



**ORANGE COUNTY FLORIDA  
PROCUREMENT DIVISION**

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**NOTICE IS HEREBY GIVEN** that Orange County, Florida, henceforth referred to as the County is accepting sealed bids for:

**INVITATION FOR BIDS #Y19-1132-AV, LANDSCAPE MANAGEMENT – CHEMICAL  
APPLICATION AT THE ORANGE COUNTY CONVENTION CENTER  
TERM CONTRACT**

Copies of the Invitation for Bids (IFB) documents may be obtained from the Orange County Procurement Division at the below address. Copies may be requested by phoning (407) 836-5635 or by download from the Internet at:

<http://apps.ocfl.net/orangebids/bidopen.asp>

**BID SUBMISSION DUE DATE:**

Sealed bid offers in an **original** and **three (3) copies** for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, September 10, 2019**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

**PRE-BID CONFERENCE:**

A **Non-Mandatory Pre-Bid Conference** will be held on **Tuesday, August 20, 2019, 1:30PM**, located at **OCCC South Concourse, Conference Room S231A, 9899 International Drive, Orlando FL 32819**. A map and parking pass is included as Attachment 2. Attendance is not mandatory but is encouraged.

**NOTICE TO BIDDERS:**

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Ana Villalona, Purchasing Agent at [Ana.Villalona@ocfl.net](mailto:Ana.Villalona@ocfl.net).

**QUESTIONS:**

All questions or concerns regarding this Invitation for Bids shall be submitted by email to [Ana.Villalona@ocfl.net](mailto:Ana.Villalona@ocfl.net), no later than 5:00 PM **Thursday, August 22, 2019** to the attention of Ana Villalona, Procurement Division, referencing the IFB number.

## **TABLE OF CONTENTS**

<b><u>DESCRIPTION</u></b>	<b><u>PAGE</u></b>
<b>SECTION 1: GENERAL TERMS AND CONDITIONS</b>	
GENERAL TERMS AND CONDITIONS	3-17
<b>SECTION 2: SPECIAL TERMS AND CONDITIONS</b>	
SPECIAL TERMS AND CONDITIONS	18-29
<b>SECTION 3: SPECIFICATIONS/SCOPE OF SERVICES</b>	
SPECIFICATIONS/SCOPE OF SERVICES	30-41
<b>SECTION 4: BID SUBMISSION REQUIREMENTS AND DOCUMENTATION</b>	
- QUALIFICATION OF BIDDERS (BID PACKAGE REQUIREMENTS)	44-46
- BID RESPONSE FORM	47-48
- EMERGENCY CONTACTS	49
- ACKNOWLEDGEMENT OF ADDENDA	49
- AUTHORIZED SIGNATORIES/NEGOTIATORS	50
- REFERENCE DOCUMENTATION FORM	51-53
- DRUG-FREE WORKPLACE FORM	
- SCHEDULE OF SUBCONTRACTING FORM	
- CONFLICT/NON-CONFLICT OF INTEREST FORM	
- E-VERIFICATION CERTIFICATION	
- RELATIONSHIP DISCLOSURE FORM	
- RELATIONSHIP DISCLOSURE FORM - FREQUENTLY ASKED QUESTIONS (FAQ)	
- ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT	
- EXPENDITURE REPORT- FREQUENTLY ASKED QUESTIONS (FAQ)	
- AGENT AUTHORIZATION FORM	
- LEASED EMPLOYEE AFFIDAVIT	
- INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY	
- DRAFT CONTRACT	
- ATTACHMENT 1- INTEGRATED PEST MANAGEMENT PLAN (IPM)	
- ATTACHMENT 2 – PARKING PASS AND DIRECTIONS	

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

## GENERAL TERMS AND CONDITIONS

### 1. GENERAL INFORMATION

These specifications constitute the complete set of requirements and bid forms. The bid response page(s), and all forms listed on the bid response page(s) shall be completed, signed, and sealed in an envelope bearing the bid number on the outside and mailed or presented to the Procurement Division on or before the specified time and date. **Failure to comply with the preceding requirements shall result in the rejection of the bid.**

**Bids submitted by e-mail, telephone or fax shall not be accepted. An e-mailed or a faxed bid shall be rejected as non-responsive regardless of where it is received.**

It is the sole responsibility of the Bidder to ensure that their bid reaches the Procurement Division. All bids, unless otherwise specified, must be delivered to the following address no later than the time and date specified in the solicitation:

Procurement Division  
Internal Operations Centre II  
400 E. South Street, 2nd Floor  
Orlando, FL 32801

Bidders are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

**The County shall not be responsible for delays caused by any occurrence. The time/date stamp clock located in the Procurement Division shall serve as the official authority to determine lateness of any bid. The bid time shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Late bids will be returned to the Bidder unopened. The decision to refuse to consider a bid that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).**

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections, or changes on any document must be initialed by the signatory of the bid.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, thirty (30) days after bid opening or upon recommendation for award, whichever occurs first. Bidders desiring to view these documents are urged to schedule an appointment.

For information concerning this bid, please contact the Procurement Division at the address listed above or by calling 407-836-5635. Please specify the bid number for which you are inquiring.

## 2. **QUESTIONS REGARDING THIS SOLICITATION**

All questions or concerns regarding this Invitation for Bids shall be submitted by email to the Procurement Division representative specified on the cover page of this Invitation for Bids. Consideration for modification or alteration of the documents contained in this solicitation shall be requested during the specified question specified on the cover page of this Invitation for Bids.

When required the Procurement Division shall issue an addendum to the Invitation for Bids. The addendum shall be available on the Internet for access by potential Bidders.

Bidders are instructed not to contact the initiating division directly. No oral interpretation of this Invitation for Bids shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager, Procurement Division.

This provision exists solely for the convenience and administrative efficiency of Orange County. No Bidder or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Bidder or third party have any standing to sue or cause of action arising there from.

## 3. **PRICE/DELIVERY**

Price(s) bid must be the price(s) for new goods, unless otherwise specified. Any bids containing modifying or “escalator” clauses will not be considered unless specifically requested in the bid specifications.

“Acceptance” as herein used means the acceptance by Orange County after the Manager, Procurement Division or authorized agent has, by inspection or test of such items, determined that they fully comply with specifications.

**Deliveries resulting from this bid are to be performed during the normal working hours of the County.** Time is of the essence and the Contractor’s delivery date must be specified and adhered to. Should the Contractor, to whom the order or contract is awarded, fail to deliver on or before the stated date, the County reserves the right to **CANCEL** the order or contract and make the purchase elsewhere, and the Contractor shall be required to compensate the County for the difference in price paid for the alternate goods. The Contractor shall be responsible for making any and all claims against carriers for missing or damage goods. Partial shipments will be acceptable unless otherwise stated.

## 4. **FEDERAL AND STATE TAX**

The County is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Manager, Procurement Division will sign an exemption certificate submitted by the Contractor.

Contractors doing business with the County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Contractor be authorized to use the County’s Tax Exemption Number in securing such materials.

5. **ACCEPTANCE/REJECTION/CANCELLATION**

The County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the County, will be in the best interest of and/or the most advantageous to the County. The County also 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 the County's opinion, is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Award will be made to the lowest responsive and responsible bidder as determined by the County.

The County reserves the right, and the Manager, Procurement Division has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

6. **BRAND NAME OR EQUALS/DEVIATIONS**

Unless otherwise specified, the mention of a particular manufacturer's brand name or number in the specifications does not imply that this particular good is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of good that will be acceptable. Equal offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with equal offers will result in the disqualification of the bid.

The determination as to whether any alternate good or service is or is not equal shall be made solely by the County and such determination shall be final and binding upon all bidders. The County reserves the right to request and review additional information to make such a determination.

Although the County provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the County. Award may not necessarily be given to the lowest bid offered.

The Bidder shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items bid upon. Unless the bid is in response to a "Brand Name or Equal" requirement, deviations from the specifications will only be considered if requested in writing prior to the date and time specified for receipt of bids.

Deviations, if accepted, will be specifically addressed in writing via an addendum to this Invitation for Bids. Any goods or services that are not in compliance with the specifications will not be accepted.

7. **NO BID**

Where more than one item is listed, any items not bid upon shall be indicated as "NO BID".

8. **CONFLICT OF INTEREST**

The award is subject to provisions of applicable State Statutes and County Ordinances. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of Orange County. Further, all bidders must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Bidder's firm or any of its branches. Should the Contractor permanently or temporarily hire any County employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the County.

9. **LEGAL REQUIREMENTS**

All applicable Federal and State laws and County ordinances that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility.

- A. Contractors doing business with the County are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.
- B. Businesses wishing to participate in the County procurement process as an Orange County Certified M/WBE firm are required to complete a certification application to attain recognition as such. You may contact the Procurement Division or the Business Development Division for information and assistance.

10. **RECIPROCAL PREFERENCE**

In the event the lowest responsive and responsible bid submitted in response to any Invitation for Bids is by a bidder whose principal place of business is in a county other than Orange County, and such county grants a bid preference for purchases to a bidder whose principal place of business is in such county, then Orange County may award a preference to the (next) lowest responsive and responsible bidder having a principal place of business within Orange County, Florida. Such preference will be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business **except as provided below.**

**Effective July 1, 2015 the reciprocal local preference will not apply to construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.**

**If the solicitation involves a federally funded project where the funding source requirements prohibit the use of state and/or local preferences, the reciprocal local preference will not be applied.**

11. **GOVERNING LAW AND VENUE**

Any and all legal actions associated with this contract will be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be in the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions will be in the Orlando Division of the U.S. Middle District of Florida.

**12. JURY WAIVER**

Each party hereto hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this agreement.

**13. ATTORNEYS' FEES AND COSTS**

The Parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this Agreement and any litigation that arises either directly, or indirectly.

**14. UNIFORM COMMERCIAL CODE**

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the Contractor and the County for any terms and conditions not specifically stated in this Invitation for Bids.

**15. MISTAKES**

In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly. Bidders must check their bid where applicable. Failure to do so will be at the Bidder's risk. Bids having erasures or corrections must be initialed in ink by the Bidder.

**16. AVAILABILITY OF FUNDS**

The obligations of the County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and Orange County, Florida, or other specified funding source for this procurement.

**17. NON-DISCRIMINATION**

The County's policies of equal opportunity and non-discrimination are intended to assure equal opportunities to every person, regardless of race, religion, sex, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided and enforced by Section 17-314 of the Orange County Code and the County's relevant Administrative Regulations. It is also the county policy that person(s) doing business with the County shall recognize and comply with this policy and that the County shall not extend public funds or resources in a manner as would encourage, perpetuate or foster discrimination. As such:

1. The Contractor shall adopt and maintain, or provide evidence to the County that Contractor has adopted and maintains, a policy of nondiscrimination as defined by Section 17-288, Orange County Code, throughout the term of this Agreement.
2. The Contractor agrees that, on written request, the Association shall permit reasonable access to all business records or employment, employment advertisement, applications forms, and other pertinent data and records, by the County, for the purpose of investigating to ascertain compliance with the non-discrimination provisions of this contract; provided, that the Contractor shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this Agreement.



3. The Contractor agrees that, if any obligations of this contract are to be performed by subcontractor(s), the provisions of subparagraphs 1 and 2 of this Section shall be incorporated into and become a part of the subcontract.

## **18. BID TABULATION AND RESULTS**

Bid tabulations shall be available thirty (30) days after opening on the Orange County website at: <http://apps.ocfl.net/orangebids/bidresults/results.asp> or upon notice of intended action, whichever is sooner.

## **19. BID FORMS**

All bids shall be submitted on the County's standard Bid Response Form. Modification of the Bid Response Form herein or submission of Bids on Bidder's quotation forms shall not be accepted and shall be deemed non-responsive.

## **20. REFERENCES**

A contact person shall be someone who has personal knowledge of the Bidder's performance for the specific requirement listed. Contact person shall have been informed that they are being used as a reference and that the County may be contacting them. More than one person can be listed but all shall have knowledge of the project. The reference shall be the owner or a representative of the owner. Contractors who provided services under the referenced project (contract) shall not be accepted as references. **DO NOT** list principals or officers who shall not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the responsibility of the Bidder.

## **21. POSTING OF RECOMMENDED AWARD AND PROTESTS**

The recommended award will be posted for review by interested parties at the Procurement Division and at:

<http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain posted for a period of five (5) full business days.

