



**SOLICITATION / OFFER and AWARD**  
*-an equal opportunity college-*

Description:

**Citrus Monument Sign**

Page 1 of 44 Pages

1. Bid Number: <b>24-3</b>	2. Type of Solicitation: <b>Invitation to Bid (ITB)</b>	3. Issue Date: <b>November 29<sup>th</sup>, 2024</b>	4. Date of Advertisement: <b>November 29<sup>th</sup>, 2024 December 06<sup>th</sup>, 2024</b>
5. ISSUING OFFICE: College of Central Florida - Purchasing Department Tony Denis - Director of Purchasing 3001 S.W. College Road Founders Hall - Room 109A Ocala FL 34478-1388		6. CONTACT INFORMATION: To Receive Documents: Jonathan Melo, Purchasing Agent Phone: (352) 854-2322 Ext. 1527  For Solicitation Inquiries: Tony Denis Purchasing Director Phone: (352) 854-2322 Ext. 1227 or Email: denist@cf.edu	

**PART I SOLICITATION** (*Solicitation means an invitation to bid, a request for proposal, or a request to negotiation*)

7. Sealed original offers for furnishing the goods/and or services prescribed herein will be accepted at the location specified in block 5, if hand carried, delivered or via mail, will be received until 2:00 PM local time (hour) on Monday January 6<sup>th</sup>, 2025.  
**CAUTION: Late submissions will not be accepted. All offers are subject to the terms and conditions contained in this solicitation.**

8. **TABLE OF CONTENTS**

IN	SOLICITATION/OFFER	PAGE NO	IN	SOLICITATION OFFER/CONTINUED	PAGE NO
X	Section A Solicitation, Offer & Award-Instructions	1 - 2	X	Section F Solicitation Submittals	30
X	General Conditions, Instructions, Information	3 - 23	X	Section G Special Provisions/Terms	31 - 34
X	Section B Bid /Offer Response Form	24	X	Section H Representations & Certifications	35 - 43
X	Section C Tentative Solicitation Schedule	25	X	Section I Insurance Requirements	44
X	Section D General Information	26-27	X		
X	Section E Scope of Work	28-29			

**PART II OFFER** (*To be fully completed by the Proposer/Offeror*)

9. In strict compliance with the above and contents prescribed herein, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (180 calendar days unless a different period is inserted by the (proposer/offeror) from the date of receipt of proposal/offer specified above, to furnish any and/or all items specified and offered at the price indicated on the proposal/offer response form, within the specified delivery schedule.

10. ACKNOWLEDGEMENT OF ADDENDUMS (The Proposer/Offeror acknowledges receipt of addendums to the solicitation and related documents)	ADDENDUM NO	DATE	ADDENDUM NO	DATE	ADDENDUM NO	DATE	
	ADDENDUM NO	DATE			11A. TELEPHONE NO	11B. FAX NO	
	11. NAME AND ADDRESS OF PROPOSER/OFFEROR:			Area Code	7-Digit No	Area Code	7-Digit No
	Name:			11C. NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (PRINT OR TYPE)			
	Address:			Name		Title	
	City	State	Zip	Signature (Person Authorized to Sign)		Date Signed	
11D. PROPOSED WARRANTY PERIOD _____(DAYS) After receipt of order (ARO) or Notice to Proceed (NTP)	12. REPRESENTATIONS AND CERTIFICATIONS						
	STATE CERTIFIED VENDOR? Yes <input type="checkbox"/> No <input type="checkbox"/>		Certification Number: _____				
	Effective Dates: _____ to _____						
11E. PAYMENT TERMS (if other than Net 45)	CERTIFIED MINORITY BUSINESS ENTERPRISE (CMBE)? Yes <input type="checkbox"/> No <input type="checkbox"/>		Florida CMBE Certification No. _____				
	Effective Dates: _____ to _____						
11F. DELIVERY TERMS (if other than FOB Dest)	Minority Type (Code) _____ Category: (H) African American (I) Hispanic (J) Asian American (K) Native American (M) American Woman (OSD Minority Categories)						
	<i>While the college does not establish specific goals for minority "set-asides", it does strongly encourage participation by minority and non minority qualified firms.</i>						

**PART III - REQUIRED SIGNATURES**

18. AWARD RECOMMENDATION:	_____ DIRECTOR OF PURCHASING (or designee)	_____ DATE
AWARD CONCURRENCE:	_____ VICE PRESIDENT OF FINANCE AND ADMINISTRATION (or designee)	_____ DATE
AWARD APPROVAL:	_____ CF PRESIDENT OR DISTRICT BOARD OF TRUSTEES, CHAIR (or designee)	_____ DATE

**SECTION A - SOLICITATION/OFFER AND AWARD**

**INSTRUCTIONS**

*Please read each section carefully and submit a fully executed copy of all required documents as indicated herein.*

**PART I      SOLICITATION**      To be completed by the Issuing Office.

**PART II      OFFER**      To be completed by the Proposer/Offeror.

1. Block 5      Submit fully executed proposal/offer to the address located in block number 5.
2. Block 9      Complete if offer acceptance period is greater/less than 180 calendar days.
3. Block 10      Individually acknowledge any (all) addendums issued by entering date and addendum number(s) by indicating date received and addendum number.
4. Block 11      Enter Name (Company), Address, City, State and Zip Code and County.  
Enter Federal Employee Identification Number (F.E.I.N.) or Social Security Number if sole proprietor/owner.
5. Block 11A      Enter business telephone number including area code and seven (7) digit number.
6. Block 11B      Enter business fax telephone number including area code and seven (7) digit number.
7. Block 11C      Type or print name of authorized company representative. Original signature is required.
8. Block 11D      Enter proposed warranty information.
9. Block 11E      Enter proposed payment terms if other than net 30 days
10. Block 11F      Enter delivery terms if other than FOB destination CF Ocala, FL
11. Block 12      Enter Florida Vendor Registration Number (if applicable) and effective date and ending date. Enter Florida Certified Minority Business Enterprise certification number (CMBE) (if applicable) and effective date and ending date. Indicate the applicable minority code that applies to your business.

*While the college does not establish specific goals for minority “set-asides”, it does strongly encourage participation by minority and non-minority qualified firms.*

**PART III      AWARD**

To be completed by issuing office and approved by the College of Central Florida President or the District Board of Trustees Chair or designated authorized official.

**SECTION A**

**DEFINITIONS**

- a. **College and/or CF:** Refers to College of Central Florida, Hampton, Levy and Citrus campuses and Appleton Museum of Art.
- b. **Board:** Refers to District Board of Trustees College of Central Florida.
- c. **Bid:** A formal request soliciting competitive sealed bids. Includes specifications or scope of work and or technical drawings and all contractual terms and conditions.
- d. **Bid/Offer:** A bid/offer (monetary amount) in response to a bid.
- e. **Offeror/Proposer/Sponsor.** Refers to company, person who submits a response to the solicitation.
- f. **Contractor** An individual or company awarded the contract/agreement or purchase order.
- g. **CBME:** Certified Minority Business Enterprise as defined by the Governor Bush's One Florida Equity in contracting Plan and the Office of Supplier Diversity (OSD) Tallahassee Florida
- h. **Contract Manager:** An individual designated by the Director of Purchasing to perform management of all post award actions through interaction with the contractor's representative during the performance of services rendered.
- i. **Contract Administrator:** An individual responsible for the administration of all post award actions of the contract to ensure compliance with all terms and conditions of the solicitation/contract through contract completion/closeout.

**SECTION A**

**Terms and Conditions and Information for Proposers/Offerors**

1. **Contact**: Any questions concerning this bid must be directed to the purchasing office staff or other college officials as indicated herein. Contact with any other CF staff member or member of the District Board of Trustees prior to posting of a recommendation of award shall be cause for disqualification with the exception of the Non-Mandatory/Mandatory Pre-Bid conference or site visit.
  
2. **Bid Submittal**: All bid sheets and attachments must be completed and submitted in a sealed envelope or package. The face of the envelope or package shall contain:
  - ▶ Bidder's name
  - ▶ Address
  - ▶ Date and time of Bid opening
  - ▶ Bid number and title

Bids which do not comply with these requirements may be rejected at the option of CF.

3. **Execution of Bid**: Bids must contain a manual signature, in ink of an authorized representative, who has the legal ability to bind the bidder in contractual obligations in the space provided on the bid response form. Failure to properly sign the bid shall invalidate same, and it shall not be considered for award. Bid must be typed or legibly printed in ink. Use of erasable ink is not permitted. All corrections made by the bidder to any part of the bid document must be initialed in ink. The original bid terms and conditions and specifications cannot be changed or altered in any way. Altered bids will not be considered. Clarification of bids submitted shall be in letter form, signed by bidders and forwarded to the Director of Purchasing.
  
