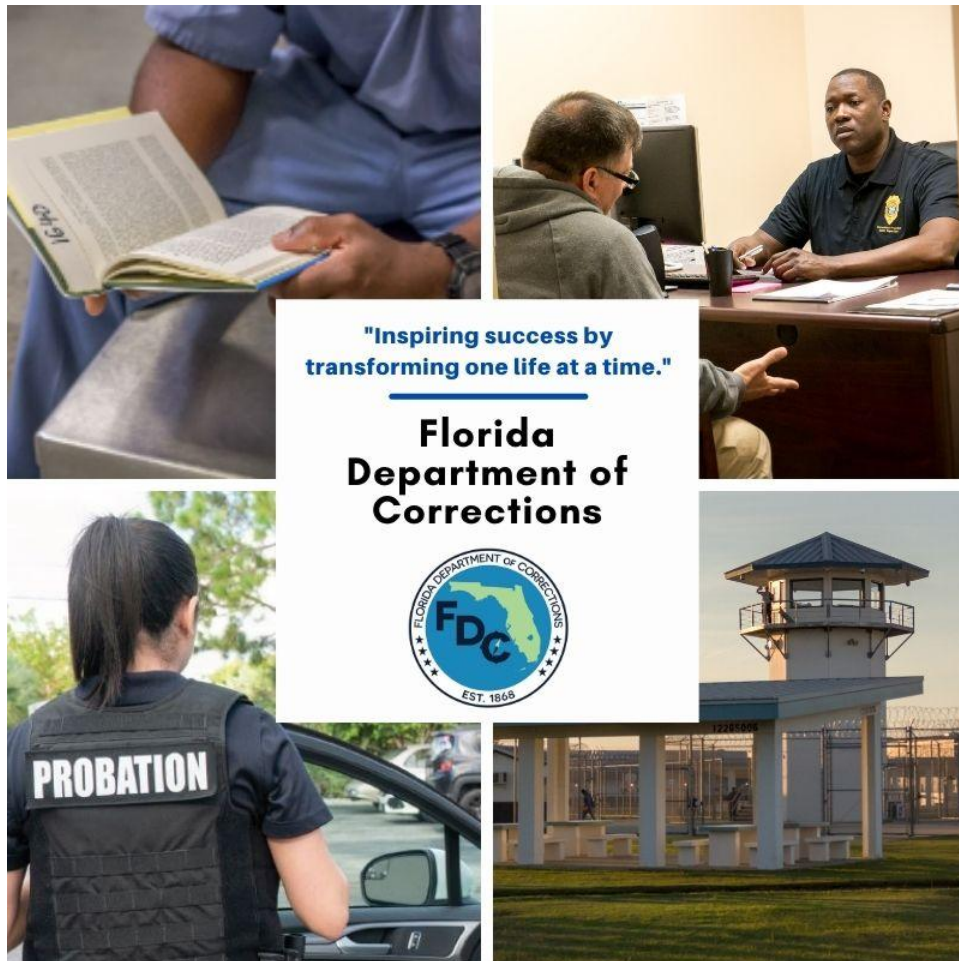


Invitation to Bid (ITB)



Roof Maintenance, Repair, and Replacement Services

FDC ITB-25-007

Sarah Weirick
Procurement Officer
Florida Department of Corrections
501 South Calhoun Street
Tallahassee, FL 32399

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SECTION 1.0 - DEFINITIONS

The terms used in this ITB, unless the context otherwise clearly requires a different construction and interpretation, have the following meanings:

- 1.1. **Agency Term Contract (ATC or Contract)**: The written Contract between the Department and the successful Vendor, which results from this ITB and is mandatory for use by the entire Department.
- 1.2. **Bid**: A Vendor's response to this ITB.
- 1.3. **Breach of Contract**: A failure of the Contractor to perform services or provide commodities in accordance with the terms and conditions of any Contract which may result from this ITB.
- 1.4. **Business Day and Business Hours**: Monday through Friday from 8:00 a.m. to 5:00 p.m., Local Time, excluding State Holidays or other official closures, unless otherwise stated in this ITB or resulting Contract.
- 1.5. **Contract Manager**: The Department employee, or designee, who will serve as a liaison between the Contractor and Department under the Contract, and will monitor the Contractor's progress and Contract performance to ensure the procured products and services conform to the Contract's requirements.
- 1.6. **Contractor**: The organization or individual providing services to the Department, in accordance with the terms of any Contract which may result from this ITB.
- 1.7. **Correctional Institution (CI)**: Any prison or other facility, temporary or permanent, in which Inmates are housed under the custody of the Department, including main units, annexes, road prisons, work camps, forestry camps, community release centers, re-entry centers, and any other satellite facilities.
- 1.8. **Day**: A calendar day, unless otherwise noted.
- 1.9. **Department or FDC**: The Florida Department of Corrections.
- 1.10. **Emergency Services**: A situation in which maintenance and repair services are immediately required of the Contractor due to the malfunction or breakdown of equipment that may threaten the welfare of FDC inmates and staff. Emergency service requests require immediate response by the Contractor during and after regular Business Hours, weekends, and Holidays.
- 1.11. **Holidays**: Refers to State Holidays or other official closures.
- 1.12. **Hour(s)**: Includes Business Hours and non-business hours.
- 1.13. **Material Deviation(s)**: A deviation from the requirements and specifications herein, which, in the Department's sole discretion, is not in substantial accord with the requirements and specifications, provides a significant competitive advantage to a single Vendor over other Vendors, has a potentially significant effect on the quantity or quality of items bid, or on the cost to the Department.
- 1.14. **Minor Irregularity**: A variation from the requirements and specifications herein that does not give the Vendor a significant competitive advantage or benefit not enjoyed by other Vendors and does not adversely impact the Department's interests.

- 1.15. **Non-Emergency Repairs**: Any and all repair work in which the roof/structure is still operable; however, if repairs are not made, the roof/structure may be further damaged or become inoperable.
- 1.16. **Purchasing Card (PCard)**: The State of Florida's purchasing card program that utilizes the Visa platform.
- 1.17. **Purchase Order (PO)**: The form or format which the Department utilizes through MyFloridaMarketPlace/Aribia on Demand (MFMP/AOD) to make a purchase under a Contract.
- 1.18. **Responsible Vendor**: A Vendor who has the capability in all respects to fully perform the Contract requirements and the integrity and reliability that will assure good faith performance.
- 1.19. **Responsive Bid**: A Bid submitted by a Responsible Vendor, which conforms to all material aspects of this ITB.
- 1.20. **Service Location(s)**: Refers to the specific Institution where the services requested are to be provided or delivered.
- 1.21. **Specifications**: The detailed conditions of the Contract, including technical specifications and other descriptions of the work as outlined in the Contract documents.
- 1.22. **State**: State of Florida.
- 1.23. **Subcontract**: An agreement between the Vendor and any other person or organization wherein that person or organization agrees to perform any requirement(s) for the Vendor, specifically related to securing or fulfilling the Vendor's obligations to the Department under the terms of any Contract which may result from this ITB.
- 1.24. **Subcontractor**: An individual, firm, or corporation that holds a Contract with the Contractor or any other Subcontractor to perform any obligation or duty on behalf of the Vendor, specifically related to securing or fulfilling the Vendor's obligations to the Department under the terms of the Contract resulting from this ITB.
- 1.25. **Vendor or Bidder**: A legally qualified corporation, partnership, or other business entity submitting a Bid to the Department in response to this ITB.
- 1.26. **Weekend**: As referred herein, Saturday and Sunday.

SECTION 2.0 - INTRODUCTION

2.1 Overview

The Department has a need to contract with certified roofing companies to maintain, repair, and install roofing systems for various Correctional Institutions throughout the State.

2.2 ITB Timeline

The Department established the following timeline for this ITB. Each Bidder must adhere to this timeline and any timeline revision(s). If the timeline requires a change, the Department will post a timeline revision as an addendum to the ITB advertisement in accordance with Section 5.13 of this ITB. All references to the "Timeline" herein refer to the timeline in this Section. All times below are Eastern Time (E.T.).

EVENT	DATE/TIME	LOCATION
Release of ITB	October 2, 2025	Vendor Information Portal (VIP): Vendor.myfloridamarketplace.com/
Pre-Bid Conference and Site Visit (Non-mandatory)	October 22, 2025 at 10:00 a.m.	Wakulla Correctional Institute 110 Melaleuca Drive Crawfordville, FL 32327
Last Day for Written Inquiries to be received by the Department	October 28, 2025 at 5:00 p.m.	Submit to: Florida Department of Corrections Sarah Weirick, Procurement Officer Email: Purchasing@fdc.myflorida.com
Anticipated Posting of Written Responses to Written Inquiries	November 18, 2025	VIP: Vendor.myfloridamarketplace.com/
Last Day for Prequalification packets to be received by the Department	November 21, 2025 at 5:00 p.m.	Submit to: Florida Department of Corrections Sarah Weirick, Procurement Officer Email: Purchasing@fdc.myflorida.com Subject: FDC ITB-25-007 Roof Maintenance, Repair, and Replacement Services
Sealed Bids Due and Opened	December 15, 2025 at 2:00 p.m.	Submit to: Florida Department of Corrections Sarah Weirick, Procurement Officer 501 South Calhoun Street Tallahassee, Florida 32399-2500 Subject: FDC ITB-25-007 Roof Maintenance, Repair, and Replacement Services
Anticipated Posting of Recommended Award	February 2025	VIP: Vendor.myfloridamarketplace.com/

SECTION 3.0 - KEY INFORMATION

3.1 Background

As Florida's largest agency, and the third-largest state prison system in the United States, the FDC has 24,000 full-time employees, incarcerates approximately 80,000 inmates, and supervises nearly 145,000 offenders in the community. The Department's Office of Institutions manages 143 facilities statewide, including major institutions, annexes, work camps, road prisons, forestry camps, re-entry centers, and community release centers. The Department's Office of Community Corrections monitors and supervises adult offenders out of 130 offices within 20 judicial circuits. The Department divides its operations geographically into four (4) regions: Region I (the Panhandle), Region II (North Florida), Region III (Central Florida), and Region IV (South Florida). Each region has a Regional Director of Institutions who supervises all Wardens in that region and a Regional Director of Community Corrections who supervises all Circuit Administrators in that region.

3.2 Statement of Purpose

The purpose of this Invitation to Bid (ITB) is to secure Responsive Bids from Responsible Vendors to install, maintain, and repair roofs for the Department, statewide. The Department is selecting a Vendor for each of its four (4) regions. Responsive Vendors must select the region in which they can provide service on **Attachment IV – Price Page**.

The project details may be found in **Attachment I – Scope of Work**.

3.3 Minimum Qualifications

All Bidders submitting Bids shall have an active Certified General Contractor license in the State of Florida or be Certified Technicians.

3.4 Issuance of Purchase Order

As a result of this ITB, the awarded Responsible Bidder(s) will be issued a PO through MFMP/AOD.

3.5 Prequalification with the Department

Each Bidder who bids on contracts with values of Level Four and Level Five, as defined in Rule 60D-5.002, Florida Administrative Code (F.A.C.), whose field or area is governed by Chapters 399, 455, 489 or 633, Florida Statutes (F.S.), for licensure must be prequalified by the Department to participate in the bid process for a specific field or area of construction based on the Bidder's area of license or certification.

In order to be eligible to submit a Bid for work on a project, during the current two (2) year period (beginning on September 1 of each even-numbered year and continuing for a period of 24 months), a Bidder under the jurisdiction of Chapters 399, 455, 489 or 633, F.S., must provide to the Department evidence of the following qualifications biennially after September 1, of each even-numbered year, or during the bidding of a specific project.

To prequalify, Bidders must submit the following documentation to the Procurement Officer listed in Section 5.2, Vendor Inquiries:

- A. Current State Contractor's license certification or Qualified Technician certification as required by Florida Law.

- B. Current Corporate Charter registration, if the potential Bidder is a domestic (Florida) corporation, or authority to transact business if the potential Bidder is a foreign (non-Florida) corporation, as may be required by Florida law.

Bidders must submit the above documentation by the date identified in the Timeline. Bidders must receive a prequalification confirmation letter from the Department prior to the Bid opening date and include the prequalification confirmation letter with their Bid.

