

Issue Date: March 28, 2014

INVITATION FOR BIDS #Y14-1036-ZM

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

**REFRIGERATION EQUIPMENT PREVENTATIVE MAINTENANCE AND REPAIRS
FOR THE ORANGE COUNTY CONVENTION CENTER**

TERM CONTRACT

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, April 22, 2014**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

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

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

A **Non-Mandatory Pre-Bid Conference** will be held on **Monday, April 7, 2014, 1:00 PM**, at the **Orange County Convention Center, (West Concourse), 9800 International Drive, Room W-322, Orlando, FL 32819**. Attendance is not mandatory but is encouraged.

Johnny M. Richardson, CPPO, CFCM
Manager, Procurement Division

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 Zulay Millan, Senior Purchasing Agent at Zulay.Millan@ocfl.net.

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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 his or her bid reaches the Procurement Division. All bids, proposals or quotations, unless otherwise specified, must be delivered to the following address not 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, proposal, or quotation 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 must be and shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Such bids will be returned to the vendor unopened. The decision to refuse to consider a bid or proposal 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, (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. 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 Procurement Division Manager 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.

3. 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 Procurement Division Manager, 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.

4. NO BID

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

5. 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.

6. LEGAL REQUIREMENTS

All applicable Federal and State laws, Municipal 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. Minority/Women Business Enterprises (M/WBE) indicates a business entity of which 51% or more is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are Blacks, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian. Businesses wishing to participate in the County procurement process as an M/WBE 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.

7. 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 proposal 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.

8. 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 the Orange County Board of County Commissioners, or other specified funding source for this procurement.

9. EEO STATEMENT

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, 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 by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the Contractor shall abide by the following provisions:

- A. The Contractor shall represent that the Contractor has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B. The Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.
- C. The provisions of the prime contract shall be incorporate by the Contractor into the contracts of any applicable subcontractors.

10. 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 until notice of intended action, whichever is sooner.

11. BID FORMS

All bids must be submitted on the County's standard Bid Response Form. Bids on Bidder's quotation forms shall not be accepted.

12. FLORIDA PREFERENCE

In the event this Invitation for Bids is to acquire personal property and the lowest responsive and responsible bid submitted in response to this Invitation for Bids, is by a bidder whose principal place of business is in a state other than Florida and such state or political subdivision thereof grants a preference for the purchase of personal property to a person whose principal place of business is in such a state, then Orange County Florida may award a preference to the lowest responsive and responsible bidder having a principal place of business within the State of Florida. Such preference shall be equal to the preference granted by the state in which the lowest responsive and responsible bidder has its principal place of business. This section shall not apply to transportation projects in which Federal aid funds are used.

Any bidder whose principal place of business is outside the State of Florida must accompany any written bid documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. Reference Florida Statutes 287.084.

13. 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 a 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 shall be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business.

14. **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.ocfl.net/Portals/0/Resources/Internet/govern/Lobbying/docs/200814.pdf>

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 Board of County Commissioners 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/Portals/0/Resources/Internet/DEPARTMENTS/County_Admin/docs/CodeCH17-313.pdf

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

15. **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.

16. **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.

17. 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

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.

18. DRUG-FREE WORKPLACE FORM

The Drug-Free Workplace Form, attached hereto, shall be submitted prior to award of the bid. **Failure to submit this form prior to award of the bid shall result in rejection/disqualification of your bid.** Failure to certify the firm has a drug-free workplace in accordance with Florida Statute 287.087 shall result in rejection/disqualification of your bid.

19. 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".

20. CONFLICT OF INTEREST FORM

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

21. 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 any bid, proposal or other response to an Orange County solicitation.

The Bidder to the solicitation shall not be awarded a contract unless this form has been completed and submitted. Any questions concerning this form shall be addressed to the purchasing agent or contract administrator identified in the applicable solicitation. Also, a listing of the most frequently asked questions concerning this form is attached for your information.

- B. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder, proposer or responder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners. This form shall be completed and submitted with the applicable bid, proposal, or response to an Orange County solicitation. No contract award shall be made unless this form has been completed and submitted. Any questions concerning this form shall be addressed to the purchasing agent or contract administrator identified in the applicable solicitation. Also, a listing of the most frequently asked questions concerning this form is attached for your information.

22. 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**

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.

23. 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.

24. 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, he/she is 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.

25. ASSISTANCE WITH SPECIFICATIONS

Any prospective bidder which assisted the County in developing or writing the specifications contained herein are requested to so note such on the bid proposal page of their bid response.

26. 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 will not be considered in determining the lowest net cost for bid evaluation purposes.

27. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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 or services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractor(s) and suppliers.

33. 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.

34. 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, 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.

35. 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 Procurement Division Manager 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. Moreover, no claim shall be accepted after final payment of the contract.

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

36. 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 (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Contractor to perform work pursuant to the contract with Orange County. Please refer to USCIS.gov for more information on this process.

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, contained in this solicitation.

37. CONFIDENTIAL INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as many be provided by other applicable State or Federal Law, all proposers should be aware that Request for Proposals or Invitation for Bids and the responses thereto are in the public domain. Proposers 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.

SPECIAL TERMS AND CONDITIONS

1. PRE-BID CONFERENCE

A Non-Mandatory Pre-Bid Conference will be held on Monday, April 7, 2014, beginning at 1:00PM, at the Orange County Convention Center, (West Concourse), 9800 International Drive, Orlando, FL 32819, Conference Room W-322.

Upon arrival at the Convention Center, please park in the flat lots behind the North/South Concourse. If the entrance booths are staffed, present the parking pass included as Attachment "A" and tell the attendant that you are attending a pre-bid conference and you will not be charged for parking. Directions to Conference Room W-322 are included as Attachment "B".

Interested bidders are strongly encouraged to attend. Attendees should expect the meeting to last up to three hours as the pre-bid meeting will include a walk-through inspection of the refrigeration equipment in both the West and North/South Buildings.

At that time, the County's representative shall 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.

2. INSPECTION OF FACILITIES/AREAS

It is the Bidder's responsibility to become fully informed as to the nature and extent of the work required, local site conditions and any other factors that may impact performance of the contract. The responsibility to inspect the worksite is the sole responsibility of the Bidder. **Arrangement for Bidder's inspection of facilities and/or activity schedules will only be accommodated during the Pre-Bid Conference.** Failure to visually inspect the facilities may be cause for disqualification of your bid. After contract award, no additional compensation shall be made as a result of differences between actual labor and materials required to complete the project and the contract amount.

3. QUALIFICATION OF BIDDERS

This bid shall be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. The Bidder shall submit the following information with the bid:

- A. List and brief description of similar work satisfactorily completed within the last three (3) years with location, dates of contract, names, addresses, email addresses and telephone numbers of owners by completing the attached reference sheets. A minimum of one (1) reference shall demonstrate refrigeration maintenance services at a facility with a food service location of at least 200,000 square feet.

- B. List any government contract(s) cancelled/terminated in the State of Florida in the last two (2) years, and include a brief description with location, dates of contract, names, addresses, email addresses and telephone numbers of owners.
- C. List of equipment and facilities available to do the work. Due to the large scope of work detailed in this solicitation, the awarded Contractor shall demonstrate sufficient resources available to perform the work under this contract, including but not limited to warehouses, chemicals, equipment (including vehicles). The adequacy of the equipment/facilities submitted for consideration will be determined solely by the County.

Please Note: The County retains the right to inspect the listed facilities prior to award, and at intervals after award, as deemed necessary.

- D. List of personnel, by name and title, contemplated to perform the work to include the following:
- A statement providing background information for each employee that will be assigned to service this contract documenting a minimum of three (3) years of field experience in Refrigeration Repair and Maintenance Services.
 - Copies of current certificates and appropriate licenses for all employees that will be assigned to service this contract, to include EPA certifications for each.
- E. Documentation, in the form of a letter or other document, that clearly shows an agreement between the bidder and a properly licensed hazardous materials disposal service/facility able to dispose of used/contaminated lubricants, filters, and other hazardous waste which may be by-products of work performed under the contract in accordance with all federal, state, and local laws, regulations, and ordinances.
- F. Proof, in the form of a business tax receipt, current Occupational License for Refrigeration Repair Services from a county or municipality in the State of Florida, or any other incorporation document that demonstrates that the company has been in business providing Refrigeration Repair services for at least the last five (5) years.

Failure to submit the above 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.

4. LICENSES AND PERMITS

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

5. 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, whichever is earlier. 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 his bid or provide a written extension of his bid.

6. AWARD

Award shall be made on an All-or-None Total Estimated Bid basis to the lowest responsive and responsible Bidder.

7. PERFORMANCE

Timely performance is of the essence in the award of this Invitation for Bids. Performance shall be no later than twenty-four (24) hours 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 twenty-four (24) hours from the beginning of such delay, notify the Procurement Division Manager in writing of the cause(s) of the delay.

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 products or services that comply with the specifications herein or fails to meet the County's performance standards

2. Deliver the supplies 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 Procurement Division Manager, affording him/her the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) 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.

If the Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor the contract shall not be terminated for default. Examples of such causes include (1) acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3) fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

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) 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

Any item delivered under a contract resulting from this bid shall be accompanied by a Material Safety Data Sheet (MSDS). The MSDS 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.

10. CODES AND REGULATIONS

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

11. PAYMENT

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

Orange County Convention Center
Attn: Procurement Coordinator
P.O.Box 691509
Orlando, FL 32869-1509
Phone (407) 685-5701

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.

12. DEBRIS

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

13. 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:
 - o Occupational Safety and Health Act (OSHA)
 - o National Institute for Occupational Safety & Health (NIOSH)
 - o National Fire Protection Association (NFPA)
 - o 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/YourLocalGovernment/CountyDepartments/OfficeofAccountability/RiskManagement/SafetyandHealthManual.aspx>

14. **INSURANCE REQUIREMENTS**

Contractor shall 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 Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this contract.

The Contractor shall require and ensure that each of its 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 shall be licensed to conduct business in the State of Florida and shall 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/ and A.M. Best Ratings are available at www.ambest.com)

Required Coverage:

- A. Workers' Compensation - The 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. Said coverage shall include a waiver of subrogation in favor of the County. **Elective exemptions as defined in Florida Statute 440 shall be considered on a case-by-case basis. Any Contractor using an employee leasing company shall complete the Leased Employee Affidavit (Exhibit A).**
- B. Commercial General Liability - The 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 \$500,000 per occurrence. Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insured. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.
- C. Business Automobile Liability - The 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 \$500,000 per accident. In the event the Contractor does not own automobiles the 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.

- D. Professional Liability (if applicable) – The Contractor shall maintain professional liability (errors and omissions or medical malpractice) coverage with limits of not less than \$1,000,000 per occurrence. **(Note: Limit may be reduced to \$500,000 for small not-for-profit agencies subject to Risk Management approval)**
- E. Third-Party Commercial Fidelity Bond (applicable to lump-sum funded grant programs) - The Contractor shall furnish a Commercial Fidelity Bond for Employee Dishonesty on a blanket basis with a minimum limit of \$1,000,000. The bond shall be endorsed to cover “Third-Party” liability including a third-party beneficiary clause in favor of the County. The bond shall include a minimum twelve (12) month discovery period when written on a loss sustained basis.

The County uses Ebix BPO to manage its insurance certificates and related documentation. Upon insurance expiration, Ebix BPO staff will notify the Contractor to request updated insurance certificate(s) and endorsement(s). The Contractor agrees that should a valid Insurance Certification be on file with Ebix, this contract will be added to that certification.