- **Orange County Lobbyist Regulations General Information**  
<http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx>

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the Contractor. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The County may void any contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the black-out period restrictions of Ordinance No. 2002-15.

- **Orange County Protest Procedures**  
<http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx>

Failure to file a protest with the Manager, Procurement Division by 5:00 PM on the fifth full business day after posting, shall constitute a waiver of bid protest proceedings.

**22. BID AND RELATED COSTS**

By submission of a bid, the Bidder agrees that any and all costs associated with the preparation of the bid will be the sole responsibility of the Bidder. The Bidder also agrees that the County shall bear no responsibility for any costs associated with the preparation of the bid including but not limited to any administrative or judicial proceedings resulting from the solicitation process.

**23. CONTRACTUAL AGREEMENT**

This Invitation for Bids shall be included and incorporated in the final contract or purchase order. The order of contract precedence will be the contract (purchase order), bid document, and response. Any and all legal actions associated with this Invitation for Bids and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

**24. PUBLIC ENTITY CRIME**

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists/convicted\\_vendor\\_list](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list)

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

**25. DRUG-FREE WORKPLACE FORM**

The Drug-Free Workplace Form is attached and shall be completed and submitted with your bid.

**26. SUBCONTRACTING**

Bidders subcontracting any portion of the work shall state name and address of subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors Form".

**27. CONFLICT OF INTEREST FORM**

Bidder shall complete the Conflict of Interest Form attached hereto and submit it with their bid.

**28. ETHICS COMPLIANCE**

The following forms are included in this solicitation and shall be completed and submitted as indicated below:

- A. **Orange County Specific Project Expenditure Report** -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in **Section 2-351, Orange County Code**. This form shall be completed and submitted with all bid responses to an Orange County solicitation. Any questions concerning this form shall be addressed to the purchasing agent identified in the applicable solicitation.
  
- B. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder to an Orange County solicitation and the Mayor or any other member of Orange County, Florida. This form shall be completed and submitted with the applicable bid to an Orange County solicitation.

**No contract award shall be made unless these forms have been completed and submitted with the bid.** Any questions concerning these forms shall be addressed to the purchasing agent identified in this solicitation. Also, a listing of the most frequently asked questions concerning these forms is attached to each for your information.

**29. SUBMISSION OF BID**

The bid must be mailed or hand delivered in a sealed envelope to:

**ORANGE COUNTY PROCUREMENT DIVISION**  
Internal Operations Centre II  
400 E. South Street, 2nd Floor  
Orlando, Florida 32801

**Bidders must indicate on the sealed envelope the following:**

- A. **Invitation for Bids Number**
- B. **Hour and Date of Opening**
- C. **Name of Bidder**
- D. **Phone Number of Bidder**

Bids received after the time, date, and/or at the location specified, due to failure to identify the envelope with the above information shall be rejected.

**30. COPIES**

Copies of documents, records, materials, and/or reproductions requests will be charged in accordance with Orange County's fee schedule. Copyrighted materials may be inspected, but cannot be copied or reproduced per Federal law.

**31. PROPRIETARY/RESTRICTIVE SPECIFICATIONS**

If a prospective bidder considers the specification contained herein to be proprietary or restrictive in nature, thus potentially resulting in reduced competition, they are urged to contact the Procurement Division prior to bid opening. Specifications which are unrelated to performance will be considered for deletion via addendum to this Invitation for Bids.

**32. DEVELOPMENT OR ASSISTANCE IN DEVELOPMENT OF SPECIFICATIONS/ REQUIREMENTS/ STATEMENTS OF WORK**

Firms and/or individuals that assisted in the development or drafting of the specifications, requirements, statements of work, or solicitation documents contained herein are excluded from competing for this solicitation.

This shall not be applicable to firms and/or individuals providing responses to a publicly posted Request for Information (RFI) associated with a solicitation.

**33. PAYMENT TERMS/DISCOUNTS**

The County's payment terms are in accordance with Florida Statute 218, Local Government Prompt Payment Act. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

**34. PATENTS AND ROYALTIES**

Unless otherwise provided, the Contractor shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this Invitation for Bids.

The Contractor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product.

If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

**35. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County.

**36. CLARIFICATIONS**

It is the Bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this Invitation for Bids. Lack of understanding and/or misinterpretation of any portions of this Invitation for Bids shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidder's must contact the Procurement Division, at the phone number on the bid cover sheet **prior** to bid opening, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the Bidder and the County.

**37. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,
- C. No attempt has been made or shall be made by the Bidder to induce any other person or bidder to submit or not to submit a bid for the purpose of restricting competition.

**38. SUCCESSORS AND ASSIGNS**

The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

**39. NO REPRESENTATIONS**

Each party represents that they have had the opportunity to consult with an attorney, and have carefully read and understand the scope and effect of the provisions of this Agreement. Neither party has relied upon any representations or statements made by the other party hereto which are not specifically set forth in this Agreement.

**40. SEVERABILITY**

The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependencies a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement

be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

**41. PRICING/AUDIT**

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor's cost of goods and use of funds.

Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the goods for at least five (5) years after completion of this contract. The County or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the Contractor or its subcontractors, as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the Contractor's subcontractors used to procure goods under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

**42. EMPLOYEES OF THE CONTRACTOR**

All work under this contract shall be performed in a professional and skillful manner. The County may require, in writing, that the Contractor, remove from this contract any employee the County deems incompetent, careless, or otherwise objectionable.

**43. TOBACCO FREE CAMPUS**

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to Contractors and their personnel during contract performance on County owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

**44. CONTRACT CLAIMS**

"Claim" as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County, relating to a particular contract shall be submitted to the Manager, Procurement Division in writing clearly labeled "Contract Claim" requesting a final decision. The Contractor also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

**Failure to document a claim in this manner shall render the claim null and void. No claim shall be accepted after final payment of the contract.**

The decision of the Manager, Procurement Division shall be issued in writing and furnished to the Contractor. The decision shall state the reasons for the decision reached. The Manager, Procurement Division shall render the final decision within sixty (60) days after receipt of Contractor's written request for a final decision. The Manager, Procurement Division decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager, Procurement Division.

**45. VERIFICATION OF EMPLOYMENT STATUS**

Prior to the employment of any person under this contract, the Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term, and an express requirement that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/portal/site/uscis>.

**Only those employees determined eligible to work within the United States shall be employed under this contract.**

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

**46. CONFIDENTIAL INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all bidders should be aware that Invitation for Bids and the responses thereto are in the public domain. Bidders must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law**. If a Bidder fails to cite the applicable exempting law, we will treat the information as public.

**47. SCRUTINIZED COMPANIES**

A. By executing this Agreement, the Contractor/Sub-Recipient certifies that it is eligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes.

- B. Specifically, by executing this Agreement, the Contractor/Sub-Recipient certifies that it is **not** on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.
- C. Additionally, if this Agreement is for an amount of one million dollars (\$1,000,000) or more, by executing this Agreement, the Contractor/Sub-Recipient certifies that it is **not**:
1. On the “Scrutinized Companies with Activities in Sudan List” or the “Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List,” created pursuant to Section 215.473, Florida Statutes; and/or
  2. Engaged in business operations in Cuba or Syria.
- D. The County reserves the right to terminate this Agreement immediately should the Contractor be found to:
1. Have falsified its certification of eligibility to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes; and/or
  2. Have become ineligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statute subsequent to entering into this Agreement with the County.
- E. If this Agreement is terminated by the County as provided in subparagraph 4(a) above, the County reserves the right to pursue any and all available legal remedies against the Contractor, including but not limited to the remedies as described in Section 287.135, Florida Statutes.
- F. If this Agreement is terminated by the County as provided in subparagraph 4(b) above, the Contractor shall be paid only for the funding-applicable work completed as of the date of the County’s termination.
- G. Unless explicitly stated in this Section, no other damages, fees, and/or costs may be assessed against the County for its termination of the Agreement pursuant to this Section.

**48. PUBLIC RECORDS COMPLIANCE (APPLICABLE FOR SERVICE CONTRACTS)**

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida’s Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County’s custodian of public records, provide Orange County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.



3. Ensure that public records that are exempt or confidential and exempt from the public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to Orange County.
4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

**6. 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 AT :**

**Procurement Public Records Liaison  
400 E. South Street, 2<sup>nd</sup> Floor, Orlando, FL 32801  
[ProcurementRecords@ocfl.net](mailto:ProcurementRecords@ocfl.net), 407-836-5897**

**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

## SPECIAL TERMS AND CONDITIONS

### 1. **LICENSES**

Prior to furnishing the requested product(s), it shall be the responsibility of the Contractor to obtain, at no additional cost to Orange County, any and all licenses required to complete all contractual requirements. These licenses and permits shall be readily available for review by the Manager, Procurement Division or authorized designee.

### 2. **BID ACCEPTANCE PERIOD**

A bid shall constitute an irrevocable offer for a period of ninety (90) days from the bid opening date or until the date of award. In the event that an award is not made by the County within ninety (90) days from the bid opening date, the Bidder may withdraw their bid or provide a written extension of their bid.

### 3. **FLORIDA CONVICTED/SUSPENDED/DISCRIMINATORY COMPLAINTS**

By submission of an offer, the respondent affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

### 4. **AWARD**

Award shall be made on an all-or-none total estimated bid basis to the lowest responsive and responsible Bidder.

### 5. **POST AWARD MEETING**

Within **ten** (10) days after receipt of notification of award of bid, Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

### 6. **PERFORMANCE**

**Timely performance is of the essence in the award of this Invitation for Bids.** Performance shall be no later than **thirty (30)** calendar days from receipt of delivery order. Bids which fail to meet this requirement shall be rejected.

It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

Should the Contractor neglect, fail or refuse to provide the services within the time herein specified, then said Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay Orange County the sum extended by the County to contract for like services approved by the Procurement Division for the period from the required scheduled commencement date until performance of services covered in the Invitation for Bids is completed.

The Contractor shall, within **two (2)** calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

**7. FORCE MAJEURE**

1. The Contractor shall not be held responsible for any delay and/or failure in performance of any part of this contract to the extent such delay or failure is caused by explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond the Contractor's control so long as the Contractor's delay is not caused by the Contractor's own fault or negligence. That notwithstanding, the Contractor shall notify the County in writing within thirty (30) days after the beginning of any such cause that would affect its performance hereunder and the County reserves the right the request additional information that supports the validity of the Contractor's Force Majeure claim. Failure to notify the County in a timely manner of any claim of Force Majeure made pursuant to this section is cause for termination of this contract.
2. If the Contractor's performance is delayed pursuant to this section for a period exceeding two (2) calendar days from the date the County receives the required Force Majeure notice, the County shall have the right to terminate this contract thereafter and shall only be liable to the Contractor for any work performed and validated (if required for payment hereunder) prior to the date of the County's contract termination.
3. If the Contractor's performance is delayed pursuant to this section, the County may, upon written request of the Contractor, agree to equitably adjust the provisions of this contract, including price, performance, and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit the County's right to terminate for convenience.

**8. TERMINATION**

**A. Termination for Default:**

The County may, by written notice to the Contractor terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

1. Provide goods or services that comply with the specifications herein or fails to meet the County's performance standards
2. Deliver the goods or to perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the County shall provide adequate written notice to the Contractor through the Manager, Procurement Division, affording the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) calendar days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the Contractor in accordance with the County's Procurement Ordinance. The Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

In the event of termination by the County for any cause, the Contractor shall have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Contractor shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.
4. Continue and complete all parts of that work that have not been terminated.

**B. Termination for Convenience:**

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) calendar days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

**9. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH**

By submission of a bid in response to this solicitation, the Bidder certifies that all material, equipment, etc., contained in their bid meets all OSHA requirements. Bidder further certifies that if they are the awarded Contractor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirements in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the Contractor.

**10. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH**

Any good delivered under a contract resulting from this bid shall be accompanied by a Safety Data Sheet (SDS). The SDS shall include the following information:

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
  1. The potential for fire, explosion, corrosiveness and reactivity;
  2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by the exposure to the toxic substance; and
  3. The primary route of entry and symptoms of over exposure.

- C. The proper precautions, handling practices, necessary personal protective equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of over exposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

**11. SAFETY REGULATIONS**

Equipment shall meet all State and Federal safety regulations.

**12. CODES AND REGULATIONS**

The Contractor shall strictly comply with all Federal, State and local codes and regulations.