3.6 Bid Guarantee

On projects where the base Bid and sum of all additive alternates exceeds \$100,000.00, Bids shall be accompanied by a bid guarantee of not less than five percent (5%) of the amount of the Bid, which may be a certified check, a cashier's check, treasurer's check, bank draft or bid bond made payable to the Department. If a bid bond is submitted, it must be from a surety insurer authorized to do business in the State of Florida as a surety, and the Power of Attorney must be attached to the bid bond. Such check or bid bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw their Bid for a period of 60 Days after the scheduled closing time for the receipt of Bids; that if their Bid is accepted, they will enter into a written Contract (or PO) with the Department in accordance with the form of agreement included as part of the PO, and that the required Performance, Labor and Material Payment Bonds will be given, and that in the event of the withdrawal of said bond within said period, or failure to enter into said PO and give said bonds within two (2) Days after the Recommended Award Posting, the Bidder shall be liable to the Department for the full amount of the bid guarantee as representing the damage to the Department on account of the default of the Bidder in any particular hereof. The bid bond or check shall be returned to all except the apparent lowest two (2) qualified Bidders after the formal opening of sealed Bids. If the required PO has not been executed within 60 Days after the date of the opening of the Bids, then the Bid bond or check of any Bidder will be returned upon their request, provided (s)he has not been notified of the acceptance of their Bid prior to the date of such request. Once the PO is issued to the awarded Bidder, the bid bonds for the lowest two (2) qualified Bidders shall be returned. The form of bond shall be as prescribed in (**Attachment II – Bid Bond Form**) of this ITB.

3.7 Performance, Labor and Materials Payment Bonds

If the awarded Bidder's Contract price exceeds \$100,000.00, then the Bidder shall furnish the Department with a 100% Performance Bond and a 100% Labor and Materials Payment Bond, written by a surety company acceptable to the Department, and authorized to do business in the State of Florida.

The cost of the Performance Bond and the Labor and Materials Payment Bonds shall be borne by the Bidder. The bonds shall be accompanied by a duly authenticated or certified document, in duplicate, evidencing that the person executing the bonds on behalf of the surety had the authority to do so on the date of the bond. In the usual case, the conferring of that authority has occurred prior to the date of the bond, and the document showing the date of appointment and enumeration of powers of the person executing the bond is accompanied by a certification that the appointment and powers have not been revoked and remain in effect. The date of that certification shall be dated the same date as the bonds, and the bonds shall be dated within two (2) Days of the Department advertising the Intent to Award on the VIP.

3.8 Pre-Bid Conference

A non-mandatory pre-bid conference will be held on the date and time specified in the Timeline. A maximum of two (2) individuals per Bidder will be permitted to attend.

The Department has set a specific date for the pre-bid conference and site visit. The Department will not allow visits for individual Bidders at any other time. A completed and approved background check is mandatory to attend the site visit. For a background check, interested Bidders must send an email to Kelly Clay Kelley.Clay@fdc.myflorida.com or Marie Boan Marie.Boan@fdc.myflorida.com at least two (2) Business Days prior to the site visit and furnish the following information for all attendees: the attendee's full name, race, gender, social security number, date of birth, and driver's license number, and state of issuance.

All Department security procedures shall apply.

Persons present as attendees must be the same individuals for whom background information was provided and must be approved by the Department prior to the site visit. Bidders who did not seek prior approval and did not complete the background check may be denied access. Attendees must present photo identification at the site.

3.9 ITB Modifications

Once the Department advertises this ITB on the VIP, if it needs to change, supplement, modify or revise any portion of its contents or exhibits, attachments, or other materials, it will advertise supplemental information as an addendum to this ITB on the VIP. Interested parties are responsible for monitoring the VIP website for addenda relative to this ITB.

3.10 Order(s) of Precedence

All Bids are subject to the terms of the following sections of this ITB, which in case of conflict shall have the following order of precedence:

- 1) ITB Addenda, in reverse order of issuance;
- 2) This ITB document, including attachments or exhibits;
- 3) General Contract Conditions (Form PUR 1000 referenced in Section 6.1 of this ITB); then
- 4) General Instructions to Respondents (Form PUR 1001 referenced in Section 5.1 of this ITB).

3.11 ITB Outcome

3.11.1 Contract Term and Renewal

As a result of this ITB, the Department will award the successful Vendor(s) for each Region a Contract for up to three (3) years. The awarded Contract may be renewed in accordance with Section 287.057(14), F.S., Contract pricing will be fixed, as specified in the Vendor's completed **Attachment IV – Price Page**.

3.11.2 Purchases and Invoicing

The Department may issue POs through MFMP/AOD or pay for deliverables via PCard. Throughout the Contract term, the Contractor shall invoice the Department in arrears, as required by Section 215.422, F.S. The Contractor's invoice shall include its name, mailing address, federal tax identification number (FEIN), Contract number, PO number, the dates of service (if applicable), items provided (if applicable), and all relevant supporting documentation.

3.11.3 Substitutions

Upon Contract execution and POs issuance, the Contractor must provide only the services awarded using the specifications listed in this ITB. Substituted services provided to the Department without prior approval by the Department are prohibited, and may lead to termination of the Contract.

If an awarded service cannot be provided for reasons beyond the Contractor's control, such as a product discontinuance, the Contractor shall propose an alternative service to the Contract Manager for approval within 10 Days of receiving a PO from the Department. The alternative service must meet or exceed the terms, conditions, and requirements applicable to the item originally awarded. The Department may require a sample of the alternative product offered for the applicable service for review prior to approval. If required, the Contractor will deliver the sample to the Department's Central Office in Tallahassee, FL, or other locations as directed, at no cost to the Department. If the Contractor wants the sample returned, it will pay for shipping the product back after the Department completes its review.

3.11.4 Subcontracts

The Contractor is fully responsible for all work performed under this Contract. The Contractor may, upon receiving written consent from the Contract Manager, use service providers and/or enter into a written subcontract(s) for the performance of certain functions under this Contract. No Subcontract, which the Contractor enters into with respect to the performance of any of its functions under this Contract, shall in any way relieve the Contractor of any responsibility for the performance of its duties. The Contractor shall make payments to subcontractors.

If a subcontractor is utilized by the Contractor, the Contractor shall pay the subcontractor within seven (7) Business Days after receipt of full or partial payments from the Department, in accordance with Section 287.0585, F.S. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any Subcontract. The Contractor shall be solely liable to the subcontractor for all expenses and liabilities under this Contract. The Contractor's failure, without reasonable cause, to pay a subcontractor within seven (7) Business Days will result in a penalty to be paid by the Contractor to the subcontractor in the amount of one-half percent (0.5%) of the amount due per Day past the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15% of the outstanding balance due.

All Subcontracts/agreements shall comply with the Department's Procedure 205.002 "Contract Management", and shall include the items noted below:

- Identity of the subcontractor (i.e., company, individual, etc.) that will be performing the subcontracted services;
- Qualifications of the subcontractor; License(s) and certification(s) provided by the subcontractor, required to perform the subcontracted services; and
- Include the specific clauses noted below from the Contract between the Contractor and the Department:
 - Cooperation with the Inspector General
 - Cooperation with the Florida Senate and the Florida House of Representatives
 - E-Verify
 - Staff Background/Criminal Records Checks

Additionally, all subcontractor agreements must include a statement from the proposed subcontractor acknowledging acceptance of and intent to be bound by the Contract terms included in the contract between the Department and the Contractor.

See also Section 5.8, related to E-Verify.

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SECTION 4.0 - NON-TECHNICAL SPECIFICATIONS

4.1 Specifications

The awarded Bidder shall supply and install, repair, and maintain roofs at locations, as specified in **Attachment I – Scope of Work**. This Attachment has the specifications for the items or services to be provided under this ITB and the Contract. All commodities or services must be bid as specified. These items and services will be considered deliverables in the Contract.

4.2 Estimated Quantities

Quantities listed are given only as a guideline for preparing a Bid and awarding a Contract and should not be construed as representing actual quantities to be purchased.

4.3 Delivery

The awarded Bidder shall ensure the services are completed within 90 Days of PO issuance unless a different time is mutually agreed upon by the Department and the awarded Bidder and documented on the relevant PO. Typical work hours are between 8:30 a.m. and 4:00 p.m., local time, Monday through Friday, excluding State Holidays or other official closures, unless otherwise stated in the PO. Specific institutional work hours will be discussed at the pre-bid conference and site visit.

4.4 Warranty

Materials and installation workmanship shall be warranted by the awarded Bidder against defects for a warranty period of at least two (2) years after installation. This warranty is in addition to the the Manufacturer's material warranty. Warranty is limited to repair or replacement of materials deemed to have failed under conditions of normal use and excludes failures attributed to misuse, vandalism, acts of God, fire, explosions, earthquakes, floods, lightning, acts of public enemy, war, riots, civil disturbances, or insurrections.

Should defects become evident within the warranty period, the Bidder shall either repair the defective parts and materials or replace the Contract item at no additional cost to the Department. The warranty period shall start on the date installation is complete and shall be extended to include times during which the products are out of service for warranty repair.

4.5 Financial Consequences

The Department desires to contract with a Bidder who clearly demonstrates its willingness to be held accountable for the achievement of successful Contract performance upon execution of the Contract. The Bidder agrees it will be assessed a reasonable amount of financial consequences, in accordance with Florida Statute, which are not intended to be a penalty, and are solely intended to incentivize performance under the Contract. Accordingly, and unless otherwise stated in this ITB, financial consequences shall be assessed in the amount of \$100 per Day for each Day the Bidder fails to complete the services in excess of the Days established in Section 3.3, Delivery, subject to the force majeure provisions of the Contract.

Allowing completion of work after the time allowed shall not act as a waiver of financial consequences by the Department. Failure to provide required reports shall also result in

the assessment of this \$100 per Day financial consequence if reports are required by this ITB or the Contract.

Nothing in this section shall be construed to make the Bidder liable for delays that are beyond their reasonable control. The Department's Contract Manager shall make the determination as to what the term "reasonable" will mean in the context of any delay. Nothing in this section shall limit the Department's right to pursue other remedies at law or in equity if damages occur.

Performance Measures (PM)				
No.	Description	Expectation	Measurement	Financial Consequence
PM-001	The Contractor shall ensure the services are completed in accordance with Section 4.3.	The Contractor shall ensure the services are completed within 90 days of PO issuance or a mutually agreed-upon timeframe.	Per Day	\$100 per Day after the 91st Day of PO issuance or agreed-upon timeframe.

4.6 Addition/Deletion of Items or Locations

The Department reserves the right to add or delete services or service locations after Contract execution when it is in the Department's best interest and within the general scope of this ITB. Pricing for added or modified items or locations shall be comparable to amounts awarded as a result of this ITB.

4.7 Payment and Invoicing

Pricing for the Contract will be at a fixed rate. The Department will compensate the awarded Bidder for the delivery of services, as specified in **Attachment IV – Price Page**. Throughout the Contract term, the Vendor shall invoice the Department in arrears, as required by Section 215.422, F.S. The Vendor's invoice shall include its name, mailing address, federal tax identification number (FEIN), PO number, the dates of service (if applicable), items provided (if applicable), and all relevant supporting documentation.

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SECTION 5.0 - BID PROCESS AND VENDOR INFORMATION

5.1 General Instructions to Respondents (PUR 1001)

The State's General Contract Conditions (Form PUR 1000) and General Instructions to Respondents (Form PUR 1001) may be viewed at the link below and are hereby incorporated by reference in their entirety as part of this ITB.

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms.

The terms and conditions set forth within this ITB supersede any conflicting terms and conditions set forth within Forms PUR 1000 or PUR 1001.

5.2 Vendor Inquiries

Interested Vendors may email questions relating to this ITB to the Procurement Officer listed below. Questions must be received by the deadline in the ITB Timeline. Oral inquiries, or those submitted after the deadline, will not be acknowledged.

Procurement Officer:

Sarah Weirick
Bureau of Procurement
Office of Financial Management
Florida Department of Corrections
501 S. Calhoun Street
Tallahassee, FL 32399-2500
Telephone: (850) 717-3700
Email: Purchasing@fdc.myflorida.com

The Department will post its answers to written questions to the VIP on or about the date referenced in the Timeline.

Between the release of the solicitation, and the end of the 72-hour period following the advertisement of the Notice of Agency Decision (the 72-hour period excludes Saturdays, Sundays, and State holidays), Vendors responding to this ITB, and persons acting on their behalf, may not contact any employee, or officer, of the executive, or legislative branches of government, concerning any aspect of this solicitation, except in writing to the Procurement Officer as provided in this solicitation. Violation of this provision may be grounds for rejecting a response, as per Section 287.057(25), F.S.

Persons requiring special accommodations to respond to this ITB because of a disability should contact the Bureau of Procurement at (850) 717-3700, at least five (5) Business Days before any Bid opening or public meeting. Persons who are deaf, hard-of-hearing, deaf-blind, or speech-disabled may contact the Bureau of Procurement by using the Florida Relay Service at (800) 955-8771 (TTY/ASCII).

The Vendor shall not initiate or execute any negotiation, decision, or action arising from any verbal discussion with a State employee related to this ITB. Only written communications from the Procurement Officer are considered duly authorized expressions on behalf of the Department. Only written communications from a Vendor will be recognized as duly authorized expressions on behalf of the Vendor.

5.3 Vendor Ombudsman

A vendor ombudsman has been established within the Florida Department of Financial Services (DFS). The duties of this office include acting as an advocate for Vendors who may experience problems in obtaining timely payment(s) from a State agency. The Vendor Ombudsman may be contacted by calling the Florida Department of Financial Services at (850) 413-5516.

