

Issue Date: August 20, 2014

**INVITATION FOR BIDS #Y15-111-PD**

**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:

**INTERIOR PAINTING SERVICES  
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, September 16, 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 **Friday, September 5, 2014, 2:00 P.M.**, located at **Facilities Management Division Training Room, 2010 E. Michigan Street, Orlando Florida 32806**. 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 Perry Davis, Senior Purchasing Agent at [Perry.Davis@ocfl.net](mailto:Perry.Davis@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 their bid reaches the Procurement Division. All bids, unless otherwise specified, must be delivered to the following address no later than the time and date specified in the solicitation:

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

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

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

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

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

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

**2. QUESTIONS REGARDING THIS SOLICITATION**

All questions or concerns regarding this Invitation for Bids shall be submitted by email to [Perry.Davis@ocfl.net](mailto:Perry.Davis@ocfl.net), no later than 5:00 PM Friday, August 29, 2014 to the attention of Perry Davis, 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, Procurement Division.

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

**3. FEDERAL AND STATE TAX**

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

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

**4. ACCEPTANCE/REJECTION/CANCELLATION**

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

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

5. **NO BID**

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

6. **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.

7. **LEGAL REQUIREMENTS**

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

A. Contractors doing business with the County are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

B. 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 Black, Hispanic, Women, Native American, 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.

8. **MISTAKES**

In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly.

Bidders must check their bid where applicable. Failure to do so will be at the Bidder's risk. Bids having erasures or corrections must be initialed in ink by the Bidder.

**9. 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.

**10. 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.

The provisions of the prime contract shall be incorporate by the Contractor into the contracts of any applicable subcontractors.

**11. BID TABULATION AND RESULTS**

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

**12. 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.

**13. 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 said 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.

**14. 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.

**15. POSTING OF RECOMMENDED AWARD AND PROTESTS**

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

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

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

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

The 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/VendorServices/VendorProtestProcedures.aspx>

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

**16. 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.

**17. 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.

**18. PUBLIC ENTITY CRIME**

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

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

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

**19. DRUG-FREE WORKPLACE FORM**

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

**20. 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".

**21. CONFLICT OF INTEREST FORM**

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

**22. ETHICS COMPLIANCE**

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

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

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

**23. 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.

**24. 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.

**25. PROPRIETARY/RESTRICTIVE SCOPE OF WORK/SERVICES**

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

**26. ASSISTANCE WITH SCOPE OF WORK/SERVICES**

Any prospective bidder who assisted the County in developing or writing the scope of work/services contained herein are requested to so note such on the bid response page.

**27. PAYMENT TERMS/DISCOUNTS**

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

**28. 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.

**29. 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.

**30. 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.

**31. 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.

**32. 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.

**33. 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 services 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 services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

**34. 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.

**35. TOBACCO FREE CAMPUS**

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

**36. CONTRACT CLAIMS**

“Claim” as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. Claims made by a Contractor against the County, relating to a particular contract shall be submitted to the Manager, Procurement Division in writing clearly labeled “Contract Claim” requesting a final decision. The Contractor also shall provide with the claim a certification as follows: “I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor.”

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

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

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

**37. 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. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/portal/site/uscis>.

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

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

**38. 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 Invitation for Bids and the responses thereto are in the public domain. Bidders must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law**. If a Bidder fails to cite the applicable exempting law, we will treat the information as public.

## **SPECIAL TERMS AND CONDITIONS**

### **1. PRE-BID CONFERENCE**

All interested parties are invited to attend a **Pre-Bid Conference** on **Friday, September 5, 2:00 P.M. located at Facilities Management Division Training Room, 2010 E. Michigan Street, Orlando Florida 32806.**

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

### **2. 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 with location, dates of contract, names, addresses and telephone numbers of owners by completing the reference sheets on pages 61 and 62. A minimum of three (3) commercial references shall be provided.
- B. List of equipment and facilities available to do the work. Include a description of the bidder's manpower and equipment resources available to service the County's account, including the possibility of multiple concurrent projects with bid response.
- C. Submit proof, in the form of a business tax receipt or any other incorporation document that demonstrates that the company has been in business providing interior painting and refinishing services for at least five (5) years.
- D. By submittal of a bid, the Bidder agrees that the County will make the sole determination as to whether or not sufficient experience and expertise exist and the Bidder's protocol is sufficient to achieve the desired results.
- E. List of personnel, by name and title, contemplated to perform the work. Include copies of relevant certifications and training received from manufacturers, national associations and/or trade schools for service technicians. Technicians assigned to this contract shall have a minimum of two (2) years experience performing similar work. Resumes shall be provided for management.