When a self-insured retention or deductible exceeds \$100,000 the County reserves the right to request a copy of Contractor’s most recent annual report or audited financial statement. For policies written on a “Claims-Made” basis the 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 Contractor shall purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Contractor of the obligation to provide replacement coverage.

By entering into this contract, Contractor shall provide a waiver of subrogation in favor of the County for the workers’ compensation and a waiver of transfer of rights of recovery in favor of the County for general liability policies as required herein. When required by the insurer or should a policy condition not permit the Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor shall 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.

Contractor agrees to endorse the County as an Additional Insured with a CG 20 26 Additional Insured – Designated Person or Organization endorsement, or its equivalent to all commercial general liability policies. The additional insured shall be listed in the name of Orange County Board of County Commissioners.

Any request for an exception to these insurance requirements shall be submitted in writing to the County for approval.

Prior to execution and commencement of any operations/services provided under this contract the Contractor shall provide the County with current certificates of insurance evidencing all required coverage.

In addition to the certificate(s) of insurance the Contractor shall also provide a blanket (Exhibit B) or specific (Exhibit C) Additional Insured Endorsement and all Waiver of Subrogation (Exhibit D) or Waiver of Transfer of Rights of Recovery (Exhibit E) endorsements for each policy as required above. For continuing service contracts renewal certificates shall be submitted upon request by either the County or its certificate management representative.

The certificates shall clearly indicate that the Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. No material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically reference the respective contract number.

The certificate holder shall read:

Orange County Board of County Commissioners
Attn: Procurement Division
400 E. South Street, 2nd Floor
Orlando, Florida 32801

15. CONTRACT TERM/RENEWAL

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of three (3) years. The contract may be renewed for two (2) additional twelve (12) month 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. Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.
- B. The initiating County department(s) shall issue delivery 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.

16. PRICE ESCALATION/DE-ESCALATION

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

The original bid prices shall be firm for a minimum 1-year period. A price escalation/de-escalation will be considered 1 year after the beginning of the initial award period and at 1-year intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of 30 days prior to the effective date of the price escalation/de-escalation.

Any increased price adjustment(s) must be accompanied by written justification attesting that the request is a bonafide cost increase to the vendor. The base period for any requested adjustment shall be the beginning of the latest period during which an adjustment may have been made. For example, if annual adjustments may be requested under a three-year contract and none is requested after the first two years, the base period for an adjustment effective the third year shall be the beginning of the second year. All requests for price adjustment(s) shall be supported by Consumer Price Index and/or Producer Price Index documentation supporting the requested increase. The maximum allowable increase shall not exceed 4%. All price adjustments must be accepted by the Manager, Procurement Division and shall be accomplished by written amendment to this contract.

If, at the point of exercising the price escalation provision, market media indicators show that the prices have decreased, and that the Contractor has not passed 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 and/or all options as stated herein.

17. 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

18. CHANGES - SERVICE CONTRACTS

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of Performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, a price proposal shall be required from the Contractor. Upon negotiation of the proposal, execution and receipt of the change order, the Contractor shall commence performance of the work as specified. The Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Procurement Division. If the Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his/her own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

19. ATTACHMENTS

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

- A. Attachment A - Parking Pass
- B. Attachment B - Directions
- C. Attachment C - Equipment List

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 calling 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. 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. Also, if the estimated quantities are not achieved, this shall not be the basis for an equitable adjustment.

Moreover, if the Manager of 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.

22. QUESTIONS REGARDING THIS SOLICITATION

All questions or concerns regarding this Invitation for Bids shall be submitted in writing, by email to Zulay.Millan@ocfl.net or mailed to the Procurement Division, Internal Operations Centre II, 400 E. South Street, Orlando, FL 32801, no later than 5:00 PM Thursday, April 10, 2014 to the attention of Zulay Millan, Procurement Division, referencing the IFB number. 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 of the 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.

SCOPE OF SERVICES

1. BACKGROUND INFORMATION

Contractor shall provide all labor and equipment necessary to perform preventative maintenance inspections and as-needed repairs on Orange County Convention Center (OCCC) refrigeration equipment. Inspections shall be performed in accordance with the scope of services.

The OCCC's West Building has approximately 4,000,000 square feet under one roof. The building also includes 91,000 square feet of food service space. The OCCC's North/South Building has approximately 3,000,000 square feet under one roof, including 183,000 of food service space. Portable equipment moves throughout both buildings on a constant basis.

2. SCOPE OF SERVICES

A. The Contractor shall furnish all tools, equipment, supplies, labor, services, and other means necessary to perform the required inspections and repairs for refrigeration equipment located throughout the Convention Center. A current listing of equipment to be serviced under the scope of this contract is attached as Attachment C. Equipment may be deleted and added to the scope of this contract from time-to-time based upon operational requirements, replacements, and upgrades.

B. Hours of Performance:

1. Standard Hours: Standard working hours for this contract are Monday through Friday, 7:00 AM to 5:00 PM.
2. Non-Standard Hours: Non-standard working hours for this contract shall be Monday through Friday, 5:00PM to 7:00AM, Weekends, and County Holidays.

C. Inspections:

The Contractor shall ensure that all equipment is inspected within the designated frequency listed for each type of refrigeration equipment as specified herein. Inspections shall be documented using the Planned Maintenance Inspection document provided by the County. The Contractor shall schedule inspections and routine maintenance in equal monthly quantities, and submit a Service Schedule that takes into consideration show activity, concessionaire availability and Convention Center schedules. Work shall normally be performed during Standard Hours. The Center may require some services be performed during Non-Standard hours, based upon the operational requirements and show schedules of the Center. The Contractor shall submit the Monthly Service Schedule to OCCC Designated Representative for approval prior to commence of services.

OCCC reserves the right to require inspections and tests whenever necessary to ensure that services provided by the Contractor are satisfactory. Deficiencies noted will be submitted to the Contractor in writing. The Contractor shall correct deficiencies within twenty-four (24) hours at their own expense.

D. Reporting:

1. Upon the completion of inspections or service for any given machine or piece of equipment, a written, hard copy report shall be submitted to the Convention Center HVAC Supervisor, or designated representative within two (2) working days of the inspection/service. This report shall detail the current condition of the inspected equipment, and include the work performed, the actual hours of performance, and any pending repairs required. Repair requirements shall be supported by a complete written breakdown of labor hours and parts anticipated to complete the repair. This breakdown shall be submitted to the Convention Center HVAC supervisor or designated representative for approval.
2. At the end of each quarter, the Contractor shall meet with the Convention Center HVAC Supervisor to review performance and schedule any major testing or repairs required for the next quarterly period.

E. Additional Work:

Costs for work mutually agreed by the OCCC and the Contractor as a result of equipment failure, vandalism, acts of God and/or other acts of third parties, hereinafter referred to as "Additional Work", shall be borne by the OCCC and shall be performed only upon the express authorization of the HVAC Supervisor or designated representative. The Contractor shall provide a detailed written, hard copy estimate clearly stating labor, equipment, and supply costs to the HVAC Supervisor for approval prior to the start of any additional work requested.

The Contractor shall provide emergency repairs when requested by the OCCC. The Contractor's on-site response time shall be within two (2) hours from receipt of notification of required emergency services. The Contractor shall provide emergency repair services 24 hours a day, 7 days a week for the duration of the contract. Emergency repairs requested and provided during Standard hours shall be charged at the Standard Hours Labor Rate per the contract document. Emergency repairs requested and provided during Non-Standard Hours shall be charged at the Non-Standard Hours Labor Rate.

Invoices for this additional or emergency work shall itemize the number of labor hours, utilizing the hourly rate as submitted on the Bid Response Form, and a list of materials used with documentation supporting the cost of the materials, plus any markup submitted on the Bid Response Form.

F. Storage of Contractor Property:

Overnight storage of tools and/or equipment on OCCC property will be provided by the OCCC if required by the Contractor. The OCCC will not be responsible for missing equipment or tools.

G. Vendor Access:

The Contractor's service representative(s) shall check in with the OCCC Building Security and HVAC Central Energy Plant prior to commencing work and check out in the same manner after completion of work. The Contractor is not authorized access to any building or area without following the above guidelines. The OCCC will not be responsible for damage or loss to tools or equipment.

H. Personnel Requirements:

1. The Contractor and its employees shall conduct themselves in a professional and courteous manner at all times and shall perform all services in a manner that causes the least disruption as is reasonably practical. If the OCCC determines, for any reason, that the actions or conduct of any particular contractor employee has acted in an "unacceptable manner", interfered with the operation of the Center, bothered or annoyed any occupants, other contractors or subcontractors at the Center, or that such actions or conduct is otherwise detrimental to the OCCC, then upon written notice from the OCCC, the Contractor shall immediately remove said employee from the Center and provide a qualified replacement.
2. The Contractor shall submit a current (no more than 30 days old) completed level background check each contract year to the OCCC's designated representative for each employee that will perform any work under this contract at the Contractor's expense before performing any work. Clearance may be denied based on the results of the background check.

a. LEVEL 1 (Past 5 Years)

Identification Verification
Selective Service Status (registered/unregistered)
FDLE Automated Criminal Record
Clerk of Courts by County of Residence
Employment Verification
DMV by State of Residence
Military Service Verification
Professional License and Certification Check

b. Drug Screen – Five Panel

Amphetamines
Cocaine Metabolites
Marijuana Metabolites
Opiate Metabolites
Phencyclidine

The Contractor's service employees shall, at all times, be clearly identified by the wearing of full uniforms with Contractor's company name and logo. Vehicles shall be identified with company name and logo.

I. Safety

1. The Contractor shall furnish a list of materials to be used in the performance of the Contract and include a **Material Safety Data Sheet** on each product to the OCCC's designated representative (one original and two copies). All submitted Material Safety Data Sheets shall be in compliance with OSHA's Hazard Communication Standard, 29 CFR 1910.1200. The data sheets shall clearly identify the purpose of each product, any hazards associated with the use of each product, the precautions which are to be taken by Contractor to minimize such hazards, the area where each substance is to be applied and any adverse effect the product may have on surrounding materials. Contractor shall be responsible for, and shall indemnify the OCCC from and against, all losses, costs, and damages resulting from the use of such products. All MSDS shall be approved in advance before the Contractor may use the chemicals at the OCCC.
2. The Contractor's employees shall be instructed in measures to take in the event of an emergency.
3. The Contractor's employees shall be instructed in all aspects of the applicable materials safety data sheets for all chemicals to be utilized at the OCCC. This training shall be conducted annually, as a minimum, and a list of attendees shall be available to the OCCC Designated Representative upon request.
4. The Contractor shall provide and maintain a current list of emergency contact numbers for 24-hour emergency response. The Contractor shall initiate repair services within two (2) hours of notification. Should Contractor fail to respond within two (2) hours, the OCCC reserves the right to take necessary measures to respond to the emergency, including contracting with another vendor to resolve the emergency situation. Contractor's failure to respond to the emergency shall be billed back to the Contractor at the County's incurred cost.

5. Contractor, its officers, employees, agents, and representatives shall have access to the OCCC for the performance of its services and for inspection purposes at all reasonable times. Access to tenant space and/or key entry shall be coordinated through the OCCC.