5.4 Instructions for Bid Submittal

Each Bid response shall be prepared simply and economically, providing a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this ITB. Elaborate bindings, colored displays, and promotional material are discouraged. The emphasis in each Bid must be on completeness and clarity of content. To expedite the review of Bids, Bidders must adhere to the following:

- 1) Bids may be sent by U.S. Mail, Courier, Overnight, or hand-delivered to the location indicated in the Timeline. Electronic submission of Bids will not be accepted for the ITB.
- 2) All Bids must be submitted in a sealed envelope/package with the relevant ITB number and the date and time of the Bid opening marked clearly on the outside of the envelope/package.
- 3) It is the Bidder's responsibility to ensure its Bid submitted is delivered to the proper place and time, as stipulated in the Timeline. The Department's clocks will stamp Bids when received, and provide the official time for Bid opening.
- 4) Late Bids will not be accepted and will not be opened.
- 5) A Bidder shall submit one (1) original Bid in paper format, and one (1) electronic copy in searchable PDF format on a CD/DVD or flash drive (not password protected). The electronic copy must contain the entire Bid, as submitted, including all supporting and signed documents. If the Bidder chooses to submit a redacted copy of their Bid, as outlined in Section 4.17, Confidential, Proprietary, or Trade Secret Material, the Bidder should submit one (1) redacted hard copy and one (1) redacted electronic copy, in searchable PDF format (in addition to the non-redacted version), on a CD/DVD or flash drive (not password protected).

5.5 Price Page

The Bidder shall complete and submit **Attachment IV – Price Page**, to bid on this ITB. Bidders should ensure they are using the most current version of the Price Page before submitting their Bids by checking the VIP for any ITB modifications as outlined in Section **5.13 Addenda**. If the Department approved any equivalent products for services during the question/answer phase of this ITB, then the Department will reflect the approved equivalents as items on **Attachment IV – Price Page**. By submitting a Bid in response to this ITB, a Bidder warrants its agreement to the prices submitted. Bidders should submit Bids with the most favorable pricing the Bidder can offer the State. Any modifications, qualifications, counteroffers, deviations, or challenges will be rejected and may render a Bid non-Responsive. The Department may reject any Bidder's Price Page that includes inconsistencies, inaccuracies, or is incomplete.

Bids must be firm prices and inclusive of all packaging, handling, shipping and delivery charges, environmental and fuel service fees, and any other relevant and related charges. The Department is exempt from paying federal excise taxes and sales tax on direct purchases services.

If a Price Page includes inconsistencies, inaccuracies, or is incomplete, it may be rejected by the Department. All calculations will be reviewed and verified. The Department may correct mathematical errors; however, in the event of any miscalculation, unit prices shall prevail.

The services sought in this ITB will be considered deliverables in the Contract.

If the completed and correct version of the Price Sheet is not included in a Vendor's Bid, the Bid will be deemed non-Responsive.

5.6 Mandatory Responsiveness Requirements

All Bidders must submit the following mandatory documentation with their Bid. Any Bid rejected for failure to meet Mandatory Responsiveness Requirements will not be reviewed further.

- 1) Attachment II – Bid Bond Form, if applicable;
- 2) Attachment III – Nondisclosure Agreement for Restricted Information;
- 3) Attachment IV – Price Page;
- 4) Attachment V – Bidder's Contact Information and Certification;
- 5) Prequalification confirmation letter from the Department which notates the Contractor is a Certified General Contractor in the State of Florida as required in Section 3.5, Prequalification with the Department;
- 6) Attachment VI – Certification of Drug-Free Workplace Program;
- 7) Attachment VII – Security Requirements;
- 8) Attachment VIII – Pass/Fail Requirement Certification;
- 9) Attachment IX – Forced Labor Vendor Attestation (PUR 2024);
- 10) Attachment X – Vendor Certification Form (PUR 7801);
- 11) Attachment XI – Foreign Country of Concern Attestation (PUR 1355); and
- 12) Attachment XIII – Sub Contracting Form, if applicable.

5.7 Bid Contents

All documents produced or provided as part of any Bid or this ITB process shall become and remain the exclusive property of the Department and may not be removed by the Vendor or its agents. The Department has the exclusive right to use any or all ideas, adaptations of ideas, or content presented in any Bid. Selection or rejection of a Bid shall not affect this right.

5.8 Bid Opening

Bids are due and will be publicly opened at the time, date, and location specified in the Timeline. The Department will not accept or consider Bids received after the Bid Deadline. Vendors may not modify their Bids after the Bid Deadline. Department staff are not responsible for the accidental opening of a Bid that has been improperly sealed or not addressed as indicated in the Timeline.

5.9 Bid Evaluation

Bids that do not meet the requirements specified in this ITB may be considered non-Responsive. The Department reserves the right to accept or reject any and all Bids, or separable portions thereof, and to waive any Minor Irregularity, technicality, or omission(s) if the Department determines that doing so will serve its best interest(s). The Department may reject any Bid not submitted in the manner specified in this ITB. Material Deviations

cannot be waived and shall be the basis for determining a Bid not Responsive. A Minor Irregularity will not result in a rejection of a Bid.

5.10 Basis of Award

An award shall be made to the Responsible Bidder with the lowest Grand Total Price for the Region in which the bid was submitted, as specified in **Attachment IV – Price Page**. The Bidder is required to bid all items on Attachment IV, Price Page, for their Bid to be considered Responsive.

In the event the Bidder with the lowest Grand Total Price is found non Responsive, the Department may proceed to the next Responsible Bidder with the lowest Grand Total Price and continue the award process.

5.11 Disposal of Bids

All Bids become the property of the State of Florida and will be a matter of public record, subject to the provisions of Chapter 119, F.S.

5.12 Bid Withdrawal

A Bid may be withdrawn by submitting a written request for its withdrawal to the Department's Procurement Officer. The withdrawal request must be signed by an authorized representative of the Bidder and must be received within 72 hours after the Bid submission date indicated in the Timeline. Any other Bid shall remain valid for 90 Days from the Bid's opening date.

5.13 Addenda

If the Department deems it necessary to supplement, modify, or interpret any portion of the solicitation or exhibits, addenda, and materials relative to this procurement, the information will be posted on the VIP (vendor.myfloridamarketplace.com/).

Interested Bidders are responsible for monitoring this site for new, changing, or clarifying information relative to this ITB.

5.14 No Prior Participation and Conflict of Interest

Per Section 287.057(19)(c), F.S., a person who receives a contract that has not been procured pursuant to Subsections (1)-(3) of Section 287.057, F.S. to perform a feasibility study of the potential implementation of a subsequent contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such contract. However, this prohibition does not prevent a Vendor who responds to a request for information from being eligible to contract with an agency.

The Department considers participation in a solicitation to be any actions related to the decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or functioning in any other advisory capacity.

The Vendor shall not compensate, in any manner, directly or indirectly, any officer, agent, or employee of the Department, for any act or service, which they may do, or perform, for, or on behalf of, any officer, agent, or employee of the Vendor. No Officers, agents, or employees of the Department shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of, the

Department. The Vendor shall have no interest and shall not acquire any interest that conflicts in any manner, or degree, with the performance of the services required under this ITB.

Per Section 287.057(19), F.S., the Department shall avoid, neutralize, or mitigate significant potential organizational conflicts of interest before the award of a contract and may not proceed with an award if a conflict of interest exists based upon the Vendor's gaining of an unfair competitive advantage.

5.15 Florida Department of State Licensing Requirements

All entities defined under Chapters 607, 617, or 620, F.S., seeking to do business with the Department shall be on file and in good standing with the Florida Department of State or provide certification of their exemption at the time of Bid submission.

5.16 VIP Registration

Each Vendor doing business with the State for the sale of commodities or contractual services, as defined in Section 287.012, F.S., shall register in the MyFloridaMarketPlace Vendor Information Portal (VIP), unless exempted under Rule 60A-1.033, F.A.C. State agencies shall not enter into an agreement for the sale of commodities or contractual services, as defined in Section 287.012, F.S., with any Vendor not registered in the VIP system, unless exempted by Rule. A Vendor not currently registered in the VIP system shall do so within five (5) Days of award. Registration can be completed at <http://vendor.myfloridamarketplace.com>. For assistance with registration, Contractors may contact the MFMP/AOD Customer Service Desk at vendorhelp@myfloridamarketplace.com or (866) 352-3776.

Pursuant to Section 287.057(24), F.S., all Contractor payments could be assessed a Transaction Fee unless a qualifying exception exists pursuant to Rule 60A-1.031, F.A.C. and the Department has determined that payments made under the Contract are excepted from this Transaction Fee pursuant to Chapter 60A-1.031, F.A.C.

Payments made under this Contract are not subject to the MyFloridaMarketPlace Transaction Fee and are exempt pursuant to Rule 60A-1.031,(3)(C), F.A.C.

5.17 Confidential, Proprietary, or Trade Secret Material

The Department takes its public records responsibilities as provided under Chapter 119, F.S. and Article I, Section 24 of the Florida Constitution, very seriously. If the Bidder considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, F.S., the Florida Constitution or other authority, the Bidder must also simultaneously provide the Department with a separate redacted copy of its response (both printed copy and a searchable PDF document on a CD/DVD or flash drive) and briefly describe, in writing, the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Bidder on the cover, and shall be titled "Redacted Copy." The redacted copy shall be provided to the Department at the same time the Bidder submits its response to the solicitation and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Bidder shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret or otherwise not subject to disclosure. Further, the Bidder shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Bidder's determination that the redacted portions of its response are confidential, proprietary, trade secret or otherwise not subject to disclosure. If the Bidder fails to submit a redacted copy with its response, the

Department is authorized to produce the entire documents, data, or records submitted by the Bidder in answer to a public records request for these records. In no event shall the Department, or any of its employees, or agents, be liable for disclosing, or otherwise failing to protect, the confidentiality of information submitted in response to this solicitation.

5.18 E-Verify

- 1. The Contractor has completed and submitted DMS Form PUR 7801 included as Attachment A, prior to contract execution and agrees to re-submit this completed form each year on the contract anniversary date.**
2. The Contractor has provided proof of its E-Verify registration prior to Contract execution.
3. The Contractor understands that it shall be unlawful for any person knowingly to employ, hire, recruit, or refer, either for herself or himself or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States, in accordance with Section 448.09, F.S.
4. The Contractor understands that it must request and maintain an affidavit for all subcontractors stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor certifies that it will provide subcontractor affidavit(s) to the Department at any time the Department requests.

5.19 Substitute W-9

The Florida Department of Financial Services (DFS) requires all Vendors to complete a Substitute Form W-9 electronically at <https://flVendor.myfloridacfo.com>. A list of frequently asked questions and related answers regarding this requirement can be found at <https://flVendor.myfloridacfo.com/W-9%20faq.pdf>. Contractors requiring additional assistance may contact the DFS at 850-413-5519 or FLW9@myfloridacfo.com.

5.20 Contact Information and Scrutinized Companies Certification

The Bidder must certify it is not listed on the Scrutinized Companies that Boycott Israel List, created under Section 215.4725, F.S., and they are not currently engaged in a boycott of Israel. If the Contract exceeds \$1,000,000.00 in total, not including renewal years, the Bidder must certify that they are not listed on either 1) the Scrutinized Companies with Activities in Sudan List, or 2) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created under Section 215.473, F.S., and they are not engaged in business operations in Cuba or Syria, as stated in Section 287.135(2)(b)2, F.S. Pursuant to Sections 287.135(5), F.S., and 287.135(3), F.S., the Bidder agrees the Department may immediately terminate the Contract for cause if the Bidder is found to have submitted a false certification or if the Bidder is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has engaged in business operations in Cuba or Syria during the term of the Contract.

Any company that submits a Bid must certify that the company is not participating in a boycott of Israel.

Vendors shall accomplish this certification(s) by completing and returning Attachment V, Bidder's Contact Information and Certification. **If Attachment V is not included in the Vendor's Bid, it will be deemed non Responsive.**

5.21 Identical Bids

If the Department receives identical pricing or scoring from multiple Bidders, the Department shall determine the order of award using the following criteria:

- A) If two (2) equal responses are received, and one (1) response is from a certified minority business enterprise, the Department will award a Contract to the certified minority business enterprise in accordance with Section 287.057(12) F.S. Minority Business Certifications submitted by a Vendor as part of its Bid must be active and current at the time of submission. A Bid containing a blank, incomplete, invalid, or falsified Minority Business Certification will be deemed non-responsive. Per Section 295.187(4), F.S., when considering two (2) or more Bids, at least one of which is from a certified veteran business enterprise, which are equal with respect to all relevant considerations, including price, quality, and service, the Department shall award a Contract to the certified veteran business enterprise. If a veteran business enterprise and one (1) or more businesses entitled to a preference by law submit Bids, which are equal with respect to all relevant considerations including price, quality, and service, the Department shall award a Contract to the business having the smallest net worth.
- B) Per Section 287.087, F.S., whenever two (2) or more Bids that are equal with respect to price, quality, and service are received by the Department, the Bid from a business that certifies it has implemented a drug-free workplace program shall be given preference in the award process. A Bidder may certify it has implemented a drug-free workplace program by completing Attachment VI, Certification of Drug-Free Workplace Program.
- C) Per Section 287.082, F.S., whenever two (2) or more competitive sealed Bids are received, one or more of which relates to commodities manufactured, grown, or produced within the State of Florida, and whenever all things stated in such received Bids are equal with respect to price, quality, and service, the commodities manufactured, grown, or produced within this State shall be given preference.