**13. PAYMENT**

Partial payments for the value of goods received and accepted and services rendered may be requested by the submission of a properly executed invoice. Payment shall be made in accordance with Florida Statute 218, Local Government Prompt Payment Act. Payment for accepted equipment/goods/services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Convention Center  
Business Division/Accounts Payable  
P. O. Box 691509  
Orlando, FL 32859-1509  
Email: [OCCC-AP@OCCC.NET](mailto:OCCC-AP@OCCC.NET)

A valid invoice shall include the following:

1. Reference to the Delivery Order Number
2. Delivery Dates/ Service Dates
3. Itemization of Goods Delivered/ Services Rendered
4. Unit Prices in accordance with the Bid Response Form

In the event additional County Departments or other public entities utilize this contract, invoices are to be sent directly to the Department or entity placing the order.

**14. DEBRIS**

Contractor shall be responsible for the prompt removal of all debris which is a result of this contractual service.

## 15. SAFETY AND PROTECTION OF PROPERTY

The Contractor shall at all times:

- A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- B. Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.
- C. Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other Contractors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.
- D. Comply with all ordinances, rules, regulations, standards and lawful orders from authority bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:
  - Occupational Safety and Health Act (OSHA)
  - National Institute for Occupational Safety & Health (NIOSH)
  - National Fire Protection Association (NFPA)
  - American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

## 16. INSURANCE REQUIREMENTS

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

(Note: State licenses can be checked via [www.floir.com/companysearch/](http://www.floir.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://www.ambest.com))

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than **\$1,000,000 (one million dollars)** per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.  
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.  
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.
- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than **\$1,000,000 (one million dollars)** per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Required Endorsements:

- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent

Additional Coverage:

- Pesticide Herbicide Application Liability- with a limit of not less than \$1,000,000 per occurrence/claim  
OR
- Pollution Liability- with a limit of not less than \$1,000,000 per occurrence/claim



When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

**By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.**

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of Orange County, Florida.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County, Florida  
c/o Procurement Division  
400 E. South Street, 2<sup>nd</sup> Floor  
Orlando, Florida 32801

Additional insurance guidelines and sample certificates can be found on the County's Vendor Services website:

<http://www.orangecountyfl.net/Portals/0/Library/vendor%20services/docs/InsuranceRequirementsFAQ.pdf>

**17. CONTRACT TERM/RENEWAL**

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County for an initial period of three (3) years. The contract may be renewed for two (2) additional one (1) year periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties.
- B. The initiating County department(s) shall issue delivery/purchase orders against the term contract on an “as needed” basis.
- C. If the quantity of a unit priced item in this contract is an estimated quantity and the actual quantities ordered are more than 50% above the estimated quantity, the County shall enter into negotiations with the Contractor for a lower unit price which shall be incorporated into the contract. Failure of the Contractor to agree to a reduced unit price may result in the termination of the contract and re-solicitation of the requirement.
- D. Any order issued during the effective period of this contract, but not completed within that period, shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor’s and the County’s rights and obligations with respect to that order to the extent as if the order were completed during the contract performance period.

**18. PRICING**

The County requires a firm price for the entire contract period. Invoices shall be reviewed to confirm compliance with contract pricing. Failure to hold prices firm shall be grounds for immediate termination of the contract.

**19. PRICE ESCALATION/DE-ESCALATION (CPI)**

The County may allow a price escalation provision within this award.

The original contract prices shall be firm for the entirety of the initial (3 year) contract period. A price escalation/de-escalation will be considered at the time of contract renewal and at 1-year intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at [www.bls.gov](http://www.bls.gov).

Price adjustment shall be calculated by applying the simple percentage model to the CPI data. This method is defined as subtracting the base period index value (at the time of initial award) from the index value at time of calculation (latest version of the CPI published as of the date of request for price adjustment), divided by the base period index value to identify percentage of change, then multiplying the percentage of change by 100 to identify the percentage change. Formula is as follows:

Current Index – Base Index / Base Index = % of Change

% of Change x 100 = **Percentage Change**

**CPI-U Calculation Example:**

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130
Divided by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. If approved, the price adjustment shall become effective on the contract renewal date. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement Division of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the contract renewal date. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

**20. METHOD OF ORDERING**

The County shall issue Delivery Orders against the contract on an as needed basis for the goods or services listed on the Bid Response Form.

**21. ATTACHMENTS**

The following attachment(s) is/are attached to, and made a part of this Invitation for Bids:

- A. Attachment 1- Integrated Pest Management Plan (IPM)
- B. Attachment 2 – Parking Pass and Directions

**22. REQUIREMENTS CONTRACT**

This is a Requirements Contract and the County's intent is to order from the Contractor all of the goods or services specified in the contract's price schedule that are required to be purchased by the County. If the County urgently requires delivery of goods or services before the earliest date that delivery may be required under this contract, and if the contractor will not accept an order providing for accelerated delivery, the County may acquire the goods or services from another source.

The County's requirements in this contract are estimated and there is no commitment by the County to order any specified amount. If the estimated quantities are not achieved, this shall not be the basis for an equitable adjustment.

**If the Manager, Procurement Division determines that the Contractor's performance is less than satisfactory, the County may order the goods or services from other sources until the deficient performance has been cured or the contract terminated.**

**23. PERSONNEL**

- A. The CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.
- B. All of the services required hereafter shall be performed by the CONTRACTOR or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.
- C. By execution of this contract, the Contractor hereby certifies that key personnel assigned to provide the required services have not been, and shall not be, changed or altered without prior written approval by the County. The County shall have seventy two (72) hours to review any request made by the Contractor for any change, alteration, or substitution of staff. The Contractor shall ensure that such substituted staff members are of substantially the same qualifications as those approved by the County at the time of contract award and create no conflicts of interest between the Contractor and the County.
- D. The CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. The COUNTY may require, in writing, that the CONTRACTOR remove from this contract any employee the COUNTY deems incompetent, careless, or otherwise objectionable.

**24. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES**

At the option of the Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

**25. BID PREFERENCE**

In accordance with the Minority Women Owned Business Enterprise (MWBE) Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible Orange County certified MWBE bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000**
- B. 7% - Bids Greater Than \$100,000 to \$500,000**
- C. 6% - Bids Greater Than \$500,000 to \$750,000**
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000**
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000**
- F. 3% - Bids Greater Than \$5,000,000**

In accordance with the Registered Service Disabled Veteran Business Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible registered prime Service Disabled Veteran bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000**
- B. 7% - Bids Greater Than \$100,000 to \$500,000**
- C. 6% - Bids Greater Than \$500,000 to \$750,000**
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000**
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000**
- F. 3% - Bids Greater Than \$5,000,000**

**In the event of a tie between an M/WBE and a registered prime SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.**

**SECTION 3  
SPECIFICATIONS / SCOPE OF SERVICES**

## SCOPE OF SERVICES

The Orange County Convention Center (OCCC) is a high profile Convention Center encompassing approximately 94 acres of exterior landscape areas requiring Four Diamond landscape and chemical management services. Four Diamond facilities as defined by AAA are establishments that are upscale in all areas. Accommodations are progressively more refined and stylish. The physical attributes reflect an obvious enhanced level of quality throughout. The fundamental hallmarks at this level include an extensive array of amenities combined with a high degree of hospitality, service and attention to detail. As it pertains to chemical management services, this requires comprehensive fertilization and weed control throughout the site, to ensure a professionally planned, manicured, and maintained facility. The Contractor shall accept the property in "as is condition".

### 1. **LOCATIONS**

**The Contractor shall provide all labor, equipment and supplies for comprehensive Chemical Application services for the entire OCCC campus, including the following areas as described herein for these designated locations:**

- A. **OCCC West Building (approximately 25 acres of landscape area)** shall include all areas as well as chemical weed control along the I-4 and 528 Expressway fence lines and adjacent to the Rosen Plaza Hotel hedge line.
- B. **OCCC North/South Building (approximately 64 acres of landscape area)** shall include all areas beginning at the Convention Way fence line and extending to the end of the paved parking area. Services shall include chemical weed control along Convention Way fence line.
- C. **Convention Center District Offices/Destination Parkway Area (Approximately 1.5 acres of landscape area).**
- D. **Tradeshow Blvd. (approximately 2.5 acres of landscape area)** - Fire ant control and chemical weed control along fence line only).
- E. **Freightway Blvd. (approximately .75 acre of landscape area)** - (Fire ant control and chemical weed control along fence line only).
- F. **Orangewood Lot (approximately .5 acre of landscape area)** - Fire ant control only.

### 2. **DESIGNATED REPRESENTATIVE**

After contract award, questions regarding the scope of services specified herein shall be Orange County Convention Center Facility Operations Manager or designee. The lack of inspections by the OCCC or any error or omission in the scope of services shall not relieve the Contractor of its obligation to perform Chemical Services in accordance with generally accepted industry standards.

### 3. **GENERAL CONDITIONS**

- A. Hours of Performance
  - 1. Standard Hours: Standard working hours are Monday through Friday, 7:00 AM to 5:00 PM.

2. Non-Standard Hours: Non-Standard working hours are 7:00 AM to 5:00 PM, Saturday and Sunday, after 5:00 PM Monday through Friday.
- B. The Contractor shall maintain sole responsibility for the actions of its employees and subcontractors. The OCCC Representative will, in no instance, have the authority to act as foreman or supervisor for the Contractor and will not interfere with the Contractor in the supervision or direction of their employees. Any advice provided to the Contractor by the OCCC Representative shall in no way be construed as binding upon the Contractor or release the Contractor from fulfilling the provisions of the contract.
  - C. All personnel provided by the Contractor, whether employees of the Contractor or Sub-contractors, shall be competent, experienced, courteous, well-groomed and properly dressed with shirt displaying the company name/logo, photo ID badge and skilled in chemical application. All foreman and technicians must speak and understand English.
  - D. Due to the nature of OCCC business, it is essential that all Chemical Application services be performed so as not to interfere with any OCCC event. The Contractor shall contact the OCCC Representative by email to schedule an appropriate time for chemical application. Chemical Application services shall not conflict with event activity in OCCC. The Contractor shall be responsible for all expenses incurred by OCCC if chemical application services interfere with any of the OCCC events.
  - E. The Contractor shall provide an on-site Operations Supervisor for this contract, whenever services are being performed. The Operations Supervisor shall be capable of verbal and written communication in the English language to the satisfaction of the OCCC Representative. The OCCC will retain the right to approve/disapprove of any individual submitted by the Contractor for the Operations Supervisor position.

The OCCC Representative may request the Contractor to remove any Operations Supervisor if it is determined that services are not being performed in accordance with the terms and conditions of this contract. Should an Operations Supervisor be assigned to another contract, terminated, or resign, the Contractor shall have seven (7) calendar days to replace the Operations Supervisor.

NOTE: OCCC Representative's request to remove any employee from this contract will, in no instance, be considered a request to terminate the affected individual. The sole intent is removal of said individual from this contract.

- F. The Contractor shall provide an emergency contact person to be available 24 hours / 7 days. The Contractor shall provide to the OCCC's Representative either a phone number, cell phone number, Nextel radio number or a pager number for this contact person. The Contractor's response time shall be within twelve (12) hours after receipt of the call.
- G. Any subcontracting shall be at the approval of the OCCC Representative.



- H. **The Contractor shall work with the OCCC with regard to LEED EB+OM Certification requirements and Chemical Application best practices for the OCCC. The best practices are contained in the Integrated Pest Management, Erosion Control and Landscape Management Plan (Sections 1, 2, 3, & 9) contained in Attachment #1 of this Invitation for Bids.**

4. **SAFETY AND PROTECTION**

- A. The Contractor shall provide and ensure the wearing of necessary protective clothing, masks, eye protection, and hearing protection as required by any applicable laws, regulations, ordinances, and/or manufacturer's instruction.
- B. All equipment used in the performance of these services shall be properly maintained and is subject to inspection by the OCCC's Representative upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be moved from the OCCC's premises. Safety features of equipment (shields, kill switches, and other related parts) shall be used at all times.
- C. The Contractor shall schedule maintenance work that will provide the least inconvenience to building occupants to include visitors, customers or employees, passers-by. The Contractor shall also provide traffic control signage, flashing lights, string and ribbon barricades, cones, or other barricades to protect staff, pedestrians and vehicular traffic, as needed at no additional cost to the County.
- D. Any damage to OCCC facilities or property due to the services performed by the Contractor shall be the responsibility of the Contractor.
- E. The Contractor shall have the responsibility to provide and maintain a chemical inventory list, as well as the applicable Safety Data Sheets (SDS).
- F. Within forty eight (48) hours after award, the Contractor shall provide a list indicating the names and types of specific licenses, certifications and training that have been obtained by the company and its employees to ensure all aspects of Chemical Application/pest control as specified in this Scope of Services are in compliance with the appropriate government agency. Lack of compliance may lead to termination.