3. INSPECTION/PREVENTATIVE MAINTENANCE SERVICES

A. Ice Machines

1. Semi-Annual Inspection: The semi-annual inspection/pm service shall consist of two (2) inspections, conducted every six (6) months per the following specifications:
 - a. The ice bin shall be emptied by the Contractor prior to cleaning and inspection of the machine. The Contractor shall ensure that the ice bin is clear of ice (when cleaning the machine, ice machine cleaner will drip into the ice and contaminate it). The Contractor shall clean the inside of each ice bin when performing this semi-annual maintenance schedule.
 - b. The Contractor shall physically remove and clean all interior ice machine parts per manufacturer's guidelines.
 - c. The Contractor shall add the FDA approved ice machine cleaner to the water circuit and circulate through the water system to remove all lime and scale that has accumulated.
 - d. The Contractor shall flush out the water circuit with fresh water.
 - e. The Contractor shall add the FDA approved sanitizer to the water circuit and circulate the sanitizer through the water system. Next, the Contractor shall flush out the sanitizer and wipe down the interior of the machine with sanitizer.
 - f. The Contractor shall rinse down the ice storage bin(s) and wipe down with sanitizer.
 - g. The Contractor shall chemically clean all air cooled condenser coils.
 - h. The Contractor shall provide all water filters (one (1) pre-filter and two (2) carbon filters) with date of change on the filter housing.
 - i. The Contractor shall restart the ice machine and check basic operation. An approved sanitizer shall be used to reduce the bacteria growth inside the ice machine and ice bin.

Recommendation: Service ten (10) machines a month to ensure all machines are cleaned twice a year.

B. Walk-in Freezer

The Contractor shall provide three (3) quarterly inspections/services which shall include checking of equipment, light condenser cleaning (brushing or using CO₂), cleaning the drain line with CO₂, and one (1) annual inspection/service that shall include a chemical cleaning of the evaporator and air cooled condenser coils. The Contractor shall use an Inspection Form to note temperatures and any deficiencies.

1. The quarterly inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Inspect gaskets and re-seat as needed.
 - b. Inspect door sweeps.
 - c. Inspect latches and strikes. Align as required.
 - d. Inspect hinges and tighten hardware as needed.
 - e. Inspect and adjust door closers as required.
 - f. Check doorframe heaters for operation.
 - g. Inspect doorframe molding and secure as required.
 - h. Check temperature, adjust thermostat if required and note adjustments on inspection form.
 - i. Blow drain line clear with water.
 - j. Lubricate bearings on condenser fan motor, if serviceable.
 - k. Check all wiring connections and tighten as required.
 - l. Note refrigeration levels and moisture content if sight glass is present.
 - m. Note oil level if sight glass is present.
 - n. Note any deficiencies as seen or indicated on Inspection Form and relay to the OCCC HVAC Supervisor or designated representative.
2. The annual inspection/service shall include the following tasks/services. The Contractor shall:

- a. Complete Quarterly inspection/service routine per items a-n above.
- b. Chemically clean the evaporator and air-cooled condenser coils.

C. Walk-in Cooler

The Contractor shall provide three (3) quarterly inspections/services which shall include checking of equipment, light condenser cleaning (brushing or using CO₂), cleaning the drain line with CO₂, and one (1) annual inspection/service that shall include a chemical cleaning of the evaporator and air cooled condenser coils. The Contractor shall use an Inspection Form to note temperatures and any deficiencies.

1. The quarterly inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Inspect gaskets and re-seat as needed.
 - b. Inspect door sweeps.
 - c. Inspect latches and strikes. Align as required.
 - d. Inspect hinges and tighten hardware as needed.
 - e. Inspect and adjust door closers as required.
 - f. Check doorframe heaters for operation.
 - g. Inspect doorframe molding and secure as required.
 - h. Check temperature, adjust thermostat if required and note adjustments on inspection form.
 - i. Blow drain line clear with water.
 - j. Lubricate bearings on condenser fan motor, if serviceable.
 - k. Check all wiring connections and tighten as required.
 - l. Note refrigeration levels and moisture content if sight glass is present.
 - m. Note oil level if sight glass is present.
 - n. Note any deficiencies as seen or indicated on Inspection Form and relay to the OCCC HVAC Supervisor or designated representative.

2. The annual inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Complete Quarterly inspection/service routine per items a-n above.
 - b. Chemically clean the evaporator and air-cooled condenser coils.

D. Reach-in Freezer

The Contractor shall provide three (3) quarterly inspections/services which shall include checking of equipment, light condenser cleaning (brushing or using CO₂), and one (1) annual inspection/service that shall include a chemical cleaning of the evaporator and air cooled condenser coils. The Contractor shall use an Inspection Form to note temperatures and any deficiencies.

1. The quarterly inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Inspect gaskets and re-seat as needed.
 - b. Inspect door sweeps.
 - c. Inspect latches and strikes. Align as required.
 - d. Inspect hinges and tighten hardware as needed.
 - e. Inspect and adjust door closers as required.
 - f. Check doorframe heaters for operation.
 - g. Inspect doorframe molding and secure as required.
 - h. Check temperature, adjust thermostat if required and note adjustments on inspection form.
 - i. Blow drain line clear with water.
 - j. Lubricate bearings on condenser fan motor, if serviceable.
 - k. Check all wiring connections and tighten as required.
 - l. Note refrigeration levels and moisture content if sight glass is present.
 - m. Note oil level if sight glass is present.
 - n. Note any deficiencies as seen or indicated on Inspection Form and relay to the OCCC HVAC Supervisor or designated representative.

2. The annual inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Complete Quarterly inspection/service routine per items a-n above.
 - b. Chemically clean the evaporator and air-cooled condenser coils.

E. Reach-in Cooler/Under Counter Reach-in

The Contractor shall provide three (3) quarterly inspections/services which shall include checking of equipment, light condenser cleaning (brushing or using CO₂), one (1) annual inspection/service that shall include a chemical cleaning of the evaporator and air cooled condenser coils. The Contractor shall use an Inspection Form to note temperatures and any deficiencies.

1. The quarterly inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Inspect gaskets and re-seat as needed.
 - b. Inspect door sweeps.
 - c. Inspect latches and strikes. Align as required.
 - d. Inspect hinges and tighten hardware as needed.
 - e. Inspect and adjust door closers as required.
 - f. Check doorframe heaters for operation.
 - g. Inspect doorframe molding and secure as required.
 - h. Check temperature, adjust thermostat if required and note adjustments on inspection form.
 - i. Blow drain line clear with water.
 - j. Lubricate bearings on condenser fan motor, if serviceable.
 - k. Check all wiring connections and tighten as required.
 - l. Note refrigeration levels and moisture content if sight glass is present.
 - m. Note oil level if sight glass is present.
 - n. Note any deficiencies as seen or indicated on Inspection Form and relay to the OCCC HVAC Supervisor or designated representative.

2. The annual inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Complete Quarterly inspection/service routine per items a-n above.
 - b. Chemically clean the evaporator and air-cooled condenser coils.

F. Display Case/Beer Cooler

The Contractor shall provide one (1) semi-annual inspection/service which shall include checking of equipment, light condenser cleaning (brushing or using CO₂), one (1) annual inspection/service that shall include a chemical cleaning of the evaporator and air cooled condenser coils. The Contractor shall use an Inspection Form to note temperatures and any deficiencies.

1. The quarterly inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Inspect gaskets and re-seat as needed.
 - b. Inspect door sweeps.
 - c. Inspect latches and strikes. Align as required.
 - d. Inspect hinges and tighten hardware as needed.
 - e. Inspect and adjust door closers as required.
 - f. Check doorframe heaters for operation.
 - g. Inspect doorframe molding and secure as required.
 - h. Check temperature, adjust thermostat if required and note adjustments on inspection form.
 - i. Blow drain line clear with water.
 - j. Lubricate bearings on condenser fan motor, if serviceable.
 - k. Check all wiring connections and tighten as required.
 - l. Note refrigeration levels and moisture content if sight glass is present.
 - m. Note oil level if sight glass is present.
 - n. Note any deficiencies as seen or indicated on Inspection Form and relay to the OCCC HVAC Supervisor or designated representative.

2. The annual inspection/service shall include the following tasks/services. The Contractor shall:
 - a. Complete Quarterly inspection/service routine per items a-n above.
 - b. Chemically clean the evaporator and air-cooled condenser coils.

BID RESPONSE FORM

IFB #Y14-1036-ZM

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

Below is an example of how your bid should be extended to reach a total estimated 3-year bid amount

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QTY.</u>	X	<u>UNIT COST PER INSPECTION</u>	X	<u>FREQ.</u>	=	<u>TOTAL ESTIMATED ANNUAL BID</u>	X	<u>3 YRS</u>	=	<u>TOTAL ESTIMATED 3-YEAR BID</u>
Ex.1	Refrigeration Unit	100	X	<u>\$50.00</u>	X	2	=	<u>\$10,000</u>	X	3	=	<u>\$30,000</u>

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QTY.</u>	X	<u>UNIT COST PER INSPECTION</u>	X	<u>FREQ.</u>	=	<u>TOTAL ESTIMATED ANNUAL BID</u>	X	<u>3 YRS</u>	=	<u>TOTAL ESTIMATED 3-YEAR BID</u>
1.	Ice Machine (Semi-annual inspection)	79	X	\$_____	X	2	=	\$_____	X	3	=	\$_____
2.	Walk-in Freezer (Quarterly inspection)	25	X	\$_____	X	3	=	\$_____	X	3	=	\$_____
3.	Walk-in Freezer (Annual inspection)	25	X	\$_____	X	1	=	\$_____	X	3	=	\$_____

Company Name

**BID RESPONSE FORM
IFB #Y14-1036-ZM**

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QTY.</u>	<input type="checkbox"/>	<u>UNIT COST PER INSPECTION</u>	<input type="checkbox"/>	<u>FREQ.</u>	=	<u>TOTAL ESTIMATED ANNUAL BID</u>	<input type="checkbox"/>	<u>3 YRS</u>	=	<u>TOTAL ESTIMATED 3-YEAR BID</u>
4.	Walk-in Cooler (Quarterly inspection)	75	<input checked="" type="checkbox"/>	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____
5.	Walk-in Cooler (Annual inspection)	75	<input checked="" type="checkbox"/>	\$_____	<input checked="" type="checkbox"/>	1	=	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____
6.	Reach-in Freezer (Quarterly inspection)	36	<input checked="" type="checkbox"/>	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____
7.	Reach-in Freezer (Annual inspection)	36	<input checked="" type="checkbox"/>	\$_____	<input checked="" type="checkbox"/>	1	=	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____
8.	Reach-in Cooler/Under-counter Reach-in (Quarterly Inspection)	163	<input checked="" type="checkbox"/>	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____
9.	Reach-in Cooler/Under-counter Reach-in (Annual Inspection)	163	<input checked="" type="checkbox"/>	\$_____	<input checked="" type="checkbox"/>	1	=	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____
10.	Display Case/Beer Cooler (Semi-Annual inspection)	68	<input checked="" type="checkbox"/>	\$_____	<input checked="" type="checkbox"/>	1	=	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____
11.	Display Case/Beer Cooler (Annual inspection)	68	<input checked="" type="checkbox"/>	\$_____	<input checked="" type="checkbox"/>	1	=	\$_____	<input checked="" type="checkbox"/>	3	=	\$_____

Company Name

BID RESPONSE FORM

IFB #Y14-1036-ZM

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>HOURS. QTY.</u>	X	<u>UNIT PRICE HOURLY</u>	=	<u>TOTAL ESTIMATED ANNUAL BID</u>	X	<u>3 YRS</u>	=	<u>TOTAL ESTIMATED BID 3-YEAR</u>
12.	On Call Repairs & Maintenance Standard Hours (Mon-Fri, 7:00AM – 5:00PM)	1200	X	\$ _____	=	\$ _____	X	3	=	\$ _____
13.	On Call Repairs & Maintenance Non-standard Hours (Mon-Fri, 5:00PM – 7:00AM, Weekends, Holidays)	200	X	\$ _____	=	\$ _____	X	3	=	\$ _____

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>COST</u>	x	<u>MARK-UP</u>	=	<u>TOTAL ESTIMATED ANNUAL BID</u>	X	<u>3 YRS</u>	=	<u>TOTAL ESTIMATED BID 3-YEAR</u>
14.	Estimated Part/Materials Mark-Up over cost Example: If markup is 10%, (1 + .10) X \$100,000 = \$110,000	\$100,000	x	1 + _____ (Percent expressed as a decimal)	=	\$ _____	X	3	=	\$ _____
15.	Miscellaneous fees (at cost) related to emergency repairs (Expedited shipping, permits, etc...)					\$ <u>10,000</u>	X	3	=	\$ <u>30,000</u>

TOTAL ESTIMATED 3-YEAR BID (LINES 1-15)

\$ _____

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 twenty-four (24) Hours After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for Bids may be directed to Zulay Millan, Senior Purchasing Agent, at Zulay.Millan@ocfl.net.

