

**FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
ITB SOLICITATION INSTRUCTIONS**

1. INTRODUCTION

1.1. SOLICITATION TITLE

Roberts Building HVAC Preventive Maintenance & Repair Services.

1.2. INVITATION TO BID (ITB) SOLICITATION NUMBER

DCF ITB 2526 084

1.3. TIMELINE

The table below contains the official Timeline for this Solicitation (all times are Eastern Time). Dates and times notated with “Anticipated”, are subject to change. It is the responsibility of the Respondent to check for any changes on the Department of Management Services’ (DMS) Vendor Information Portal (VIP).

ACTIVITY	DATE	TIME	ADDRESS
Solicitation Issued	May 6, 2026	N/A	https://vendor.myfloridamarketplace.com/
* Mandatory In-Person Pre-Bid Conference	June 8, 2026	10:00 AM	Address: Roberts Building 5920 Arlington Expressway Jacksonville, FL 32211
Written questions must be received no later than:	June 22, 2026	2:00 PM	See 2.3
Anticipated posting of responses to Vendor questions:	July 2, 2026	N/A	https://vendor.myfloridamarketplace.com/
Response Due Date	July 15, 2026	10:00 AM	See 3.2
Response Opening (Public Meeting)	July 16, 2026	2:00 pm	Computer, tablet, or smartphone: https://meet.goto.com/654295517 You can also dial in using your phone. Access Code: 654-295-517 United States: +1 (872) 240-3212
Anticipated Posting of Notice of Intent to Award	July 28, 2026	N/A	https://vendor.myfloridamarketplace.com/
Anticipated Contract Start Date	August 1, 2026	N/A	N/A

1.4. PROCUREMENT OFFICER

The Procurement Officer is the sole point of contact for this Solicitation, except for protests (see **2.7**).

Joseph Ruis

Procurement Officer

Joseph.Ruis@myflfamilies.com

and

hqw.procurement.team.activities@myflfamilies.com

ALL EMAILS TO THE PROCUREMENT OFFICER MUST CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL.

1.5. OBJECTIVE

In accordance with Chapter 287, Florida Statutes (F.S.), the State of Florida, Department of Children and Families (Department), issues this Solicitation to select a Respondent(s) to provide comprehensive HVAC preventive maintenance and repair services for the Roberts Building located at 5920 Arlington Expressway, Jacksonville, Florida 32211. Services include monthly, annual, and quarterly inspections, Building Automation System (BAS) support, oil analysis, cooling tower maintenance, condenser pump service, emergency repair response, and complete documentation for all covered equipment as described in **Attachment A, Purchase Order Scope of Work (PMT-57)**. The intent of this procurement is to ensure uninterrupted climate control, extend equipment life expectancy, protect the Department's significant capital HVAC assets (including Trane CenTraVac chillers), maintain regulatory compliance, and reduce the risk of operational disruptions affecting Department staff and public services.

1.5.1. EQUIPMENT SUMMARY

The services under this Solicitation apply to critical HVAC infrastructure at the Roberts Building, including but not limited to:

- 1.5.1.1. Building Automation System (Trane Tracer SC);
- 1.5.1.2. Mechanical-draft cooling tower;
- 1.5.1.3. Multiple condenser water pumps;
- 1.5.1.4. Two (2) Trane CenTraVac chillers.

A complete and detailed equipment list, including manufacturer, model numbers, and serial numbers, is provided in the **Purchase Order Scope of Work (PMT-57)**. Respondents are responsible for reviewing the full equipment inventory and associated service requirements prior to submitting a Response.

1.6. SCOPE OF WORK

The selected Respondent shall provide goods or contractual services that meet the requirements of **Purchase Order Scope of Work (PMT-57)**. A Response to this Solicitation is an offer to provide the specified goods or contractual services based upon the terms, conditions, and specifications set forth in this Solicitation.

The Respondent shall furnish all labor, materials, equipment, tools, supervision, consumables, and incidental items necessary to fully perform the services described in the **Purchase Order Scope of Work (PMT-57)**. All services shall be performed in accordance with manufacturer recommendations, applicable laws, regulations, and industry standards.

Services include, but are not limited to, preventive maintenance, inspections, testing, documentation, Building Automation System (BAS) support, oil analysis, cooling tower maintenance, condenser pump service, and emergency response.

