREPARATION</u></b>			
Architectural Site Design/Permitting			
Engineering Site Design/Permitting			
Dewatering Design/Permitting			
Specifications			
<b><u>PERIODIC VISUAL INSPECTION</u></b>			
Visual Compliance Inspection (Monthly)			
<b><u>ANNUAL TESTING</u></b>			
Tank Tightness Testing (Including Interstitial Space)			
Line Tightness Testing			
Cathodic Protection Testing			
Leak Detection Systems Testing			
Overfill Protection Device Testing			
Spill Containment Equipment Inspection			
Overfill Alarm Testing			
Spill Bucket / STP Sump Tightness Testing			
Interstitial Space Tightness Testing			
Stage II Vapor Recovery Compliance Testing			
Labor Charge for Annual Testing			
<b><u>PURCHASE, INSTALLATION &amp; REPAIRS</u></b>			
Leak Detection Systems			
Leak Detection Systems (New-Purchase/Install)			
Leak Detection System Repairs			
Monitoring System (New-Purchase/Install)			
Monitoring System Repairs			
Vent System (New-Purchase/Install)			

	<b><u>Firm Capabilities</u></b>		
	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Sub-Contractor</u></b>
Vapor Recovery System Repairs			
Fuel Inventory System (New-Purchase/Install)			
Fuel Inventory System Repairs/Calibration			
Cathodic Systems Repairs			
Spill Containment (New)Spill Containment Equipment Repairs			
Fuel Dispenser (New – Gasoline, Diesel)			
Fuel Dispenser (New – DEF)			
Fuel Dispenser Repairs			
Fuel Island (New)			
Fuel Island Repairs			
Aboveground Storage Tank (500 gallons)			
Aboveground Storage Tank (1,000 gallons)			
Aboveground Storage Tank (4,000 gallons)			
Underground Storage Tank (500 gallons)			
Underground Storage Tank (1,000 gallons)			
Underground Storage Tank (4,000 gallons)			
Underground Storage Tank (12,000 gallons)			
Aboveground Piping (New)			
Aboveground Piping Repairs			
Underground Piping(New)			
Underground Piping Repairs			
<b>REMOVAL, CLEAN-UP, &amp; DISPOSAL</b>			
Tank/Piping			
Fuel (gaoline or diesel)			
Free Product			
Petroleum Contact Water (PCW)			
Non-hazardous Waste Sludge			
Hazardous Waste Sludge			
Non-Hazardous Waste Liquid			
Non-Hazardous Waste Solids			
Petroleum Contaminated Soils			
Vacuum Truck Services			
Soil Screening			
Soil/Groundwater Sample Collection (Laboratory analysis under separate Contract)			
Fuel Testing (Quality)			

	<b><u>Firm Capabilities</u></b>		
	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Sub-Contractor</u></b>
<b>MISCELANEOUS</b>			
Site Demolition and/or Restoration			
Tank Cleaning			
Tank Stripping/Painting			
Tank Repainting			
24 Hour Emergency Spill Response			
Stockpiling of soils			
Sheetpiling-Z spline (Design, Install, Removal)			
Dewatering (Design, Install, Removal)			
Temporary Fueling Services during Construction			
Construction Site Protections/Barriers			
Spill Containment Equipment			

**Provide a listing of staff certified to repair/maintain or provide warranty service for the petroleum systems included in this RFP.**

**SUPPLIER / PRODUCT EVALUATION ITEM**

**ATTACHMENT N**

The purpose of this evaluation form is to rate a supplier's performance. Completion of this form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier. Please return completed evaluation form to:

Procurement & Warehousing Services Department  
Technology and Support Services Center  
7720 West Oakland Park Boulevard, Sunrise, Florida 33351  
For assistance with this form, please contact (754) 321-0527 or  
E-mail to: [karlene.grant@browardschools.com](mailto:karlene.grant@browardschools.com)

**SECTION 1 – SUPPLIER EVALUATION**

Supplier Company Name: \_\_\_\_\_  
Supplier Contact: \_\_\_\_\_  
Contact Telephone: \_\_\_\_\_

Bid No.: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_

What was the product / service? \_\_\_\_\_

1. How do you rate the supplier in the following areas?

	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
Overall Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery as Scheduled or Promised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How satisfied are you with the supplier?

1 Not Satisfied	2 Somewhat Satisfied	3 Satisfied	4 Very Satisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Will you use them again? Yes ☐ No ☐

**SECTION 2 – PRODUCT / SERVICE EVALUATION**

4. How do you rate their product / service?

	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
Compliance with Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality as Compared to Similar Products/Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Price as Compared to Similar Products/Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Would you purchase this product or use this vendor again?

\*If not, please explain why in comments.

1 Very Unlikely	2 Unlikely	3 Probably	4 Definitely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 – END USER INPUT



**ATTACHMENT N (continued)**

**SECTION 3 – END-USER INPUT**

Please share any additional information regarding this supplier or the product / service provided. If this supplier's performance is unsatisfactory, please tell us why. You may attach an additional sheet if necessary.