Bid Response Documents - The following documents constitute your bid:

- A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-Contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**
- B. Qualifications of Bidders information, per Special Terms and Conditions.
- C. Completed attached reference documentation.

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: _____	

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, 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 persons are authorized to sign bids, proposals, negotiate and/or sign contracts and related documents to which the bidder will be duly bound:

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 _____

REFERENCES

List three (3) customers during the past ten (10) years for which you provided, goods or services similar to those specified in the solicitation in the spaces provided below. Provide the owner's name, contact person, address, email address, telephone number, and date services were performed, as described.

1. Company Name: _____

Owner's Name: _____

A. Description of goods or services provided: _____

B. Contract Amount: _____

C. Date Services Completed: _____

D. Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

2. Company Name: _____

Owner's Name: _____

A. Description of goods or services provided: _____

B. Contract Amount: _____

C. Date Services Completed: _____

D. Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

3. Company Name: _____

Owner's Name: _____

A. Description of goods or services provided: _____

B. Contract Amount: _____

C. Date Services Completed: _____

D. 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. Y14-1036-ZM

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

Name Of Subcontractor	Address	Type of Work to be Performed	Percent of Contract Amount to be Subcontracted

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.Y14-1036-ZM

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.Y14-1036-ZM, REFRIGERATION EQUIPMENT PREVENTATIVE MAINTENANCE AND REPAIRS** 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 PROPOSER**

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

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

Part I

INFORMATION ON PROPOSER:

Legal Name of Applicant:

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

Business Phone: () _____

Facsimile: () _____

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

Name of Applicant's Authorized Agent:

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

Business Phone: () _____

Facsimile: () _____

Part II

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

___ **YES** ___ **NO**

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

___ **YES** ___ **NO**

IS THE PROPOSER 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.

(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.**

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

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/RFP 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: _____

EXHIBIT A

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: _____

EXHIBIT B

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<i>The following are additional insured under the Professional Liability section of this policy (already included under the GL by form #86571).</i>
YOUR MEDICAL DIRECTORS AND ADMINISTRATORS, INCLUDING PROFESSIONAL PERSONS, BUT ONLY WHILE ACTING WITHIN THE SCOPE OF THEIR DUTIES FOR THE NAMED INSURED AS MEDICAL DIRECTORS AND ADMINISTRATORS;
AN INDEPENDENT CONTRACTOR IS AN INSURED ONLY FOR THE CONDUCT OF YOUR BUSINESS AND SOLELY WHILE PERFORMING SERVICES FOR A CLIENT OF THE NAMED INSURED, BUT SOLELY WITHIN THE SCOPE OF SERVICES CONTEMPLATED BY THE NAMED INSURED;
STUDENTS IN TRAINING WHILE PREFORMING DUTIES AS INSTRUCTED BY THE NAMED INSURED;
ANY ENTITY YOU ARE REQUIRED IN A WRITTEN CONTRACT (HEREINAFTER CALLED ADDITIONAL INSURED) TO NAME AS AN INSURED IS AN INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF YOUR PREMISES OR OPERATIONS:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of you ongoing operations; or
- B. In connection with your premises owned by or rented to you.

EXHIBIT C

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ATTN: PROCUREMENT DIVISION 400 E. SOUTH STREET, 2 ND FLOOR ORLANDO, FL 32801
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of you ongoing operations; or
- B. In connection with your premises owned by or rented to you.

EXHIBIT D

WORKERS COMPENSTION AND EMPLOYEES LIABILITY
INSURANCE POLICY WC 00 03 13

2ND Reprint

Effective April 1, 1984

Advisory

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 2ND FLOOR
ORLANDO, FL 32801

© 1983 National Council on Compensation Insurance, Inc.

©NCCI Holdings, Inc.

EXHIBIT E

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY
CG 24 04 10 93**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

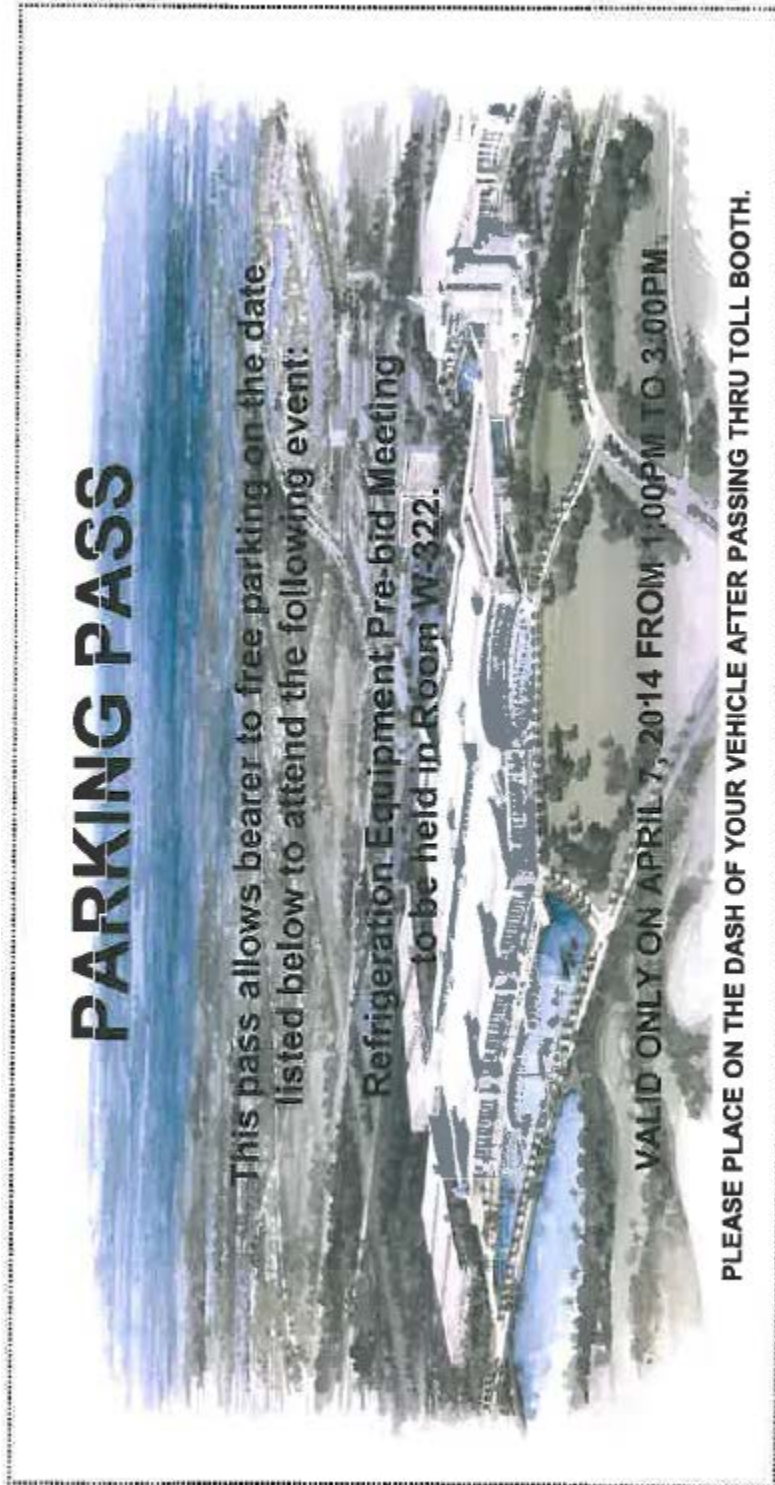
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 2ND FLOOR
ORLANDO, FL 32801

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

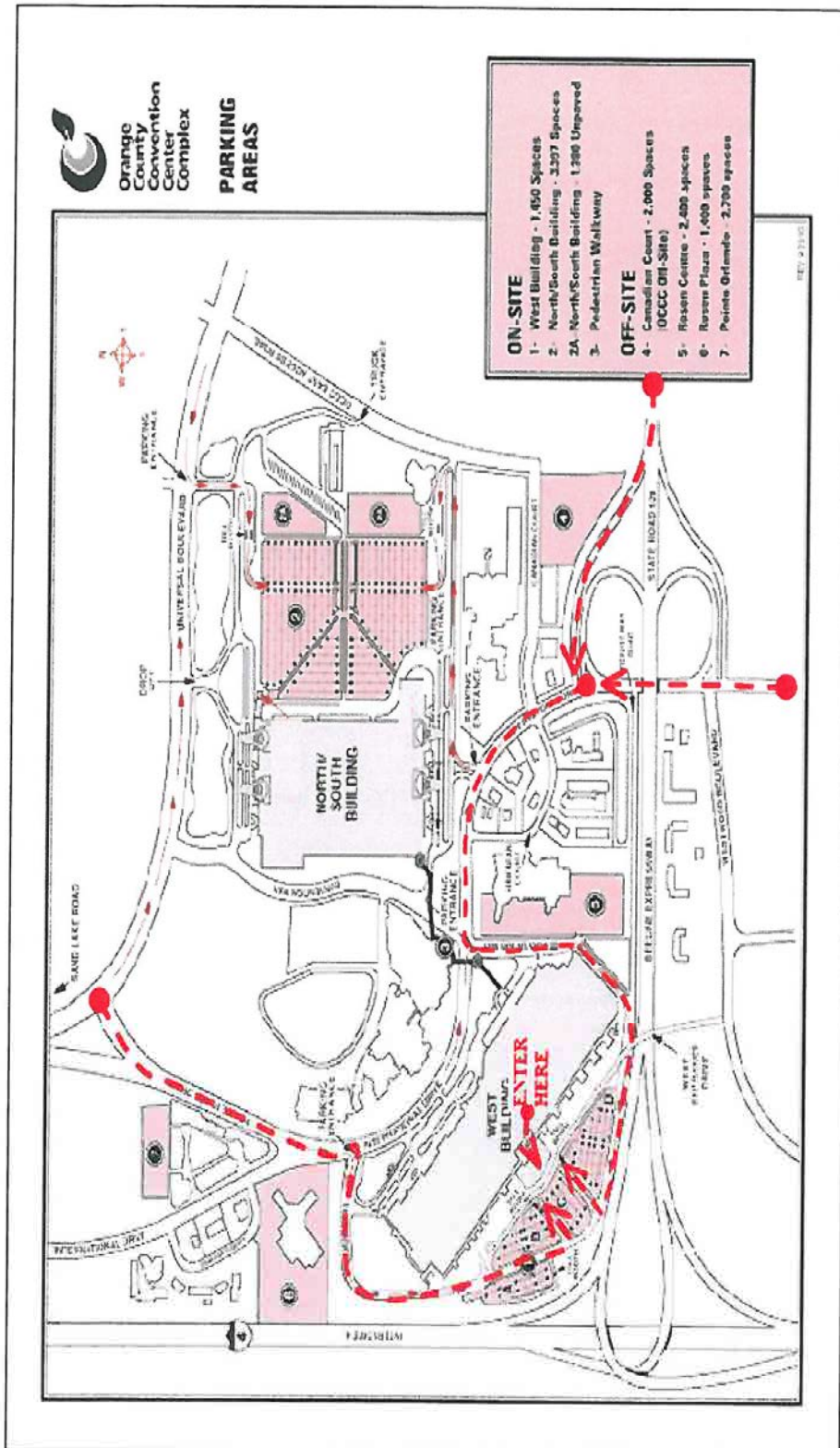
We waive any right to recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “Products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

ATTACHMENT A



ATTACHMENT B

DIRECTIONS TO ROOM W323, Pre-Con Conf. Rm.