Per Section 287.092, F.S., any foreign manufacturing company with a factory in the State and employing over 200 employees working in the State shall have preference over any other foreign company when price, quality, and service are the same, regardless of where the product is manufactured.

5.22 Rejection of Bids

The Department reserves the right to accept or reject any Bids or separable portions thereof and waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve its best interest(s). The Department may reject any Bid not submitted in the manner specified in this ITB and those otherwise considered non-Responsive. Material Deviations cannot be waived by the Department and shall result in a Bid being deemed non-Responsive.

5.23 Cooperation with the Inspector General

As required by Section 20.055(5), F.S., the Bidder understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing.

5.24 Cooperation with the Florida Senate and Florida House of Representatives

In accordance with Section 287.058(7), F.S., the Contractor agrees to disclose any requested information relevant to the performance of the contract to members or staff of the Florida Senate or Florida House of Representatives, as required by the Florida Legislature. The Contractor is strictly prohibited from enforcing any nondisclosure clause conflictive with this requirement.

5.25 Protest Procedures

Under Section 120.57(3), F.S., any person who is adversely affected by the agency decision or intended decision shall file a notice of protest or formal written protest with the Department's Agency Clerk. Filings may be made physically at 501 South Calhoun Street, Tallahassee, Florida 32399-2500, by email to CO-GCAgencyClerk@fdc.myflorida.com, or by fax to (850) 922-4355. Protests must be made in compliance with Rules 28-110.003, 28-110.004, and 28-110.005, F.A.C. Filings received after the business hours of Monday – Friday from 8:00 a.m. to 5:00 p.m. ET will be officially filed on the next Business Day.

Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

5.26 Cost of Bid Preparation

Neither the Department nor the State of Florida is liable for any costs incurred by a Bidder in response to this ITB.

5.27 Additional Bid Requirement for Out-of-State Vendors (Florida Preference)

Per Section 287.084, F.S., a Bid from a Vendor whose principal place of business is **NOT** located within the State of Florida must include a written letter from an attorney licensed to practice law in the state where their principal place of business is located, which identifies any preference(s) granted by that state to its business entities in the award of public contracts under the current laws of that state. If no preference is provided in that state, the attorney's letter should contain a statement specifying that no preference is granted. The Department considers a Vendor's principal place of business as the principal address registered with the Florida Department of State, Division of Corporations (<https://dos.myflorida.com/sunbiz/>). **If this letter is not included in the Bid of a Vendor whose principal place of business is NOT located within the State of Florida, or if the letter does not accurately reflect the current preferences of that state, if any, the Bid will be deemed non-Responsive.**

When the lowest Responsive Bid is submitted by a Responsible Vendor whose principal place of business is **NOT** located within the State of Florida, and the state where the lowest Responsible Vendor's principal place of business is located does not offer any preference for its business entities, a five percent (5%) price preference shall be applied to any Responsive Bid from a Responsible Vendor whose principal place of business is located within the State of Florida. If the state where the out-of-state Vendor is located provides a

different price preference for businesses having a principal place of business in that state, that same price preference shall be applied to the Responsive Bids from Florida-based Responsible Vendors.

For example, if an Oklahoma-based company submits a Responsive Bid and is the lowest Responsible Vendor, and Oklahoma offers no preference for the award of Oklahoma-based companies in public contracts, then a five percent (5%) preference would be given to Florida-based Vendors in consideration of an award. If Oklahoma offered a 10% preference in the award of contracts to Oklahoma-based businesses, then a 10% preference would be applied to Florida-based Vendors in consideration of an award.

SECTION 6.0 - OTHER TERMS AND SPECIAL CONDITIONS

6.1 General Contract Conditions (PUR 1000)

The General Contract Conditions are outlined in form PUR 1000 and incorporated in this ITB by reference. The PUR 1000 is available as a downloadable document at https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms. Any terms and conditions set forth within this ITB document shall supersede any and all conflicting terms and conditions set forth within form PUR 1000. There is no need to return this document with a Bid response.

6.2 Modifications after Contract Execution

During the term of the Contract, the Department may unilaterally require changes (altering, adding to, or deducting from the specifications), provided such changes are within the general scope of this solicitation.

The Bidder may request an equitable adjustment in the price(s) or delivery date(s) if the change affects the cost or time of performance. Such equitable adjustments require the express written approval of the Department.

The Department shall provide written notice to the Bidder 30 Days in advance of any Department-required changes to the technical specifications and/or scope of service, which affects the Bidder's ability to provide the service as specified herein. Any changes, other than purely administrative changes, will require a written change order or formal Contract amendment.

6.3 Vendor Diversity

The State of Florida is committed to supporting its diverse business industry and population by ensuring participation by minority-owned, women-owned, and veteran-owned business enterprises in the State's economic life. The Department works in conjunction with the Florida Department of Management Services, Office of Supplier Diversity, to provide training on how to access its procurement opportunities.

The Office of Supplier Development offers resources to diverse business enterprises, including the Mentor Protégé Program, which connects eligible business enterprises with private corporations for business development mentoring. For more information, including contact information, on the Mentor Protégé Program, Vendors may visit the Office of Supplier Development's website at:

https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd

Documentation regarding Diversity in Contracting must be submitted to the Department's Contract Administrator and should identify participation by diverse Vendors and suppliers as prime Contractors, Subcontractors, Vendors, resellers, distributors, or such other participation as the parties may agree. This documentation shall include the timely reporting of funds expended to certified, and other, minority-owned/service-disabled veteran-owned business enterprises. Such reports must be submitted at least monthly, and must include the period covered, the name, minority code and Federal Employer Identification Number of each minority-owned/service-disabled veteran-owned Vendor utilized during the period, the commodities and services provided by the each, and the amount paid to each under the terms of the resulting Contract.

6.4 Environmental Considerations

The State supports and encourages initiatives to protect and preserve our environment. If applicable, the Vendor shall submit a plan to support the procurement of commodities and materials with recycled content, referencing the intent of Section 403.7065, F.S. The Vendor shall also provide a plan, if applicable, for reducing or handling hazardous waste generated by the Vendor's company, referencing Rule 62-730.160, F.A.C. The Department of Environmental Protection requires any generator of hazardous waste materials exceeding certain thresholds to have a valid and current hazardous waste generator identification number. This identification number shall be submitted as part of the Vendor's explanation of its hazardous waste plan and shall explain, in detail, its handling and disposal of this waste.

6.5 Drug-Free Workplace

The State gives preference to businesses with drug-free workplace programs whenever two (2) or more Bids are identically tied per Section 4.21, Identical Bids. Bidders with a drug-free workplace program shall complete and provide with their Bid the Attachment VI, Certification of Drug-Free Workplace Program for this preference to be considered.

6.6 Copyrights, Right to Data, Patents, and Royalties

Where activities supported by the Contract produce original writing, sound recordings, pictorial reproductions, drawings, or other graphic representation and works of any similar nature, the Department has the right to use, duplicate and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to have others acting on behalf of the Department to do so. If the materials that are so developed are subject to copyright, trademark, or patent, legal title and every right, interest, claim or demand of any kind in and to any patent, trademark or copyright, or application for the same will vest in the Florida Department of State for the exclusive use and benefit of the State. Pursuant to Section 286.021, F.S., no person, firm, or corporation, including parties to the Contract, shall be entitled to use the copyright, patent, or trademark without the prior written consent of the Florida Department of State.

The Department shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, or furnished by the Contractor under the Contract. All computer programs and other documentation produced as part of this Contract shall become the exclusive property of the Florida Department of State and may not be copied or removed by any employee of the Contractor without express written permission of the Department.

The Contractor, without exception, shall indemnify and save harmless the Department and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor. The Contractor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by the Contractor or is based solely and exclusively upon the Department's alteration of the article. The Department will provide prompt written notification of a claim of copyright or patent infringement and will afford the Contractor full opportunity to defend the action and control the defense of such claim.

Further, if such a claim is made or is pending, the Contractor may, at its option and expense, procure for the Department the right to continue use of, replace, or modify

the article to render it non-infringing. (If none of the alternatives are reasonably available, the Department agrees to return the article to the Contractor upon its request and receive reimbursement, fees, and costs, if any, as may be determined by a court of competent jurisdiction.) If the Contractor uses any design, device, or materials covered by letter, patent, or copyright, it is mutually agreed and understood without exception that the Contract prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work to be performed hereunder.

6.7 Independent Contractor Status

The awarded Bidder shall be considered an independent contractor in the performance of its duties and responsibilities under the Contract. The Department shall neither have nor exercise any control or direction over the methods by which the Bidder shall perform its work and functions, other than as provided in the Contract. Nothing is intended to, nor shall be deemed to constitute a partnership, or a joint venture, between the parties.

6.8 Assignment

The awarded Bidder shall not assign its responsibilities or interests of the contract to another party without the prior written approval of the Department. The Department shall, at all times, be entitled to assign or transfer its rights, duties, and obligations to another governmental agency of the State of Florida upon giving written notice to the Bidder.

6.9 Severability

The invalidity or unenforceability of any particular provision shall not affect the other provisions hereof and shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes can still be determined and effectuated.

6.10 Use of Funds for Lobbying Prohibited

The Bidder agrees to comply with the provisions of Section 216.347, F.S., which prohibits the expenditure of State funds for the purposes of lobbying the Legislature, the Judicial branch, or a State agency.

6.11 Employment of Department Personnel

The Bidder shall not knowingly engage, employ, or utilize any current or former employee of the Department where such employment conflicts with Section 112.3185, F.S.

6.12 Legal Requirements

The applicable provision of all federal, State, county and local laws, and all ordinances, rules, and regulations shall govern development, submittal and evaluation of all Bids received in response and shall govern any and all claims and disputes which may arise between person(s) submitting a Bid and the State of Florida, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; lack of knowledge by any Bidder shall not constitute a cognizable defense against the legal effect thereof.

6.13 Contractor's Insurance

The Contractor agrees to provide adequate insurance coverage on a comprehensive basis and to hold such insurance at all times during the existence of this Contract.

This shall include, but is not limited to, worker's compensation, general liability coverage, and property damage coverage. The Department must be an additional named insured on the Contractor's insurance related to this Contract. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the Department under this Contract. Upon the execution of this Contract, the Contractor shall furnish the Contract Manager with written verification of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Department reserves the right to require additional insurance where appropriate.

If the Contractor is a State agency or subdivision as defined in Section 768.28, F.S., the Contractor shall furnish the Department, upon request, written verification of liability protection in accordance with Section 768.28, F.S. Nothing herein shall be construed to extend any party's liability beyond that provided in Section 768.28, F.S.

6.14 PCard Payments

Upon mutual agreement between the Department and Vendor, the Vendor will accept and receive payments via PCard in the same manner it receives other Visa card purchases. To find out more about the State's PCard program, Vendors may visit: https://www.dms.myflorida.com/agency_administration/agency_purchasing/purchasing_card

6.15 Annual Appropriation

The State of Florida's and the Department's performances and obligations to pay for services under the Contract or PO, are contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under the Contract.

6.16 Tax Exemption

The Department agrees to pay for commodities and/or services according to the conditions of the Contract. The State of Florida does not pay federal excise taxes or the sales tax on direct purchases of commodities or services, and Bid price shall not include those taxes.

6.17 Special Conditions

6.17.1 Retention of Records and Documentation

A) Public Records Law

The Vendor or Contractor agrees to (a) keep and maintain public records required by the Department in order to perform the service; (b) upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (c) 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 Contract term and following completion of the Contract if the Vendor does not transfer the records to the Department; and (d) upon completion of the Contract, transfer, at no cost, to the Department all public records in possession of the Vendor or keep and maintain public records required by the Department to perform the service. If the Vendor transfers all public records to the Department upon completion of

the Contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department. Pursuant to Section 287.058(1)(c), F.S., the Department is allowed to unilaterally cancel the Contract for refusal by the Vendor to allow public access to all documents, papers, letters, or other material made or received by the Vendor in conjunction with the Contract, unless the records are exempt from Section 24(a) of Art. I of the State Constitution and Section 119.071(1), F.S.