**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.

**3. LICENSES AND PERMITS**

Prior to furnishing the requested 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 all contractual requirements. These licenses and permits shall be readily available for review by the Manager, Procurement Division or authorized designee.

**4. BID ACCEPTANCE PERIOD**

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

**5. AWARD**

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

**6. POST AWARD MEETING**

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

**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 **two (2)** calendar days from the beginning of such delay, notify the Manager, Procurement Division 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 services that comply with the scope of work/services herein or fails to meet the County's performance standards
2. Perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

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

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

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

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 services rendered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) calendar days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

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

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

Any good 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. SAFETY REGULATIONS**

Equipment shall meet all State and Federal safety regulations.

**11. CODES AND REGULATIONS**

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

**12. PAYMENT**

Partial payments for the value of services rendered 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 services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Facilities Management Division – Fiscal Office  
Internal Operations Centre II  
Orlando, Florida 32801  
Phone (407) 836-7478

Orange County Fire Rescue  
Finance  
PO Box 5879  
Winter Park Florida 32793-5879

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.

**13. DEBRIS**

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

**14. 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/VendorServices/OrangeCountySafetyandHealthManual.aspx>

## 15. **INSURANCE REQUIREMENTS**

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

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

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

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

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$500,000 per occurrence.

Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.  
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.  
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.
- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 (five hundred thousand dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

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

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

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

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

All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

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

The certificate holder shall read:

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

**16. 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 two (2) year(s). 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/purchase orders against the term contract on an “as needed” basis.
- C. If the quantity of a unit priced item in this contract is an estimated quantity and the actual quantities ordered are more than 50% above the estimated quantity, the County shall enter into negotiations with the Contractor for a lower unit price which shall be incorporated into the contract. Failure of the Contractor to agree to a reduced unit price may result in the termination of the contract and re-solicitation of the requirement.
- D. Any order issued during the effective period of this contract, but not completed within that period, shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor’s and the County’s rights and obligations with respect to that order to the extent as if the order were completed during the contract performance period.

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

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

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

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

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

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

**CPI-U Calculation Example:**

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

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. If approved, the price adjustment shall become effective on the contract renewal date.

All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

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

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

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



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

**19. BID PREFERENCE**

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

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

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

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

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

**20. 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 their own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

**21. METHOD OF ORDERING**

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

**22. CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER - TERM CONTRACTS**

It is hereby made a part of this Invitation for Bids that before, during and after a public emergency, disaster, hurricane, flood, or other acts of God that Orange County shall require a "first priority" basis for services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County. Contractor agrees to provide services to the County or other governmental entities as opposed to a private citizen, on a first priority basis.

The County expects to pay contractual prices for all services required during an emergency situation. Contractor shall furnish a twenty-four (24) hour phone number in the event of such an emergency.

**23. 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.

**24. REQUIREMENTS CONTRACT**

This is a Requirements Contract and the County's intent is to order from the Contractor all of the services specified in the contract's price schedule that are required to be purchased by the County. If the County urgently requires delivery of 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 services from another source.

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

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

## SCOPE OF SERVICES

### 1. GENERAL

The Orange County Facilities Management Division is responsible for ensuring the proper maintenance and operation of more than 500 office buildings, properties and other associated structures throughout Orange County. Due to the large size of the County, the division is organized in maintenance districts by geographical region. Each maintenance district supports the needs of the various facilities located in its region. The awarded Contractor(s) shall provide interior painting services for any interior spaces located within these sites.

#### A. Hours of Performance

1. Standard Hours: Standard working hours are Monday through Friday, 7:00 AM to 6:00 PM, excluding Orange County holidays.
2. Non-Standard Hours: Non-Standard working hours are other than Monday through Friday, 7:00 AM to 6:00 PM, weekends, and Orange County holidays.