4. **Delays**: CF, at its sole discretion, may delay the scheduled due dates if it is to the advantage of CF to do so and CF will notify bidders.
  
5. **No Bid or Bid Withdrawal**: If not submitting a bid response, return only the Statement of No Bid, and give the reason in the space provided. Failure to submit either a bid or a Statement of No Bid may be cause for removal of bid submitter from the mailing list. Bids may be withdrawn by written notice received at any time before the exact time set for receipt of bids. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for receipt of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The following must be included in the contract files for each late bid, modification, or withdrawal:

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

- (1) The date and hour of receipt.
  - (2) A statement, with supporting rationale, regarding whether the bid was considered for award.
  - (3) The envelope, wrapper, or other evidence of the date of receipt.
6. **Bid Due Date and Opening:** Bids shall be open to the public and will be held on Friday January 6<sup>th</sup> 2025 at 2:15 p.m. in room 105. Sealed bids must be submitted either by mail or personal delivery so that they are in receipt of the College's Purchasing Department, Room 109, Founder's Hall, Building 1 at 3001 SW College Road, Ocala, Florida, 34474, on or before Friday January 6<sup>th</sup> 2025 at 2:00 p.m. Bids will be clocked in and stamped with the date and time of receipt by an employee of the Purchasing Department. Only those bids stamped on or before the bid submission deadline will be opened, reviewed and considered. Oral, telephonic, telegraphic, or faxed bids will not be accepted. Persons with disabilities needing assistance to participate in the public bid opening should call (352) 854-2322 ext. 1527 at least 48 hours in advance of the bid opening.
7. **Late Bids:** The bid opening time shall be fully adhered to. Under no circumstances shall bids delivered after the time specified be considered; such bids will be returned unopened. CF will not be responsible for late deliveries or delayed mail. The time clock located in the Purchasing Department shall serve as the official authority to determine lateness of any bid.
8. **Identical or Tie Bids:** In the event two (2) or more bidders submit the identical amount as their bid offer, the following criteria, in order of importance, from the highest priority to lowest priority: (1) response is from a Florida domicile entity, (2) if one response is from a certified minority business enterprise, and (3) when a response is deemed by the college to be in its best interest considering factors such as; prior performance, or (4) or by coin toss or drawing of numbers by an authorized purchasing official or designee.
9. **Invoicing and Payment:** If applicable payment for any and all invoices that may arise as a result of a purchase order issued pursuant to this bid shall minimally meet the following conditions to be considered as a valid payment request:
- a. A timely submission of a correct invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the solicitation (contract) or purchase order, shall be submitted to Accounts Payable, Founder's Hall/Room 112, 3001 S.W. College Road, Ocala, FL 34474.

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

- b. All invoices submitted shall consist of one (1) original and one (1) copy; clearly reference the subject purchase order number; provide a sufficient clear description to identify goods or services for which payment is requested; and include date(s) of services.
- c. The invoice shall contain the bidder's Federal Employer Identification Number (F.E.I.N.).
- d. CF's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any discounts must be offered on the bidder information form.
10. **Taxes:** The college does not pay federal, excise and state sales taxes. Do not include them on invoices. The applicable tax exemption number is:
- FLORIDA SALES TAX**  
85-8012739697C-7 (4/30/2020 - 4/30/2025)
11. **Discounts:** Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.
12. **Terms and Conditions:** Should any bidder have any concerns regarding the terms and conditions, said bidder must voice their concerns either during the pre-bid conference or via written request for clarification/request for information. Said terms of the contract are not negotiable after the bid due date.
13. **Additional Terms and Conditions:** Unless expressly accepted by CF the following conditions shall apply: Exceptions to the terms and conditions will not be accepted. No additional terms and conditions included with the bid response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this bid if submitted either purposely through intent or design, inadvertently appearing separately in transmittal letters. It is understood and agreed that the General and/or any Special Terms & Conditions in these bid documents are the only conditions applicable to this bid, and the bidder's authorized signature on the Bid Response Form attests to this.
14. **Interpretations:** All bidders shall carefully examine the bid documents. Bidders are expected to examine the terms and conditions, specifications, Scope of Work, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. Any ambiguities or inconsistencies shall be brought to the attention of CF in writing prior to the opening of bids; failure to do so, on

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**SECTION A****Terms and Conditions and Information for Proposers/Offerors**

the part of the bidder, will constitute an acceptance by the bidder of any subsequent decision.

Any questions concerning the intent, meaning and interpretations of the bid documents shall be requested in writing, and received by CF's Purchasing Director no later than seven (7) calendar days prior to the bid opening. No person is authorized to give oral interpretations of or make oral changes to the bid. Therefore, oral statements given before the bid opening will not be binding. Any interpretation of or changes to the bid will be made in the form of a written Addendum to the bid and will be furnished to all bidders.

15. **Addendum:** CF will record its responses to inquiries, clarifications, any supplemental instructions, and/or necessary revisions to bid documents, in the form of a written addendum. Should revisions to the bid documents become necessary, CF will provide a written addendum to all bidders who received a bid package from the Purchasing Department.

Bidders who obtain bid documents from other sources must officially register with CF's Purchasing Department in order to be placed on the mailing list for any forthcoming addenda or other official communications. Failure to register as a prospective bidder may cause your bid to be rejected as non-responsive if you have submitted a bid without an addendum acknowledgment for the most current addendum. The bidders shall acknowledge receipt of all addenda on page 1, blocks 10 & 11.

16. **Conflict of Interest:** All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of CF. All bidders must disclose the name of any CF employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches.
17. **Legal Requirements:** Bidders are required to comply with all provisions of federal, state, county and local laws and ordinances, rules and regulations, that are applicable to the items being bid. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effect thereof.
18. **Drug-Free Workplace:** Whenever two or more bids which are equal with respect to price, quality, and service are received by CF for the procurement of commodities or contractual services, a bid received from a business that completes the attached Drug Free Workforce form (page 39) certifying that it is a Drug Free Workforce shall be given preference in the award process.

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

19. **Acceptance/Rejection:** CF reserves the right to accept or reject any or all bids and to make the award to that bidder, who in the opinion of CF will be in the best interest of and/or the most advantageous to CF. CF reserves the right to reject the bid of any bidder who has previously failed in the proper performance of an award or to deliver on-time contracts of a similar nature or who, in CF's opinion, is not in a position to perform the scope of services properly. CF reserves the right to waive any irregularities, informalities and technicalities in offers received, and may, at its discretion, request a re-bid or abandon the project/procurement in its entirety.
20. **Posting of Recommendation for Award:** Recommendation for award will be posted for review by interested parties at the Purchasing Department website prior to submission to the appropriate level of authority for final approval of award, and will remain posted for a period of 72 hours three (3) business days after bid opening.
21. **Award:** Recommendation for Award shall be made for the lowest, responsive, responsible bid determined to be in the best interest of the college upon completion of posting period. CF reserves the right to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all bids received, and may at its sole discretion, request a re-bid or abandon the project in its entirety. Bidders are cautioned to make no assumption until CF has entered into a contractual agreement or issued a purchase order.
22. **EEO Statement:** CF is committed to assuring equal opportunity in the award of contracts, and therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, disability, national origin, or gender.
23. **Contractual Agreement:** The terms, conditions, and provisions in this solicitation constitute the formal agreement between contracting parties. The order of precedence will be general law, the purchase order or solicitation, and the response. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of the State of Florida. The venue shall be Marion County Florida.
24. **Governmental Restrictions:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on the bid prior to their performance, it shall be the responsibility of the bidder to notify the Purchasing Department at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. CF reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to CF.



## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

25. **Permits/Licenses/Fees:** Any permits, licenses, or fees required will be the responsibility of the bidder. No separate or additional payment will be made. (Building permit through CF official at no cost.)
26. **Indemnification:** The bidder, without exemption, shall indemnify and save harmless CF, its employees, volunteers and/or any of its Board of Trustee members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or non-patented invention, process or item manufactured by the bidder. Further, if such a claim is made or is pending, the bidder may, at its option and expense, procure for CF the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, CF agrees to return the article, on request, to the bidder and receive reimbursement. If the bidder used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
27. **Advertising:** By submitting a bid, bidder agrees not to use the results there from as a part of any commercial advertising, without the express written approval of the appropriate level of authority within CF.
28. **Assignment:** Any purchase order or contract issued pursuant to this bid and the monies which may become due hereunder are not assignable except with the prior written approval of CF, through the Purchasing Department.
29. **Compliance with Occupational Safety and Health:** Bidder certifies that all material, equipment, etc., contained in his/her bid meets all applicable OSHA requirements. Bidder further certifies that, if he/she is the bidder and the material, equipment, etc., delivered is subsequently found to be defective in any applicable OSHA requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the bidder.
30. **Disqualification of Bidder:** Any or all bid will be rejected if there is reason to believe that collusion exists between bidders. Bids in which the prices obviously are unbalanced will be subject to rejection.
31. **Changes/Adjustments/Deviations:** No changes, adjustments, or deviations shall be accepted on any item unless conditions or specifications of a bid expressly so provide. Any other changes, adjustments, or deviations shall require prior written approval, and shall be binding ONLY if issued by CF Purchasing Department. The bidder shall bear sole responsibility for any and all costs of claims arising from any changes, adjustments, or deviations not properly executed as required herein.

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

32. **Public Records:** Upon determination of the recommendation for award bids then become “public record” and shall be subject to public disclosure consistent with Florida Statutes. Bidders must invoke the exemptions to disclosure provided by law in the response to the bid, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
33. **Bid Preparation Costs:** Neither CF nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this bid. Bidders should prepare their bids simply and economically, providing all information and prices as required.
34. **Responsibility:** A bidder, at the time of bid opening, must be financially and physically capable of performing the requirements or services as submitted, and so provide such certification with their bid or upon request.
35. **Inspection of Bidder’s Facilities:** CF reserves the right to inspect the bidder’s facilities at any reasonable time, during normal working hours, in order to determine that bidder has a bona fide place of business and is a responsible bidder.
36. **Joint Ventures:** Bids submitted by firms under “joint venture” arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this bid.
37. **Site Visit:** CF reserves the right to make a site visit to one or more of bidder’s clients to investigate/affirm the quality of services being provided without previous notice to bidder. Vendors will also have to visit each site noted in the solicitation.
38. **Protest:** Failure to file a protest within the time prescribed in F.S.120.57(3), and F.S.120.57(3)(b), shall constitute a waiver of proceeding. In accordance with F.S. 287.042, any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the college pursuant to Section 120.53(5) (b) shall post at the time of filing the formal written protest a bond payable to the college in an amount equal to one percent (1%) of the total volume of the contract or five thousand dollars (\$5,000), whichever is less. The aforementioned bond shall be conditioned upon the payment of all costs which may be adjudged against him/her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the college may accept a cashier’s check or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the agency prevails, it shall recover all costs and charges which shall be included in the final order judgment, excluding attorney’s

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**SECTION A****Terms and Conditions and Information for Proposers/Offerors**

- fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check or money order shall be returned to him/her. If the person protesting the award prevails, he or she shall recover from the agency all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.
39. **References:** Bidders shall submit a list of four (4) current and/or past references with their bid submittal (page 35). Include the name of contact persons who have personal knowledge of the bidder's performance. The contact person should have been informed that they are being named as a reference, and that CF may be sending a reference questionnaire via email. Do not list persons who are unable or unwilling to answer specific questions regarding your performance.
40. **Bidders Conditions:** Any conditions to be made as part of the bid/offer should be submitted on the "Affidavit of Compliance" (page 36), provided herein and fully executed as instructed.
41. **Americans With Disabilities Act:** Bidders should identify any products that may be used or adapted for use by visually, hearing or other physically impaired individuals.
42. **Renewal:** Any agreement resulting in the award of this bid may be renewed upon mutual written consent for the additional period specified when applicable.
43. **Bonding:** A performance bond shall be provided as specified in Section D, General Information, paragraph 12.1, page 27. The amount shall be determined by the college to be reasonable and necessary to protect the best interest of the college. The bond may be in the form of a surety bond, cashier's check, endorsed certificate of deposit, money order or certified check drawn on a solvent bank. Such bond or deposit shall be forfeited to the college in case the bidder shall fail or refuse to execute the contract.
44. **Retainage:** Progressive payments will be made during the course of the project until final completion. The withheld amount of (5%) will be paid after receipt and acceptance of all services and receipt of a properly executed final invoice prior to contract completion.
45. **Cooperative Purchasing:** Pursuant to their own governing laws, and subject to the agreement of the bidder, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between CF and bidder, and CF shall not be a party to any transaction between the bidder and any other purchaser.

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

46. **Purchases by Other Entities (Piggy-Back):** In accordance with State Board of Education rule 6A-14.0734 (2)(c), the successful awardee may extend stated bid prices to any other college institution or public entity that may wish to use this bid for the purpose of obtaining the same items/or services during a stated contract period.
47. **Employees, Subcontractors, and Agents:** All bidder employees, subcontractors or agents performing work under the contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, bidder shall furnish a copy of performing work under the contract must comply with all security and administrative requirements of the customer.
48. **Termination for Default:** Should the contractor default under the terms of the contract, which incorporates the bid requirements, such default will be determined at the sole discretion of the college will give the contractor written notice, and the contractor will have 10 calendar days from the date of each notice to correct the default. If the contractor fails to correct the default within the time period specified in the written notice, the college will have the right to notify the contractor in writing of the termination of the contract. In addition, the college may report the default to other entities that may have an interest in the solicitation activities of the college or seek damages where applicable.
- The college may by written notice of default to the contractor, terminate this contract in whole or in part based on the following failures:
- (1) Deliver the supplies or to perform the services within the time specified in this solicitation or any extension;
  - (2) Make progress, so as to endanger the performance of this contract or
  - (3) Perform any of the other provisions of this contract.
49. **Termination for Convenience:** The college by written notice to the bidder may terminate the contract in whole or in part when the college determines in its sole discretion that it is in the college's best interest to do so. The bidder shall not furnish the product or begin services after it receives the notice of termination except as necessary to complete the continued portion of the contract if any. The bidder shall not be entitled to recover any cancellation charges or lost profits.
50. **Termination for Cause:** The college may terminate the contract if the bidder fails to (1) deliver the product within the time specified in the contract or any extension, (2) maintain adequate progress, thus endangering performance of the contract, (3) honor any term of the contract, or (4) a bid by any statutory, regulatory, or licensing requirement. Rule 60A-

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

1.006 (3) F.A.C., governs the procedure and consequences of default. The bidder shall continue work on any work not terminated. Except for defaults of subcontractor at any tier, and if the cause of the default is completely beyond the control of both the bidder and the subcontractor, and without the fault or negligence of either, the bidder shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the bidder to meet the required delivery schedule. If after termination, it is determined that the bidder that was not in default, or the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the college. The rights and remedies of the college in the clause are in addition to any other rights and remedies provided by law or under the contract.

51. **Disputes:** In case of any doubt or differences of opinion as to the items to be furnished, the college's decision shall be final and binding on both parties.
52. **Rules Regulations, Laws, Ordinances and Licenses:** The successful bidder agrees that it shall observe and obey all the laws, ordinances regulations and rules of the federal state and local governments. It shall also comply with all of the college's rules and requirements.
53. **Force Majeure, Notice of Delay, and Non Damages for Delay:** The bidder shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of the bidder or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the bidder's control, or for any of the foregoing that affect subcontractor or suppliers if no alternate source of supply is available to the bidder. In the case of delay the bidder believes is excusable, the bidder shall notify the college in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) calendar days after the cause that creates or will create the delay first arose, or (2) If the delay is not reasonably foreseeable, within five (5) calendar days after the date the bidder first had reason to believe that a delay could result.
54. **Inspection and Acceptance of Supplies and or Equipment /Services:**
- A) **Supplies and or Equipment:** The college reserves the rights to inspect or test "All end products," ordered by and or delivered on behalf of the college and accept, reject or request correction at the expense of the contractor based on the results of inspection. Acceptance shall be conclusive, except with regards to latent defects, or fraud. Upon expiration of lease terms, both parties will inspect all equipment and shall mutually agree on compensation due as a result of any damage/defects determined to be caused by the college.

**SECTION A****Terms and Conditions and Information for Proposers/Offerors**

- B) **Services** – The college reserves the right to inspect all services in accordance with the contract requirements and/or as called for on the purchase order or blanket purchase agreement. Acceptance and/ or rejection shall be made as promptly as possible after completion or delivery.

55. **Remedies for Nonconformance:**

- A) If a contractor delivers a supply or service, but it does not conform to the contract or order requirements, the college shall take appropriate action in accordance with the inspection and acceptance clause of the solicitation, as supplemented by the purchase order.
- B) If the contractor fails to correct the failure the college may:
1. Replace or correct the failure and charge the contractor.
  2. Terminate the contract for cause or default.