If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records relating to the Contract, contact the custodian of public records at:

**Florida Department of Corrections
ATTN: Public Records Unit
501 South Calhoun Street
Tallahassee, Florida 32399-2500
Telephone: (850) 717-9774
Fax: (850) 922-4355**

Website:[https://floridadoc.govqa.us/WEBAPP/rs/\(S\(mxurvkh004wtw1eymm15f4x\)\)/SupportHome.aspx](https://floridadoc.govqa.us/WEBAPP/rs/(S(mxurvkh004wtw1eymm15f4x))/SupportHome.aspx)

B) Audit Requirements

- a) The Vendor agrees to maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles (GAAP).
- b) The Vendor agrees to include all record-keeping requirements in all subcontracts and assignments related to the Contract.

C) Record Retention

The Vendor or Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to the Contract following termination of the Contract for the timeframes required by the Florida Department of State, General Records Schedule, GS1-SL, which can be found at the following link: <https://dos.myflorida.com/library-archives/records-management/general-records-schedules/>. The Vendor shall maintain complete and accurate record-keeping and documentation as required by the Department and the terms of the Contract. All invoices and documentation must be clear and legible for audit purposes. Copies of all records and documents shall be made available for the Department upon request, or no more than two (2) Business Days upon request, if stored at a different site location than the address listed on Attachment V – Bidder's Contact Information and Certification or the Contract. Any records not available at the time of an audit will be deemed unavailable for audit purposes. Violations will be noted and

forwarded to the Department's Inspector General for review. The Vendor must retain all documents for the appropriate timeframes listed in the GS1-SL record schedule following termination of the Contract, or, if an audit has been initiated and audit findings have not been resolved at the appropriate timeframes, the records shall be retained until resolution of the audit findings. The Vendor shall cooperate with the Department to facilitate the duplication and transfer of any said records or documents during the required retention period.

The Vendor or Contractor shall advise the Department of the location of all records pertaining to the Contract and shall notify the Department by certified mail within 10 Days if and when the records are moved to a new location.

The Vendor agrees to hold the Department harmless from any claim for damages, including reasonable attorneys' fees and costs, and from any fine or penalty imposed due to failure to comply with the public records law or improper disclosure of confidential information. Further, the Vendor promises to defend the Department against the same at the Vendor's expense.

6.17.2 Prison Rape Elimination Act (PREA)

The Vendor or Contractor shall comply with the national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA)., Federal Rule 28 C.F.R. Part 115. The Vendor or Contractors staff who will not enter the secured perimeter but can be on property in the presence of an inmate, shall also comply with all Department policies and procedures that relate to PREA (see FDC Procedure 602.053) and immediately report any suspected/reported PREA violations to the Contract Manager for the Department verbally and follow up with a written notification to the Contract Manager within 24 hours of learning about the suspected PREA violation.

6.17.3 Security Requirements

The successful Vendor shall comply with the Department's security requirements and the Department's Restricted Procedure 602.016, Entering and Exiting Department of Corrections Institutions. **Attachment VII – Security Requirements** is provided for reference. These requirements are subject to change.

6.18 Reservation of Rights

The Department reserves the exclusive right to make certain determinations regarding the service requirements. The absence of the Department setting forth a specific reservation of rights does not mean that any provision regarding the services to be performed is subject to mutual agreement. The Department reserves the right to make any and all determinations exclusively which it deems are necessary to protect the best interests of the State and the health, safety, and welfare of the Department's Inmates, and of the general public which is served by the Department, either directly or indirectly, through these services.

6.19 Convicted Felons

No personnel assigned may be a convicted felon or have relatives either confined by, or under supervision of, the Department, unless an exception is granted by the Department.

6.20 Taxes

The State does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. Tax exemption number/certificate will be provided upon request. This exemption does not apply to purchases of tangible personal property made by Vendors who use the tangible personal property in the performance of contracts for the improvement of State-owned real property, as defined in Chapter 192, F.S.

6.21 Safety Standards

Unless otherwise stipulated in the ITB, all manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards thereunder.

6.22 Conflict of Law and Controlling Provisions

The Contract, plus any conflict of law issue, shall be governed by the laws of the State.

6.23 Termination

6.23.1 Termination at Will

The Contract may be terminated by the Department upon no less than 30 Days' notice and by the Vendor upon no less than 120 Days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

6.23.2 Termination for Lack of Funds

In the event funds to finance the Contract become unavailable, the Department may terminate the Contract upon no less than 24 Hours' notice in writing to the Contractor. Notice shall be delivered by certified mail (return receipt requested), in-person with proof of delivery, or by other methods of delivery whereby an original signature is obtained. The Department will be the final authority as to the availability of funds.

6.23.3 Termination for Cause

If a breach of the Contract occurs by the Contractor, the Department may terminate the Contract for cause. The Department may elect to afford, at its exclusive option, an opportunity for the Contractor to cure the breach for cause within 30 Days upon written notice by the Department. Any breach of the Contract, which is still left uncured by the Vendor after the Department has elected to provide 30 Days to cure (remedy) the breach, may result in the Department's termination of the Contract upon 24 Hours' written notice by the Department. If the Department does not elect to afford an opportunity for the Contractor to cure a breach (e.g., instances of egregious Contract conduct or other Contract actions which may be harmful to the Department), the Department may immediately terminate the Contract for cause, upon 24 Hours' written notice to the Contractor, as described in this section. Notice shall be delivered by certified mail (return receipt requested), in person with proof of delivery, or by another method of delivery whereby an original signature is obtained. If applicable, the Department may employ the default provisions in Chapter 60A-

1, F.A.C. The provisions herein do not limit the Department's right to remedies at law or equity.

6.23.4 Termination for Unauthorized Employment

Violation of the provisions of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of the Contract.

6.23.5 Termination for Use of Forced Labor

In accordance with Section 287.1346(4)(a)2., F.S., if the Contractor is placed on the Forced Labor Vendor List, the Department may terminate the Contract immediately for cause.

6.24 Indemnification

The awarded Vendor or Contractor shall be liable and shall indemnify, defend, and hold the Department, its employees, agents, officers, heirs, and assignees harmless from any and all claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by the Vendor(s) or Contractor, or its employees or agents, in the course of the operations of the Contract, including any claims or actions brought under Title 42 USC §1983, the Civil Rights Act.

The Vendor further agrees to hold the Department harmless from any claim or damage including reasonable attorney's fees and costs or from any fine or penalty imposed as a result of failure to comply with the public records law or an improper disclosure of confidential information and promises to defend the Department against the same at the Vendor's expense.

6.25 Americans with Disabilities Act

The Vendor or Contractor shall comply with the Americans with Disabilities Act. In the event of the Contractor's noncompliance with the nondiscrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, the Contract may be canceled, terminated, or suspended, in whole or in part, and the Contractor may be declared ineligible for further Contracts.

6.26 Prison Rehabilitative Industries and Diversified Enterprises (PRIDE)

The Contractor agrees that any articles which are the subject of, or are required to carry out the Contract, shall be purchased from PRIDE, identified under Chapter 946, F.S., in the same manner and under the procedures set forth in Sections 946.515(2) and (4), F.S. The Contractor shall be deemed to be substituted for the Department in dealing with PRIDE, for the purposes of the Contract. This clause is not applicable to subcontractors, unless otherwise required by law. Available products, pricing, and delivery schedules may be obtained at <https://www.pride-enterprises.org>.

6.27 Products Available from the Blind or Other Handicapped (RESPECT)

It is expressly understood and agreed that any articles that are the subject of, or required to carry out, the Contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, F.S., in the same manner and under the same procedures set forth in Sections 413.036(1) and (2), F.S.; and for purposes of the Contract, the person, firm, or other business entity carrying out the provisions of the Contract shall be deemed to be substituted for this agency insofar as

dealings with such qualified nonprofit agency are concerned. Additional information about the designated nonprofit agency and the products it offers is available at:
<http://www.respectofflorida.org>.

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Attachment I - Scope of Work

FDC ITB-25-007

LOCATION (INSTITUTION)

Please see **Attachment XII** for service locations within the Region that your company can service.

I. CONTRACTOR RESPONSIBILITIES

The Contractor shall perform the following work as part of the Contract:

1. Roofing Repairs (includes but is not limited to):
 - a. Leak repair;
 - b. Shingle/Thermoplastic Polyolefin repair or replacement;
 - c. Flashing repair or replacement;
 - d. Gutter repair or replacement;
 - e. Troubleshoot ponding issues;
 - f. Repair low spot, clear clogged gutters, or install a drainage system to solve a ponding issue; and
 - g. Ventilation repair or replacement.
2. Full roof replacement requirements (including but is not limited to):

The Departments preferred material for new installations is TPO.

 - a. Demolition of existing roofing system (removal of underlayment and flashing);
 - b. Replacement of insulation, if applicable;
 - c. Replacement or repair of the current roof decking, if applicable;
 - d. Installation of new ventilation components, if applicable;
 - e. Installation of the drip edge;
 - f. Installation of flashing (to include valley flashing/ice and water sheathing;
 - g. Installation of a synthetic underlay;
 - h. Installation of roofing material (TPO , Shingles, etc); and
 - i. Application of sealant, if applicable.
3. Complete Clean-up
 - a. Removal of all nails, pins, staples using a rolling magnet;
 - b. Old or damaged roofing materials must be placed in a Departmental owned dumpster or hauled off at no cost to the Department;
 - c. Trash or debris must be placed in a Department owned dumpster or hauled off at no cost to the Department;
 - d. Any and all tools must be removed and accounted prior to vacating the Institution.
4. Furnish supplies required to, repair, replace, and install new roofing systems at institutions within the awarded Region;
 - a. Order and supply applicable parts to repair or maintain the Department's roofing systems;
 - b. All replacement parts must be of equal or greater quality to existing parts; and
 - c. All parts must be original equipment manufacturer (OEM) or compatible.
5. Respond to emergency repair service requests within 72 hours or a time mutually agreed upon by the Department and the awarded Contractor.
6. Provide all required labor hours to repair, replace, and install roofing systems at institutions within the awarded Region.

7. If required, the awarded Contractor(s) will provide approved Chlorofluorocarbons (CFO) Technician Certificates for all technicians involved in the recycling or reclamation of refrigerant while performing work under the Contract in accordance with Section 608 of the 1990 Clean Air Act, Environmental Protection Agency (EPA).
8. Coordinate with the contract manager to schedule all required inspections for newly installed roofs. The Contractor is solely responsible for failed inspections, required re-inspections, and associated fees, which cannot be charged to the Department.
9. The awarded Contractor(s) will supervise all technicians working under the Contract.
 - a. All technicians must possess the appropriate certifications/licenses (apprentices will be directly supervised by a licensed technician);
 - b. All technicians will be qualified and experienced in relevant equipment.
10. For the duration of the Contract, the awarded Contractor(s) will possess a State of Florida Contractor License.
11. For the duration of the Contract, the awarded Contractor(s) will possess an Occupational License to conduct business.
12. Awarded Contractors must provide a minimum of a one (1) year warranty for the work, in addition to any manufacturer's warranties.

II. DEPARTMENT RESPONSIBILITIES

The Department shall:

1. Provide access to areas required for roofing systems repair or installation;
2. Provide temporary fencing, if required; and
3. Obtain permits, if applicable.

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Attachment II - Bid Bond Form
FDC ITB-25-007

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned [Insert name of Principal] as Principal and [Insert name of Surety] as Sureties, are hereby held and firmly bound unto Florida Department of Corrections, 501 S. Calhoun Street, Tallahassee, FL 32399-2500 as Obligee in the penal sum of the dollar amount [Insert Dollar Amount of the Bond here] provided for in the FDC ITB-25-007 Statewide Roof Maintenance, Repair, and Replacement Services to which the Principal has submitted a Bid to the Obligee on [Insert Date of Receipt of Submission]. For the payment of the penal sum well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

Signed this [Insert Day] day of [Insert Month], [Insert Year].

[Insert name of Principal]

By:

[Insert name of Authorized Representative of Principal]

[Insert Title of Authorized Representative of Principal]

[Insert name of Surety]

By:

[Insert name of Authorized Representative of Surety]

[Insert Title of Authorized Representative of Surety]

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above-named Principal has submitted a Bid for FDC ITB-25-007 Statewide Roof Maintenance, Repair, and Replacement Services .

Now, therefore, if the Bid submitted by the Principal is withdrawn by the Principal within five (5) Days of the Obligee' s receipt of the Bid then this obligation shall be null and void, otherwise to remain in full force and effect; if the Obligee accepts the Bid of the Principal and the Principal within 60 Days after the awarding of the Contract enters into a proper contract in accordance with the Principal's Bid, plans, details, specifications, and bills of material, which said Contract is made a part of this bond the same as though set forth herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions, in or to the terms of the said contract or in or to the plans or specifications therefor shall in any wise affect the obligations of said surety on its bond.

Attachment III - Nondisclosure Agreement for Restricted Information

FDC ITB-25-007

In connection with FDC ITB-25-007, the Florida Department of Corrections ("FDC") is disclosing to your business information, procedures, technical information, proprietary/confidential information, and/or ideas identified as "Restricted."