B. The Contractor shall maintain sole responsibility for the actions of its employees and subcontractors.

C. All personnel provided by the Contractor, whether employees of the Contractor or subcontractors, shall be competent, experienced, courteous, properly dressed with shirt displaying the company name/logo, photo ID badge and skilled in interior painting services. The Contractor shall ensure that all employees prominently wear the ID badge on the front of his or her uniform at all times when on County property. Contractor personnel shall wear appropriate shoes during the performance of services under this contract. Open-toed shoes are not permitted. The Contractor shall ensure that all of its employees are clean, neat and appropriately attired during the performance of the services.

D. The Contractor shall identify a lead person or supervisor with whom the County's Representative may consult regarding contract performance. The Contractor shall provide a 24-hour point of contact for non-standard working hours.

E. All maintenance personnel, including subcontractors shall identify themselves at the appropriate administrative office upon arrival on site and prior to beginning work and upon completion of work and leaving site.

#### F. Travel/Mileage Costs

The Contractor shall be responsible for all of its travel and per diem costs to and from the various County facilities.

Travel time shall not be included when quoting and or invoicing for as-needed or emergency repairs and will not be compensated by the County under any circumstances. Chargeable hours for repairs start when arriving at site.

## **2. SAFETY**

- A. Prior to performing service or maintenance on any equipment where the unexpected energizing, startup, or release of stored energy could occur and cause injury, the equipment shall be isolated and rendered inoperative through the use of a lockout device whenever the equipment is capable of being locked-out.
- B. The Contractor shall prepare and maintain a Safety Plan to ensure that work performed herein conforms to contract requirements. The Contractor's Safety Plan shall be submitted to the County Representative within ten (10) business days following contract award.
- C. The Contractor shall provide and ensure the wearing of necessary protective clothing, masks, eye protection, hearing protection, etc. as required by any applicable laws, regulations, ordinances, and/or manufacturer's instruction.
- D. All equipment used in the performance of these services shall be properly maintained and subject to inspection by the County upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be moved from the County's premises.
- E. Any damage to County facilities or property due to the services performed by the Contractor shall be the responsibility of the Contractor.

## **3. PERFORMANCE**

- A. Maintenance work shall be scheduled to provide the least inconvenience to building occupants and visitors.
- B. All workmanship shall meet the standards specified herein, and shall be accomplished in accordance with approved and accepted standards of the (1) industry, (2) equipment manufacturer, (3) applicable Federal and local standards and codes, and (4) applicable building and safety codes.
- C. All service visits shall be coordinated with the County Representative.

## **4. SECURITY AND IDENTIFICATION**

- A. All costs for background investigations shall be Contractor's responsibility. The County will have the right to request any additional investigative background information including, but not limited to, the employment record, Right-To-Know records, E-Verify system records (if the Contractor uses this service as a means to determine employment eligibility, available through

[www.uscis.gov](http://www.uscis.gov)), training records, payroll records, position for which hired including site location of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services. The County reserves the right to conduct its own investigation of any employee of the Contractor.

- B. Background Checks for the Contractor's staff shall be approved by the County prior to working in any County facility. Contractors shall obtain the necessary forms for background checks as follows:
1. For all Contractor's staff that will be working at the Courthouse Complex or Courthouse related facilities, including the Juvenile Justice Center, Sheriff's Central Complex or any Sheriff related facility- request forms from the Facilities Management Security District via e-mail from [Michael.Scott2@ocfl.net](mailto:Michael.Scott2@ocfl.net)
  2. For all Contractor's staff that will be working at Corrections or a Correction related facilities - request forms via e-mail from [MichaelJeffrey.Adkins@ocfl.net](mailto:MichaelJeffrey.Adkins@ocfl.net)
  3. For all Contractor's staff that will be working at other Orange County facilities - submit a completed FDLE form found at [www.fdle.state.fl.us/](http://www.fdle.state.fl.us/) (there is a cost to the contractor) via e-mail to [Bruce.Heffelbower@ocfl.net](mailto:Bruce.Heffelbower@ocfl.net) for approval.

For security purposes and to maintain privacy when submitting FDLE Background Checks via e-mail the subject line of the email must contain the following: \*\*\*EXEMPT\*\*\*

Due to the time required to process background checks, the Contractor should allow 2-3 weeks turn-around time. Each County Representative will inform the contractor of their Background Check results. Upon Background Check approval, the Contractor's staff shall go to the Orange County Human Resources office located at 450 E. South St., Orlando, FL 32801 with an Affidavit of Identity form (issued by Contractor, sample form in contract documents) and a State of Florida I.D. or Driver's License to obtain their Orange County photo I.D. badge.