Preventive maintenance services under this Solicitation are fixed-price services. Any repairs, upgrades, replacements, or work outside the defined preventive maintenance scope shall require prior written authorization from the Department and shall be performed under a separate purchase order.

No additional terms or conditions submitted by a Respondent shall be accepted. A Response does not become a Contract or Purchase Order with the Department unless, until, and to the extent a formal Agreement is executed by authorized representatives of the Department and the Respondent.

1.6.1. BUILDING AUTOMATION SYSTEM (BAS) REQUIREMENTS

The Contractor shall be capable of operating, maintaining, and supporting the Department's existing Building Automation System (BAS), including all associated hardware, software, and integrations.

If the Contractor is unable to operate and support the existing BAS at contract commencement, the Contractor shall provide, at no additional cost to the Department, a complete BAS head-end replacement, including all required hardware, software, licensing, programming, integration, and labor necessary to ensure full system functionality.

All BAS work shall be fully compatible with the Department's existing systems and industry-standard communication protocols, including BACnet, as applicable.

All costs associated with BAS support, upgrades, or required replacement shall be included in the Contractor's pricing.

1.7. TERM

The anticipated start date of the resulting Contract is **August 1, 2026**. The anticipated duration of the Contract is five (5) years (August 1, 2026, through July 31, 2031). Renewal, if any, shall comply with §287.057(14), F.S.

1.8. SOLICITATION ORDER OF PRECEDENCE

In the event of a conflict between the documents included in this Solicitation, the conflict will be resolved in the following order of priority (highest to lowest):

- 1.8.1.** Addenda to Solicitation documents, if issued (in reverse order of issuance);
- 1.8.2.** Purchase Order Scope of Work (PMT-57);
- 1.8.3.** Purchase Order Terms and Conditions (PMT-47);
- 1.8.4.** This Solicitation and its attachments; and
- 1.8.5.** PUR 1001, General Instructions to Respondents.

1.9. COMMITMENT TO DIVERSITY

The State strongly supports its diverse business population through involving woman-, veteran-, and minority-owned business enterprises in the state's purchasing process. The Department strongly supports diversity in its procurements, and requests that all subcontracting opportunities afforded by this Solicitation be shared with certified woman-, veteran-, and minority-owned business enterprises. The award of subcontracts should reflect the vast array of citizens in the State. Respondents can search for certified businesses online at the Office of Supplier Diversity's Certified Vendor Directory or by contacting 850-487-0915 for information on certified businesses that may be considered for subcontracting opportunities. The Certified Vendor Directory is located at:

<https://vendor.myfloridamarketplace.com>. For questions about registering to identify your Small Business as a Woman--, Veteran--, or Minority-owned Small Businesses, visit: https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd.

1.10. DEPARTMENT'S DISCRETION

1.10.1. Through this Solicitation process, the Department seeks to obtain Responses from responsible and responsive Respondents. "Responsible vendor", "responsive bid", and "responsive vendor", are defined in §§287.012(25) – (27), F.S. The Department intends to award to the responsible and responsive Respondent(s) who submits the lowest responsive bid.

The Department will not accept any unrequested terms or conditions submitted by a Respondent, including any appearing in documents attached as part of the Response. In submitting its Response, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.

The Department may:

- 1.10.2. Determine whether a Respondent is responsible or responsive.
- 1.10.3. Reject as not responsible, and Respondents whose Response, references, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract.
- 1.10.4. Reject as non-responsive and responses that do not meet all requirements, specifications, terms, and conditions of the Solicitation or fail to provide all required information, documents, or materials.
- 1.10.5. Waive minor irregularities when doing so would be in the best interest of the State of Florida.
- 1.10.6. Withdraw this Solicitation or reject all Responses at any time.
- 1.10.7. Select more than one Respondent for the goods and/or contractual services encompassed by this Solicitation.
- 1.10.8. Withdraw or amend its Notice of Intent to Award.

1.11. DISCLAIMERS

- 1.11.1. In accordance with §287.05701, F.S., the Department is prohibited from requesting documentation, considering, or giving preference to, a Respondent's social, political, or ideological interests when determining if the Respondent is responsible.
- 1.11.2. The terms "Contract", "Agreement", and "Purchase Order" may be interchangeably used throughout this document, all related attachments, exhibits, and referenced documents. These terms collectively refer to the services, terms, and conditions to provide the goods and contracted services that meet the requirements of **Purchase Order Scope of Work (PMT-57)**, between the Department and the selected Respondent.