56. **Invitation to Propose Financing Terms:**

- A) The offeror is invited to propose terms under which the college may make contract financing payments as a result of award of this contract. The financing terms proposed by the bidder/offeror shall be a factor in the evaluation of the offeror's/bidder's submission.
- B) In accordance with the Florida Statutes, the bidders/offerors proposed financing may not be acceptable if it does not conform to the following:
1. Payments shall only be made for supplies or equipment delivered and accepted, or services rendered and accepted in accordance with the agreed upon payment terms herein.
  2. No contract financing payments shall be made in advance of any performance or delivery under this contract.
  3. The terms and conditions of the contract financing must be appropriate or customary in the commercial market place; and provide the "Best Value;" the highest overall value to the college based on objective factors that include, but are not limited to price, quality, design, and workmanship. The college reserves the right to renew, renegotiate, purchase or upgrade

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

- equipment at current fair market value (The fair market value is the price of the equipment and determined by commercially reasonable means).
4. The terms and conditions of the contract financing must be in the best interests of the college.
  5. The offeror's/bidder's proposed financing shall include a detailed description of the rates and terms to which the college is bound from origination through completion as a result of acceptance of submission.
  6. The offeror's/bidder's proposed financing shall include a listing of the earliest date, and total amount of each payment due through maturity with specified terms and conditions of the purchase price or lease purchase option based on a fair market value lease.
  7. If the college elects to utilize the lease option upon the expiration of the agreed upon lease terms the contractor shall arrange for the removal of all equipment at no additional cost to the college.
57. **Samples:** Samples of items when called for, must be furnished free of expense, and if not destroyed will, upon request, be returned at the proposer's/offeror's expense. Request for return of samples shall be accompanied by detailed instructions which include shipping authorization and name of carrier.
58. **Patents and Royalties:** The proposer/offeror, without exception, shall indemnify and hold harmless the college and its employees from liability of any nature or kind, including costs and expenses for or on account of any copyright, patented or unpatented invention, process or article manufactured or used in the performance of this contract, including its use by the college. If the proposer/offeror uses any design, devices or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the ITB prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
59. **Public Entity Crimes (Purchases Greater than Category Two \$25,000.00) including Federal Grants:** Pursuant to OMB Circular A-110, Subpart B, Section 13, a person or affiliate who has been placed on either the Federal Excluded Parties List System (SAM) or the State of Florida convicted vendor list following a conviction for a public entity crime may not submit a proposal or enter into a contract to provide goods and/or services, construction or repair of a public building, leasing of real property, or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity.



## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

Additionally, they may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 (i.e., \$25,000) if listed on the convicted vendor list. The Federal Excluded Parties List System is now part of SAM.gov. You can find more information at: <https://sam.gov>

60. **Discriminatory Vendors List(s)**: An entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a proposal or offer to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact business with any public entity. The State of Florida Discriminatory Vendor List can be found at: <http://myflorida.com>.
61. **Unauthorized Employment of Alien Workers**: The college does not intend to award publicly funded contracts to those entities or affiliates who knowingly employ unauthorized alien workers, constituting a violation of the employment provision as determined pursuant to Section 274A of the Immigration and Nationality Act.
62. **Manufacturer's Name and Approved Equivalents**: Unless otherwise specified, any manufacturer's name, trade names, brand names, information or catalog numbers listed in a specification are descriptive, not restrictive. With the college's prior approval, the successful proposer/offeror may provide any product that meets or exceeds the applicable specifications. The successful proposer/offeror shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc. The college shall determine in its sole discretion whether a product is acceptable as an equivalent.
63. **Risk of Loss**: Matters of inspection and acceptance are addressed in the clause entitled Inspection and Acceptance Supplies and/or Equipment and Services and as defined in FS215.422, until acceptance, risk of loss or damage shall remain with the successful proposer/offeror. The successful proposer/offeror shall be responsible for filing, processing, and collecting all damage claims. To assist the successful proposer/offeror with damage claims, the college shall: record any evidence of visible damage on all copies of the delivering carrier's bill of lading; and damage inspection report. When the college rejects a product, the contractor shall remove it from the premises within ten (10) calendar days after notification or rejection. Upon rejection notification, the risk of loss of rejected or nonconforming product shall remain with the successful proposer/offeror. Rejected product not removed by the successful proposer/offeror within ten (10) calendar days shall be deemed abandoned by the same and the college shall have the right to dispose of it as its own property. The successful proposer/offeror shall reimburse the college for costs and expenses incurred in storing or effecting removal or disposition of rejected product.



**SECTION A****Terms and Conditions and Information for Proposers/Offerors**

64. **Safety Standards:** Unless otherwise stipulated in the proposal all manufacturer items and fabricated assemblies shall comply with applicable requirements of the Federal Occupational Safety and Health Act (OSHA), American National Standards Institute Safety Standards and any applicable Florida standards.
65. **Safety Data Sheet:** A Safety Data Sheet must be submitted for each chemical included in the proposal/offer. The Safety Data Sheet must be submitted for a chemical prior to the recommendation for award. Failure to submit a Safety Data Sheet may render the proposal/offer non responsive. The information is requested in accordance with the Florida's Right-to-Know law.
66. **Non-Funding:** In accordance with Florida Statute 287.0582, "The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. In the event that sufficient budgeted funds are depleted or unavailable, the college shall notify the successful proposer/offeror in writing of such occurrence and the contract shall terminate without penalty or expense to the college.
67. **Rejection of Third Party Assignments:** The college reserves the right to reject third party assignments except with the prior written approval of the college.
68. **Toxic Substances:** Successful proposer/offeror shall notify the Director of Facilities & Plant Operations in writing of any substance to be used which is enumerated in the Florida substance list, at least three (3) working days prior to using the substance. The notification shall contain: (1) the name of the substance to be used; (2) where the substance is to be used; and (3) when the substance is to be used. If the successful proposer/offeror uses subcontractors, the proposer shall be responsible for insuring that all subcontractors are in compliance with the above statute.
69. **Lobbying:** The expenditure of funds from grants and aids appropriations, for the purpose of lobbying the legislature or a state agency is prohibited. This condition is applicable to Florida state appropriated grants and aids.
70. **Evaluation of Alternate:** Except when it is determined not to be in the college's best interest the college will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the college to exercise the option.

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

71. **Substantial Completion (Construction Contracts/Minor Repair or Alterations/Services):** The date of substantial completion of work or designated portion thereof is the actual date certified by the college (owner) or designated authorized representative, when the construction/minor repair or alteration/or services are sufficiently complete, in accordance with all stated terms and conditions set forth in the solicitation. The college's authorized representative may authorize the release of the followings upon receipt and acceptance:

The date of substantial completion may include but is not limited to the following:

- A) Approval and receipt of occupancy permits by Fire Marshal
  - B) Elevator permits
  - C) All materials and equipment installed
  - D) Landscaping and site work complete
  - E) HVAC test and balance complete and all certificates submitted to owner/college
  - F) All systems in-place, functional and displayed to college's authorized representative or designee.
  - G) All systems signed off by the owner/college or college's authorized representative or designee
  - H) Cleaning and removal of debris from premises.
  - I) Receipt of manuals and/or warranty certificates/information by the college.
  - J) Draft record documents submitted to college or authorized representative or designee.
  - K) Training and on-site demonstrations complete.
72. **Final Completion:** It is agreed by both parties time is the essence for the completion of this project. The contract time shall begin with issuance of a Notice to Proceed or the issuance of and receipt of a purchase order indicating the start date to the contractor by the college. Final completion shall be 30 calendar days after substantial completion.

The date of final completion may include but is not limited to the following:

- A) Work is complete and in accordance with the contract documents and is ready for final inspection.
- B) Completion and approved operation and maintenance manuals have been submitted.

**SECTION A**

**Terms and Conditions and Information for Proposers/Offerors**

- C) Record Drawings reflecting “as built” conditions are complete and acceptable to the Architect-Engineer.
- D) All required project close-out documentation is complete.
- E) Full Occupancy Permit from the Department for Housing, Buildings and Construction has been obtained.
- F) All additional materials required by the specifications have been delivered to the using agency such as spare parts, ceiling tiles, and floor tiles.
- G) All owner training has been completed.