- C. Contractor personnel assigned to, or working within the State Attorney's Office at the Orange County Courthouse or the Juvenile Justice Center shall be required to complete the following minimum screening procedures:  
A State of residency and national fingerprint-based record check shall be conducted for all contract personnel who have direct access to the State Attorney's building. Access to the State Attorney's building or Juvenile Justice will be denied until said record check is performed and approved by the State Attorney or Orange County Sheriff's representative assigned to review such records.
1. All requests for access shall be made as specified by the State Attorney or Orange County Sheriff's Office.

2. Prior to granting access to the State Attorney's building or Juvenile Justice, all Contractor employees shall be subject to verification of identification via a state of residency and national fingerprint-based record check. If the employee resides in a different state other than Florida, the employee's verification shall be conducted using the state of their residency's and national fingerprint-based record check and execute a NLETS CHRI IQ/FQ/AQ query using purpose code C, E, or J, depending on the circumstances.
  3. If a record of any kind is found, the State Attorney and Sheriff Office shall be formally notified, and building access for that employee shall be delayed pending review of the criminal history record information. The Contractor will be notified as to the pending delay.
  4. When identification of an employee with a criminal history has been established by fingerprint comparison, said criminal history will be reviewed by the State Attorney or Sheriff's Office to determine whether the employee will be granted access.
  5. A Contractor employee found to have a criminal record consisting of felony conviction(s) will be disqualified, and denied access to the State Attorney's building.
  6. A Contractor employee will also be denied access on the basis of confirmation that arrest warrants are outstanding for said employee.
  7. The State Attorney or Sheriff's Office will maintain a list of Contractor personnel who have been authorized access to the State Attorney's building and the Juvenile Justice Center.
  8. A Contractor's employee with a record of misdemeanor offense(s) may be granted access the State Attorney's building or Juvenile Justice if it is determined that the nature or severity of the misdemeanor offense(s) do not warrant disqualification. The decision of the State Attorney or Sheriff's Office shall be final.
- D. Contractor's employees shall not be allowed to work in Orange County facilities without completed and approved background investigations.
- E. Upon termination or transfer of any employee of the Contractor working under this contract, the Contractor shall immediately notify the County's Representative, in writing, of such termination or transfer and return said employee's Orange County photo I.D. badge to the Facilities Management Division Contract Administrator.
- F. The Contractor shall report the arrest of any employee working under the terms of this contract to the County's Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the County whether the employee shall continue to work at County locations within this contract.

- G. The Contractor shall remove from County premises any of his employees who, in the opinion of the County's Representative, is not performing the services in a proper manner or does not comply with the rules and regulations of the County. The Contractor shall in no way, interpret such removal to require dismissal or other disciplinary action of the employee. The County's Representative will request that anyone suspected of working under the influence of alcohol or controlled substances be removed from the workplace. The Contractor shall establish, implement and maintain procedures and controls to ensure that their employees comply with all applicable provisions of the contract and all site rules and practices of the County.
- H. The Contractor shall not use employees of any temporary help-type employment agency to supplement his work force in County buildings for any reason. Only Contractor employees shall be used to perform the required services of this contract unless otherwise approved, in writing, by the County's Representative.
- I. The Contractor shall prevent its employees from tampering with any owned items of County employees or County owned property or entering into any area unless required in the performance of the services.
- J. Contractor personnel shall wear uniforms and employer identification badges displaying their company name to adequately identify them as company staff. The Contractor shall ensure that all of its employees are clean, neat and appropriately attired during performance of the services.
- K. The Contractor shall ensure all employees prominently wear the ID badge on the front of his or her uniform at all times while on County premises.
- L. Access to a site shall be coordinated through the County's Representative.
- M. Sixty (60) days prior to each Contract renewal or contract end, the Contractor's Orange County photo ID badge will be inventoried by the Facilities Management Division Contract Administrator. At that time, the Contractor will be advised of any missing ID cards. \*If any ID Cards are missing, the Contractor shall be charged a \$25.00 fee per each missing ID badge.
- N. The following are specific conditions and rules that shall be followed while providing services at the Corrections Complex.
  - 1. All Contractor employees shall carry a valid ID at all times.
  - 2. The Contractor shall provide a list of all employees that will be working inside any jail. A full criminal history shall be run on each employee by the Corrections Department at no cost to the Contractor.