In consideration of any disclosure and any Restricted information provided by FDC concerning FDC ITB-25-007, you agree as follows:

1. You will hold in confidence and not possess or use (except to evaluate and review in relation to this ITB) or disclose any Restricted information except information you can document (a) is in the public domain through no fault of yours, (b) was properly known to you, without restriction, prior to disclosure by FDC, or (c) was properly disclosed to you by another person without restriction, and you will not reverse engineer or attempt to derive the composition or underlying information, structure or ideas of any Restricted information. The foregoing does not grant you a license in or to any of the Restricted information.
2. If you decide not to proceed with the proposed business relationship or if asked by FDC, you will promptly return all Restricted information and all copies, extracts, and other objects or items in which it may be contained or embodied.
3. You will promptly notify FDC of any unauthorized release of Restricted information.
4. You understand that this statement does not obligate FDC to disclose any information or negotiate or enter into any agreement or relationship.
5. You acknowledge and agree that due to the unique nature of the Restricted information, any breach of this agreement would cause irreparable harm to FDC for which damages is not an adequate remedy and that the FDC shall therefore be entitled to equitable relief in addition to all other remedies available by law.
6. The terms of this Agreement will remain in effect with respect to any particular Restricted information until you can document that it falls into one of the exceptions stated in Paragraph 1 above.
7. This Agreement is governed by the laws of the State of Florida and may be modified or waived only in writing. If any provision is found to be unenforceable, such provision will be limited or deleted to the minimum extent necessary so that the remaining terms remain in full force and effect. The prevailing party in any dispute or legal action regarding the subject matter of this Agreement shall be entitled to recover attorneys' fees and costs.

Acknowledged and agreed on _____, 20__

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Company Name: _____

Attachment IV - Price Page

FDC ITB-25-007

Bids must be firm prices and shall include all applicable fees. Bidders shall provide a Price for each item below. The Bidder is required to submit pricing for all items for their Bid to be considered Responsive. By submitting pricing below, the Bidder agrees that in the absence of an equitable price adjustment, as indicated in PUR 1000 (Section 5.1), pricing will remain the same throughout the Contract.

Region 1						
Group A - Services						
Item #	Commodities or Services	Labor Unit Cost (A)	Unit Cost on Material (B)	Percentage Mark up on Material (C)	Total Cost [(B*C)+B=D] (D)	Total Cost (A+D)
1	Provide & Install Minor Roof and Flashing Repair	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
2	Provide & Repair Roof Penetration and Flashings	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
3	Provide & Install Field-Fabricated Reinforced Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
4	Provide & Install Fully Adhered 60 mil TPO roof Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
5	Provide & Install Fully adhered 60 mil TPO Flashing Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
6	Provide & Install Architectural Shingle Roof	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
7	Provide & Install 24-Gauge Metal Roof	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
8	Provide & Install Roof Drains	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
9	Provide& Install Mechanically Attached PVC Membrane Roof System	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
10	Demo Existing Roof System and Replace Roof Insulation with Adhesive	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
11	Provide & Install 2-ply Modified Bitumen Roof Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
12	Provide & Install Synthetic Underlay	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
13	Provide & Install Non-Skid Pedestrian Walkway	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	\$_____
14	Roof Technician Labor Rate Normal Business Hours (Monday–Friday/8am-5pm)	Price Per Hour \$_____				
	Total:					\$_____

Company Name

FEIN

Authorized Signature

Date

Printed Name and Title of Signer

Florida License Number:

Bids must be firm prices and shall include all applicable fees. Bidders shall provide a Price for each item below. The Bidder is required to submit pricing for all items for their Bid to be considered Responsive. By submitting pricing below, the Bidder agrees that in the absence of an equitable price adjustment, as indicated in PUR 1000 (Section 5.1), pricing will remain the same throughout the Contract.

Region 2						
Group A - Services						
Item #	Commodities or Services	Labor Unit Cost (A)	Unit Cost on Material (B)	Percentage Mark up on Material (C)	Total Cost [(B*C)+B=D] (D)	Total Cost (A+D)
1	Provide & Install Minor Roof and Flashing Repair	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	1
2	Provide & Repair Roof Penetration and Flashings	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	2
3	Provide & Install Field-Fabricated Reinforced Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	3
4	Provide & Install Fully Adhered 60 mil TPO roof Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	4
5	Provide & Install Fully adhered 60 mil TPO Flashing Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	5
6	Provide & Install Architectural Shingle Roof	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	6
7	Provide & Install 24-Gauge Metal Roof	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	7
8	Provide & Install Roof Drains	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	8
9	Provide& Install Mechanically Attached PVC Membrane Roof System	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	9
10	Demo Existing Roof System and Replace Roof Insulation with Adhesive	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	10
11	Provide & Install 2-ply Modified Bitumen Roof Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	11
12	Provide & Install Synthetic Underlay	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	12
13	Provide & Install Non-Skid Pedestrian Walkway	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	13
14	Roof Technician Labor Rate Normal Business Hours (Monday–Friday/8am-5pm)	Price Per Hour \$				
	Total:					

Company Name

FEIN

Authorized Signature

Date

Printed Name and Title of Signer

Florida License Number:

Bids must be firm prices and shall include all applicable fees. Bidders shall provide a Price for each item below. The Bidder is required to submit pricing for all items for their Bid to be considered Responsive. By submitting pricing below, the Bidder agrees that in the absence of an equitable price adjustment, as indicated in PUR 1000 (Section 5.1), pricing will remain the same throughout the Contract.

Region 3						
Group A - Services						
Item #	Commodities or Services	Labor Unit Cost (A)	Unit Cost on Material (B)	Percentage Mark up on Material (C)	Total Cost [(B*C)+B=D] (D)	Total Cost (A+D)
1	Provide & Install Minor Roof and Flashing Repair	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	1
2	Provide & Repair Roof Penetration and Flashings	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	2
3	Provide & Install Field-Fabricated Reinforced Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	3
4	Provide & Install Fully Adhered 60 mil TPO roof Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	4
5	Provide & Install Fully adhered 60 mil TPO Flashing Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	5
6	Provide & Install Architectural Shingle Roof	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	6
7	Provide & Install 24-Gauge Metal Roof	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	7
8	Provide & Install Roof Drains	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	8
9	Provide& Install Mechanically Attached PVC Membrane Roof System	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	9
10	Demo Existing Roof System and Replace Roof Insulation with Adhesive	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	10
11	Provide & Install 2-ply Modified Bitumen Roof Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	11
12	Provide & Install Synthetic Underlay	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	12
13	Provide & Install Non-Skid Pedestrian Walkway	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	13
14	Roof Technician Labor Rate Normal Business Hours (Monday–Friday/8am-5pm)	Price Per Hour \$_____				
	Total:					

Company Name

FEIN

Authorized Signature

Date

Printed Name and Title of Signer

Florida License Number:

Bids must be firm prices and shall include all applicable fees. Bidders shall provide a Price for each item below. The Bidder is required to submit pricing for all items for their Bid to be considered Responsive. By submitting pricing below, the Bidder agrees that in the absence of an equitable price adjustment, as indicated in PUR 1000 (Section 5.1), pricing will remain the same throughout the Contract.

Region 4						
Group A - Services						
Item #	Commodities or Services	Labor Unit Cost (A)	Unit Cost on Material (B)	Percentage Mark up on Material (C)	Total Cost [(B*C)+B=D] (D)	Total Cost (A+D)
1	Provide & Install Minor Roof and Flashing Repair	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	1
2	Provide & Repair Roof Penetration and Flashings	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	2
3	Provide & Install Field-Fabricated Reinforced Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	3
4	Provide & Install Fully Adhered 60 mil TPO roof Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	4
5	Provide & Install Fully adhered 60 mil TPO Flashing Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	5
6	Provide & Install Architectural Shingle Roof	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	6
7	Provide & Install 24-Gauge Metal Roof	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	7
8	Provide & Install Roof Drains	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	8
9	Provide& Install Mechanically Attached PVC Membrane Roof System	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	9
10	Demo Existing Roof System and Replace Roof Insulation with Adhesive	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	10
11	Provide & Install 2-ply Modified Bitumen Roof Membrane	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	11
12	Provide & Install Synthetic Underlay	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	12
13	Provide & Install Non-Skid Pedestrian Walkway	\$_____/SF	\$_____/SF	\$_____/SF	\$_____	13
14	Roof Technician Labor Rate Normal Business Hours (Monday–Friday/8am-5pm)	Price Per Hour \$_____				
	Total:					

Company Name

FEIN

Authorized Signature

Date

Printed Name and Title of Signer

Florida License Number:

Attachment V - Bidder's Contact Information and Certification

FDC ITB-25-007

- I. The Bidder shall identify the contact information for Solicitation and Contractual purposes per the requested fields of the table below.

	Vendor Contact Person for this ITB	Vendor Contact Person for the Contract Term (should the Vendor be awarded)
Name:		
Title:		
Address: (Line 1)		
Address: (Line 2)		
City, State, Zip Code		
Telephone: (Office)		
Telephone: (Mobile)		
Email:		
Registered Principal Place of Business (location of headquarters or state of incorporation):		

- II. Per Section 5.20, Contact Information and Scrutinized Companies Certification, any company that submits a Bid for a Contract, or intends to enter into or renew a Contract with an agency or local governmental entity for commodities or services, of any amount, must certify that the company is not participating in a boycott of Israel. By signing below, the Bidder manifests this certification:

Authorized Bidder Signature

Date

Attachment VI - Certification of Drug-Free Workplace Program

FDC ITB-25-007

Section 287.087, F.S., provides that where identical tie Bids are received, preference shall be given to a Bid received from a Vendor that certifies it has implemented a drug-free workforce program. To have a drug-free workplace program, a business shall:

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

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

Vendor Name: _____

Vendor's Signature: _____

Attachment VII - Security Requirements
FDC ITB-25-007

Firm Representing: _____

Contractor/Vendor

Employee Name: _____

(Print)

Florida Department Of Corrections
Security Requirements For Contractors

944.47 Introduction, removal, or possession of contraband; penalty.

(1)(a) Except through regular channels as authorized by the officer in charge of the correctional institution, it is unlawful to introduce into or upon the grounds of any state correctional institution, or to take or attempt to take or send or attempt to send therefrom, any of the following articles which are hereby declared to be contraband for the purposes of this section, to wit:

1. Any written or recorded communication or any currency or coin given or transmitted, or intended to be given or transmitted, to any inmate of any state correctional institution.
2. Any article of food or clothing given or transmitted, or intended to be given or transmitted, to any inmate of any state correctional institution.
3. Any intoxicating beverage or beverage which causes or may cause an intoxicating effect.
4. Any controlled substance as defined in Section 893.02(4), F.S. marijuana as defined in section 381.986, hemp as defined in Section 581.217, industrial hemp as defined in section 1004.4473, or any prescription or nonprescription drug having a hypnotic, stimulating, or depressing effect.
5. Any firearm or weapon of any kind or any explosive substance.
6. Any cellular telephone or other portable communication device intentionally and unlawfully introduced inside the secure perimeter of any state correctional institution without prior authorization or consent from the officer in charge of such correctional institution. As used in this subparagraph, the term "portable communication device" means any device carried, worn, or stored which is designed or intended to receive or transmit verbal or written messages, access, or store data, or connect electronically to the Internet or any other electronic device and which allows communications in any form. Such devices include, but are not limited to, portable two-way pagers, hand-held radios, cellular telephones, Blackberry-type devices, personal digital assistants or PDA's, laptop computers, or any components of these devices which are intended to be used to assemble such devices. The term also includes any new technology that is developed for similar purposes. Excluded from this definition is any device having communication capabilities which has been approved or issued by the department for investigative or institutional security purposes or for conducting other state business.
7. Any vapor-generating electronic device as defined in Section 386.203, F.S. intentionally and unlawful introduced inside the secure perimeter of any state correctional institution.

(b) It is unlawful to transmit or attempt to transmit to, or cause or attempt to cause to be transmitted to or received by, any inmate of any state correctional institution any article or thing declared by this subsection to be contraband, at any place which is outside the grounds of such institution, except through regular channels as authorized by the officer in charge of such correctional institution.

(c) It is unlawful for any inmate of any state correctional institution or any person while upon the grounds of any state correctional institution to be in actual or constructive possession of any article or thing declared by this section to be contraband, except as authorized by the officer in charge of such correctional institution.

(2)(a) A person who violates this section as it pertains to an article of contraband described in subparagraph (1)(a)1., subparagraph (1)(a)2., or subparagraph (1)(a)6. commits a felony of the third degree, punishable as provided in Section 775.082, section 775.083, F.S. or section 775.084.F.S. A person who violates this section as it pertains to an article of contraband described in subparagraph (1)(a)7. commits a misdemeanor of the first degree, punishable as provided in Section 775.082 or section 775.083 F.S.. Otherwise, a violation of this section is a felony of the second degree, punishable as provided in Section 775.082, F.S. Section 775.083, F.S. or section 775.084 , F.S.