**73. Payments Under Fixed Price Construction Contract:**

- A) Payment of price. The college shall pay the contractor the contract price as provided in this contract.
- B) Progress payments. The college shall make progress payments monthly as the work proceeds, or at more frequent intervals as determined by the contract manager or authorized designee, on estimates of work accomplished which meets the standards of quality established under this solicitation, as approved by the college’s authorized representative.
- C) The contractors request for progress payments shall include the following substantiation:
  - (1) An itemization of the amounts requested, related to the various elements of work required by the solicitation requirements covered by the payment requested.
  - (2) Additional supporting data as required by the Director of Purchasing or authorized designee.
  - (3) The contractor shall furnish the following certification for progress payments, or payment shall not be made:

I hereby certify, to the best of my knowledge and belief, that: “The amounts requested are only for performance in accordance with the specifications, terms and conditions contained in the solicitation; College of Central Florida Administrative Procedure 5.16 and applicable Florida Statue(s).”

Name (Print)	Title
Signature (Authorized Representative of Firm)	Date Signed

**SECTION A****Terms and Conditions and Information for Proposers/Offerors**

- (4) This certification is not to be construed as final acceptance of the contractor's performance. Please refer to clause 71 page 18 titled," Substantial Completion", and clause 54 page 13 titled "Inspection, and Acceptance of Supplies and/or Equipment/Services.
- (5) Payments during construction:
- A) Contractor requirements: An invoice or application and certificate for payment (A1A form G702) from the contractor, certified for payment by the project architect, must precede any payments during construction. Payments during construction will be based on the architect's estimate of the percent of the work completed and, if approved by the architect, may include cost of materials properly stored on the job site. Ten percent (10%) of the total cost of construction completed and materials stored to date shall be withheld as retainage.
- B) Reduction of Retainage: Retainage may be adjusted to as little as five percent (5%) upon certification by the architect that the job is substantially complete and upon approval by the president or designee. As punch list items are completed, the retainage may be adjusted to a final retainage of not less than two percent (2%), payable when all punch list items are completed.
- C) Final Payment
1. Final payment may be made to the contractor upon the following:
    - a) A certificate of occupancy has been issued.
    - b) The project has been completed upon notification by the architect.
    - c) The District Board of Trustees has accepted the project.
  2. The conditions for final payment to the contractor will be included in the construction contract.
74. **Public Meeting and Records**: All meetings as a result of this solicitation shall be conducted in strict compliance with Florida Statutes 286.11.

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

75. **Firm Fixed Price Contract**: A firm fixed price or fixed price with equitable adjustment contract will result from the award of this solicitation.

76. **Correction of Work**: The contractor shall promptly correct all work rejected by the architect or building official as defective or as failing to conform to the contract documents or building code whether observed before or after substantial completion and whether or not fabricated, installed or completed. The contractor shall bear all costs of the correcting such rejected work, including the cost of the architect's additional services thereby made necessary.

**76.1** If, within one (1) year of the date of the approval of the certificate of final inspection or the terms of any applicable special guarantee required by the contract documents, any of the work is found to be defective or not in accordance with the contract documents, the contractor shall correct it promptly after receipt of a written notice from the owner to do so unless the owner has previously given the contractor a written acceptance of such condition. The owner shall give such notice promptly after discovery of the condition.

**76.2** All such defective or non-conforming work under paragraph 76 shall be removed from the site if necessary, and the work shall be corrected to comply with the contract documents without cost to the owner.

**76.3** The contractor shall bear the cost of making good all work of separate contractors destroyed or damaged by such removal or correction.

**76.4** If the contractor does not remove such defective or non-conforming work within a reasonable time fixed by written notice from the architect, the owner may remove it and may store the materials or equipment at the expense of the contractor. If the contractor does not pay the cost of such removal and storage within ten (10) calendar days thereafter, the owner may upon ten (10) calendar additional days written notice sell such work at auction or at private sale and shall account for the net proceeds thereof, after deducting all the costs that should have been borne by the contractor including compensation for additional architectural services. If such proceeds of sale do not cover all costs which the contractor should have born, the difference shall be charged to the contractor and an appropriate change order shall be issued. If the payments then or thereafter due the contractor or not sufficient to cover such amount, the contractor shall pay the difference to the owner.

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

77. **Owner's right to carry out the work:** If the contractor defaults or neglects to carry out the Work in accordance with the contract documents or fails to perform any provision of the contract, the owner may, after seven (7) calendar days written notice to the contractor and without prejudice to any other remedy he may have, make good such deficiencies. In such case an appropriate change order shall be issued deducting from the payments then or thereafter due the contractor the cost of correcting such deficiencies, including the cost of the architect's additional services made necessary by such default, neglect or failure. The architect must approve both such action and the amount charged to the contractor. If the payments then or thereafter due the contractor are not sufficient to cover such amount, the contractor shall pay the difference to the owner.
78. **Owner's Right To Stop Work:** If the contractor fails to correct defective work or persistently fails to supply materials or equipment in accordance with the contract documents, the owner may order the contractor to stop the work, or any portion thereof, until the cause for such order has been eliminated. The contractor will not be entitled to a time extension of the contract completion time in the event the owner exercises his rights under this paragraph.
79. **Employment Screening Requirements and Level 2 Screening Standards:** The College Board of Trustees is committed to the education and safety of its students and employees. To that end, any contractor awarded a contract will represent and warrant that the personnel assigned to the project do not possess criminal records that would violate the College Board standards for employment set forth policy. **Note: F.S. 435.01, 435.04, 435.05, 435.05, 435.07 and 435.08 are hereby incorporated into this solicitation. Awardee shall comply with the statutes.**
80. **Fingerprinting:** Pursuant to Florida Statute 435.05 titled "Employment Screening" bidder agrees that as a condition of entering into this contract bidder shall conduct and pass a "Level 2" security background investigation on all prospective employees prior to them working on CF premises. Pursuant to Florida Statute 435.05 titled "Requirements for covered employees and employers" contractor will prohibit any of their employees from working on CF premises whose "Level 2" screening demonstrates that he/she failed to report criminal convictions accurately on the employment application form and for any disqualifying offenses while employed. Pursuant to Florida Statute 435.07 titled "Exemptions from Disqualification" contractor shall follow Florida Statute 435.07 (1) (a) 1. Pursuant to Florida Statute 435.07 (4) (b) contractor shall note that no exemption may be granted to any person who is a sexual predator, sexual offender, or career offender regardless of the amount of time that has lapsed since the disqualifying offense. Contractor must certify to CF on at least an annual basis of the review and compliance of this contract item with any new employees. Fingerprinting certification in this packet must be completed.

## SECTION A

**Terms and Conditions and Information for Proposers/Offerors**

81. **Jessica Lunsford Act**: A criminal record check shall be made for each person prior to employment/assignment to the agreement. The successful proposer will be required to certify to CF that all personnel working on the college contract shall have no criminal record/history for the past five (5) years. Any personnel having a conviction for a felony involving theft, burglary, embezzlement, violence or moral turpitude, or any person who has been classified as a sexual offender or sexual predator under the Laws of Florida or any other state, with ten (10) years immediately preceding the date of his/her original employment application with the proposer will be forbidden to be assigned by the awardee to work at the college.
82. **Verification of Employment**: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the Firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all person employed during the contract term by the Firm to perform employment duties within the State of Florida and all persons (including sub-contractors) assigned by the Firm to perform work pursuant to the contract with the College.
83. **F.S. 119.0701 (2)(a)**: In addition to other contractor requirements provided by law, each public agency contract for services entered into or amended on or after July 1, 2016 must include the following statement:

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS: MR. CHARLES PRINCE, 3001 SW COLLEGE ROAD, OCALA, FL 34474, FOUNDERS, HALL/BUILDING 1, ROOM 107A, (352) 854-2322 ext. 1637, [princech@cf.edu](mailto:princech@cf.edu)**

84. **Owner Direct Purchases**: The college reserves the right to purchase materials in the name of the college for the purpose of the owner issuing purchase orders directly to the vendors/suppliers for the purposes of tax savings.