Park in the flat lots behind the West building as near the West Lobby entrance as possible. Enter the West Building through the Westwood Boulevard Lobby. Proceed to the South end of the Lobby and take the escalator to level three. Proceed across the bridge, through the glass doors and proceed to Central Lobby. Take the escalator down to Central Lobby and proceed to the front of the lobby. At the front of Central Lobby, turn toward your left and proceed toward the north. Continue to travel North thru the main concourse until you pass through a set of automatic glass sliding doors. Approximately 100 ft past the glass sliding doors on your right will be an elevator behind a Guest Services desk. Take that elevator to the 3rd floor. Exit the elevator and turn toward your left and the Pre-Con Conference Room will be the large conference room around the left side of the overlook on your left.

ATTACHMENT C
LISTING OF CURRENT EQUIPMENT

	Asset	Description	Location	Manufacturer	Site
1	IM-100	Ice Machine-100	FC SA	HOSHIZAKI	OCCC N-S
2	IM-101	Ice Machine-101	FC SA	HOSHIZAKI	OCCC N-S
3	IM-102	Ice Machine-102	FC SB	HOSHIZAKI	OCCC N-S
4	IM-103	Ice Machine-103	FC SB	HOSHIZAKI	OCCC N-S
5	IM-104	Ice Machine-104	MR CORR CSA	HOSHIZAKI	OCCC N-S
6	IM-105	Ice Machine-105	ORCHID REST	HOSHIZAKI	OCCC N-S
7	IM-106	Ice Machine-106	MR CORR CSA	HOSHIZAKI	OCCC N-S
8	IM-107	Ice Machine-107	MR CORR CSB	HOSHIZAKI	OCCC N-S
9	IM-108	Ice Machine-108	FS PANTRY RM305-406	HOSHIZAKI	OCCC N-S
10	IM-109	Ice Machine-109	FS PANTRY RM305-406	HOSHIZAKI	OCCC N-S
11	IM-110	Ice Machine 110	SVC CORR MSA	HOSHIZAKI	OCCC N-S
12	IM-111	Ice Machine-111	SVC CORR MSB	HOSHIZAKI	OCCC N-S
13	IM-112	Ice Machine-112	SVC CORR MSB	HOSHIZAKI	OCCC N-S
14	IM-113	Ice Machine-113	FC NA	HOSHIZAKI	OCCC N-S
15	IM-114	Ice Machine-114	FC NA	HOSHIZAKI	OCCC N-S
16	IM-115	Ice Machine-115	FC NB	HOSHIZAKI	OCCC N-S
17	IM-116	Ice Machine-116	FC NB	HOSHIZAKI	OCCC N-S
18	IM-117	Ice Machine-117	FS KIT NA	HOSHIZAKI	OCCC N-S
19	IM-118	Ice Machine-118	MR CORR CNA	HOSHIZAKI	OCCC N-S
20	IM-119	Ice Machine-119	MR CORR CNA	HOSHIZAKI	OCCC N-S
21	IM-120	Ice Machine 120	MR CORR CNB	HOSHIZAKI	OCCC N-S
22	IM-121	Ice Machine 121	SVC CORR MNA	HOSHIZAKI	OCCC N-S
23	IM-122	Ice Machine-122	SVC CORR MNB	HOSHIZAKI	OCCC N-S
24	IM-123	Ice Machine-123	SVC CORR MNB	HOSHIZAKI	OCCC N-S
25	IM-124	Ice Machine-124	FS PANTRY RM301-408	HOSHIZAKI	OCCC N-S
26	IM-125	Ice Machine-125	FS PANTRY RM301-408	HOSHIZAKI	OCCC N-S
27	IM-126	Ice Machine-126	OCCC N-S	HOSHIZAKI	OCCC N-S
28	IM-127	Ice Machine -127	FS PANTRY RM201-441	HOSHIZAKI	OCCC N-S
29	IM-128	Ice Machine-128	FS PANTRY RM201-441	HOSHIZAKI	OCCC N-S
30	IM-129	Ice Machine-129	MR PAN 205-440 CSA	HOSHIZAKI	OCCC N-S
31	IM-130	Ice-Machine-130	MR PAN 205-440 CSA	HOSHIZAKI	OCCC N-S
32	IM-131	Ice Machine -131	FS PANTRY RM201-432	HOSHIZAKI	OCCC N-S
33	IM-132	Ice Machine-132	FS PANTRY RM201-432	HOSHIZAKI	OCCC N-S

	Asset	Description	Location	Manufacturer	Site
34	IM-133	Ice Machine -133	FS PANTRY RM205-410	HOSHIZAKI	OCCC N-S
35	IM-134	Ice Machine -134	FS PANTRY RM205-410	HOSHIZAKI	OCCC N-S
36	IM-135	Ice Machine -135	N-S TR AREA	HOSHIZAKI	OCCC N-S
37	IM-002	ICE MACHINE-002	FS N LOB CAFÉ	MANITOWOC	OCCC W
38	IM-003	ICE MACHINE-003	FS P1L2	MANITOWOC	OCCC W
39	IM-004	ICE MACHINE-004	FS P1L2	MANITOWOC	OCCC W
40	IM-005	ICE MACHINE-005	FS P1L2	MANITOWOC	OCCC W
41	IM-008	ICE MACHINE-008	FS CS5D	MANITOWOC	OCCC W
42	IM-009	ICE MACHINE-009	FS CS6D	MANITOWOC	OCCC W
43	IM-010	ICE MACHINE-010	FS CS7D	MANITOWOC	OCCC W
44	IM-011	ICE MACHINE-011	FS CS8D	MANITOWOC	OCCC W
45	IM-012	ICE MACHINE-012	FS P2	MANITOWOC	OCCC W
46	IM-013	ICE MACHINE-013	FS P2	MANITOWOC	OCCC W
47	IM-016	ICE MACHINE-016	FS FC C	MANITOWOC	OCCC W
48	IM-017	ICE MACHINE-017	FS CS11E	MANITOWOC	OCCC W
49	IM-018	ICE MACHINE-018	FC CF1.075	MANITOWOC	OCCC W
50	IM-023	ICE MACHINE-023	FS CS CF2.094	MANITOWOC	OCCC W
51	IM-024	ICE MACHINE-024	FS CS CF2.094	MANITOWOC	OCCC W
52	IM-025	ICE MACHINE-025	FS CS CF2.064	MANITOWOC	OCCC W
53	IM-026	ICE MACHINE-026	FS CS CF2.064	MANITOWOC	OCCC W
54	IM-029	ICE MACHINE-029	CORR #311	MANITOWOC	OCCC W
55	IM-030	ICE MACHINE-030	CORR #311	MANITOWOC	OCCC W
56	IM-032	ICE MACHINE-032	CORR #315	MANITOWOC	OCCC W
57	IM-033	ICE MACHINE-033	CORR #414	MANITOWOC	OCCC W
58	IM-034	ICE MACHINE-034	CORR #414	MANITOWOC	OCCC W
59	IM-035	ICE MACHINE-035	DRESS RM 409	MANITOWOC	OCCC W
60	IM-037	ICE MACHINE-037	DRESS RM 408	MANITOWOC	OCCC W
61	IM-038	ICE MACHINE -038	FS P3 KIT	SCOTSMAN	OCCC W
62	IM-039	ICE MACHINE-039	FS FC CF2.118	MANITOWOC	OCCC W
63	IM-040	ICE MACHINE-040	FS FC CF2.118	MANITOWOC	OCCC W
64	IM-041	ICE MACHINE-041	FS SVC CB1.048	MANITOWOC	OCCC W
65	IM-042	ICE MACHINE-042	FS OPSREY	MANITOWOC	OCCC W
66	IM-043	ICE MACHINE-043	CORR #404	MANITOWOC	OCCC W
67	IM-045	ICE MACHINE-045	FS FC A KIT	MANITOWOC	OCCC W

	Asset	Description	Location	Manufacturer	Site
68	IM-046	ICE MACHINE-046	FS FC A KIT	MANITOWOC	OCCC W
69	IM-048	ICE MACHINE-048	FS CS 1A	MANITOWOC	OCCC W
70	IM-049	ICE MACHINE-049	FS CS 2A	MANITOWOC	OCCC W
71	IM-050	ICE MACHINE-050	CORR #102	MANITOWOC	OCCC W
72	IM-051	ICE MACHINE-051	CORR #103	MANITOWOC	OCCC W
73	IM-052	ICE MACHINE-052	CORR #109	MANITOWOC	OCCC W
74	IM-053	ICE MACHINE-053	CORR #110	MANITOWOC	OCCC W
75	IM-054	ICE MACHINE-054	CORR #203	MANITOWOC	OCCC W
76	IM-056	ICE MACHINE-056	CORR #204	MANITOWOC	OCCC W
77	IM-058	ICE MACHINE-058	CORR #304	MANITOWOC	OCCC W
78	IM-059	ICE MACHINE-059	CORR #304	MANITOWOC	OCCC W

	Asset	Description	Location	Parent	Site
1	WIF-461	WALK IN FREEZER-461	FS PANTRY RM201-441	HVAC N-S	OCCC N-S
2	WIF-563	WALK IN FREEZER-563 (CONVERSION)	FS PANTRY RM201-441		OCCC N-S
3	WIF-650	WALK IN FREEZER-650	FC SA	HVAC N-S	OCCC N-S
4	WIF-651	WALK IN FREEZER-651	FC SB	HVAC N-S	OCCC N-S
5	WIF-652	WALK IN FREEZER-652	ORCHID REST	HVAC N-S	OCCC N-S
6	WIF-653	WALK IN FREEZER-653	FC NB	HVAC N-S	OCCC N-S
7	WIF-654	WALK IN FREEZER-654	FC NA	HVAC N-S	OCCC N-S
8	WIF-655	WALK IN FREEZER-655	FS KIT NA	HVAC N-S	OCCC N-S
9	WIF-656	WALK IN FREEZER 656	FS KIT NA	HVAC N-S	OCCC N-S
10	WIF-657	WALK IN FREEZER-657	FS KIT NA	HVAC N-S	OCCC N-S
11	WIF-658	WALK IN FREEZER-658	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
12	WIF-659	WALK IN FREEZER-659	SUB CON KIT NA	HVAC N-S	OCCC N-S
13	WIF-660	WALK IN FREEZER-660	SUB CON KIT NA	HVAC N-S	OCCC N-S
14	WIF-661	WALK IN FREEZER-661	SUB CON KIT NA	HVAC N-S	OCCC N-S
15	WIF-662	WALK IN FREEZER-662	SUB CON KIT NA	HVAC N-S	OCCC N-S
16	WIF-663	WALK IN FREEZER-663	SUB CON KIT NA	HVAC N-S	OCCC N-S
17	WIF-600	WALK IN FREEZER-600	FS NH2.057	HVAC	OCCC W
18	WIF-601	WALK IN FREEZER-601	FS NH2.057	HVAC	OCCC W
19	WIF-602	WALK IN FREEZER-602	FS P3 KIT		OCCC W
20	WIF-603	WALK IN FREEZER-603	FS P3 KIT		OCCC W
21	WIF-604	WALK IN FREEZER-604	FS P3 KIT		OCCC W
22	WIF-605	WALK IN FREEZER-605	FS P3 KIT		OCCC W
23	WIF-606	WALK IN FREEZER-606	FS P3 KIT		OCCC W
24	WIF-607	WALK IN FREEZER 607	WHSE CB1.010	HVAC	OCCC W
25	WIF-608	WALK IN FREEZER-608	FS FC A KIT	HVAC	OCCC W