1.12. SUMMARY OF KEY REQUIREMENTS

The following summarizes critical requirements of this Solicitation. This summary is provided for convenience only; in the event of any conflict, the **Purchase Order Scope of Work (PMT-57)** shall govern.

- 1.12.1. The Contractor shall provide all labor, materials, equipment, tools, supervision, consumables, and incidental items necessary to perform all services.
- 1.12.2. Services include preventive maintenance, inspections, testing, documentation, and limited repair response for HVAC systems as detailed in the **Purchase Order Scope of Work (PMT-57)**.
- 1.12.3. The Contractor shall meet response requirements, including:
 - 1.12.3.1. Initial response within four (4) hours of Department contact.
 - 1.12.3.2. On-site presence within twenty-four (24) hours, as applicable.
- 1.12.4. The Contractor shall provide complete written service reports within two (2) weeks of each service.
- 1.12.5. The Contract includes defined performance standards and financial consequences for non-performance.
- 1.12.6. The Contractor shall be responsible for supporting the existing Building Automation System (BAS) and, if unable to do so, shall provide a complete BAS replacement at no additional cost to the Department, as specified in the Scope of Work.
- 1.12.7. Preventive maintenance services shall be provided on a fixed-price basis. Repairs, emergency services, and additional work shall be authorized separately by the Department.

1.12.8. Respondents are responsible for reviewing all requirements in the **Purchase Order Scope of Work (PMT-57)** in full prior to submitting a Response.

2. SOLICITATION PROCESS

2.1. DMS FORMS

2.1.1. PUR 1001 is incorporated into this Solicitation by reference and is available at: https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf.

2.1.2. All DMS State Purchasing (PUR) Forms referenced in this Solicitation and its attachments are available at: https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms.

2.2. COMMUNICATION

In accordance with §287.057(25) F.S., Respondents to this Solicitation or persons acting on their behalf may not contact, between the release of this Solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this Solicitation, except in writing to the Procurement Officer or as provided in this Solicitation. Violation of this provision may be grounds for rejecting a Response.

Any information received through an oral communication shall not be binding on the Department and shall not be relied upon by a Respondent. All emails to the Procurement Officer shall contain this Solicitation number and title in the subject line and be sent to both email addresses listed above.

2.3. WRITTEN QUESTIONS

All questions pertaining to this Solicitation shall be submitted in writing no later than the date and time specified for written questions in **1.3**. All written questions shall be submitted via email to the Procurement Officer listed in **1.4**, utilizing **Vendor Questions (PMT-61)**. The Department may consider questions submitted in another format.

The Department's response to written questions will be posted to VIP as an addendum to this Solicitation.

2.4. MANDATORY IN-PERSON PRE-BID CONFERENCE

Respondents are required, prior to submitting a bid, to become fully familiar with the nature and extent of the work, as well as any local conditions that may affect performance, including required equipment, materials, and labor. Respondents must also carefully review all drawings, specifications, and other solicitation documents to ensure a thorough understanding of all conditions and requirements that may impact the work.

The purpose of the Mandatory In-Person Pre-Bid Conference is to ensure Respondents have a clear understanding of the Scope of Work, and necessary capacity to complete the tasks required to successfully meet all the requirements of this ITB. There **will** be a Pre-Bid Conference held for this Solicitation. Attendance at the Mandatory In-Person Pre-Bid Conference **is** required; it will be held at the date and time specified in **1.3**.

Questions regarding the Mandatory In-Person Pre-Bid Conference shall be submitted via email to the Procurement Officer listed in **1.4**.

2.5. OFFICIAL NOTICES

All notices, decisions, intended decisions, addenda, and other matters relating to this Solicitation will be

posted on VIP located at: <https://vendor.myfloridamarketplace.com/>

The Department reserves the right to modify this Solicitation by addenda. Addenda may modify any aspect of this Solicitation. It is the responsibility of Respondents to check VIP for addenda, notices of decisions, and other information or clarifications to this Solicitation. The Department bears no responsibility for any resulting impacts associated with a Respondent's failure to obtain the information made available.

2.6. PUBLIC OPENING

Responses shall be opened on the date, time and at the location indicated in **1.3**. Respondents may, but are not required to, attend. Pursuant to §119.071(2), F.S., no other materials will be released. Any person requiring a special accommodation because of a disability must contact the Procurement Officer at least five business days prior to this Solicitation opening.