5. **BACKGROUND CHECKS**

- A. All costs for background investigations shall be Contractor's responsibility. The County will have the right to request any additional investigative background information including, but not limited to, the employment record, Right-To-Know records, E-Verify system records (if the Contractor uses this service as a means to determine employment eligibility, available through [www.uscis.gov](http://www.uscis.gov)), training records, payroll records, position for which hired including site location of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services. The County reserves the right to conduct its own investigation of any employee of the Contractor.

- B. Background Checks for the Contractor's staff shall be approved by OCCC Security team prior to working at the OCCC. Contractors shall obtain the necessary forms for background checks as follows. The background checks shall be performed yearly.
1. For all Contractor's staff and/or employees that will be working at any part of the Convention Center and related facilities, including Destination Parkway Parking Structure, the Contractor shall perform background checks at its expense and submit them to OCCC for determining whether the employee is acceptable to be allowed to work at the OCCC. The background checks shall be submitted each year the contract is valid.
  2. The Contractor shall provide a level 1 (5 years) background check, dated no more than ninety (90) days prior to contract start, for any employees before starting work to include:
    - a. Identification Verification
    - b. Selective Service Status (registered/unregistered).
    - c. FDLE Automated Criminal Record
    - d. Clerk of Courts by County of Residence
    - e. Employment Verification
    - f. DMB by State Residence
    - g. Military Verification
    - h. Professional License and Certification Check

In addition, a Drug Screen – Five Panel test, including at least the following, shall be performed for each employee.

    - a. Amphetamines
    - b. Cocaine Metabolites
    - c. Marijuana Metabolites
    - d. Opiate Metabolites
    - e. Phencyclidine
- C. Contractor's employees shall not be allowed on OCCC property without completed and approved background investigations.
- D. Upon termination or transfer of any employee of the Contractor working under this contract, the Contractor shall immediately notify the OCCC Representative, in writing, of such termination or transfer, and surrender the OCCC issued identification badge.
- E. The Contractor shall report the arrest of any employee working under the terms of this contract to the OCCC Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the OCCC representative whether the employee shall continue to work at OCCC locations within this contract.
- F. The Contractor shall ensure that all vehicles used by their staff are properly identified with the company's name and logo.

- G. The Contractor shall remove from OCCC premises any employee who, in the opinion of the OCCC's Representative or designee, is not performing the services in a proper manner, or who is incompetent, disorderly, abusive, dangerous, disruptive, or does not comply with the rules and regulations of the OCCC or Orange County. The Contractor shall in no way, interpret such removal to require dismissal or other disciplinary action of the employee. Contractor employees shall not use controlled substances, unless prescribed, nor illegal substances, and shall not use alcohol on OCCC premises. The OCCC Representative will request that anyone suspected of working under the influence of alcohol or controlled substances be removed from the workplace. It will be at the OCCC's Representative's discretion as to whether said employee will be permitted to return to the OCCC.

**6. GENERAL REQUIREMENTS**

- A. The Contractor's on site supervisor or foreman shall give appropriate notification to persons in the immediate area of impending chemical applications.
- B. The Contractor shall supply application reports specifying the date, type of chemical applied, application rates and names of technician to the OCCC Representative within seven (7) calendar days following the application.
- C. The Contractor shall ensure that all materials are applied per the manufacturer's specifications and guidelines.
- D. The Contractor shall post lawn treatment and pesticide treatment signs after the use of chemicals for safety and compliance.
- E. OCCC representatives reserve the right to be present when chemicals are being mixed and applied.
- F. The Contractor shall provide to the County and keep current a list with description, of equipment, facilities, and manpower available to do the work. The complete list of all equipment owned or leased which will be utilized for chemical services shall include at least the following:
  - 1. One (1) self-contained, large capacity sprayer with boom attachments and 200 lbs. to 300 lbs. capacity fertilizer hopper attachments.
  - 2. Four (4) ride-on fertilizer spreaders with low volume sprayers.
  - 3. Two (2) Gator style utility vehicles or equivalent with front end booms for low volume weed control, spray applications.
- G. The Contractor shall provide to the County and keep current a list of personnel, by name and title, contemplated to perform the work. Including copies of relevant certifications and training received from manufacturers, national associations and/or trade schools for service technicians. Technicians assigned to this contract shall have a minimum of three (3) years' experience performing similar work.

The Contractor shall ensure that each employee who performs chemical services/pest control has a commercial license and a current commercial pest control identification card issued by the State of Florida affixed with the employee's

signature and current photograph. The identification card shall be carried on the Contractor's employee's while performing pest control services and shall be presented on demand when requested by OCCC personnel.

- H. The Contractor shall provide to the County and keep a current list of managers and supervisors by name and title including resumes upon award of the Contract. Managers shall have a minimum of five (5) years verifiable experience and Supervisors shall have a minimum of three (3) years verifiable experience.
- I. The Contractor shall provide to the County and keep current a list indicating what permits, licenses, certifications and training have been obtained by company and employees to insure all aspects of chemical application are in compliance with the appropriate agency. The Contractor shall submit a photocopy of their Pest Control Operator's Permit License to comply with Florida Statute 482 at the request of the County Representative.
- J. The Contractor shall have proof, in the form of an occupational license of the principal place of business, that the business and all associated equipment is located physically within Orange, Lake, Seminole or Osceola Counties in Florida. This information shall be available upon request.
- K. When chemicals have been applied to the landscaped areas, the Contractor shall coordinate with the County's Exterior Landscape-Irrigation Contractor to adjust the irrigation clocks for any needed changes per the Contractor's recommendation. The Contractor shall provide the OCCC representative with any revised watering schedule.

**7. SUPPLEMENTAL CONDITIONS**

- A. The services described herein shall be performed by the Contractor on a regularly scheduled basis as outlined. There shall be no deviation from the scope of services without prior approval from OCCC Representative.
- B. An Operational Maintenance Plan shall be submitted by the Contractor within thirty (30) days of the initiation of the contract indicating how the Contractor, utilizing its staff and equipment, will spray for pests and diseases and fertilize all trees/palms, shrubs plants and turf within four (4) consecutive days, during a specific monthly cycle. The County reserves the right to approve or disapprove the plan to ensure the OCCC requirements and expectations are met.
- C. No later than the 15<sup>th</sup> day of each month, the Contractor shall submit a work schedule to OCCC for the upcoming month indicating what days the Contractor will be on site to complete the required chemical service and maintenance. The OCCC Representative will provide the Contractor with appropriate show schedule to facilitate scheduling of work.
- D. The following information shall be furnished to the OCCC Representative in the form of a monthly report due the first day of each month:
  - a. Date of each fertilizer application, totals applied and rates of application.

- b. Date of each pesticide and fungicide application, name of pesticide and fungicide, rate of application and amounts used.
  - c. All observation of abnormal conditions.
- E. The Contractor management shall meet with the OCCC staff at least on a monthly basis to perform site inspections and discuss quality control and performance issues. Final resolution of all quality control issues will be determined by OCCC Horticulture Representative or designee.

## **8. WORKMANSHIP AND QUALITY CONTROL**

The following represents the minimum standards to which the Contractor shall be held responsible in maintaining the grounds included in the contract.

### **A. Quality of Workmanship**

All work shall be quality work performed according to the standards herein, and to the complete satisfaction of OCCC. All work shall be consistent with the level of quality typical in a Four- Diamond establishment, as described. The Contractor shall provide sufficient staffing for the satisfactory performance of this work at the frequencies and within the time frames specified. The Contractor shall establish and follow a quality control program for the purpose of identifying and correcting deficiencies in the quality of services performed before the level of service becomes unacceptable to the OCCC. All documentation used for the quality control program shall be made available for review by OCCC upon request.

### **B. Minimum Quality Control Inspections**

The Contractor shall provide, in spreadsheet format, a quality control inspection tool depicting the inspected areas of the exterior landscaping after chemical application work is completed. The spreadsheet shall list areas such as "plant beds, shrubs, turf, urns, and other vegetation" and shall be inspected 100% fourteen (14) calendar days after applying the appropriate chemicals. The OCCC reserves the right to increase the frequency of the inspections based on Contractor performance and or building activity.

The spreadsheet shall list all specific tasks identified in the scope of services by specific areas. The Contractor's inspector shall not be involved in service delivery. The spreadsheet shall include signature signoff by the Contractor's Inspector and Manager or Supervisor. The quality control spreadsheet format shall be submitted to the OCCC Representative for approval within thirty (30) calendar days after contract award. The Contractor shall submit the completed spreadsheets with inspection results problems encountered and proposed corrective action to be taken by the Contractor within two (2) calendar days after the inspection was scheduled to be accomplished.

All work shall be performed professionally in accordance with generally accepted horticultural principals. All work shall be performed under the direction of OCCC personnel. The Contractor is advised that periodic inspections will occur to verify compliance with the scope of services. All inspections will be scheduled at the discretion of the OCCC personnel.

C. Pest Control Program

The Contractor shall initiate a preventative pest (pest defined as insect, disease or weed) control program to be followed by the Contractor on a program basis, which targets and eliminates problems prior to their further development. The program shall include but not be limited to turf, shrubs, trees (including palms), annual plants and be submitted to the OCCC Representative within thirty (30) days of the initiation of the contract.

The preventative lawn program shall control lawn damaging insects such as, but not limited to, chinch bugs, mole crickets, sod web worms, fungus, army ants and fire ants. A weed control program shall cover all broad leaf weeds and sedges (the herbicide Asulox, Signalgrass control or equivalent should be utilized for crabgrass). There shall be no extra charge for any type of insect re-spray. The Contractor shall apply pesticides as scheduled to all of the designated landscape areas. All applications of pesticides and fertilizers shall be performed when wind drift is negligible. The Contractor shall keep records on pests identified and treatment(s) rendered for control.

D. Deficiencies:

During the periods of work, the Contractor shall consult with the OCCC Representative for inspection and approval of work quality being accomplished. In the event of unsatisfactory work, the Contractor shall repeat the work without additional compensation, within two (2) working days. The Contractor shall correct all deficiencies before final acceptance and payment is made. If a second re-inspection is required, the OCCC will assess a \$250.00 fee to the Contractor. The \$250.00 fee will be assessed for every re-inspection after the first re-inspection. The fee is assessed to offset the additional OCCC labor costs to include Horticulture Consultant fees and vehicle usage required for unnecessary inspections and the fee will be deducted from the final invoice for that delivery order.

E. Other Standards:

1. Fire ants/mounds shall be treated as they occur. An appropriate water proof dye or similar agent shall be used to indicate what mounds have been treated.
2. The Contractor shall replace, at the Contractor's expense, any plant or lawn area that dies or becomes weak or unsightly due to improper chemical application maintenance as determined by OCCC.
3. No specific area of turf shall contain more than 10% weeds in any given 100 square yard area (Excluding Freightway Blvd, Tradeshow Blvd. and Orangewood Lot).

## 9. TURF CARE SPECIFICATIONS: St. Augustine Grass

The Contractor shall, at a minimum, provide fertilization and insect, disease and broadleaf weed control to all areas of St. Augustine grass (“turf”) on the following schedule:

JANUARY	<i>Spot</i> treat all turf areas for weeds, fungal Brown Patch, and fire ants (Integrated Pest Management).
FEBRUARY	<i>Spot</i> treat all turf for weeds, fungal Brown Patch and fire ants (Integrated Pest Management).
MARCH	<i>Fertilize</i> all turf areas at the rate of 1.0 lbs. N/M with a fertilizer blend that is 50% soluble and 50% controlled release nitrogen. <i>Spot</i> treat for <i>weeds</i> , <i>spot</i> treat for fungal Brown Patch and fire ants (Integrated Pest Management).
APRIL	<i>Spot</i> spray all turf areas for weeds, insects, and fire ants (Integrated Pest Management)
MAY	<i>Spray</i> all turf areas “ <i>wall to wall</i> ” for chinch bugs. <i>Spot</i> treat for weeds and fire ants (Integrated Pest Management).
JUNE	<i>Spot</i> spray all turf areas for weeds, insects, and fire ants (Integrated Pest Management).
JULY	<i>Spray</i> all turf areas “ <i>wall to wall</i> ” for chinch bugs. <i>Spot</i> treat for weeds and fire ants (Integrated Pest Management).
AUGUST	<i>Spray</i> all turf areas <i>for</i> insects (including mole crickets and webworms). <i>Spot</i> treat for weeds and fire ants (Integrated Pest Management).
SEPTEMBER	<i>Spray</i> all turf areas “ <i>wall to wall</i> ” for chinch bugs. <i>Spot</i> treat for weeds and fire ants (Integrated Pest Management).
OCTOBER	<i>Spot</i> treat all turf for weeds and insects, including webworms, mole crickets, and fire ants (Integrated Pest Management).
NOVEMBER	<i>Spot</i> treat all turf for weeds, fungal Brown Patch and fire ants (Integrated Pest Management).
DECEMBER	<i>Spot</i> treat all turf for weeds, fungal Brown Patch and fire ants (Integrated Pest Management).