	Asset	Description	Location	Parent	Site
1	WIC-550	WALK IN COOLER-550	FC SA	HVAC N-S	OCCC N-S
2	WIC-551	WALK IN COOLER-551	FC SA	HVAC N-S	OCCC N-S
3	WIC-552	WALK IN COOLER-552	FC SB	HVAC N-S	OCCC N-S
4	WIC-553	WALK IN COOLER-553	FC SB	HVAC N-S	OCCC N-S
5	WIC-554	WALK IN COOLER-554	ORCHID REST	HVAC N-S	OCCC N-S
6	WIC-555	WALK IN COOLER-555	ORCHID REST	HVAC N-S	OCCC N-S
7	WIC-556	WALK IN COOLER-556	FS PANTRY RM305-406	HVAC N-S	OCCC N-S
8	WIC-557	WALK IN COOLER-557	OCCC N-S	HVAC N-S	OCCC N-S
9	WIC-558	WALK IN COOLER-558	FC NB	HVAC N-S	OCCC N-S
10	WIC-559	WALK IN COOLER-559	FC NB	HVAC N-S	OCCC N-S
11	WIC-560	WALK IN COOLER-560	FS PANTRY RM205-410	HVAC N-S	OCCC N-S
12	WIC-561	WALK IN COOLER-561	FS PANTRY RM205-410	HVAC N-S	OCCC N-S
13	WIC-563	WALK IN COOLER-563	FS PANTRY RM201-441	HVAC N-S	OCCC N-S
14	WIC-564	WALK IN COOLER-564	FS PANTRY RM201-441	HVAC N-S	OCCC N-S
15	WIC-565	WALK IN COOLER-565	MR PAN 205-440 CSA	HVAC N-S	OCCC N-S
16	WIC-566	WALK IN COOLER-566	FC NA	HVAC N-S	OCCC N-S
17	WIC-567	WALK IN COOLER-567	FC NA	HVAC N-S	OCCC N-S
18	WIC-568	WALK IN COOLER-568	FS KIT NA	HVAC N-S	OCCC N-S
19	WIC-569	WALK IN COOLER-569	KIT NA	HVAC N-S	OCCC N-S
20	WIC-570	WALK IN COOLER-570	OCCC N-S	HVAC N-S	OCCC N-S
21	WIC-571	WALK IN COOLER-571	KIT NA	HVAC N-S	OCCC N-S
22	WIC-572	WALK IN COOLER-572	OCCC N-S	HVAC N-S	OCCC N-S
23	WIC-573	WALK IN COOLER-573	OCCC N-S	HVAC N-S	OCCC N-S
24	WIC-574	WALK IN COOLER-574	FS KIT NA	HVAC N-S	OCCC N-S
25	WIC-575	WALK IN COOLER-575	FS PANTRY RM301-408	HVAC N-S	OCCC N-S
26	WIC-576	WALK IN COOLER-576	FS PANTRY RM301-408	HVAC N-S	OCCC N-S

	Asset	Description	Location	Parent	Site
27	WIC-577	WALK IN COOLER-577	FS PANTRY RM301-408	HVAC N-S	OCCC N-S
28	WIC-578	WALK IN COOLER-578	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
29	WIC-579	WALK IN COOLER-579	FS PANTRY RM206-403	HVAC N-S	OCCC N-S
30	WIC-580	WALK IN COOLER-580	FS PANTRY RM206-403	HVAC N-S	OCCC N-S
31	WIC-581	WALK IN COOLER-581	STO RM LIQ 101-413	HVAC N-S	OCCC N-S
32	WIC-582	WALK IN COOLER-582	FS PANTRY RM202-413		OCCC N-S
33	WIC-583	WALK IN COOLER-583	FS PANTRY RM202-413		OCCC N-S
34	WIC-584	WALK IN COOLER-584	SUB CON KIT NA	HVAC N-S	OCCC N-S
35	WIC-585	WALK IN COOLER-585	SUB CON KIT NA	HVAC N-S	OCCC N-S
36	WIC-586	WALK IN COOLER-586	SUB CON KIT NA	HVAC N-S	OCCC N-S
37	WIC-587	WALK IN COOLER-587	SUB CON KIT NA	HVAC N-S	OCCC N-S
38	WIC-588	WALK IN COOLER-588	SUB CON KIT NA	HVAC N-S	OCCC N-S
39	WIC-500	WALK IN COOLER-500	FS CS5D		OCCC W
40	WIC-501	WALK IN COOLER-501	FS CS6D		OCCC W
41	WIC-502	WALK IN COOLER-502	FS CS7D		OCCC W
42	WIC-503	WALK IN COOLER-503	FS CS8D		OCCC W
43	WIC-504	WALK IN COOLER-504	FS P2		OCCC W
44	WIC-505	WALK IN COOLER 505	FS P2		OCCC W
45	WIC-506	WALK IN COOLER-506	FS P2		OCCC W
46	WIC-507	WALK IN COOLER-507	FS P2		OCCC W
47	WIC-508	WALK IN COOLER-508	FS P2		OCCC W
48	WIC-510	WALK IN COOLER-510	FS N LOB CAFÉ		OCCC W
49	WIC-511	WALK IN COOLER-511	FS N LOB CAFÉ		OCCC W
50	WIC-512	WALK IN COOLER-512	FS P3 KIT		OCCC W
51	WIC-513	WALK IN COOLER-513	FS P3 KIT		OCCC W

	Asset	Description	Location	Parent	Site
52	WIC-514	WALK IN COOLER-514	FS P3 KIT		OCCC W
53	WIC-515	WALK IN COOLER-515	FS P3 KIT		OCCC W
54	WIC-516	WALK IN COOLER-516	FS P3 KIT		OCCC W
55	WIC-517	WALK IN COOLER 517	FS P3 KIT		OCCC W
56	WIC-518	WALK IN COOLER-518	FS P3 KIT		OCCC W
57	WIC-519	WALK IN COOLER-519	FC CF1.075		OCCC W
58	WIC-520	WALK IN COOLER-520	FC CF1.075		OCCC W
59	WIC-521	WALK IN COOLER-521	FC CF1.075		OCCC W
60	WIC-522	WALK IN COOLER-522	WHSE CB1.010		OCCC W
61	WIC-523	WALK IN COOLER-523	WHSE CB1.010		OCCC W
62	WIC-524	WALK IN COOLER-524	FS FC CF2.118		OCCC W
63	WIC-525	WALK IN COOLER-525	FS FC CF2.118		OCCC W
64	WIC-526	WALK IN COOLER-526	CORR #207		OCCC W
65	WIC-527	WALK IN COOLER-527	CORR #209		OCCC W
66	WIC-528	WALK IN COOLER-528	CORR #311		OCCC W
67	WIC-529	WALK IN COOLER-529	CORR #312		OCCC W
68	WIC-530	WALK IN COOLER 530	FS FC A		OCCC W
69	WIC-531	WALK IN COOLER-531	FS P3 KIT		OCCC W
70	WIC-532	WALK IN COOLER-532	FS CS 2A		OCCC W
71	WIC-533	WALK IN COOLER-533	CORR #203		OCCC W
72	WIC-534	WALK IN COOLER-534	CORR #204		OCCC W
73	WIC-535	WALK IN COOLER-535	CORR #306		OCCC W
74	WIC-536	WALK IN COOLER-536	FS OPSREY		OCCC W
75	WIC-537	WALK IN COOLER-537	CORR #209		OCCC W
76	WIC509	WALK IN COOLER-509	FS CS10E		OCCC W

	Asset	Description	Location	Parent	Site
1	RIF-450	REACH IN FREEZER-450	FC SA		OCCC N-S
2	RIF-451	REACH IN FREEZER-451	FC SB		OCCC N-S
3	RIF-452	REACH IN FREEZER-452	ORCHID REST		OCCC N-S
4	RIF-453	REACH IN FREEZER-453	ORCHID REST	HVAC N-S	OCCC N-S
5	RIF-454	REACH IN FREEZER-454	ORCHID REST		OCCC N-S
6	RIF-455	REACH IN FREEZER-455	FS PANTRY RM305-406		OCCC N-S
7	RIF-456	REACH IN FREEZER-456	FC NB		OCCC N-S
8	RIF-457	REACH IN FREEZER-457	FC NA	HVAC N-S	OCCC N-S
9	RIF-458	REACH IN FREEZER-458	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
10	RIF-459	REACH IN FREEZER-459	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
11	RIF-460	REACH IN FREEZER-460	FS PANTRY RM301-408		OCCC N-S
12	RIF-461	REACH IN FREEZER-461	FS PANTRY RM201-441		OCCC N-S
13	RIF-462	REACH IN FREEZER-462	FS PANTRY RM205-410		OCCC N-S
14	RIF-463	REACH IN FREEZER-463	FS KIT NA	HVAC N-S	OCCC N-S
15	RIF-464	REACH IN FREEZER-464	FS KIT NA		OCCC N-S
16	RIF-465	REACH IN FREEZER-465	FS KIT NA	HVAC N-S	OCCC N-S
17	RIF-466	REACH IN FREEZER-466	FS KIT NA	HVAC N-S	OCCC N-S
18	RIF-467	REACH IN FREEZER-467	FS KIT NA	HVAC N-S	OCCC N-S
19	RIF-468	REACH IN FREEZER-468	LINEN RM NA		OCCC N-S
20	RIF-469	REACH IN FREEZER-469	LINEN RM NA		OCCC N-S
21	RIF-470	REACH IN FREEZER-470	LINEN RM NA		OCCC N-S
22	RIF-471	REACH IN FREEZER-471	FC SB		OCCC N-S
23	RIF-102	REACHIN FREEZER 102	FS CS 1A		OCCC W
24	RIF-105	REACH IN FREEZEER-105	FS CS 1A		OCCC W
25	RIF-400	REACH IN FREEZER-400	FS N LOB CAFÉ		OCCC W
26	RIF-401	REACH IN FREEZER-401	FS SVC CB1.048		OCCC W
27	RIF-402	REACH IN FREEZER-402	FS FC CF2.118		OCCC W
28	RIF-403	REACH IN FREEZER-403	FS CS 1A		OCCC W
29	RIF-406	REACH IN FREEZER-406	FS CS 1A		OCCC W
30	RIF-407	REACH IN FREEZER-407	FS CS 2A		OCCC W
31	RIF-408	REACH IN FREEZER-408	FS N LOB CAFÉ		OCCC W
32	RIF-409	REACH IN FREEZER-409	FS CS11E		OCCC W
33	RIF-410	REACH IN FREEZER-410	FC CF1.075		OCCC W
34	RIF-411	REACH IN FREEZER-411	FS SVC CB1.048		OCCC W
35	RIF-412	REACH IN FREEZER-412	FS CS 2A		OCCC W
36	RIF-464	REACH IN FREEZER-464	FS CS 2A		OCCC W