2.7. PROTESTS

Any protest concerning this Solicitation shall be made in accordance with §§120.57(3) and 287.042(2), F.S., and chapter 28-110, Florida Administrative Code (F.A.C.). Protest timeliness will be determined using the VIP posting time. Failure to file a protest within the time prescribed in §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. Notices of Protest must be filed with the Clerk of Agency Proceedings (Agency.Clerk@myflfamilies.com).

2.8. EQUAL BIDS

In the event the Department receives Responses that are equal with respect to price, quality, and service, the Department will award based on the information provided by the Respondent in the tie-breaking certification section of **Technical Response (PMT-59)**.

2.9. PERFORMANCE STANDARDS AND FINANCIAL CONSEQUENCES

The Contractor shall meet all performance standards, deliverables, and reporting requirements set forth in the **Purchase Order Scope of Work (PMT-57)**.

Failure to perform services in accordance with the Contract requirements, including failure to meet required service frequencies, timelines, or deliverable submission requirements, may result in financial consequences.

Financial consequences may include reductions in payment for incomplete or late deliverables, as specified in the Scope of Work. These reductions shall be applied at the time of invoicing and may be cumulative as defined therein.

Continued failure to meet performance requirements may be considered a breach of contract and may result in termination, in accordance with applicable terms and conditions.

2.10. BASIS FOR AWARD

The Department intends to award to the responsible and responsive Respondent(s) who submit the lowest responsive bid. The Department may deem one or more Respondents ineligible for award due to non-responsibility or non-responsiveness. The Department will electronically post the intent to award in accordance with §120.57(3)(a), F.S. and Rule 60A-1.021, F.A.C. The Department reserves the right to not make an award under this Solicitation, as determined to be in the best interest of the State.

2.11. REQUIREMENTS FOLLOWING AWARD

2.11.1. REGISTRATION WITH THE FLORIDA DEPARTMENT OF STATE

If awarded a Contract, the Respondent shall provide a PDF file of its current and active registration with the Florida Department of State prior to execution of a Contract or, if exempt from registration, a

statement to that effect noting the basis for the exemption. Respondents should note that foreign entities are required to obtain a Florida Certificate of Authorization pursuant to applicable Florida Statutes from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. For additional information, visit: <https://dos.myflorida.com/sunbiz/>.

2.11.2. FLORIDA SUBSTITUTE FORM W-9

It is the responsibility of the awarded Respondent to complete a Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service receives and validates the information provided on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, visit: <https://flvendor.myfloridacfo.com/>.

2.12. RESULTING CONTRACT

The contracting document resulting from this Solicitation will be substantially similar to the draft contracting document included with this Solicitation as **Purchase Order Terms and Conditions (PMT-47)**. By submitting a Response, the Respondent confirms its willingness to enter into a Contract with the Department containing the terms and conditions or substantially similar terms.

3. RESPONDING TO THE SOLICITATION

3.1. MANDATORY RESPONSE REQUIREMENTS

Respondents shall complete and submit the following documents:

3.1.1. Required Certifications (PMT-58),

3.1.2. Technical Response (PMT-59), and

3.1.3. Cost Proposal (PMT-60). The Cost Proposal pricing tables are contained in Attachment B of the Purchase Order Scope of Work (PMT-57). Respondents shall complete Attachment B in lieu of the standard PMT-60 form.

3.1.4. PRICING REQUIREMENTS

All pricing submitted by the Respondent shall be all-inclusive and shall include all labor, materials, tools, equipment, supervision, consumables, travel, mobilization, and incidental costs required to perform the services described in the **Purchase Order Scope of Work (PMT-57)**.

No additional compensation shall be provided for items reasonably necessary to complete the required services unless expressly identified as out-of-scope work and authorized in writing by the Department.

Preventive maintenance pricing shall include all scheduled services and all equipment identified in the Scope of Work.

Repairs, emergency services, and other out-of-scope work shall be performed only upon prior written authorization by the Department and shall be compensated in accordance with the labor rates and terms provided in the Cost Proposal.

3.2. RESPONSE DUE DATE

Responses shall be submitted to the Department electronically to the Procurement Officer via both email addresses listed in **1.4**. Responses must be received by the Procurement Officer not later than the date and time specified in **1.3**. Responsibility for timely delivery rests with the Respondent. Respondents should fully acquaint themselves with all aspects of this Solicitation to ensure the work is performed in accordance with the terms and conditions herein.