**In the event**, the St. Augustine grass included in this turf care program dies due to damage from biotic agents such as insects or diseases or from abiotic factors such as fuel spills or fertilizer burn, the turf shall be replaced by the Contractor immediately at no expense to OCCC.

**10. TURF CARE SPECIFICATIONS: Bahia Grass**

The Contractor shall, at a minimum, provide fertilization and insect, disease and broadleaf weed control to all areas of Bahia grass on the following schedule:

MARCH            *Fertilize* the turf with 1.0 lbs N/M using the same or similar blend as described above for St. Augustine grass.

JULY             *Treat* all turf areas with Top Choice or Fipronil generics insecticide for mole cricket and fire

**In the event**, the Bahia grass included in this turf care program dies due to damage from biotic agents such insects or diseases or from abiotic factors such as fuel spills or fertilizer burn, the turf shall be replaced immediately at no expense to the OCCC.

**11. TREES, PLANT BEDS, SHRUB CARE SPECIFICATIONS**

The Contractor shall, at a minimum, provide tree, plant bed and shrub care on the following schedule:

JANUARY        *Spray* all trees/palms and shrubs for insects and diseases as directed in the property report.

FEBRUARY      *Spray* all trees/palms and shrubs for insects and diseases as directed in the property report.

MARCH         *Spray* all trees and shrubs “wall to wall” for insects and diseases. *Fertilize* all trees and shrubs and palms.

APRIL          *Spray* all trees/palms and shrubs for insects and diseases as directed in the property report.

MAY            *Spray* all trees/palms and shrubs for insects and diseases as directed in the property report.

JUNE            *Spray* all trees and shrubs “wall to wall” for insects and diseases. *Fertilize* all trees and shrubs and palms.

AUGUST         *Spray* all trees/palms and shrubs for insects and diseases as needed.

SEPTEMBER    *Spray* all trees and shrubs “wall to wall” for insects and diseases.

OCTOBER       *Spray* all trees/palms and shrubs for insects and diseases as needed. *Fertilize* all trees and shrubs and palms.

NOVEMBER     *Spray* all trees/palms and shrubs for insects and diseases as directed in the property report.

DECEMBER     *Spray* all trees/palms and shrubs for insects and diseases as directed in the property report.



**Contractor shall apply according to manufacturer's specification or recommendation 13-3-13 (or similar analysis fertilizer) with a full complement of minor elements at the rate of 1.0 lbs N/M. The nitrogen component should be at least 50% controlled release.**

**Clearly understand that the raised beds in front of the North and South Concourses and ALL window beds along the front of the West Concourse are fertilized on the same schedule as outlined above, but ONLY Milorganite is to be utilized.**

In the event, a plant, shrub or tree dies from insect or disease damage while under this tree/shrub/palm care program, it shall be replaced within seven (7) calendar days with one of equal value that is reasonably available.

**12. SNAIL AND SLUG TREATMENTS**

A. Snail/slug treatments shall be accomplished via an application of a granular fertilization for both lawn and horticulture. The Contractor shall coordinate with the County's exterior landscape Irrigation Contractor to ensure watering schedule is coordinated. There shall be no extra charge for any type of re-application.

B. The Contractor shall keep records of all treatments.

**SECTION 4**  
**BID SUBMISSION REQUIREMENTS AND DOCUMENTATION**

**IMPORTANT NOTE:**

Modification or alteration of the documents contained in this solicitation or the contract resulting from this solicitation **shall only be made upon receipt of prior written consent of the County.**

*(See: General Terms and Conditions, Article 2, Questions Regarding this Solicitation)*

**Bidders are cautioned,** when completing your bid, do not attach any forms which may contain deviations from the County's scope of services/specification, terms and conditions or fee schedule as these may conflict with those listed in the County's bid documents(s). Unauthorized modifications or alterations and/or inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.

**STATEMENT OF NO-BID**

The Procurement Division is committed to continuously improve its processes and our goal is to receive maximum participation from the vendor community. If your firm chooses not to participate in responding to this solicitation please email [Ana.Villalona@ocfl.net](mailto:Ana.Villalona@ocfl.net), referencing the IFB number, and briefly explain why the decision was made to not participate.

**SUBMITTAL LABEL:**

All submittals, should use the hard-copy label below and place on front of their outermost sealed envelope/package.

**DO NOT OPEN - SEALED RESPONSES - DO NOT OPEN  
RESERVED FOR PUBLIC BID OPENING**

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

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

Contact Phone/ Email: \_\_\_\_\_

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

**CONTACT: Ana Villalona**  
**IFB NUMBER: Y19-1132-A V**  
**TITLE: LANDSCAPE MANAGEMENT – CHEMICAL  
APPLICATION AT THE ORANGE COUNTY  
CONVENTION CENTER**

BID DUE DATE: \_\_\_\_\_

**DELIVER TO:**  
ORANGE COUNTY PROCUREMENT DIVISION  
INTERNAL OPERATIONS CENTRE II  
400 E. SOUTH STREET, 2ND FLOOR  
ORLANDO, FL 32801.

## QUALIFICATION OF BIDDERS

### **PRE-BID CONFERENCE:**

#### **[ ] 1. NON-MANDATORY PRE-BID CONFERENCE**

All interested parties are invited to attend a **Pre-Bid Conference** on **Tuesday, August 20, 2019, 1:30PM**, located at **OCCC South Concourse, Conference Room S231A, 9899 International Drive, Orlando FL 32819**, conference room in the South Concourse, S231 A . A map and parking pass is included in Attachment 2. Attendance is not mandatory but is encouraged.

At that time, the County's representative will be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

## **BID PACKAGE REQUIREMENTS:**

This bid will be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. Failure to submit the below requested information may be cause for rejection of your bid.

The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

The Bidder shall submit the following information with the bid. It is recommended to use the list below as a checklist for your bid submittal:

**1. Reference Documentation Form  
(Required)**

Bidder shall complete the attached Reference Documentation Form. Five (5) references shall be for work **substantially similar in scope and magnitude**, satisfactorily completed and shall validate the following capabilities and experience:

1. Services for chemical applications and pest control services for a high profile properties such as resorts, theme parks, convention centers, and hotels/hospitality properties.

**2. Bidder shall provide a written statement on its letterhead affirming the firm has available resources, facilities and equipment, required to successfully perform the work in accordance with the scope of services herein.  
(Required)**

**3. Bid Response Form  
(Required)**

**4. Acknowledgement of Addenda  
(Required if Applicable)**

**5. Authorized Signatories/Negotiators  
(Required)**

**6. Drug-Free Workplace  
(Required)**

**7. Schedule of Sub-contracting  
(Required if Applicable)**

**8. Conflict/Non-Conflict of Interest Form  
(Required)**

**9. E-Verification Certification  
(Required)**

- 10. Current W9  
**(Required)**
- 11. Relationship Disclosure Form  
**(Required to be Submitted and Notarized)**
- 12. Orange County Specific Project Expenditure Report.  
**(Required to be Submitted and Notarized)**
- 13. Agent Authorization Form  
**(Submit if Applicable)**
- 14. Leased Employee Affidavit  
**(Submit if Applicable)**
- 15. Information for determining Joint Venture Eligibility (if Applicable)  
**(Submit if Applicable)**
- 16. Contract Y19-1132, Counterpart (1), signed without exception to terms and conditions. Counteroffers shall not be allowed.  
**(Required)**

**Failure to submit the above requested information may be cause for rejection of your bid.**

**BID RESPONSE FORM  
IFB #Y19-1132-AV**

The Contractor shall provide all labor and other resources necessary to provide the goods and/or equipment in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs.

<b>ITEM NO.</b>	<b><u>DESCRIPTION</u></b>	<b><u>MONTHLY Price</u></b>	<b><u>FREQUENCY</u></b>	<b><u>ESTIMATED ANNUAL PRICE</u></b>	<b>X</b>	<b><u>3 YEARS</u></b>	<b><u>TOTAL ESTIMATED BID</u></b>
1.	Chemical Applications Services West Building	\$ _____	X 12 =	\$ _____	X	3 years	= \$ _____
2.	Chemical Applications Services North/South Building	\$ _____	X 12 =	\$ _____	X	3 years	= \$ _____
3.	Chemical Applications Services Destination Parkway	\$ _____	X 12 =	\$ _____	X	3 years	= \$ _____
4.	Chemical Applications Services Tradeshow Blvd.	\$ _____	X 12 =	\$ _____	X	3 years	= \$ _____
5.	Chemical Applications Services Freightway Blvd.	\$ _____	X 12 =	\$ _____	X	3 years	= \$ _____
6.	Chemical Applications Services Orangewood Lot	\$ _____	X 12 =	\$ _____	X	3 years	= \$ _____

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

BID RESPONSE FORM (CONTINUED)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QUARTERLY Price</u>	<u>FREQUENCY</u>	<u>ESTIMATED ANNUAL PRICE</u>	X	<u>3 YEARS</u>	=	<u>TOTAL ESTIMATED BID</u>
<b><u>QUARTERLY SERVICE</u></b>								
7.	Quarterly Snail/Slug Treatments	\$ _____	X 4	= \$ _____	X	3 years	=	\$ _____

**ONE TIME SERVICE**

8. One-Time initial clean-up fee for bringing landscape up to standard within 60 (sixty) calendar days = \$ \_\_\_\_\_

**TOTAL ESTIMATED BID (ITEMS 1-8): \$ \_\_\_\_\_**

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

**IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.**

Performance shall be not later than thirty (30) calendar days After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for Bids may be directed to Ana Villalona, Purchasing Agent, at [Ana.Villalona@ocfl.net](mailto:Ana.Villalona@ocfl.net)



**BID RESPONSE FORM - CONTINUED**  
**THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:**

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

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN  
NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID.

TIN#: \_\_\_\_\_ D-U-N-S® # \_\_\_\_\_

\_\_\_\_\_  
(Street No. or P.O. Box Number)      (Street Name)      (City)

\_\_\_\_\_  
(County)      (State)      (Zip Code)

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

<u>EMERGENCY CONTACT</u>	
Emergency Contact Person: _____	
Telephone Number: _____	Cell Phone Number: _____
Residence Telephone Number: _____	Email: _____

**ACKNOWLEDGEMENT OF ADDENDA**

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to specifications, scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

**AUTHORIZED SIGNATORIES/NEGOTIATORS**

The Bidder represents that the following **principals** are authorized to sign bids, negotiate and/or sign contracts and related documents to which the bidder will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email

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

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Name of Business)

The Bidder shall complete and submit the following information with the bid:

**Type of Organization**

\_\_\_\_\_ Sole Proprietorship      \_\_\_\_\_ Partnership      \_\_\_\_\_ Non-Profit

\_\_\_\_\_ Joint Venture\*      \_\_\_\_\_ Corporation

**State of Incorporation:** \_\_\_\_\_

Principal Place of Business (Florida Statute Chapter 607): \_\_\_\_\_  
City/County/State

**THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.**

Federal I.D. number is: \_\_\_\_\_

\* *Joint venture firms must complete and submit with their Bid Response the form titled "Information for Determining Joint Venture Eligibility", and a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate the parties' respective roles, responsibilities and levels of participation for the project. **If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted.** Failure to timely submit the required form along with an attached written copy of the joint venture agreement may result in disqualification of your Bid Response*

**REFERENCE DOCUMENTATION FORM**

List five (5) clients during the past five (5) years for which you provided a comparable amount commercial chemical application and pest control services substantially similar to those specified in the solicitation in the spaces provided below.

1. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of goods or services provided: \_\_\_\_\_

\_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of Contract: \_\_\_\_\_

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

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

2. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of goods or services provided: \_\_\_\_\_

\_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of Contract: \_\_\_\_\_

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

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

3. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of goods or services provided: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of  
Contract: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

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

4. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of goods or services provided: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of  
Contract: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

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

5. Company Name: \_\_\_\_\_

Owner's Name:

Description of goods or services provided:

Contract Amount:

Start and End Date of  
Contract:

Contact Person:

Address:

Telephone Number:

Email Address:

## DRUG-FREE WORKPLACE FORM

The undersigned Bidder, 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, 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 under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 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 nolo contendere to, any violation of Florida Statute 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 Paragraphs 1 thru 5.

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

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

\_\_\_\_\_  
Date

**SCHEDULE OF SUBCONTRACTING, IFB NO. Y19-1132-AV**

**As specified in the General Terms and Conditions and in the Special Terms and Conditions, bidders are to present the details of subcontractor participation.**

<b>Name Of Subcontractor</b>	<b>Address</b>	<b>Type of Work to be Performed</b>	<b>Percent and dollar amount of Contract Amount to be Subcontracted</b>

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

**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

**CHECK ONE**

To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

**OR**

The undersigned bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT**

**CHECK ONE**

The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
TITLE

Failure to check the appropriate blocks above may result in disqualification of your bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your bid.



**E VERIFICATION CERTIFICATION**

Contract No. Y19-1132-AV

I hereby certify that I will utilize the U.S. Department of Homeland Security’s E-Verify system in accordance with the terms governing the use of the system to confirm the employment eligibility of the individuals classified below. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida statutes.

All persons, including subcontractors and their workforce, who will perform work under **Contract No. Y19-1132-AV LANDSCAPE MANAGEMENT – CHEMICAL APPLICATION AT THE ORANGE COUNTY CONVENTION CENTER**, within the state of Florida.

NAME OF CONTRACTOR: \_\_\_\_\_

ADDRESS OF CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RELATIONSHIP DISCLOSURE FORM  
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY  
IS THE PRINCIPAL OR PRIMARY BIDDER**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Bidder and shall be submitted to the Procurement Division by the Bidder.

In the event any information provided on this form should change, the Bidder must file an amended form on or before the date the item is considered by the appropriate board or body.

**Part I**

**INFORMATION ON BIDDER:**

Legal Name of Bidder:

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Business Address (Street/P.O. Box, City and Zip Code):

---

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Business Phone: ( ) \_\_\_\_\_

Facsimile: ( ) \_\_\_\_\_

**INFORMATION ON BIDDER'S AUTHORIZED AGENT, IF APPLICABLE:  
(Agent Authorization Form also required to be attached)**

Name of Bidder's Authorized Agent:

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Business Address (Street/P.O. Box, City and Zip Code):

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---

Business Phone: ( ) \_\_\_\_\_

Facsimile: ( ) \_\_\_\_\_

**Part II**

IS THE BIDDER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ YES \_\_\_ NO

IS THE MAYOR OR ANY MEMBER OF THE BCC THE BIDDER'S EMPLOYEE?

\_\_\_ YES \_\_\_ NO

IS THE BIDDER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ YES \_\_\_ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

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(Use additional sheets of paper if necessary)

**Part III**

**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

Printed Name and Title of Person completing this form:

\_\_\_\_\_  
STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Staff signature and date of receipt of form

\_\_\_\_\_  
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**FREQUENTLY ASKED QUESTIONS (FAQ)  
ABOUT THE  
RELATIONSHIP DISCLOSURE FORM**  
*Updated 6-28-11*

**WHAT IS THE RELATIONSHIP DISCLOSURE FORM?**

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

**WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?**

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

**WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?**

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

**WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?**

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether

through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

*Employee* means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

*Relative* means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

**DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

**WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?**

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

**WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

## **WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?**

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

### **CONCLUSION:**

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

## ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

**This is the initial Form:** \_\_\_\_\_  
**This is a Subsequent Form:** \_\_\_\_\_

### **Part I**

**Please complete all of the following:**

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): \_\_\_\_\_

\_\_\_\_\_

Name and Address of Principal's Authorized Agent, if applicable: \_\_\_\_\_

\_\_\_\_\_

**List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)**

1. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
2. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
3. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
4. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
5. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
6. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
7. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
8. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_



**Part II**

**Expenditures:**

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- Any other contribution or expenditure made by or to a political party;
- Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, Contractors, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under \$50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

<b>Date of Expenditure</b>	<b>Name of Party Incurring Expenditure</b>	<b>Description of Activity</b>	<b>Amount Paid</b>
		<b>TOTAL EXPENDED THIS REPORT</b>	\$

**Part III**

**Original signature and notarization required**

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of  Principal or  Principal's Authorized Agent  
(check appropriate box)

Printed Name and Title of Person completing this form:

\_\_\_\_\_

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Staff signature and date of receipt of form

\_\_\_\_\_  
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**FREQUENTLY ASKED QUESTIONS (FAQ)  
ABOUT THE  
SPECIFIC PROJECT EXPENDITURE REPORT**  
*Updated 3-1-11*

**WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?**

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

**WHO NEEDS TO FILE THE SPR?**

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

*Expenditure* means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

*Lobbying* means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

*Principal* means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

#### **DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

#### **WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

#### **WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

#### **WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?**

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal’s project or item.

**CONCLUSION:**

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

**AGENT AUTHORIZATION FORM**

I/We, (Print Bidder name) \_\_\_\_\_, Do hereby authorize (print agent's name), \_\_\_\_\_, to act as my/our agent to execute any petitions or other documents necessary to affect the CONTRACT approval PROCESS more specifically described as follows, (IFB NUMBER AND TITLE) \_\_\_\_\_, and to appear on my/our behalf before any administrative or legislative body in the county considering this CONTRACT and to act in all respects as our agent in matters pertaining TO THIS CONTRACT.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: \_\_\_\_\_

Workers' Compensation Carrier: \_\_\_\_\_

A.M. Best Rating of Carrier: \_\_\_\_\_

Inception Date of Leasing Arrangement: \_\_\_\_\_

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: \_\_\_\_\_

Signature of Owner/Officer: \_\_\_\_\_

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

## INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY

If the bidder is submitting as a joint venture, please be advised that this form **MUST** be completed and the **REQUESTED** written joint-venture agreement **MUST** be attached and submitted with this form.

**HOWEVER, IF THE BIDDER IS NOT A JOINT VENTURE, CHECK THE FOLLOWING BLOCK: ( ) NOT APPLICABLE**

1. Name of joint venture: \_\_\_\_\_

2. Address of joint venture: \_\_\_\_\_

3. Phone number of joint venture: \_\_\_\_\_

4. Identify the firms which comprise the joint venture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Describe the role of the MWBE / Labor Surplus Area(LSA) Firm (if applicable) in the joint venture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Provide a copy of the joint venture's written contractual agreement.

7. What is the claimed percentage of ownership and identify any MWBE/LSA partners (if applicable)?

\_\_\_\_\_

\_\_\_\_\_



**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 2**

8. Ownership of joint venture: (This need not be filled in if described in the joint venture agreement provided by question 6.)

(a) Profit and loss sharing:

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(b) Capital contributions, including equipment:

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(c) Other applicable ownership interests:

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9. Control of and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

(a) Financial decisions: \_\_\_\_\_

(b) Management decisions, such as:

(1) Estimating:

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(2) Marketing and sales:

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(3) Hiring and firing of management personnel:

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**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 3**

(4) Purchasing of major items or supplies:

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(c) Supervision of field operations:

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NOTE: If, after filing this form and before the completion of the joint venture's work on the subject contract, there is any significant change in the information submitted, the joint venture must inform the County in writing.

**\* Joint venture must be properly registered with the Florida Division of Corporations before the contract award and the name of the Joint Venture must be the same name used in the Bid Response.**

**AFFIDAVIT**

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the County current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture. Also, permit authorized representatives of the County to audit and examine records of the joint venture. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

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

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

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

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

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 4**

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

**AFFIDAVIT**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared (name) \_\_\_\_\_, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_  
Commission Expires \_\_\_\_\_

(Seal)

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_ (name), to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_  
Commission Expires \_\_\_\_\_

(Seal)



**CONTRACT NO. Y19-1132  
LANDSCAPE MANAGEMENT – CHEMICAL APPLICATION AT THE  
ORANGE COUNTY CONVENTION CENTER**

This contract is not valid unless bilaterally executed. Subject to mutual agreement Orange County, Florida, hereby enters into a contract subject to the following:

1. Ordering against Contract:
  - A. Unless otherwise specified in the Invitation for Bids, the County will place orders by issuance of a numbered Delivery Order against this contract. Each Delivery Order will specify the quantity, description and location for delivery.
  - B. The obligations of Orange County under this contract are subject to need and availability of funds lawfully appropriated for its purpose by the Board of County Commissioners or other funding source as specified in the terms and conditions.

2. Taxes:

The County has the following tax exemption certificates assigned.

- A. Certificate of Registry No. 59-70-004K for tax free transactions under Chapter 32, Internal Revenue Code;
- B. Florida Sales and Use Tax Exemption Certificate No. 85-8012622266C-0.

3. Invoicing:

- A. Invoices must be submitted, in duplicate, referencing this contract number and the Delivery Order to:

Orange County Convention Center  
Business Division/Accounts Payable  
P. O. Box 691509  
Orlando, FL 32859-1509  
Email: [OCCC-AP@OCCC.NET](mailto:OCCC-AP@OCCC.NET)

- B. Invoices against this contract are authorized only at the prices stated in your bid response, unless otherwise provided in the Invitation for Bids.

4. Counterpart (1):  
Bidder's Irrevocable Offer and Acceptance

A. The Bidder hereby submits an irrevocable offer in response to **Invitation for Bids No. Y19-1132-AV, LANDSCAPE MANAGEMENT – CHEMICAL APPLICATION AT THE ORANGE COUNTY CONVENTION CENTER - Term Contract**, subject to all general terms and conditions and special terms and conditions therein without exception.

B. All requirements contained in any addenda to the solicitation for this procurement are part of and hereby incorporated into this contract.

C. Debarment, Suspension, Ineligibility and Voluntary Exclusion  
By executing Counterpart (1) the Bidder affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

\_\_\_\_\_  
**(COMPANY NAME)**

BY: \_\_\_\_\_ (Authorized Signatory)  
\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Title)

DATE: \_\_\_\_\_

NOTICES: \_\_\_\_\_ (Address)  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (City, State Zip)  
\_\_\_\_\_ (Phone)  
\_\_\_\_\_ (Email)

5. Counterparts. This Agreement may be executed in two identical counterparts, all of which shall be considered one and the same agreement and shall become effective when both counterparts have been signed by each party and delivered to the other party.

Counterpart (1) shall be executed by the bidder and included in the sealed bid response.

Counterpart (2) may be executed by the County Procurement Division to formalize Acceptance of Bidders Offer and Contract Award.

6. Counterpart (2):

Orange County's Acceptance of Bidder's Offer and Contract Award

- A. The County's acceptance of the Bidder's offer in response to our **Invitation for Bids No. Y19-1132-AV, LANDSCAPE MANAGEMENT – CHEMICAL APPLICATION AT THE ORANGE COUNTY CONVENTION CENTER - Term Contract.**
- B. This contract is effective **EFFECTIVE DATE**, and shall remain in effect through **EXPIRATION DATE.**
- C. The estimated contract award for the initial term of the contract is  
  
\$ \_\_\_\_\_
- D. This is a term contract for the time period specified in the referenced Invitation for Bids, for the products/services covered by this contract. The County is not obligated to purchase any minimum amount of products or services, unless otherwise stipulated in the Invitation for Bids. The bidder is granted authorization to proceed to perform services upon receipt of duly executed Delivery Order.
- E. This contract may be renewed upon mutual agreement as provided in the Invitation for Bids. Any amendments to this contract must be in writing and signed by both parties. Such amendment(s) must be signed by the representative of the Orange County Procurement Division to be valid, binding, and enforceable.
- D. This contract may be cancelled or terminated as provided for in the Invitation for Bids.

**ORANGE COUNTY, FLORIDA**

BY: \_\_\_\_\_  
Name, Title  
Procurement Division

DATE: \_\_\_\_\_

**NOTICES: PROCUREMENT DIVISION  
INTERNAL OPERATIONS CENTRE II  
400 EAST SOUTH STREET, 2<sup>ND</sup> FLOOR  
ORLANDO, FLORIDA 32801  
(407) 836- 5635**

# ATTACHMENT 1

Orange County Convention Center  
LEED EB+OM Certification



## ***Integrated Pest Management Plan (IPM)***

### **SECTION 1: SCOPE**

This plan provides guidelines for protecting and enhancing the natural diversity of the Orange County Convention Center (OCCC) site, while also supporting high-performance building operations and developing synergies between the building and its environmental context. The Integrated Pest Management (IPM) Plan covers the entire building and associated grounds.