(b) A violation of this section by an employee, as defined in section 944.115(2)(b), who uses or attempts to use the powers, rights, privileges, duties, or position of her or his employment in the commission of the violation is ranked one level above the ranking specified in Section 921.0022 or Section 921.0023 for the offense committed.

In addition to the statutory requirements, these are additional security guidelines:

- (1) Absolutely, no transactions between contract personnel and inmates are permitted. This includes, but is not limited to, giving or receiving cigarettes, stamps, or letters.
- (2) No communication with inmates, verbal or otherwise, is permitted without the authorization of the officer-in-charge.
- (3) Keep all keys in your pockets. Do not leave keys in the ignition locks of motor vehicles. All vehicles must be locked, and windows rolled up when parked on state property. Wheel-locking devices may also be required.
- (4) Establish with the Institutional Warden and/or Chief of Security where construction vehicles should be parked and staging area for materials storage.
- (5) Obtain formal identification (driver's license or non-driver's license obtained from the Department of Highway Safety and Motor Vehicles). This identification must be presented each time you enter or depart the institution.
- (6) Strict tool control will be enforced at all times. Tools within the correctional institution are classified as Class AA, A, or B.
 - (a) Class AA tools are defined as any tool that can be utilized to cut chain link fence fiber or razor wire rapidly and effectively.
 - (b) Class A tools are defined as those tools which, in their present form, are most likely to be used in an escape or to do bodily harm to staff or inmates.
 - (c) Class B tools are defined as tools of a less hazardous nature. Every tool is to be geographically controlled and accounted for at all times.

- (d) At the end of the workday, toolboxes will be removed from the compound or to a secure area as directed by security staff. You must have two copies of the correct inventory with each toolbox; one copy will be used and retained by security staff who will search and ensure a proper inventory of tools each time the toolbox is brought into the facility, the other copy will remain with the toolbox at all times. Tools should be kept to a minimum (only those tools necessary to complete your job). All lost tools must be reported to the Chief of Security (Colonel or Major) **immediately**. No inmate will be allowed to leave the area until the lost tool is recovered.
- (7) Prior approval must be obtained from the Chief of Security before bringing any powder-activated tools onto the compound. Strict accountability of all powder loads and spent cartridges is required.
- (8) All construction materials will be delivered into the compound on trucks entering through the sallyport gate. As the security check of vehicles is an intensive and time-consuming (10-15 minutes) process, the contractor is requested to minimize the number of deliveries.
- (9) Control end-of-day construction materials and debris. Construction materials and debris can be used as weapons or as a means of escape. Construction material will be stored in locations agreed to by security staff, and debris will be removed to a designated location. Arrange for security staff to inspect the project area before construction personnel leave. This will aid you in assuring that necessary security measures are accomplished.
- (10) Coordinate with the Warden and Chief of Security regarding any shutdown of existing systems (gas, water, electricity, electronics, sewage, etc.). Obtain institutional approval before shutting down any existing utility system. Arrange for alternative service (if required) and expeditious re-establishment of the shutdown system.
- (11) With the intent of maintaining security upon the institution's grounds, a background check will be made upon all persons employed by the contractor or who work on the project. **The Department, represented by the institution's Warden, reserves the right to reject any person whom it determines may be a threat to the security of the institution.**

Contractor/Vendor Signature

Date

FDC Staff Witness Signature

**Attachment VIII– Pass/Fail Requirement Certification
And Non-Collusion Certification
ITB-25-006**

1. Business/Corporate Experience

The Vendor certifies it has at least three (3) years of business/ corporate experience, within the last five (5) years, in providing services relevant to the provision of services of similar size and scope of this solicitation. To ensure the Vendor is qualified to serve Inmate populations, the Vendor(s), whether responding independently, as a partnership, as a joint venture, or with a response that proposes utilization of Subcontractor(s), must collectively have at least three (3) years of business/corporate experience, within the last five (5) years, providing services of similar size and scope as described in this ITN.

2. Prime Vendor

The Vendor certifies it will act as the prime Vendor to the Department for all services provided under the Contract.

3. Bid Guarantee

The Vendor certifies it has included in its Reply a bond or check in the amount of five percent (5%) of the amount of the bid. The bond insures against the Vendor's withdrawal from the competitive solicitation process subsequent to its submission of a Bid.

4. Performance , Labor and Materials Bond

The Vendor certifies that it can demonstrate their ability to meet the performance labor and material requirements. Within 10 Business Days of Contract execution, the Vendor shall furnish the Department a performance bond or irrevocable letter of credit in amount of 100% of the contract amount or The bond or letter of credit will be used to guarantee at least satisfactory performance by the Vendor throughout the term of the Contract (including renewal years).

5. Meets Legal Requirements

The Vendor certifies that its proposed offering/solution, and all services to be provided under the Contract shall be compliant with all laws, rules, and other authority applicable to providing the services including, but not limited to, Florida's Open Government laws (Article I, Section 24, Florida Constitution, Chapter 119, F.S.).

6. Financial Stability

The Vendor attests to its positive financial standing and that its current Dun & Bradstreet (D&B) Financial Stress Score has a Financial Stress Class of 1, 2, 3 or 4.

7. Statement of No Inducement

The Vendor certifies that it has made no attempt and will make to attempt to induce any other person or firm to submit or not to submit a Reply. Further, the Vendor certifies its Reply contained herein is submitted in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive Reply.

8. Statement of Non-Disclosure

The Vendor certifies that neither the price(s) contained in this Reply, nor the approximate amount of this Reply have been disclosed prior to award, directly or indirectly, to any other Vendor or to any competitor.

9. Statement of Non-Collusion

The Vendor certifies that the prices and amounts in its Reply have been arrived at independently, without consultation, communications, or agreement with any other Vendor or with any entity for the purpose of restricting competition.

10. Statement of Data Security

The Vendor attests that all data generated, used, or stored by the Vendor pursuant to the Contract will reside and remain in the United States and will not be transferred outside of the United States.

11. Scrutinized Company Certification

A. If the Vendor provides goods or services of any amount, the Vendor certifies:

- It is not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S.; and
- It is not currently engaged in a boycott of Israel.

B. If the Vendor provides goods or services that could be at or above \$1 million, the Vendor also certifies:

- It is not listed on the Scrutinized Companies with Activities in Sudan List;
- It is not listed on the Scrutinized Companies with Activities in Iran Terrorism Sectors List; as identified under Section 215.473, F.S.; and
- It does not have business operations in Cuba or Syria, as defined in Section. 287.135(1)(c), F.S.

C. The Vendor agrees that the Agency can immediately terminate any agreement for cause or disqualify the vendor from further consideration of any purchases, if the following is discovered:

- The Vendor is found to have submitted a false certification, after providing notice in accordance with 287.135(5)(a), F.S.;
- The Vendor is placed on a list created pursuant to Section. 215.473, F.S., relating to scrutinized active business operations in Iran; or
- The Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

D. The Vendor understands the following:

- The Agency may, on a case-by-case basis, make exceptions to these requirements as permitted in Section 287.135(4), F.S.; and
- An unsuccessful Vendor has no right to protest the award of a contract or renewal on the basis of a false certification, in accordance with Section 287.135(6), F.S.

E. The vendor understands that it is a continuing requirement of this procurement process to make disclosures in accordance with Section 286.101, F.S.

**Attachment IX – Forced Labor Vendor Attestation
(PUR 2024)
FDC ITB-25-007**

Part A: Use of Coercion for Labor and Services

Pursuant to Section 787.06(13), F.S., this portion of the form **must be completed by an officer or representative of the nongovernmental entity** executing, renewing, or extending a contract with a governmental entity.

Name of Entity: _____ does not use coercion for labor or services as defined in Section 787.06, F.S.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Entity Name: _____

Representative/Officer's Printed Name: _____

Representative/Officer's Title: _____

Signature: _____ Date: _____

Part B: Provision of Commodities Produced by Forced Labor

Pursuant to Section 287.1346(4)(b), F.S., this portion of the form **must be completed by a member of the company's senior management, as defined in Section 287.1346, F.S.**, when the company submits a response to a solicitation for the provision of commodities and before the company enters into or renews a contract for the provision of commodities.

I certify that to the best of my knowledge, the commodities _____ is offering to the Department have not been produced, in whole or in part, by forced labor.

Entity Name: _____

Senior Management's Printed Name: _____

Senior Management member's Title: _____

Signature: _____ Date: _____

**Attachment X – Vendor Certification Form
(PUR 7801)
FDC ITB-25-007**

I hereby certify the following on behalf of the vendor identified below:

<u>Customer Indicator</u> (Required, N/A, Determined by Vendor)	<u>Vendor Indicator</u> (Certified, N/A)	<u>Certification</u>
Choose an item.	Choose an item.	Regardless of the dollar value of the goods or services provided, in accordance with the requirements of section 287.135(5), F.S., the vendor is not participating in a boycott of Israel and is not on the State Board of Administration's "Quarterly List of Scrutinized Companies that Boycott Israel," available at https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobaGovernanceMandates.aspx .
Choose an item.	Choose an item.	If the goods or services to be provided are \$1 million or more, in accordance with the requirements of section 287.135, F.S., the vendor is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List (collectively, "Scrutinized List of Prohibited Companies"); does not have business operations in Cuba or Syria; and is not on the State Board of Administration's "Scrutinized List of Prohibited Companies" available under the quarterly reports section at https://www.sbafla.com/fsb/PerformanceReports.aspx .
Choose an item.	Choose an item.	The vendor is not on the Suspended Vendor List; it and its suppliers, subcontractors, or consultants to be utilized under the contract are not on the Convicted Vendor, Discriminatory Vendor, or Antitrust Violator Vendor Lists; and there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the vendor's ability to satisfy the contract obligations. The vendor is hereby informed of the provisions of sections 287.133(2)(a), 287.134(2)(a), and 287.137(2)(a), F.S., that identify the impacts to the vendor's ability or its affiliates' ability to respond to the competitive solicitations of a public entity; to be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity; or to transact business with a public entity if it, or its affiliates, are placed on the Convicted Vendor, Discriminatory Vendor, or Antitrust Violator Vendor Lists of the Department of Management Services. The vendor is hereby further informed of the provisions of section 287.1351, F.S., that identify the impacts to the vendor's ability to enter into or renew a contract with an agency, as defined in section 287.012, F.S., if it is placed on the Suspended Vendor List of the Department of Management Services.

Choose an item.	Choose an item.	If the contract grants the vendor access to an individual's personal identifying information, the vendor is not prohibited from entering into the contract pursuant to section 287.138, F.S., and has completed the Form PUR 1355, "Foreign Country of Concern Attestation Form," available at http://www.flrules.org/Gateway/reference.asp?No=Ref-15843 , and attached it hereto.
Choose an item.	Choose an item.	If the vendor is a common carrier, as defined in section 908.111, F.S., or a contracted carrier, it is not prohibited from entering into the contract pursuant to section 908.111, F.S., and has completed the Form PUR 1808, "Common Carrier or Contracted Carrier Attestation Form," available at http://www.flrules.org/Gateway/reference.asp?No=Ref-14614 , and attached it hereto.
Choose an item.	Choose an item.	The vendor is registered with, and uses, the E-Verify system for all newly hired employees in accordance with section 448.095, F.S.; and has not, within the last year, had a contract terminated under section 448.095(5)(c), F.S., by a public employer, contractor, or subcontractor, as defined by section 448.095(1), F.S.
Choose an item.	Choose an item.	The vendor is in compliance with all applicable disclosure requirements set forth in section 286.101, F.S., and has not been deemed ineligible for a grant or contract funded by a state agency pursuant to section 286.101(7), F.S.
Choose an item.	Choose an item.	If the contract is between a nongovernmental entity and a governmental entity, in accordance with section 787.06, F.S., the vendor has completed an affidavit signed by an officer or a representative of the vendor under penalty of perjury attesting that the vendor does not use coercion for labor or services as defined in section 787.06, F.S.

By signing below, I certify that I am authorized to complete and submit this Vendor Certification Form on behalf of the vendor.