	Asset	Description	Location	Parent	Site
1	RIC-228	REACH IN COOLER-228			OCCC N-S
2	RIC-250	REACH IN COOLER-250	FC SA	HVAC N-S	OCCC N-S
3	RIC-251	REACH IN COOLER-251	FC SB	HVAC N-S	OCCC N-S
4	RIC-252	REACH IN COOLER-252	OCCC N-S	HVAC N-S	OCCC N-S
5	RIC-253	REACH IN COOLER-253	ORCHID REST	HVAC N-S	OCCC N-S
6	RIC-254	REACH IN COOLER-254	MR PAN 205-440 CSA	HVAC N-S	OCCC N-S
7	RIC-255	REACH IN COOLER-261	FS PANTRY RM305-406	HVAC N-S	OCCC N-S
8	RIC-256	REACH IN COOLER-256	FC NB	HVAC N-S	OCCC N-S
9	RIC-257	REACH IN COOLER-257	FS PANTRY RM201-432	HVAC N-S	OCCC N-S
10	RIC-257A	REACH IN COOLER-257A	FC SA		OCCC N-S
11	RIC-258	REACH IN COOLER-258	OCCC N-S	HVAC N-S	OCCC N-S
12	RIC-259	REACH IN COOLER-259	FS KIT NA	HVAC N-S	OCCC N-S
13	RIC-260	REACH IN COOLER-260	FS KIT NA	HVAC N-S	OCCC N-S
14	RIC-261	REACH IN COOLER-261	FC NA	HVAC N-S	OCCC N-S
15	RIC-262	REACH IN COOLER-262	OCCC N-S		OCCC N-S
16	RIC-263	REACH IN COOLER-263	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
17	RIC-264	REACH IN COOLER-264	FS PANTRY RM301-408	HVAC N-S	OCCC N-S
18	RIC-265	REACH IN COOLER-265	FS PANTRY RM201-441	HVAC N-S	OCCC N-S
19	RIC-266	REACH IN COOLER-266	FS PANTRY RM205-410	HVAC N-S	OCCC N-S
20	RIC-267	REACH IN COOLER-267	FC NA	HVAC N-S	OCCC N-S
21	RIC-268	REACH IN COOLER-268	FC NB		OCCC N-S
22	RIC-274	REACH IN COOLER-274	LINEN RM NA		OCCC N-S
23	RIC-278	REACH IN COOLER-278	FS PANTRY RM305-406		OCCC N-S
24	RIC-375	REACH IN COOLER-375	FC NB		OCCC N-S
25	RIC-376	REACH IN COOLER-376	FS PANTRY RM101-489 NA		OCCC N-S
26	RIC-453	REACH IN COOLER-453	ORCHID REST		OCCC N-S
27	RIC-200	REACH IN COOLER-200	FS P1L2		OCCC W
28	RIC-201	REACH IN COOLER-201	FS P1L2		OCCC W
29	RIC-202	REACH IN COOLER-202	FS P1L2		OCCC W
30	RIC-203	REACH IN COOLER-203	FS OFF CB1.048		OCCC W
31	RIC-204	REACH IN COOLER-204	FS CS10E		OCCC W
32	RIC-205	REACH IN COOLER-205	FS P1L2		OCCC W
33	RIC-206	REACH IN COOLER-206	FS P1L2		OCCC W
34	RIC-207	REACH IN COOLER-207	CORR #330		OCCC W
35	RIC-208	REACH IN COOLER-208	CORR F1-F2		OCCC W

	Asset	Description	Location	Parent	Site
36	RIC-209	REACH IN COOLER-209	CORR F1-F2		OCCC W
37	RIC-210	REACH IN COOLER-210	CORR F1-F2		OCCC W
38	RIC-211	REACH IN COOLER-211	FS CS CF2.094		OCCC W
39	RIC-212	REACH IN COOLER-212	FS CS CF2.094		OCCC W
40	RIC-213	REACH IN COOLER-213	FS CS CF2.094		OCCC W
41	RIC-214	REACH IN COOLER-214	FS CS CF2.064		OCCC W
42	RIC-215	REACH IN COOLER-215	FS CS CF2.064		OCCC W
43	RIC-216	REACH IN COOLER-216	FS CS CF2.064		OCCC W
44	RIC-217	REACH IN COOLER-217	FS SVC CB1.048		OCCC W
45	RIC-218	REACH IN COOLER-218	FS FC CF2.118		OCCC W
46	RIC-219	REACH IN COOLER-219	FS FC CF2.118		OCCC W
47	RIC-220	REACH IN COOLER-220	FS CS CF2.064		OCCC W
48	RIC-221	REACH IN COOLER-221	FS FC CF2.118		OCCC W
49	RIC-222	REACH IN COOLER-222	FS FC CF2.118		OCCC W
50	RIC-223	REACH IN COOLER-223	FS FC A		OCCC W
51	RIC-224	REACH IN COOLER-224	FS FC A		OCCC W
52	RIC-225	REACH IN COOLER-225	FS N LOB CAFÉ		OCCC W
53	RIC-226	REACH IN COOLER-226	FS SVC CB1.048		OCCC W
54	RIC-227	REACH IN COOLER-227	FS FC A		OCCC W
55	RIC-229	REACH IN COOLER-229	FS CS5D		OCCC W
56	RIC-230	REACH IN COOLER-230	FS CS6D		OCCC W
57	RIC-231	REACH IN COOLER-231	FS CS7D		OCCC W
58	RIC-232	REACH IN COOLER-232	FS CS7D		OCCC W
59	RIC-233	REACH IN COOLER-233	FS CS8D		OCCC W
60	RIC-234	REACH IN COOLER-234	FS CS8D		OCCC W
61	RIC-235	REACH IN COOLER--235	FS N LOB CAFÉ		OCCC W
62	RIC-236	REACH IN COOLER-236	FS N LOB CAFÉ		OCCC W
63	RIC-262	REACH IN COOLER-262	FS SVC CB1.048		OCCC W
64	RIC-404	REACH IN COOLER-404	FS CS 1A		OCCC W
65	RIC-405	REACH IN COOLER-405	FS CS 1A		OCCC W
66	UCRI-352	UNDERCOUNTER REACH IN-352	FC SA		OCCC N-S
67	UCRI-353	UNDERCOUNTER REACH IN-353	FC SA		OCCC N-S
68	UCRI-354	UNDERCOUNTER REACH IN-354	FC SA		OCCC N-S
69	UCRI-355	UNDERCOUNTER REACH IN-355	FC SA		OCCC N-S

	Asset	Description	Location	Parent	Site
70	UCRI-356	UNDERCOUNTER REACH IN-356	FC SA		OCCC N-S
71	UCRI-357	UNDERCOUNTER REACH IN-357	FC SA		OCCC N-S
72	UCRI-358	UNDERCOUNTER REACH IN-358	FC SA		OCCC N-S
73	UCRI-359	UNDERCOUNTER REACH IN-359	FC SB		OCCC N-S
74	UCRI-360	UNDERCOUNTER REACH IN-360	FC SB		OCCC N-S
75	UCRI-361	UNDERCOUNTER REACH IN-361	FC SB		OCCC N-S
76	UCRI-362	UNDERCOUNTER REACH IN-362	FC SB		OCCC N-S
77	UCRI-363	UNDERCOUNTER REACH IN-363	FC SB		OCCC N-S
78	UCRI-364	UNDERCOUNTER REACH IN-364	FC SB		OCCC N-S
79	UCRI-365	UNDERCOUNTER REACH IN-365	FC SB		OCCC N-S
80	UCRI-366	UNDERCOUNTER REACH IN-366	ORCHID REST		OCCC N-S
81	UCRI-367	UNDERCOUNTER REACH IN-367	ORCHID REST		OCCC N-S
82	UCRI-368	UNDERCOUNTER REACH IN-368	ORCHID REST		OCCC N-S
83	UCRI-369	UNDERCOUNTER REACH IN-369	ORCHID REST		OCCC N-S
84	UCRI-370	UNDERCOUNTER REACH IN-370	ORCHID REST		OCCC N-S
85	UCRI-371	UNDERCOUNTER REACH IN-371	ORCHID REST		OCCC N-S
86	UCRI-372	UNDERCOUNTER REACH IN-372	ORCHID REST		OCCC N-S
87	UCRI-373	UNDERCOUNTER REACH IN -373	ORCHID REST		OCCC N-S
88	UCRI-374	UNDERCOUNTER REACH IN-374	FC NB		OCCC N-S
89	UCRI-375	UNDERCOUNTER REACH IN-375	FC NB		OCCC N-S
90	UCRI-376	UNDERCOUNTER REACH IN-376	FC NB		OCCC N-S
91	UCRI-377	UNDERCOUNTER REACH IN-377	FC NB		OCCC N-S
92	UCRI-378	UNDERCOUNTER REACH IN-378	FC NB		OCCC N-S

	Asset	Description	Location	Parent	Site
93	UCRI-379	UNDERCOUNTER REACH IN-379	FC NB		OCCC N-S
94	UCRI-380	UNDERCOUNTER REACH IN-380	FC NB		OCCC N-S
95	UCRI-381	UNDERCOUNTER REACH IN-381	FC NA	HVAC N-S	OCCC N-S
96	UCRI-382	UNDER COUNTER REACH IN -382	FC NA	HVAC N-S	OCCC N-S
97	UCRI-383	UNDERCOUNTER REACH IN-383	FC NA	HVAC N-S	OCCC N-S
98	UCRI-384	UNDERCOUNTER REACH IN-384	FC NA	HVAC N-S	OCCC N-S
99	UCRI-385	UNDERCOUNTER REACH IN-385	FC NA	HVAC N-S	OCCC N-S
100	UCRI-386	UNDERCOUNTER REACH IN-386	FC NA	HVAC N-S	OCCC N-S
101	UCRI-387	UNDERCOUNTER REACH IN-387	FC NA	HVAC N-S	OCCC N-S
102	UCRI-388	UNDERCOUNTER REACH IN-388	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
103	UCRI-389	UNDERCOUNTER REACH IN-389	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
104	UCRI-390	UNDERCOUNTER REACH IN-390	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
105	UCRI-391	UNDERCOUNTER REACH IN-391	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
106	UCRI-392	UNDERCOUNTER REACH IN-392	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
107	UCRI-393	UNDERCOUNTER REACH IN-393	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
108	UCRI-394	UNDERCOUNTER REACH IN-394	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
109	UCRI-395	UNDERCOUNTER REACH IN-395	MAGNOLIA REST CNA	HVAC N-S	OCCC N-S
110	UCRI-299	UNDERCOUNTER REACH IN-299	FS SVC CB1.048		OCCC W
111	UCRI-300	UNDERCOUNTER REACH IN-300	FS OPSREY		OCCC W
112	UCRI-301	UNDERCOUNTER REACH IN-301	FS FC CF2.118		OCCC W
113	UCRI-302	UNDERCOUNTER REACH IN-302	FS NFC		OCCC W
114	UCRI-303	UNDERCOUNTER REACH IN-303	FS NFC		OCCC W
115	UCRI-304	UNDERCOUNTER REACH IN-304	FS FC CF2.118		OCCC W