\*Comments:

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Evaluation Form Completed by:

Name / Title: \_\_\_\_\_ School / Department: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT O**

**SURETY BOND**

**Proposer's Company Name:** \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS,

That we, \_\_\_\_\_, as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto The School Board of Broward County, FL, as Obligee, in the sum of \_\_\_\_\_ (\$\_\_\_\_\_) Dollars lawful money of the United States, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The purpose of this bond is to cover deposits, received by the Principal, as more fully described in **RFP FY21-084**.

Now, therefore, if the Principals, their executors, administrators, successors and assigns, shall well and truly deliver the goods desired, as more fully described in **RFP FY21-084**, then this obligation shall be void, otherwise it shall remain in full force and effect.

Provided, however, that this bond is executed by the Surety upon the following express conditions and limitations:

1. That this bond shall be for one (1) year term beginning the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and ending on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and it may be continued for additional one (1) year term by Certificate executed by the Surety hereon;
2. Regardless of the number of years this bond shall continue or be continued in force and of the number of premiums that shall be payable, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the amount of the bond;
3. That if the Surety or Obligee shall so elect, this bond may be canceled and discontinued by giving 45 days written notice served upon the other, and this bond shall be deemed canceled at the expiration of 45 days, the Surety remaining liable for all or any acts covered by this bond which may have been committed by the Principals up to the date of cancellation, under the terms, conditions, and provisions of this bond.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
INSURANCE COMPANY

BY:

\_\_\_\_\_  
ATTORNEY-IN-FACT

## ATTACHMENT P – NO BID

### STATEMENT OF “NO RESPONSE”

If your company will not be submitting a response to this Request for Proposal, please complete this Statement of “No Response” Sheet and return, prior to the RFP Due Date established within, to:

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

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

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ E-mail: \_\_\_\_\_

√	Reasons for “No Response”:
	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 Request for Proposal.
	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:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT Q – 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: Edgar Lugo  
RFP: FY21-084 – Petroleum Tanks and Environmental Services

**EXHIBIT 1**  
**Petroleum Tank Location & Sizes (Licensed)**

<b>School/Facility Name</b>	<b>UST / AST</b>	<b>Year Installed</b>	<b>Capacity Gallons</b>	<b>Type</b>	<b>Department</b>
Twin Lakes PPO Fuel Facility	UST	1991	12000	Unleaded Gas	Vehicle Maint.
Twin Lakes (Central) Bus Facility	UST	1990	12000	Unleaded Gas	Vehicle Maint.
	UST	1990	12000	Vehicular Diesel	Vehicle Maint.
	UST	1990	12000	Vehicular Diesel	Vehicle Maint.
	AST		500	Waste Oil	Vehicle Maint.
South Area Bus Facility	UST	1991	12000	Unleaded Gas	Vehicle Maint.
	UST	1991	12000	Vehicular Diesel	Vehicle Maint.
	UST	1991	12000	Vehicular Diesel	Vehicle Maint.
West Central Bus Facility	UST	2007	10000	Vehicular Diesel	Vehicle Maint.
	UST	2007	10000	Vehicular Diesel	Vehicle Maint.
	UST	2007	10000	Unleaded Gas	Vehicle Maint.
	UST	2007	1000	Waste Oil	Vehicle Maint.
North Area Bus Facility	UST	1990	12000	Unleaded Gas	Vehicle Maint.
	UST	1990	12000	Vehicular Diesel	Vehicle Maint.
	UST	1990	12000	Vehicular Diesel	Vehicle Maint.
	UST	1991	550	Waste Oil	Vehicle Maint.
South West Bus Facility	UST	2009	12000	Unleaded Gas	Vehicle Maint.
	UST	2009	12000	Vehicular Diesel	Vehicle Maint.
	UST	2009	12000	Vehicular Diesel	Vehicle Maint.
	AST	2012	2700	Generator Diesel	Vehicle Maint.
	AST	2012	3500	Generator Diesel	Vehicle Maint.
McNicol Middle School	AST	2008	5200	Generator Diesel	EH&S
Indian Ridge Middle School	UST	1997	1000	Generator Diesel	EH&S
	AST	2009	5200	Generator Diesel	EH&S
Silver Trail Middle School	UST	1996	1000	Generator Diesel	EH&S
Sunset School	AST	2008	4100	Generator Diesel	EH&S
Cooper City High	AST	2009	2200	Generator Diesel	EH&S
Blanche Ely High	AST	2009	700	Generator Diesel	EH&S
Kathleen C. Wright Administration	UST	2010	4000	Generator Diesel	EH&S
Walker Elementary School	AST	2010	1000	Generator Diesel	EH&S
Boyd Anderson High	AST	2010	900	Generator Diesel	EH&S
BECON Transmitter Site	AST	2006	900	Generator Diesel	EH&S
Twin Lakes Administration (Safety)	AST	2008	4000	Generator Diesel	EH&S
Becon ITV	AST	2018	3500	Generator Diesel	EH&S
Technology and Support Services	AST	1983	4000	Generator Diesel	EH&S
Discovery Elementary	AST	2009	660	Generator Diesel	EH&S
Dillard High Performing Arts	AST	2009	600	Generator Diesel	EH&S
New River Middle	AST	1996	1100	Generator Diesel	EH&S
Northeast High	AST	2010	1475	Generator Diesel	EH&S
Perry Middle	AST	1993	560	Generator Diesel	EH&S
Walter C. Young Middle	AST	1989	580	Generator Diesel	EH&S
Westglades Middle	AST	2002	612	Generator Diesel	EH&S
<b>TOTAL</b>			<b>42</b>		