**SECTION B**

**Bid/Offer Response Form**

1.0 Contractor shall provide below a total bid amount for all work as specified in Section E and as noted below:

<u>BASE</u>	<u>QTY</u>	<u>Total Price</u>
<p>The College is seeking a Florida state licensed and insured contractor to construct a new monument sign at the Citrus Campus in Lecanto. The project will consist of removal of the existing digital sign panels, demolition and removal of existing signage structure, construction of the new signage monument, electrical service work, installation of the existing digital sign panels, and site restoration. We have sealed drawings for bidding, project scope, and construction purposes. Please see Section E of this form for an expanded scope of services requested.</p>	1	JOB \$ _____

**Total Amount of Bid** \$ \_\_\_\_\_

**This form must be completed and returned with your bid submittal.**



**SECTION C**

**ITB SCHEDULE OF EVENTS**

1.0 The solicitation schedule, which may be subject to change, is as follows:

Date & Time	Activity, Location
<b>Friday November 29<sup>th</sup>, 2024</b> <b>Friday December 6<sup>th</sup>, 2024</b>	ITB Advertised and Distributed
<b>Tuesday December 10<sup>th</sup> 2024</b> <b>Meeting at 2:00 PM</b> <b>Citrus Campus – Building 4 - Room 103</b>	Mandatory Pre-Bid Conference <input checked="" type="checkbox"/> Yes To be held at: <b>College of Central Florida</b> <b>Citrus Campus</b> <b>3800 S. Lecanto Hwy</b> <b>Building 4 – Room 103</b> <b>Lecanto FL, 34461</b>  <b>Site Visit Immediately Following</b>
<b>Friday December 13<sup>th</sup> 2024 @ 4:00 p.m.</b>	Last Day for Questions
<b>Monday January 6<sup>th</sup> 2025 @ 2:00 p.m. Bids Due</b> <b>Founders Hall / Room 109</b>  <b>Bid Opening @ 2:15 p.m.</b> <b>Founders Hall / Room 105</b>	<b>CF Purchasing Department</b> <b>3001 SW College Road</b> <b>Founders Hall</b> <b>Ocala, FL. 34474</b> <i>(Caution-Late Bids will be returned)</i>
<b>Monday January 6<sup>th</sup> 2025 – Wednesday January 8<sup>th</sup> 2025</b>	72 Hour Bid Tabulation Posting
<b>Wednesday January 8<sup>th</sup> 2025</b>	Recommendation for Award
<b>Wednesday January 22<sup>nd</sup> 2025</b>	Award Approval
<b>Thursday January 23<sup>rd</sup> 2025</b>	Notice to Proceed
<b>Monday February 3<sup>rd</sup> 2025</b>	Commence Work
<b>Monday March 31<sup>st</sup> 2025</b>	Substantial Completion Date
<b>Tuesday April 15<sup>th</sup> 2025</b>	Final Completion Date

**Any changes to the schedule will be provided to all interested parties via written addendum**

**SECTION D**

**GENERAL INFORMATION**

1.0 Contract Terms/Solicitation Award

1.1 The terms, specifications and conditions contained within the Solicitation, Offer and Award ITB 24-3 shall constitute the total contractual terms and conditions between the successful bidder.

2.0 College Contact

2.1 All questions relating to this solicitation shall be directed in writing to the Director of Purchasing (Reference Block 6/page1).

3.0 Bid Opening

3.1 Only the bidder's name, and the information on Section B – Bid/Offer Response Form along with receipt of required submitted forms shall be read aloud at the public bid opening on the date and time specified.

3.2 Contractor may not withdraw its bid within 90 calendar days without express written permission by the college.

4.0 Change Orders

4.1 All changes to the requirements after award will be executed using a change order to the Solicitation, Offer and Award Form issued by the purchasing department.

5.0 Acknowledgement

5.1 By submitting a solicitation/offer the bidder acknowledges that he/she has read ITB 24-3 in its entirety and understands the requirement, and further agrees to be bound by the solicitations terms and conditions contained herein.

6.0 Time Period of Acceptance

6.1 The bidder warrants that the prices, terms and conditions submitted in response to ITB 24-3 shall be firm for a period of at least **180 calendar** days from the due date unless otherwise stated on page 1, Solicitation, Offer and Award.

**SECTION D**

**GENERAL INFORMATION**

7.0 Professional Licenses/Certifications

7.1 Bidders shall include copies of all current and applicable state, federal and local licenses and/or permits necessary for performance of the requirements of this solicitation at no cost to the college along with the bid submittal.

8.0 Solicitation Administration

8.1 The administration of this solicitation is the Director of Purchasing, Tony Denis, who may be reached at (352) 873-5815.

9.0 Contract Manager

9.1 The Contract Manager under the subject solicitation will be Mr. Justin Mayer, CF Project Manager, who may be reached at (352) 854-2322 ext.1219.

10.0 Minimum Requirements

10.1 The successful offeror/bidder shall demonstrate the full capacity to perform this service as defined in the solicitation, while possessing the necessary experience and qualifications to meet the minimum requirements and be determined responsive and responsible under the terms and conditions of the solicitation.

11.0 Solicitation Award

11.1 A fully executed copy of the Solicitation, Offer and Award form (Page 1) will constitute the entire contract/ agreement between the parties and no other document will be issued unless directed by general counsel.

12.0 Bonding Requirements

12.1 A performance bond (page 38) in the penal sum of one hundred percent (100%) of the total bid amount shall be requested by the college to the awardee, once the bid has been awarded. Failure to submit an acceptable performance bond may result in a determination of non-responsiveness.

13.0 For copies of the construction documents and project manual please call Mr. Justin Mayer at (352) 854-2322, ext. 1219.

**SECTION E**

**SCOPE OF WORK**

The College is seeking a Florida state-licensed and insured contractor to demolish an existing signage structure and construct a new monument sign at the Citrus Campus in Lecanto, FL. The contractor must have the necessary qualifications, experience, and resources to successfully complete all aspects of this project as outlined below:

**1. Project Management and Coordination**

1. Provide a project schedule, including milestones, inspection dates, and completion deadlines.
2. Designate a project manager to serve as the primary point of contact for the College throughout the project duration.
3. Coordinate with the College and applicable authorities to obtain necessary permits and approvals prior to the start of work.
4. Conduct a pre-construction meeting with the College's representatives to confirm the project scope, schedule, and site-specific requirements.

**2. Site Preparation and Demolition**

1. Protect surrounding property, landscaping, and infrastructure during the demolition and construction process.
2. Safely disconnect and cap existing electrical services to the current signage structure in compliance with applicable codes.
3. Remove existing digital sign panels and ensure they are preserved for reinstallation.
4. Demolish and remove the existing signage structure, including foundation elements, if necessary, and dispose of debris in accordance with environmental regulations.

**3. Construction of New Monument Sign**

1. Prepare the site for the new sign foundation, including necessary grading, excavation, and compaction.
2. Construct the new monument sign structure as per the provided sealed drawings, ensuring adherence to Florida Building Code standards and specifications.
3. Install structural reinforcements, weatherproofing, and finishing materials as specified in the drawings.
4. Install the preserved digital sign panels into the new monument structure, ensuring alignment, security, and functionality.

**SECTION E**

**SCOPE OF WORK**

**4. Electrical Service Work**

1. Provide electrical service to the new monument sign, including any required upgrades, conduits, wiring, and connections, per the sealed drawings and applicable codes.
2. Test and certify the electrical systems to ensure proper operation of the digital sign panels.

**5. Site Restoration and Cleanup**

1. Restore any landscaping or hardscaping disturbed during demolition and construction to its original condition or better.
2. Remove all construction debris, unused materials, and temporary installations from the site.
3. Conduct a final site cleanup to ensure the area is safe and visually appealing.

**6. Project Closeout**

1. Conduct a walkthrough with College representatives to confirm all work has been completed to specifications and standards.
2. Provide as-built drawings and documentation, including warranty information for materials and workmanship.
3. Address any punch-list items identified during the final walkthrough.

**SECTION F**

**SOLICITATION SUBMITTALS**

The following items must be fully executed and submitted with the bid to be responsive:

- |  |               |
|--|---------------|
| 1. Solicitation, Offer and Award   | Page: 1       |
| 2. Bid/Offer Response Form   | Page: 24      |
| 3. Contractor Safety Program   | Page: 33 - 34 |
| 4. Statement of No Bid (if applicable)                                       | Page: 35      |
| 5. References  | Page: 36      |
| 6. Affidavit of Compliance   | Page: 37      |
| 7. Performance Bond (100% of the total bid amount. Only required by awardee) | Page: 38 - 39 |
| 8. Drug Free Workforce Certification   | Page: 40      |
| 9. Disputes Disclosure   | Page: 41      |
| 10. List of Sub-contractors  | Page: 42      |
| 11. Fingerprinting   | Page: 43      |
| 12. Certificate of Insurance Requirements (only required by awardee)         | Page: 44      |

**Failure to submit the above documents may result in a determination of non-responsiveness.**

**SECTION G**

**SPECIAL PROVISIONS/TERMS**

1.0 Access and Audits

- 1.1 Bidder shall maintain adequate records to justify all charges and costs incurred in performing the work for at least two (2) years after completion of this Agreement. CF shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal working business hours at CF cost upon seven (7) calendar days written notice.
- 1.2 The auditor will need access to the following documents during an audit:
  - (b.1) All paid vouchers include those for out-of-pocket expenses, and other reimbursements supported by invoices, including bidder's copies of periodic estimate for partial payment
  - (b.2) Ledgers
  - (b.3) Cancelled checks
  - (b.4) Deposit slips
  - (b.5) Copies of all contracts and copies of any contract amendments/change orders
  - (b.6) Insurance documents
  - (b.7) Payrolls
  - (b.8) Time sheets
- 1.3 The above listed records may be kept on bidder's premises, and be made available at that location.