3.3. RESPONSE FORMAT

Use the documents listed in **3.1** to respond to this Solicitation. Figures, charts, and tables should be numbered and referenced by number in the text. Attachments may be combined with the Response or included as separate attachments.

3.4. CONFLICTS OF INTEREST

3.4.1. The Department may not proceed with a Contract award if a conflict of interest exists as a result of the Respondent gaining an unfair competitive advantage. Utilizing **Required Certifications (PMT-58)**, the Respondent certifies it has not gained an unfair competitive advantage and is eligible to submit a Response to this Solicitation. In accordance with §287.057(19)(b)1., F.S., an unfair competitive advantage exists if a Respondent has ever had access to the following:

3.4.1.1. Information that is not available to the public and would assist the Respondent in obtaining a Contract; or

3.4.1.2. Source selection information that is relevant to the Contract but not available to all competitors.

3.4.2. This Solicitation is subject to Chapter 112, F.S. Utilizing **Technical Response (PMT-59)**, Respondents shall disclose the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent or more in the Respondent or its affiliates.

3.5. TRADE NAMES

3.5.1. Brand name(s) and/or catalog number(s) are given for purposes of identification and to denote the standard of quality desired, and do not, in any way, restrict Respondents to a specific make and manufacturer. All substitutions must be functionally equivalent to the item specified. The Respondent shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc.

3.5.2. Unless otherwise noted, the specifications for the brand notated are the general specifications with no added options or accessories. After the Contract is executed, other equipment materials, etc., as manufactured by other manufacturers may be accepted only upon Department approval. The proposed substitution must be equivalent in quality and workmanship and will perform its intended purpose satisfactorily.

3.6. TRADE SECRETS AND RESPONDENT CLAIMS

3.6.1. HOW TO CLAIM TRADE SECRET PROTECTION

Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and §119.011, F.S., provides a broad definition of “public record.” As such, the entirety of the Response is public record and is subject to disclosure unless exempt from disclosure by law. The Department defines “confidential information” as information that is trade secret as defined in §688.002, F.S., or otherwise confidential or exempt from disclosure under Florida or federal law.

If the Respondent considers any portion of the Response to be confidential information, the Respondent shall then submit two copies of the Response. In both copies, any portion of the Response considered confidential information shall be clearly labeled within the text of the Response as “CONFIDENTIAL”. For each portion of the Response that is labeled “CONFIDENTIAL”, the Respondent shall provide a written statement of the basis for exemption applicable to each provision identified by the Respondent as “confidential”, including citation to a protection created by statute, and state with particularity the reasons the provision is confidential.

The original copy shall be unredacted and labeled on the cover of the Response as “Confidential

Copy". The redacted copy shall redact all the confidential information and be labeled on the cover of the Response as "Redacted Copy".

3.6.2. DEPARTMENT NOT OBLIGATED TO DEFEND RESPONDENT CLAIMS

The Department is not obligated to agree with or defend any Respondent claim of exemption from inspection and copying under Florida's Public Records Law. The Respondent is responsible for defending such claims. By submitting a Response, the Respondent agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Respondent's determination that the redacted portions of its Response are confidential information. If a Respondent fails to submit a Redacted Copy in accordance with this Solicitation, the Department is authorized to produce the entire material submitted to the Department in response to a demand for discovery or disclosure of these records or a public records request.

3.7. FIRM RESPONSE

The Department intends to make an award in accordance with **1.3**. The Response shall remain firm until the Department enters into a Contract or the Department receives written notice from the Respondent that the Response is withdrawn.

3.8. RESPONSE WITHDRAWAL AND AMENDMENT

Respondents may withdraw, or withdraw and replace, previously submitted Responses on or before the date and time specified in **1.3** for the Response Due Date.

4. SOLICITATION ATTACHMENTS

The following documents are included as attachments to this Solicitation:

- 4.1.** Purchase Order Terms and Conditions (PMT-47)
- 4.2.** Purchase Order Scope of Work (PMT-57)
- 4.3.** Vendor Questions (PMT-61)
- 4.4.** Required Certifications (PMT-58)
- 4.5.** Technical Response (PMT-59)
- 4.6.** Cost Proposal— *See Attachment B of the Purchase Order Scope of Work (PMT-57). Respondents shall complete Attachment B in lieu of the standard PMT-60 form.*

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