**EXHIBIT 1 (Continued)**  
**Environmental Health & Safety (EH&S)**  
**Petroleum Tank Location & Sizes (ASTs Less than 550 Gallons)**

<b>School/Facility Name</b>	<b>Loc #</b>	<b>Type</b>	<b>Tank Size</b>
Ashe, Arthur Robert Jr. Middle	4702	Diesel	389
Atlantic Vocational	2221	Diesel	250
Attucks Middle	343	Diesel	250
Broadview Elem	811	Diesel	75
Central Park Elem	2641	Diesel	250
Coconut Creek High	1681	Diesel	366
Coral Glades High	3861	Diesel	380
Coral Park Elem	3041	Diesel	500
Country Hills Elem	3111	Diesel	500
Country Isles Elem	2981	Diesel	550
Cresthaven Elem	901	Diesel	250
Cypress Bay High	3623	Diesel	500
Dandy, William Middle	1071	Diesel	370
Dillard Elem	271	Diesel	250
Drew, Charles Elem	3221	Diesel	250
Driftwood Middle	861	Diesel	390
Eisenhower, Dwight D. Elem	1271	Diesel	500
Ely, Blanche High	361	Diesel	550
Ely, Blanche High Performing Arts	0361-2	Diesel	550
Everglades High	3731	Diesel	530
Forest Glen Middle	3051	Diesel	500
Fort Lauderdale High	951	Diesel	500
Hawkes Bluff Elem	3131	Diesel	450
Hollywood Central Elem	121	Diesel	300
Hollywood Park Elem	1761	Diesel	180
Hunt Elem	1971	Diesel	78
Indian Ridge Middle	3471	Diesel	500
Indian Trace Elem	3181	Diesel	250
McFatter Vocational	1291	Diesel	350
Miramar Elem	531	Diesel	270
Miramar High	1751	Diesel	500
Monarch High	3541	Diesel	366
New Renaissance Middle	3911	Diesel	550
North Area Bus Lot	9155	Diesel	250
North Central Superintendant Office	9384	Diesel	194
Northeast High	1241	Diesel	135
Olsen Middle	471	Diesel	500
Palm Cove Elem	3311	Diesel	270
Park Springs Elem	3171	Diesel	250
Quiet Waters Elem	3121	Diesel	250

**EXHIBIT 1 (Continued)**  
**Petroleum Tank Location & Sizes (Less than 550 Gallons Continued)**

<b>School/Facility Name</b>	<b>Loc #</b>	<b>Type</b>	<b>Tank Size</b>
Ramblewood Elem	2721	Diesel	145
Riverland Elem	151	Diesel	250
Riverside Elem	3031	Diesel	550
Rock Island Elem	3701	Diesel	389
Sanders Park Elem	891	Diesel	90
Sandpiper Elem	3061	Diesel	550
Sawgrass Springs Middle	3431	Diesel	500
Sea Castle Elem	2871	Diesel	250
Sheridan Vocational	1051	Diesel	280
Silver Lakes Middle	2971	Diesel	137
Silver Ridge Elem	3081	Diesel	550
Silver Trail Middle	3331	Diesel	500
South Area Bus Lot	7403	Diesel	500
South Broward High	171	Diesel	358
Stirling Elem	691	Diesel	250
Stoneman Douglas High	3011	Diesel	500
Sunrise Middle	251	Diesel	450
Sunset Learning Center	422	Diesel	350
Sunshine Elem	1171	Diesel	315
Taravella High	2751	Diesel	150
Tequesta Trace Middle	3151	Diesel	500
Vehicle Maintenance Fuel Pumps	9607-2	Diesel	170
Vehicle Maintenance Main	9607	Diesel	500
West Hollywood Elem	161	Diesel	270
Westpine Middle	2052	Diesel	540
Wilton Manors Elem	191	Diesel	250
Winston Park Elem	3091	Diesel	250
Young, Virginia Elem	3321	Diesel	300
<b>TOTAL</b>			<b>68</b>