2.0 Purchase Orders (If applicable)

- 2.2. CF shall issue a Purchase Order (PO) for encumbrance and payment purposes.
- 2.3. All terms and conditions, specifications, scope of work shall be incorporated by reference.

**SECTION G****SPECIAL PROVISIONS/TERMS****3.0 Invoice Requirements**

- 3.1. One (1) original invoice shall be forwarded to **College of Central Florida, Founders Hall, Accounts Payable, Building 1, Room 112, Ocala Florida 34474** for payment processing upon receipt and acceptance by College of Central Florida. Please include Purchase Order Number (PO Number) on invoice forwarded. Upon receipt, acceptance and approval payment will be made.
- 3.2. Payment Terms - College of Central Florida payment terms are net/45 days.

**Project Management:**

After bid award, Contractor shall assign one Project Manager who shall serve as the primary contact with College regarding ongoing management of the projects thru completion. Barring extreme circumstances, this Project Manager will remain in place thru the completion of the project. Contractor shall not change Project Manager without prior discussion with College. It is not required that this Project Manager be dedicated only to this project.

Contractor's Project Manager (PM) shall prepare and provide a project schedule / timeline as part of the submittal package. Upon approval, and after work commences, this project timeline shall be updated weekly.

PM shall prepare for and conduct a weekly project status review with College Project Manager and others as required. The agenda for these meetings shall include review of progress to schedule and the status of any open Action items. Corrective Actions shall be documented by PM for any slippages to schedule or for any inspection findings requiring corrections. Minutes from the weekly project status meetings shall be documented by PM and distributed to attendees prior to the following weekly meeting.

Contractor shall assign onsite superintendent / foremen to be present with onsite crews at all times during work being performed. It is preferred that foremen remain consistent through completion of the job.

Contractor shall submit a list of all subcontractors to be used as part of the scope of work as part of the bid package. Contractor shall be responsible for compliance of subcontractors and their employees with the requirements that follow in this bid document regarding safety, security, and other sections.



## SECTION G

### SPECIAL PROVISIONS/TERMS

#### **Safety:**

Contractor shall have a documented safety program and shall provide a copy of that program before mobilization to College Project Manager.

It is preferred that all employees have OSHA 10 Construction training. In the absence of OSHA 10, at a minimum, each employee shall have received documented training in Ladder Safety, Fall Protection, and proper use of PPE. Documentation of each person's training records shall be made available to the College Project Manager, if requested.

It is preferred that Contractor's onsite Superintendent hold an OSHA 30 card and present a copy of such to the College Project Manager prior to commencing work.

Contractor's Superintendent or representative shall conduct jobsite safety meetings at least weekly with all employees and sub-contractors present. Attendance roster and topics reviewed shall be provided to College's Project Manager. College may require specific meeting topics based upon observed behaviors.

Lift plans shall be provided to College Project Manager at least 24 hours in advance of any crane or bucket truck coming onsite. The Lift plan shall detail location of lift set up, duration and purpose of use, and measures to be used to secure the area from pedestrians. Lift plans shall be approved in writing by College Project Manager prior to a lift coming onsite.

Building specific Safety Plans shall be prepared by Contractor and College Project Managers and approved prior to work commencing on any building. Plans shall include measures to be taken to secure the area and to protect against injury or damage to Contractor personnel and College property or personnel. Plans may be required to be approved by Fire Department or other entities prior to commencing work.

All contractor safety, lifting, and rigging equipment (Ladders, Lifting straps, Etc.) and PPE (Harnesses, other) shall be inspected daily by contractor for suitability and shall be within useful life and in good condition as defined by equipment manufacturer.

#### **Security:**

All contractors shall be required to wear an employee badge at all times while on campus. Badges shall be worn in plain view above waist level and must display company and employee name as well as picture of employee.

**SECTION G**

**SPECIAL PROVISIONS/TERMS**

Background checks shall be conducted on all contractor employees per college policy # 6.05 and ITB 24-3 paragraph 79 - 80.

Contractor PM shall provide a weekly scheduled work plan to college by noon Friday for the following week. Plan shall include the work hours scheduled for each day by location (building) and number of employees working at each location.

Contractors and Sub-Contractors are not allowed inside of any College buildings without prior approval from the college Project Manager.

**General / Other:**

Contractor shall familiarize themselves with and comply with campus wide regulations applicable to employees and student behavior. This includes, but is not limited to, policies regarding use of tobacco, weapons, drug use, use of threatening or offensive language, wearing of appropriate and non-offensive clothing. Observed violations of compliance to requirements in this section or the safety or security sections of this document shall be pointed out to Contractor Superintendent by College Project Manager for correction by Contractor. Contractor or Sub-Contractor employees who violate the requirements of these sections may not be allowed back onsite for the duration of the job.

Prior to mobilization, Contractor shall meet with College Project Manager and define parking areas as well as material loading / unloading / laydown and equipment areas for each building. Contractor and College will jointly determine if and where construction fencing will be required. Contractor shall be responsible for erecting any required construction fencing. Contractor shall be responsible for security of any equipment, tools, or materials left onsite during construction.

Upon completion of work on a building, Contractor shall have all temporary facilities (fencing, portable toilets, other) removed from premises within 10 working days and repairs made to any grounds areas damaged by temporary facilities or construction traffic to bring grounds back to pre-construction condition.

**SECTION H**

**REPRESENTATIONS AND CERTIFICATIONS**

**STATEMENT OF NO BID**

If your company does not intend to propose on this solicitation, please complete and return this form prior to the date shown for receipt of bids to:

Attn: Tony Denis, Director of Purchasing  
College of Central Florida  
3001 SW College Road  
Founders Hall/Bldg. 1/Room 109  
Ocala, Florida 34474

Failure to submit either a bid or a statement of no bid shall be cause for removal from future mailing lists.

We, the undersigned, have declined to propose on the above referenced Invitation to Bid for the following reason(s):

- Scope of Work/Services or Terms and Conditions are too "restrictive."
- Unable to meet requirements
- Bid was unclear
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Our employee man loading would not permit us to perform
- Unable to meet bond or insurance requirements
- Other
- Remove us from your bidders list

COMPANY: \_\_\_\_\_

SIGNATURE/TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**This form must be completed and returned if submitting a "No Bid"**

**SECTION H - REPRESENTATIONS AND CERTIFICATIONS - REFERENCES**

List four (4) references/recently completed projects for contracts that your firm or entity now holds or has recently completed similar to the same size and scope as this solicitation within the last five (5) years.

1.

LOCATION NAME		
ADDRESS		
CONTACT PERSON	TITLE	
TELEPHONE NUMBER	FAX NUMBER	
DATE OF CONTRACT	LENGTH OF CONTRACT	CONTRACT AMOUNT

2.

LOCATION NAME		
ADDRESS		
CONTACT PERSON	TITLE	
TELEPHONE NUMBER	FAX NUMBER	
DATE OF CONTRACT	LENGTH OF CONTRACT	CONTRACT AMOUNT

3.

LOCATION NAME		
ADDRESS		
CONTACT PERSON	TITLE	
TELEPHONE NUMBER	FAX NUMBER	
DATE OF CONTRACT	LENGTH OF CONTRACT	CONTRACT AMOUNT

4.

LOCATION NAME		
ADDRESS		
CONTACT PERSON	TITLE	
TELEPHONE NUMBER	FAX NUMBER	
DATE OF CONTRACT	LENGTH OF CONTRACT	CONTRACT AMOUNT

**This form must be completed and returned with your bid submittal**

**SECTION H**

**REPRESENTATIONS AND CERTIFICATIONS**

**AFFIDAVIT OF COMPLIANCE**

To be submitted with bid/offer forms:

\_\_\_\_\_ We **DO NOT** take exception to the ITB 24-3.