### **SECTION 2: GOALS**

To minimize the impact of site management practices on the local ecosystem, and to reduce exposure of occupants, staff and maintenance personnel to potentially hazardous chemical, biological and particle contaminants. This plan should reflect the mission and goals of current contractors that provide pest prevention services.

The Plan addresses environmental best practices for:

- Outdoor integrated pest management (vegetative/pest)
- Indoor integrated pest management

### **SECTION 3: RESPONSIBLE PARTIES**

OCCC Facility Operations Manager and designees are responsible for developing and managing the implementation of the IPM Plan. Contractors involved with various elements of the Plan shall carry out their tasks according to their contracts, and report all relevant activities to the responsible parties. To ensure an effective and coordinated effort, the building staff is responsible for overseeing the Plan and shall review all proposed activities before implementation.

### **SECTION 4: QUALITY ASSURANCE CONTROL PROCESS**

The Environmental Services Supervisor will periodically evaluate effectiveness and compliance of this plan by providing an annual report to the Facility Operations Division Manager, which includes an evaluation of the performance, safety, cost and environmental/public health benefits achieved as a result of policy implementation.

As delegated in Section 3, OCCC Environmental Services shall review all proposed all activities before implementation to ensure effectiveness and compliance with this policy. Additionally, OCCC Environmental Services will communicate strategies and criteria with personnel and contractors, conduct inspections and evaluations, and annually review all practices and products to identify opportunities for improvement and expansion of grounds maintenance practices.

Contractors involved in this plan shall submit all information about proposed practices to the OCCC Environmental Services Supervisor and Facility Operations Manager or his designee her through detailed contractual language, service records and logs or addenda/memorandum that establishes protocol(s) that will be used onsite. Upon reviewing proposed activities, the responsible parties shall determine compliance with the plan.

### **SECTION 5: PERFORMANCE METRIC**

The OCCC IPM Plan and practices identified shall govern all components of pest management at the OCCC and shall be wholly adopted and used in 100 percent of the pest management scenarios.



## **SECTION 6: IPM STRATEGIES AND PRACTICES**

### **Integrated Methods**

OCCC requires Pest Prevention Programs that combine knowledge of pest behavior and biology with thorough inspections of the service environment to create service plans that are custom to the current needs. Inspections must include identifying; Conditions that are conducive to pest activity, the true sources of pest activity, and the avenues of pest entry from the true source into the service environment. Population monitoring, physical removal of the pest(s), trapping, sanitation recommendations, structural modifications and exclusionary steps must be considered prior to making material (pesticide) applications. Continued monitoring and trend analysis must be utilized to resolve ongoing or repeat pest occurrences.

As calls for pests reports are logged, Environmental Services staff shall survey the area of the report and upon routine visit, the Contractor shall review service log and call log for identification of report and history. Contractor shall always investigate area of report, identify issues, and notify Environmental services supervisor prior to performing work. No application of pesticides shall take place unless approved by OCCC Environmental Services. Following integrated methods and pest prevention service methods below is the inspection criteria that must be used by contractors during routine service visits. Contractor shall report findings regarding:

#### **Conditions conducive to pests**

- Excess moisture/standing water/ water leaks
- Sanitation deficiencies/ food debris present
- Storage practices favor pest development
- Structural gaps or access noted
- Lighting attracting pest to structure

#### **Avenues of pest access**

- Ornamental plants touching structure
- Caulking/sealing/screening required
- Air doors absent or non-functional
- Windows/doors left open
- Weather-strips/thresholds/doors weeps worn

#### **Sources causing pests to develop**

- Dumpster area needs cleaning
- Floor drains needs attention
- Beverage tap areas need attention
- Sanitation deficiencies/Food debris present
- Debris outside

### **Least-toxic Pesticides**

When monitoring and investigation activities reveal a need for the use of pest controls, appropriate control options will be evaluated, and the least-toxic option likely to be effective will be employed. These guidelines also apply to any pesticide product, other than rodent bait, which is applied in a self-contained, enclosed bait station placed in an inaccessible location, or applied in a gel that is neither visible nor accessible. Least-toxic pesticides are defined by the City of San Francisco's Pesticide Hazard Screening List

### **Emergency Conditions**

In the event of an emergency, pesticides may be applied at the OCCC without complying with the earlier stipulations for use of integrated and least-toxic methods. In this event, notice must be given to OCCC Environmental Services prior to application. OCCC Environmental Services shall alert and inform any occupants that might be affected directly or indirectly before application and again after application for 24 hours. OCCC Environmental services supervisor shall keep record of such situations as to document the OCCC's ongoing compliance with the IPM Plan. Emergencies are defined as those that would immediately and directly impact the





health of occupants (guests and staff) and/or impede the operation of the facility or portion off as intended or contractually obligated.

**SECTION 7: Universal Notification**

The OCCC has adopted a pest reporting program which allows occupants to call OCCC Environmental Services dispatch and report any presence of unwanted pests. OCCC Environmental Services will act according to the standards set forth in the above SECTION 6 of this document and investigate the situation before any pesticide application is made or contractor technician is called

In addition, the OCCC universal notification system in place enables occupants and staff, and especially high-risk occupants such as children, pregnant women and the elderly, to modify their work plans, work days, work locations based on pesticide use at the building. This strategy requires the OCCC to notify building occupants at least 72 hours in advance of a pesticide application under normal circumstances and no more than 24 hours after an emergency application through posted signs or other means of reaching 100 percent of occupants. This notification applies if a pesticide, other than a least-toxic pesticide as defined above, must be applied on site. Notification must include the following:

- Pesticide product name
- Active ingredient
- Product label signal word (e.g., "caution", "danger")
- Time and location of application
- Contact information for persons seeking more information

**SECTION 8: Recordkeeping**

Recordkeeping is required to demonstrate ongoing compliance with the IPM plan. All applications of pesticides (include least-toxic options) shall be logged. The pesticide application log shall include the following information:

- Universal Notification to Occupants
  - Date
  - Time
  - Method
- Pesticide Application Date and Time
- Application Manager
- Location
- Target Pest
- Pesticide Trade Name
- Pesticide Active Ingredient
- EPA Registration Number
- Least-toxic status (Y/N)

**SECTION 9: Cleaning Practices**

In the event that cleaning products are used as a component of IPM, they shall meet criteria for sustainable cleaning products as stated in the OCCC Green Cleaning Program in support of LEED EBOM criteria.

**SECTION 10: Animal & Vegetation Pest Control IPM Best Practices**

Environmental best practices described below are incorporated into vendor contracts / SOP language as appropriate.

CHEMICAL STORAGE PRACTICES	
<b>Storage Areas</b>	Pest Management Contractor does not store materials or equipment at the OCCC. All materials to be used at OCCC must be stored and locked in the Technician's service vehicle.



<b>Labels</b>	No Onsite Storage: All Chemicals must be properly Labeled
<b>Product Information</b>	No Onsite Storage: All Chemicals must have accompanying MSDS
<b>Signage</b>	No Onsite Storage: Contractor responsible for chemical storage off-site

<b>CHEMICAL PREPARATION &amp; HANDLING PRACTICES</b>	
<b>Choosing Chemicals</b>	<ul style="list-style-type: none"> <li>Contractor is responsible for choosing pesticides/herbicides that is least toxic and best meets the pest control needs. As stated before, all new chemicals must meet detailed criteria and require approval from OCCC Environmental Services.</li> <li>As new pest pressure is discovered additional species specific materials may be utilized in addressing those specific pest issues. As stated before, all new chemicals must meet detailed criteria and require approval from OCCC Environmental Services.</li> <li>OCCC Environmental Services prefers chemicals that are organic and biodegradable.</li> </ul>
<b>Mixing Chemicals</b>	<ul style="list-style-type: none"> <li>Mixing and loading of concentrates are performed at central distribution by trained mixer/loader following a precise fill chart developed by Regional Technical manager.</li> <li>Many materials, particularly pest baits, used by Contractor are in a ready to use form and do not require mixing or preparation.</li> <li>All other materials are mixed in accordance with each product's specific label instructions. Prior to mixing the Technician is to review the label instructions and then mix the appropriate amount of material.</li> <li>Technicians are provided a uniform with long sleeves and pants, protective gloves and are required to wear socks and leather shoes.</li> </ul>
<b>Health Precautions</b>	<ul style="list-style-type: none"> <li>Pest control contractor is responsible for providing staff with training in the use of the necessary equipment and protective clothing.</li> <li>Proper health surveillance must be available to all those working with pesticides and herbicides.</li> <li>Clear hazard signage is displayed during and after application for site visitors and staff applications.</li> </ul>
<b>Chemical Transport</b>	<ul style="list-style-type: none"> <li>Pest control contractor will transport chemicals in a safe manner to prevent contamination of soil and water sources.</li> </ul>

<b>CHEMICAL APPLICATION PRACTICES</b>	
<b>Contractor Qualifications</b>	<ul style="list-style-type: none"> <li>If pesticides are required, the IPM specialist shall communicate with OCCC to determine the best product and application in accordance with notification &amp; approval requirements.</li> <li>Front line applicators are certified in the Green Industries Best Management Practices (GI-BMP) provided by UF-IFAS Florida-Friendly Landscaping™ program and Florida Department of Environmental Protection (FL-DEP). Contractors &amp; Service Providers are also required to attain the Commercial Applicator Certification at the end of the program.</li> </ul>
<b>User Safety</b>	<ul style="list-style-type: none"> <li>Pest Control contractor is responsible for ensuring that anyone handling toxic chemicals never works alone and that the work area is well-ventilated.</li> <li>Users must be familiar with the effects on the body of the chemicals they are likely to be using, and how the chemicals may enter the body.</li> </ul>



	<ul style="list-style-type: none"> <li>Users must be aware of the signs and symptoms of acute poisoning related to chemicals they are using. They must stop work if they are feeling ill and seek medical advice.</li> <li>Pest control contractor is responsible for training all personnel in the safe use and application of chemicals. Contractor is also responsible for training personnel in first-aid <u>application</u> in case of contamination.</li> </ul>
<b>Limited Access</b>	<ul style="list-style-type: none"> <li>The area of application must be clearly marked, and unnecessary access prevented while spraying is in progress.</li> <li>Building occupants must be informed of any pest-control management systems. When application or spraying is in progress, they must be warned of this activity and kept away from the area in which it is taking place.</li> <li>Control the reentry of people into the treated area.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>Contractor must ensure that equipment is frequently checked and properly maintained, both for health and safety reasons and to minimize spray drift.</li> </ul>
<b>Weather/Time Restrictions</b>	<ul style="list-style-type: none"> <li>Spraying must not be carried out in unsuitable weather. Anyone operating sprayers must have access to a wind-speed meter and only spray when the wind speed is negligible.</li> <li>Hours of work must be controlled so that building occupants are not exposed.</li> </ul>
<b>Species Considerations</b>	<ul style="list-style-type: none"> <li>Time the treatment to coincide with the presence of the pest.</li> <li>Use a selective least-toxic chemical that has the least effect on non-target species and treat only the area affected.</li> </ul>

#### CHEMICAL DISPOSAL PRACTICES

<b>Conditions of Disposal</b>	<p>Pest control contractor will, at all times, keep the premises free of the accumulation of waste materials, including broken/damaged traps, carcasses, or debris caused by its operations. Contractor shall ensure proper disposal of all chemicals and effluent to ensure health and safety of people and environment.</p>
<b>General Guidelines</b>	<ul style="list-style-type: none"> <li>Contractor will always follow the manufacturer's and/or supplier's instructions even when disposing of empty containers.</li> <li>Pest control contractor is discouraged from incinerating or land-filling pesticides and herbicides.</li> <li>Pest control contractor is responsible for removing all chemicals and effluent from OCCC site. No waste materials may be placed in OCCC waste bins.</li> </ul>
<b>Authorization</b>	<ul style="list-style-type: none"> <li>Pest control contractor is responsible to use an authorized waste-disposal contractor.</li> <li>Pest control contractor is responsible to use an authorized disposal site.</li> </ul>