	Asset	Description	Location	Parent	Site
116	UCRI-305	UNDERCOUNTER REACH IN 305	FS FC CF2.118		OCCC W
117	UCRI-306	UNDERCOUNTER REACH IN-306	FS FC CF2.118		OCCC W
118	UCRI-307	UNDERCOUNTER REACH IN-307	FS FC CF2.118		OCCC W
119	UCRI-308	UNDERCOUNTER REACH IN-308	FS FC CF2.118		OCCC W
120	UCRI-309	UNDERCOUNTER REACH IN-309	FS FC CF2.118		OCCC W
121	UCRI-310	UNDERCOUNTER REACH IN-310	FS FC CF2.118		OCCC W
122	UCRI-311	UNDERCOUNTER REACH IN-311	FS FC CF2.118		OCCC W
123	UCRI-312	UNDERCOUNTER REACH IN-312	FS FC CF2.118		OCCC W
124	UCRI-313	UNDERCOUNTER REACH IN-313	FS FC A		OCCC W
125	UCRI-314	UNDERCOUNTER REACH IN-314	FS FC A		OCCC W
126	UCRI-315	UNDERCOUNTER REACH IN-315	FS FC A		OCCC W
127	UCRI-316	UNDERCOUNTER REACH IN-316	FS FC A		OCCC W
128	UCRI-317	UNDERCOUNTER REACH IN-317	FS FC A		OCCC W
129	UCRI-318	UNDERCOUNTER REACH IN-318	FS CS 1A		OCCC W
130	UCRI-319	UNDERCOUNTER REACH IN-319	FS CS 1A		OCCC W
131	UCRI-320	UNDERCOUNTER REACH IN-320	FS CS 2A		OCCC W
132	UCRI-321	UNDERCOUNTER REACH IN-321	FS CS 2A		OCCC W
133	UCRI-322	UNDERCOUNTER REACH IN-322	FS CS 2A		OCCC W
134	UCRI-325	UNDERCOUNTER REACH IN-325	FS FC CF2.118		OCCC W
135	UCRI-326	UNDERCOUNTER REACH IN-326	FS FC CF2.118		OCCC W
136	UCRI-327	UNDERCOUNTER REACH IN-327	FS FC CF2.118		OCCC W
137	UCRI-328	UNDERCOUNTER REACH IN-328	FS FC CF2.118		OCCC W
138	UCRI-329	UNDERCOUNTER REACH IN-329	FS OPSREY		OCCC W

	Asset	Description	Location	Parent	Site
139	UCRI-330	UNDERCOUNTER REACH IN-330	FS CS CF2.064		OCCC W
140	UCRI-331	UNDERCOUNTER REACH IN-331	FC CF1.075		OCCC W
141	UCRI-332	UNDERCOUNTER REACH IN-332	FS CS10E		OCCC W
142	UCRI-333	UNDERCOUNTER REACH IN-333	FC CF1.075		OCCC W
143	UCRI-334	UNDERCOUNTER REACH IN-334	FC CF1.075		OCCC W
144	UCRI-335	UNDERCOUNTER REACH IN-335	FC CF1.075		OCCC W
145	UCRI-336	UNDERCOUNTER REACH IN-336	FC CF1.075		OCCC W
146	UCRI-337	UNDERCOUNTER REACH IN-337	FC CF1.075		OCCC W
147	UCRI-337A	UNDERCOUNTER REACH IN-337	FC CF1.075		OCCC W
148	UCRI-338	UNDERCOUNTER REACH IN-338	FC CF1.075		OCCC W
149	UCRI-339	UNDERCOUNTER REACH IN-339	FC CF1.075		OCCC W
150	UCRI-340	UNDERCOUNTER REACH IN-340	FC CF1.075		OCCC W
151	UCRI-341	UNDERCOUNTER REACH IN-341	FC CF1.075		OCCC W
152	UCRI-341A	UNDERCOUNTER REACH IN-341	FC CF1.075		OCCC W
153	UCRI-342	UNDERCOUNTER REACH IN-342	FC CF1.075		OCCC W
154	UCRI-343	UNDERCOUNTER REACH IN-343	FC CF1.075		OCCC W
155	UCRI-344	UNDERCOUNTER REACH IN-344	FC CF1.075		OCCC W
156	UCRI-345	UNDERCOUNTER REACH IN-345	FS SVC CB1.048		OCCC W
157	UCRI-346	UNDERCOUNTER REACH IN-346	FS FC A		OCCC W
158	UCRI-347	UNDERCOUNTER REACH IN-347	FS FC A		OCCC W
159	UCRI-348	UNDERCOUNTER REACH IN-348	FS FC A		OCCC W
160	UCRI-349	UNDERCOUNTER REACH IN-349	FS FC CF2.118		OCCC W
161	UCRI-350	UNDERCOUNTER REACH IN-350	FS FC CF2.118		OCCC W

	Asset	Description	Location	Parent	Site
162	UCRI-351	UNDERCOUNTER REACH IN-351	FS FC CF2.118		OCCC W
163	UCRI-375	UNDERCOUNTER REACH IN-375			OCCC W

	Asset	Description	Location	Parent	Site
1	DC-001	DISPLAY CASE-001	FC NA	HVAC N-S	OCCC N-S
2	DC-002	DISPLAY CASE-002	FC NA	HVAC N-S	OCCC N-S
3	DC-003	DISPLAY CASE-003	FC NA	HVAC N-S	OCCC N-S
4	DC-004	DISPLAY CASE-004	FC NB		OCCC N-S
5	DC-005	DISPLAY CASE-005	FC NB		OCCC N-S
6	DC-006	DISPLAY CASE-006	FC NB		OCCC N-S
7	DC-007	DISPLAY CASE-007	FC NB		OCCC N-S
8	DC-008	DISPLAY CASE-008	FC NA	HVAC N-S	OCCC N-S
9	DC-010	DISPLAY CASE 010	FC SA		OCCC N-S
10	DC-011	DISPLAY CASE-011	FC SA		OCCC N-S
11	DC-009	DISPLAY CASE-009	FC SA		OCCC N-S
12	DC-NN3	DISPLAY CASE-NN3	FC SB		OCCC N-S
13	DC-NN1	DISPLAY CASE-NN1	FC SB		OCCC N-S
14	DC-NN2	DISPLAY CASE-NN2	FC SB		OCCC N-S
15	DC-NN4	DISPLAY CASE-NN4	FC SB		OCCC N-S
16	DC-900	DISPLAY CASE-900	FS FC A		OCCC W
17	DC-901	DISPLAY CASE-901	FS FC A		OCCC W
18	DC-902	DISPLAY CASE-902	FC CF1.075		OCCC W
19	DC-905	DISPLAY CASE-905	FS FC CF2.118		OCCC W
20	DC-012	DISPLAY CASE-012	FC SA		OCCC N-S
21	DC-013	DISPLAY CASE-013	FC SA	HVAC N-S	OCCC N-S
22	BC 506656	BEER COOLER 506656 PERLICK	CORR CNA 2		OCCC N-S
23	BC 506657	BEER COOLER 506657 PERLICK	CORR CNA 2		OCCC N-S
24	BC 506659	BEER COOLER 506659 PERLICK	CORR CNA 2		OCCC N-S
25	BC 506662	BEER COOLER 506652 PERLICK	CORR CNA 2		OCCC N-S
26	BC 943410	BEER COOLER 943410 PERLICK	CORR CR 302		OCCC W
27	BC 596652	BEER COOLER 506652 PERLICK	CORR CNA 2		OCCC N-S
28	BC 957543	BEER COOLER 957543 PERLICK	FS PANTRY RM201-432		OCCC N-S
29	DC 957544	BEER COOLER 957544 PERLICK	FS PANTRY RM205-410		OCCC N-S
30	BC 943396	BEER COOLER 943396 PERLICK	HALL C		OCCC W

	Asset	Description	Location	Parent	Site
31	BC 957973	BEER COOLER 957973 PERLICK	CORR P4L2		OCCC W
32	BC 506646	BEER COOLER 506646 PERLICK	FS PANTRY RM201-432		OCCC N-S
33	BC 506647	BEER COOLER 506647 PERLICK	FS PANTRY RM201-432		OCCC N-S
34	BC 506648	BEER COOLER 506648 PERLICK	FS PANTRY RM201-432		OCCC N-S
35	BC 506649	BEER COOLER 506649 PERLICK	FS PANTRY RM201-432		OCCC N-S
36	BC 506650	BEER COOLER 506650 PERLICK	FS PANTRY RM201-432		OCCC N-S
37	BC 506651	BEER COOLER 506651 PERLICK	FS PANTRY RM201-432		OCCC N-S
38	BC 502201	BEER COOLER 502201 PERLICK	CORR #404		OCCC W
39	BC 943411	BEER COOLER 943411 PERLICK	HALL C		OCCC W
40	BC 500163	BEER COOLER 500163 PERLICK	CORR #311		OCCC W
41	BC 506660	BEER COOLER 506660 PERLICK	CORR #402		OCCC W
42	BC 957542	BEER COOLER 957542 PERLICK	CORR #311		OCCC W
43	BC 500165	BEER COOLER 500165 PERLICK	FS RM 101-444		OCCC N-S
44	BC 502202	BEER COOLER 502202 PERLICK	FS PANTRY RM202-413		OCCC N-S
45	BC 506645	BEER COOLER 506645 PERLICK	FS PANTRY RM201-432		OCCC N-S
46	BC 506663	BEER COOLER 506663 PERLICK	CORR CNA 2		OCCC N-S
47	BC 506665	BEER COOLER 506665 PERLICK	CORR CNA 2		OCCC N-S
48	BC 943463	BEER COOLER 943463 PERLICK	CORR #311		OCCC W
49	BC 506655	BEER COOLER 506655 PERLICK	CORR CNA 2		OCCC N-S
50	BC 506664	BEER COOLER 506664 PERLICK	CORR CNA 2		OCCC N-S
51	BC 943401	BEER COOLER 943401 PERLICK	FS KIT P2L2		OCCC W
52	BC 943408	BEER COOLER 943408 PERLICK	FS KIT P2L2		OCCC W
53	BC 502205	BEER COOLER 502205 PERLICK	CORR #311		OCCC W
54	BC 943462	BEER COOLER 943462 PERLICK	FS PANTRY RM205-410		OCCC N-S
55	BC 943464	BEER COOLER 943464 PERLICK	FS PANTRY RM205-410		OCCC N-S

	Asset	Description	Location	Parent	Site
56	BC 943465	BEER COOLER 943464 PERLICK	FS PANTRY RM205-410		OCCC N-S
57	BC 943490	BEER COOLER 943490 PERLICK	FS PANTRY RM205-410		OCCC N-S
58	BC 956460	BEER COOLER 956460 PERLICK	FS CS 1A		OCCC W
59	BC 957545	BEER COOLER 957545 PERLICK	CORR #311		OCCC W
60	DC 943489	BEER COOLER 943489 PERLICK	CORR #402		OCCC W
61	BC 506658	BEER COOLER 506658 PERLICK	CORR #415		OCCC W
62	BC 943489	BEER COOLER 943489 PERLICK	CORR #402		OCCC W
63	BC 957978	BEER COOLER 957978 PERLICK	FS KIT P2L2		OCCC W
64	BC 502204	BEER COOLER 502204 PERLICK	CORR #415		OCCC W
65	BC 500166	BEER COOLER 500166 PERLICK	CORR #402		OCCC W
66	BC 956459	BEER COOLER 956459 PERLICK	FS CS 1A		OCCC W
67	BC 506661	BEER COOLER 506661 PERLICK	CORR #404		OCCC W
68	BC 943405	BEER COOLER 943405 PERLICK	EXH SA		OCCC N-S
69	BC 943406	BEER COOLER 943406 PERLICK	EXH SA		OCCC N-S
70	BC 943461	BEER COOLER 943461 PERLICK	FS PANTRY RM205-410		OCCC N-S