\_\_\_\_\_ We **TAKE** exception to the ITB 24-3 as follows:

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Company  
Name

\_\_\_\_\_ (Print or Type Company Name here)

\_\_\_\_\_ Type or Print Name & Title Authorized Representative

\_\_\_\_\_ Title

\_\_\_\_\_ Signature of Authorized Representative as shown above

\_\_\_\_\_ Date Signed

**This form must be completed and returned with your bid submittal**

**SECTION H - REPRESENTATIONS AND CERTIFICATIONS**

<b>PERFORMANCE BOND</b>	DATE BOND EXECUTED (Must not be later than bid opening date)			
PRINCIPAL (Legal name and business address)	TYPE OF ORGANIZATION (check applicable box below)			
	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> PARTNERSHIP		
	<input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> CORPORATION		
	STATE OF CORPORATION			
SURETY(IES) (Name and business address)	PENAL SUM OF BOND			
	MILLIONS	THOUSANDS	HUNDREDS	CENTS
	DATE	AGREEMENT NUMBER		

**OBLIGATION:**

We, the Principal and Surety(ies) are firmly bound to the District Board of Trustees of College of Central Florida in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

**CONDITIONS:**

The principal has entered into the contract identified above.

**THEREFORE:**

The above obligation is void if the Principal – (1) Performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of the contract during the original term of the contract and any extensions thereof that are granted by College of Central Florida, with or without notice to the Surety(ies), and during the life of any guaranty required under the contract, and (2) performs and fulfills all the undertakings, covenants, terms conditions, and agreements of any and all duly authorized modifications of the contract that hereafter are made. Notice of those modifications to the Surety(ies) are waived.

**WITNESS:**

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

<b>PRINCIPAL</b>				
SIGNATURE(S)	1. (Seal)	2. (Seal)	3. (Seal)	Corporate Seal
NAME(S) & TITLE(S) (Typed)	1.	2.	3.	

<b>INDIVIDUAL SURETY(IES)</b>		
SIGNATURE(S)	1. (Seal)	2. (Seal)
NAME(S) (Typed)	1.	2.

<b>CORPORATE SURETY (IES)</b>					
<b>SURETY A</b>	NAME & ADDRESSES		STATE OF INC.	LIABILITY LIMIT (\$)	CORPORATE SEAL
	SIGNATURES	1.	2.		
	NAME(S) & TITLES (Typed)	1.	2.		
<b>SURETY B</b>	NAME & ADDRESSES		STATE OF INC.	LIABILITY LIMIT (\$)	CORPORATE SEAL
	SIGNATURES	1.	2.		
	NAME(S) & TITLES (Typed)	1.	2.		

**SECTION H**

**INSTRUCTIONS**

1. Any deviation from this from will require written approval of College of Central Florida.
2. Insert the full legal name and business address of the Principal in the space designated “Principal” on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury’s list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A and Surety B) headed “CORPORATE SURETY(IES).” In the space designated “SURETY(IES)” on the face of the form, insert only the letter identification of the sureties.  
  
(b) Where individual sureties are involved, a completed Affidavit of Individual surety (Attached), for each surety, shall accompany the bond. College of Central Florida may require the surety to furnish additional substantiating information concerning its financial capability.
4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word “Corporate Seal”.
5. Type the name and title of each person signing this bond in the space provided.

**SECTION H**

**REPRESENTATIONS AND CERTIFICATIONS**

**DRUG FREE WORKFORCE CERTIFICATION**

The undersigned Proposer/Offeror in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
*(Name of Business)*

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 contractual services that are proposed 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 under bid, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or novo contend ere, to any violation of Chapter 893, or of any controlled substance law of the United States or any state for a violation occurring in the workplace, no later than five (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 this section.

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

Company Name \_\_\_\_\_  
 (Print or Type Company Name here)

Type or Print Name & Title Authorized Representative <i>as shown on Page 1, Solicitation/Offer and Award</i>	Title
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Signature of Authorized Representative as shown above	Date Signed
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NOTARY \_\_\_\_\_

SEAL

DATE SIGNED \_\_\_\_\_



**SECTION H - REPRESENTATIONS AND CERTIFICATIONS**

**DISPUTES DISCLOSURE FORM**

Answer the following questions by placing an “X” in the box after “YES” or “NO.” If you answer “YES,” please explain via attachment.

Disclosure can be limited to the regional/district office which will be supporting this Contract.

- 1. Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?

YES  NO

- 2. Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within last five (5) years?

YES  NO

If yes, indicate company name, contact name and telephone number, length of service provided, and reason for early cancellation/termination of contract.

- 3. Has your firm had filed against it or filed any requests for equitable adjustment, contract claims, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES  NO

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this project.

Company Name \_\_\_\_\_  
(Print or Type Company Name here)

\_\_\_\_\_  
Type or Print Name & Title Authorized Representative  
as shown on Page 1, Solicitation/Offer and Award Title

\_\_\_\_\_  
Signature of Authorized Representative as shown above Date Signed

**SECTION H - REPRESENTATIONS AND CERTIFICATIONS**

**List of Sub-Contractors**

1. \_\_\_\_\_  
CONTRACTOR NAME  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_  
TYPE OF WORK \_\_\_\_\_

2. \_\_\_\_\_  
CONTRACTOR NAME  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_  
TYPE OF WORK \_\_\_\_\_

3. \_\_\_\_\_  
CONTRACTOR NAME  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_  
TYPE OF WORK \_\_\_\_\_

4. \_\_\_\_\_  
CONTRACTOR NAME  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_  
TYPE OF WORK \_\_\_\_\_

**SECTION H - REPRESENTATIONS AND CERTIFICATIONS**

**FINGERPRINTING**

The undersigned Proposer/Offeror in accordance with Florida Statute 435.05 titled “Employment Screening” agrees that as a condition of entering into this contract, Proposer/Offerer shall conduct and pass a “Level 2” security background investigation on all prospective employees prior to them working on CF premises.

The Proposer/Offerer agrees that from the “Notice of Award” the Proposer/Offerer has 30 calendar days to certify all prospective employees have been fingerprinted and have passed a “Level 2” security background check. If commencement of work is earlier than 30 calendar days, than Proposer/Offerer must certify all employees have done this prior to commencement of work. A letter stating this action has been completed is to be hand delivered to the Director of Purchasing. Included in the letter would be the names of potential employees along with a notarized signature of an authorized representative of the company acknowledging completion of “Level 2” security background checks.

The Proposer/Offerer also hereby certifies that \_\_\_\_\_ follows these guidelines:  
*(Name of Business)*

7. Pursuant to Florida Statute 435.05 titled “Requirements for covered employees and employers” contractor will prohibit any of their employees from working on CF premises whose “Level 2” screening demonstrates that he/she failed to report criminal convictions accurately on the employment application form and for any disqualifying offenses while employed.
8. Pursuant to Florida Statute 435.07 titled “Exemptions from Disqualification” contractor shall follow Florida Statute 435.07 (1) (a) 1. Pursuant to Florida Statute 435.07 (4) (b) contractor shall note that no exemption may be granted to any person who is a sexual predator, sexual offender, or career offender regardless of the amount of time that has lapsed since the disqualifying offense.
9. Contractor must certify to CF on at least an annual basis of the review and compliance of this contract item with any new employees.

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

Company Name \_\_\_\_\_  
 (Print or Type Company Name here)

Type or Print Name & Title Authorized Representative <i>as shown on Page 1, Solicitation/Offer and Award</i>	Title
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Signature of Authorized Representative as shown above	Date Signed
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NOTARY \_\_\_\_\_

SEAL

DATE SIGNED \_\_\_\_\_

**SECTION I**  
**INSURANCE**

1. Bidder shall submit a Certificate of Insurance during the performance of the services under this Contract reflecting at least the minimum amounts and conditions as follows:

A. Commercial General Liability including products liability and completed operations liability:

General Aggregate (Other than Products/Completed Operations)	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

Umbrella liability insurance may be used to meet the general liability coverage limit requirements

B. Automobile Liability for owned, hired, and non-owned vehicles:

Bodily Injury and Property Damage (each accident)	\$1,000,000
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C. Workers' Compensation (as required by Statute) with Employers' Liability limits:

Each Accident	\$500,000
Disease – each employee	\$500,000
Disease – policy limit	\$500,000

2. Conditions:

A. Any subcontractors hired by the Prime Contractor must comply with the same insurance coverage requirements and shall submit the required Certificate of Insurance through the Prime Contractor.

B. The Prime Contractor shall furnish all original Certificate(s) of Insurance evidencing the required coverage to be in force on the date of this contract no less than (7) business days prior to the event. The receipt of any certificate does not constitute an agreement by the college that insurance requirements have been met.

C. Bidder shall furnish CF certificates of insurance which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to CF.

D. Bidder shall include CF as an additional insured on the General Liability and Automobile Liability insurance policy required by the Contract. All of bidder's sub-bidders shall be required to include PCC and bidder as additional insured on their General Liability insurance policies.

**This requirement shall only be required of the awardee.**