#### BASIC VEGETATION PEST CONTROL PRACTICES

<b>Maintenance</b>	<ul style="list-style-type: none"> <li>Keep the building grounds well-maintained and free of debris at all times.</li> <li>Maintenance personnel shall apply mulch to plant beds, warding off weeds and other pests.</li> <li>Contractors shall notify staff and landscape supervisor of activity.</li> </ul>
<b>Plantings</b>	<ul style="list-style-type: none"> <li>Plant at the right time and in the right places. Seedlings must not be planted too early, nor located in unsuitable conditions.</li> <li>Avoid monocultures by mixing plant species in planters and gardens.</li> </ul>
<b>Manual Controls</b>	<ul style="list-style-type: none"> <li>Garden areas and ornamental landscaping shall be hand weeded and chemical control shall be kept to a minimum. This measure prevents human and environmental exposure to hazardous chemicals.</li> <li>Contractor is to not use any powered equipment near entrances or right of ways while the building is occupied for a show.</li> </ul>



<b>Chemical Controls</b>	<ul style="list-style-type: none"> <li>When chemical use is necessary, replace hazardous substances with least-toxic chemicals as defined by the 2007 San Francisco Reduced-Risk Pesticide List</li> </ul>
<b>Inspection Schedule and Location</b>	<ul style="list-style-type: none"> <li>The landscape contractor shall visit the site at regular intervals as deemed necessary based on seasonality and show activity schedule to monitor and apply pest controls operations.</li> <li>Contractor is to not perform any work or have staff present near entrances or right of ways while the building is occupied for a show.</li> </ul>

<b>BASIC ANIMAL PEST CONTROL PRACTICES</b>	
<b>Site/Building Cleanliness</b>	<ul style="list-style-type: none"> <li>Keep dock areas clean, free of odors and covered at all times. Sanitation measures reduce habitat and food sources for pests.</li> <li>Keep areas around West Building Docks 2 and 7 and North Building Kitchen Dock, near kitchen waste compactors, free of spillage or garbage to prevent the collection of trash or debris on the ground around or underneath the containers.</li> <li>Keep grounds free of high weeds, trash, old equipment and debris, as these conditions create ideal harborage for rodents.</li> </ul>
<b>Structural Integrity</b>	<ul style="list-style-type: none"> <li>Maintain the building exterior in good repair with no holes or openings larger than ¼ inch including, but is not limited to, windows, doors, fans, vents, etc. Structural repairs prevent pests from entering the building.</li> <li>Address any deficiencies in the building exterior with corrective measures, i.e., cementing, screening, caulking, installing stripping on door bases, etc.</li> <li>Maintain door sweeps on all applicable doors to produce a good seal to the ground.</li> </ul>
<b>Inspection Schedule and Location</b>	<ul style="list-style-type: none"> <li>Food &amp; Beverage areas and all adjacent areas will be serviced weekly</li> <li>All freight elevators will be serviced weekly</li> <li>Exhibit space, meeting rooms, public elevators, public areas and offices will be serviced monthly.</li> <li>Treatment shall be arranged with OCCC's and OCCC's Food &amp; Beverage contractor's representative so as not to interrupt business schedule or normal routines or departments.</li> </ul>

<b>SPECIES-SPECIFIC ANIMAL CONTROL STRATEGIES</b>	
<b>Ants</b>	<ul style="list-style-type: none"> <li>Caulk and patch cracks and voids in walls, floors, and sidewalks.</li> <li>Branches of trees and shrubs should be trimmed away from the building; organic matter, wood debris and other trash should be raked away from the foundation whenever possible.</li> <li>Properly identify pest ant species and any conditions that may be conducive to infestation and determine appropriate measure of control.</li> <li>Crack and crevice applications may be made in walls or other voids if ants are nesting in a particular location.</li> </ul>
<b>Aphids</b>	<ul style="list-style-type: none"> <li>Use a branded lure that simulates the scent of aphids and attracts ladybugs and lacewings to the area</li> </ul>
<b>Cockroaches</b>	<ul style="list-style-type: none"> <li>Supplies should be unpacked and store properly and the shipping cartons disposed of as soon as possible.</li> <li>Food &amp; Beverage areas should be swept or vacuumed daily; pay particular attention underneath counters and appliances. Eliminate grease residues; repair faucets, drying sinks, and counters at the end of each day.</li> <li>Bait will be utilized along with glue boards for monitoring purposes and be replaced as needed during regular monitoring inspections.</li> </ul>



	<ul style="list-style-type: none"> <li>Crack and crevice treatment will be performed in an infested area and inspected weekly; baits and glue boards will be replaced as needed. A fogging insecticide may be used as well.</li> </ul>
<b>Flies</b>	<ul style="list-style-type: none"> <li>Collection of waste and residues should be carried out on a daily basis and compactor pick up schedule at least 3 times per week even during no show periods.</li> <li>EVS staff is to keep dock and garbage compactor areas clean to avoid providing flies with breeding grounds</li> <li>Ultra-violet (UV) fly killing equipment is located at all kitchen outdoor dock entrances, sporadically throughout doc bays and doors to the inside.</li> <li>In food preparation areas, UV equipment should only be used once all possible precautions have been taken to keep flying insects out.</li> </ul>
<b>Mosquitoes</b>	<ul style="list-style-type: none"> <li>Landscaping contractors shall clear debris from gutters and drains to ensure there is no standing water after rain and drain unused pools or fountains so that the water cannot become stagnant.</li> <li><del>Stormwater</del> Contractors shall survey the site for any areas that need to drain or fill depressions, mud flats, and other areas that might hold water.</li> <li>Avoid over-irrigating lawns and gardens, and keep weeds and grass well-clipped.</li> <li>Sanitation consulting, harborage removal and exclusionary service/consulting no preventive applications are made for these pests.</li> <li>From an interior perspective these pests are only going to be present when food and harborage, Sources, allow their development.</li> <li>Corrective actions would focus in removal of the Conditions contributing to the presence of the pests, physical population reduction when possible, disposal of contaminated items and when required as little of the most appropriate control material as possible.</li> </ul>
<b>Rodents</b>	<ul style="list-style-type: none"> <li>Rodent control shall include non-toxic glue boards and non-toxic bait blacks placed in tamper proof bait stations to monitor rodent population and activity. Non-toxic tracking power may be utilized as a monitoring tool.</li> <li>Dates of installation and servicing will be indicated on each monitor and maintain a diagram or map indicating their placement.</li> <li>Visual inspections will assess the need for further action.</li> <li>Bait blocks will be anchored properly to prevent rodents from carrying bait off to another location.</li> <li>OCCC will take action to plug holes, direct water runoff away from the building, repair <del>weatherstripping</del>; keep all doors closed and drain holes capped on dumpsters, inventory should be on pallets or shelving; keep trees, shrubs, vines and brushed trimmed away from the building.</li> </ul>
<b>Wasps and Hornets</b>	<ul style="list-style-type: none"> <li>Wasp control is provided on an as needed basis.</li> <li>Most wasp species in Florida build small nesting points from masticated organics and saliva which creates a paper <del>mache</del> type material. These nests are easily knocked off with a brush on a pole.</li> <li>When nests become large or the wasp species is very aggressive, such as yellow jackets, corrective services would be provided in the early evening with the Technician dressed in protective gear. Vacuums are used to reduce the population as far as possible and complete the task with a contact control product with an active ingredient such as d-trans <del>Allethrin</del> and <del>Permethrin</del>.</li> </ul>

**SECTION 11: Definitions and References**

1. Least-toxic pesticides are defined by

City of San Francisco's Hazard Tier 3 criteria (least hazardous):  
[www.up3project.org/documents/2007rpplbyaicomplete.pdf](http://www.up3project.org/documents/2007rpplbyaicomplete.pdf).

# PARKING PASS

This pass allows bearer to free parking on the date listed below to attend the following event:

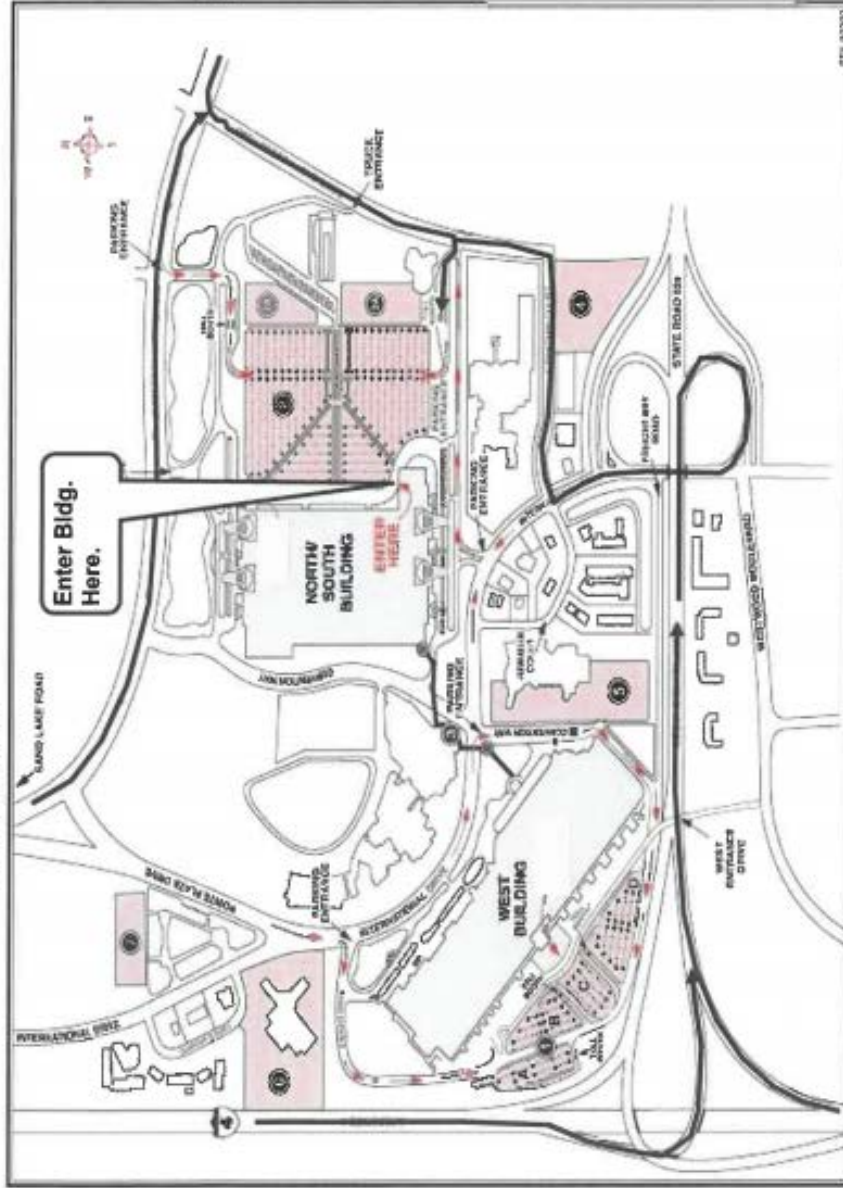
Landscape Management - Chemical Application at OCCC -  
Prebid for Y19-1132-AV

**SOUTH BUILDING, CONFERENCE ROOM S231A**

**VALID ONLY ON AUGUST 20, 2019, FROM 1:30PM TO 2:30PM.**

**PLEASE PLACE ON THE DASH OF YOUR VEHICLE AFTER PASSING THRU TOLL BOOTH.**

From Sandlake Rd.



Orange  
County  
Convention  
Center  
Complex

From Bee Line via  
Universal Blvd.

- From I-4:** Exit onto the B-line, 528 East, toward the airport. Exit on the International Dr. exit and turn right onto International Drive. At the second traffic light, turn right onto Destination Parkway and follow it around to the rear of the N/S parking facility. Enter the parking lot (on your left) in the first set of Toll Booths (South side). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first room on your right is S231 (Administration Annex). Proceed through the door, and S231A will be directly through the next set of doors.
- From Bee Line West Bound:** Exit onto Universal Boulevard and turn right (Northbound). Travel approximately 3/4 mile and turn left onto Tradeshow Blvd. and proceed to the South Toll Booths (on your right). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first room on your right is S231 (Administration Annex).
- From Sandlake Rd:** Turn left on to Universal Boulevard and travel approximately 1 1/2 miles, past the new North/South Building, and turn right onto Tradeshow Blvd. Proceed to the South Toll Booths (on your right). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first room on your right is S231 (Administration Annex). Proceed through the door, and S231A will be directly through the next set of doors.