Vendor Information

Signatory

Name	Signature	Date	
FEIN	Typed or Printed Name		
	Title		

**Attachment XI – Foreign Country of Concern Attestation
(PUR 1355)
FDC ITB-25-007**

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature

Date:

Attachment XII – Service/Delivery Locations

FDC ITB-25-007

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
1	*	102	Apalachee CI East (ACI)	n/a	35 Apalachee Drive Sneads, FL 32460
1		101	Apalachee CI West	Apalachee CI East	52 West Unit Drive Sneads, FL 32460
1	*	105	Calhoun CI	n/a	19562 SE Institution Drive Blountstown, FL 32424
1		165	Calhoun Work Camp	Calhoun CI	19564 Institution Drive Blountstown, FL 32424
1	*	106	Century CI	n/a	400 Tedder Rd Century, FL 32535
1		167	Century Work Camp	Century CI	400 Tedder Rd Century, FL 32535
1		164	Pensacola CRC	Century CI	3050 North "L" Street Pensacola, FL 32501
1	*	113	Franklin CI	n/a	1760 Highway 67 North Carrabelle, FL 32322
1		124	Franklin Work Camp	Franklin CI	1760 Highway 67 North Carrabelle, FL 32322
1	*	144	Gadsden Re-Entry Center	n/a	630 Opportunity Lane Havana, FL 32333
1	*	109	Gulf CI	n/a	500 Ike Steele Road Wewahitchka, Florida 32465-0010
1		150	Gulf Annex	Gulf CI	699 Ike Steel Road Wewahitchka, FL 32465

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
1		170	Gulf Forestry Camp	Gulf CI	3222 DOC Whitfield Rd White City, FL 32465
1	*	107	Holmes CI	n/a	3142 Thomas Drive Bonifay, FL 32425
1		162	Holmes Work Camp	Holmes CI	3182 Thomas Drive Bonifay, FL 32425
1	*	104	Jackson CI	n/a	5563 10 th Street Malone, FL 32445
1		166	Jackson Work Camp	Jackson CI	5607 10 th Street Malone, FL 32445
1		160	Graceville Work Camp	Jackson CI	5230 Ezell Road Graceville, FL 32440
1	*	103	Jefferson CI	n/a	1050 Big Joe Road Monticello, FL 32344
1		168	Tallahassee CRC	Jefferson CI	2616A Springhill Road Tallahassee, FL 32310
1	*	120	Liberty CI	n/a	11064 NW Dempsey Barron Road Bristol, FL 32321
1		142	Liberty South Unit	Liberty CI	11064 NW Dempsey Barron Road Bristol, FL 32321
1		139	Quincy Annex	Liberty CI	2225 Pat Thomas Pkwy Quincy, FL 32351
1	*	110	Northwest Florida Reception Center (NWFRC)	n/a	4455 Sam Mitchell Drive Chipley, FL 32428
1		125	NWFRC Annex	NWFRC	4455 Sam Mitchell Drive Chipley, FL 32428
1	*	115	Okaloosa CI	n/a	3189 Colonel Greg Malloy Road Crestview, FL 32539

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
1		161	Okaloosa Work Camp	Okaloosa CI	3189 Colonel Greg Malloy Road Crestview, FL 32539
1	*	119	Santa Rosa CI	n/a	5850 E. Milton Road Milton, FL 32583
1		135	Santa Rosa Annex	Santa Rosa CI	5850 E. Milton Road Milton, FL 32583
1		127	Santa Rosa Work Camp	Santa Rosa CI	5850 E. Milton Road Milton, FL 32583
1	*	118	Wakulla CI	n/a	110 Melaleuca Drive Crawfordville, FL 32327
1		122	Wakulla Annex	Wakulla CI	110 Melaleuca Drive Crawfordville, FL 32327
1		173	Wakulla Work Camp	Wakulla CI	110 Melaleuca Drive Crawfordville, FL 32327
1	*	108	Walton CI	n/a	691 Institution Road Defuniak Springs, FL 32433
1		172	Walton Work Camp	Walton CI	301 Institution Road Defuniak Springs, FL 32433
2	*	279	Baker CI		20706 US Hwy 90 West Sanderson, FL 32087
2		275	Baker Re-Entry Center	Baker CI	20706 US Hwy 90 West Sanderson, FL 32087
2		261	Baker Work Camp	Baker CI	20706 US Hwy 90 West Sanderson, FL 32087
2	*	201	Columbia CI	n/a	216 SE Corrections Way Lake City, FL 32025
2		251	Columbia Annex	Columbia CI	216 SE Corrections Way Lake City, FL 32025

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
2		264	Columbia Work Camp	Columbia CI	216 SE Corrections Way Lake City, FL 32025
2	*	211	Cross City CI	n/a	568 NE 255 th Street Cross City, FL 32628
2		269	Cross City East Unit	Cross City CI	568 NE 255 th Street Cross City, FL 32628
2		262	Cross City Work Camp	Cross City CI	568 NE 255 th Street Cross City, FL 32628
2	*	205	Florida State Prison (FSP)	n/a	23916 NW 83 rd Avenue Raiford, FL 32083
2		206	FSP West Unit	FSP	23916 NW 83 rd Avenue Raiford, FL 32083
2	*	215	Hamilton CI	n/a	10650 SW 46 th Street Jasper, FL 32052
2		250	Hamilton Annex	Hamilton CI	10650 SW 46 th Street Jasper, FL 32052
2		263	Hamilton Work Camp	Hamilton CI	10650 SW 46 th Street Jasper, FL 32052
2	*	281	Lancaster CI	n/a	3449 SW State Road 26 Trenton, FL 32693
2		280	Lancaster Work Camp	Lancaster CI	3449 SW State Road 26 Trenton, FL 32693
2	*	255	Lawtey CI	n/a	22298 NE County Road 200-B Lawtey, FL 32058
2		240	Gainesville Work Camp	Lawtey CI	1000 NE 55 th Blvd Gainesville, FL 32609
2	*	216	Madison CI	n/a	382 SW MCI Way Madison, FL 32340

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
2		289	Madison Work Camp	Madison CI	382 SW MCI Way Madison, FL 32340
2	*	223	Mayo Annex	n/a	8784 US 27 West Mayo, FL 32066
2		265	Mayo Work Camp	Mayo	8784 US 27 West Mayo, FL 32066
2	*	210	New River CI	n/a	8000 NW 80 th Place Raiford, FL 32083
2	*	214	Putnam CI	n/a	128 Yelvington Road East Palatka, FL 32131
2	*	209	Reception and Medical Center (RMC)	n/a	7765 S County Road 231 Lake Butler, FL 32054
2		208	RMC West Unit	RMC	8183 SW 152 nd Loop Lake Butler, FL 32054
2		221	RMC Work Camp	RMC	7765 S County Road 231 Lake Butler, FL 32054
2	*	230	Suwannee CI	n/a	5964 US Hwy 90 Live Oak, FL 32060
2		231	Suwannee Annex	Suwannee CI	5964 US Hwy 90 Live Oak, FL 32060
2		232	Suwannee Work Camp	Suwannee CI	5964 US Hwy 90 Live Oak, FL 32060
2	*	218	Taylor CI	n/a	8501 Hampton Springs Rd Perry, FL 32348
2		224	Taylor Annex	Taylor CI	8501 Hampton Springs Rd Perry, FL 32348
2		227	Taylor Work Camp	Taylor CI	8501 Hampton Springs Rd Perry, FL 32348

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
2	*	282	Tomoka CI	n/a	3950 Tiger Bay Road Daytona Beach, FL 32124
2		284	Tomoka Work Camp	Tomoka CI	3950 Tiger Bay Road Daytona Beach, FL 32124
2	*	213	Union CI	n/a	25636 NE State Rd 16 Raiford, FL 32083
2		268	Union CI Work Camp	New River	136000 NE 258 Court Raiford, FL 32083
3	*	503	Avon Park CI	n/a	8100 Hwy 64 East Avon Park, FL 33825
3		504	Avon Park Work Camp	Avon Park CI	8100 Hwy 64 East Avon Park, FL 33825
3	*	320	Central Florida Reception Center (CFRC)	n/a	7000 HC Kelley Road Orlando, FL 32831
3		321	CFRC East Unit	CFRC	7000 HC Kelley Road Orlando, FL 32831
3		323	CFRC South Unit	CFRC	7000 HC Kelley Road Orlando, FL 32831
3		374	Kissimmee CRC	CFRC	2925 Michigan Avenue Kissimmee, FL 34744
3		361	Orlando CRC	CFRC	7300 Laurel Hill Road Orlando, FL 32818
3	*	564	DeSoto Annex	n/a	13617 SE Hwy 70 Arcadia, FL 34266
3		560	DeSoto Work Camp	DeSoto CI	13617 SE Hwy 70 Arcadia, FL 34266
3	*	368	Florida Women's Reception Center (FWRC)	n/a	3700 NW 111 th Place Ocala, FL 34482

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
3	*	501	Hardee CI	n/a	6901 State Road 62 Bowling Green, FL 33834
3		563	Hardee Work Camp	Hardee CI	6899 State Road 62 Bowling Green, FL 33834
3	*	336	Hernando CI	n/a	16415 Spring Hill Road Brooksville, FL 34604
3	*	312	Lake CI	n/a	19225 US Hwy 27 Clermont, FL 34715
3	*	314	Lowell CI	n/a	11120 NW Gainesville Road Ocala, FL 34482
3		367	Lowell Annex	Lowell CI	11120 NW Gainesville Road Ocala, FL 34482
3		316	Lowell Work Camp	Lowell CI	11120 NW Gainesville Road Ocala, FL 34482
3	*	304	Marion CI	n/a	3269 NW 105 th Street Lowell, FL 32663
3		364	Marion Work Camp	Marion CI	3269 NW 105 th Street Lowell, FL 32663
3	*	580	Polk CI	n/a	10800 Evans Road Polk City, FL 33868
3		562	Polk Work Camp	Polk CI	10800 Evans Road Polk City, FL 33868
3		552	Largo Road Prison	Polk CI	5201 Ulmerton Road Clearwater, FL 33760
3		583	St. Petersburg CRC	Polk CI	4237 8 th Avenue South St. Petersburg, FL 33711
3	*	307	Sumter CI	n/a	9544 County Road 476B Bushnell, FL 33513

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
3		308	Sumter BTU	Sumter CI	9544 County Road 476B Bushnell, FL 33513
3		365	Sumter Work Camp	Sumter CI	9544 County Road 476B Bushnell, FL 33513
3	*	573	Zephyrhills CI	n/a	2739 Gall Blvd Zephyrhills, FL 33541
4	*	510	Charlotte CI	n/a	33123 Oil Well Road Punta Gorda, FL 33955
4		544	Ft. Myers Work Camp	Charlotte CI	2575 Ortiz Avenue Ft. Myers, FL 33905
4	*	463	Dade CI	n/a	19000 SW 377 th Street Florida City, FL 33034
4	*	401	Everglades CI	n/a	1599 SW 187 th Avenue Miami, FL 33194
4		441	Everglades Re-Entry Center	Everglades CI	1599 SW 187 th Avenue Miami, FL 33194
4	*	419	Homestead CI	n/a	19000 SW 377 th Street Florida City, FL 33034
4	*	430	Martin CI	n/a	1150 SW Allapattah Road Indiantown, FL 34956
4		420	Martin Work Camp	Martin CI	100 SW Allapattah Road Indiantown, FL 34956
4		469	West Palm Beach CRC	Martin CI	261 W. Fairgrounds Road West Palm Beach, FL 33411
4		452	Atlantic CRC	Martin CI	261 W. Fairgrounds Road West Palm Beach, FL 33411
4		431	Loxahatchee Road Prison	Martin CI	230 Sunshine Road West Palm Beach, FL 33411

Region	Major Institution	Facility ID Number	Facility Name	Supervising Institution	Address
4	*	404	Okeechobee CI	n/a	3420 NE 168 th Street Okeechobee, FL 34972
4		407	Okeechobee Work Camp	Okeechobee CI	3420 NE 168 th Street Okeechobee, FL 34972
4		464	Sago Palm Re-Entry Center	Okeechobee CI	500 Bay Bottom Rd Pahokee, FL 33476
4	*	402	South Florida Reception Center (SFRC)	n/a	14000 NW 41st Street Doral, FL 33178
4		403	SFRC South Unit	SFRC	14000 NW 41st Street Doral, FL 33178
4		473	Opa Locka CRC	SFRC	5400 NW 135th Street Opa Locka, FL 33054
4		446	Hollywood CRC	SFRC	8501 W Cypress Drive Pembroke Pines, FL 33025

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Attachment XIII – Subcontracting Form

FDC ITB-25-007

The Respondent is to complete the information below on all subcontractors that shall provide services to the Respondent to meet the requirements of the resultant contract, should the Respondent be awarded. Submission of this form does not indicate the Department's approval but provides the Department with information on proposed subcontractors for review.

Please complete a separate sheet for each subcontractor.

There will be subcontractors for this solicitation: YES ____ NO ____ (check one)

If **no**, vendor is not required to complete the remainder of this form.

If **yes**, vendor is required to complete the remainder of this form.

Service:

Company Name:

Contact:

Address:

Telephone:

Fax:

Occupational License No:

Current Registered as Certified Minority Business Enterprise (CMBE), Women-Owned Business (WBE), or Veteran-Owned? YES ____ NO ____ (check one)

Acknowledgment from Respondent that this subcontractor has successfully complied with the "Subcontractor Acceptance Process"? YES ____ NO ____ (check one)

W-9 verification: YES ____ NO ____ (check one)

In a job description format, describe below the responsibilities and duties of the subcontractor based on the technical specifications outlined in this solicitation.