No Contractor employee shall be allowed to work inside any jail if they are on active probation, home confinement, parole or have been arrested within the last five (5) years or have been arrested for any crime involving violence, drugs or theft. The Contractor employee list shall include:

- a. Employee's Full name
  - b. Employee's date of birth
  - c. Employee's Race/Sex
  - d. Employee's Social Security Number
  - e. Employee's Driver's License number
3. Only authorized employees of the Contractor shall be allowed to work at Corrections. WORK RELEASE INMATES ARE NOT AUTHORIZED TO WORK ON ANY JAIL PROJECT.
  4. Contractor's employee shall wear their Contractor issued ID on the collar of their shirt at all times while on the Corrections compound. This ID will be issued to each Contractor employee at the North perimeter building and will only be given upon surrendering of a valid personal ID.
  5. If an ID is lost, the Contractor's employee shall report it immediately to their escort officer.
  6. In the event of an emergency, the Contractor's employee shall report it to the nearest Corrections staff member. They will contact 911.
  7. The Contractor's employees shall follow direction of the escort officer at all times.
  8. The Contractor's employees shall not bring tobacco or tobacco products inside any jail or on top of any roof or within any jail fence line.
  9. The Contractor's employees shall not bring or wear hats or sunglasses inside any facility.
  10. The Contractor's employees shall not bring any cell phones inside the facility unless authorized by Corrections.
  11. Contractor vehicles shall have the windows rolled up and be locked at all times and parked in only pre-authorized areas.
  12. The Contractor shall ensure that during breaks, if a Contractor's employee leaves an area, all tools must be removed.
  13. All Contractor tools shall be inventoried going into and out of a facility. Contractor shall ensure that employees take in only what is needed to perform the services.

14. At the end of each workday, the Contractor shall ensure that all tools and debris are collected. The Contractor shall conduct an inspection of all areas to ensure all tools are accounted for.
15. No illegal drugs or drug paraphernalia are allowed in the compound.
16. No weapons, guns or ammunition are allowed in the compound.
17. The Contractor shall ensure that no inmate interaction occurs. The Contractor's employees shall not talk to or give or receive anything from an inmate, including cigarettes.
18. The Contractor shall only use storage areas approved at the beginning of the project, unless otherwise permitted during a project by Corrections.
19. The Contractor shall not leave clothing unattended, including hats and sunglasses.

## **5. PARKING**

The County will identify locations where Contractor vehicle parking is available. If there is a cost associated with parking, those costs shall be paid by the Contractor or Contractor's employee. Orange County will not be responsible for any damage to Contractor or Contractor's employees' vehicles while parked on Orange County property. Vehicles towed from Orange County property will be at the expense of the Contractor or Contractor's employee.

### **A. SCOPE**

1. To achieve 6- Wet Film Thickness (WFT) coat to walls, doors, and trim work, the majority of the work herein shall require the application of either:
  - a. Semi-gloss Interior Latex Wall and Trim Paint, or
  - b. Acrylic Satin Enamel applied in two coats
2. All Semi-gloss Interior Latex Wall and Trim Paint, Acrylic Gloss Enamel, Acrylic Satin Enamel, and all approved paints shall be applied in accordance with manufacturer's specifications including applying primer coatings.
3. Occasionally, the Contractor may be required to apply paint, stain or transparent coating to: interior wood doors, benches etc; concrete floors or stairs; metal railings; or other surfaces.
4. The Contractor may be required to repair, replace or laminate drywall sections (to include taping and finishing of seams in preparation for prime and paint), match existing wall texturing, and the removal of existing wallpaper and prepare walls for paint.

## **B. GENERAL REQUIREMENTS**

1. Contractor shall furnish all labor, materials, paints, solvents, primers, tools, equipment, scaffolding, incidentals, and supervision required for the cartage, unloading, storage, surface preparation, application, and clean up of the paint and associated products.
2. The work does not involve lead based paint removal or abatement. It may involve cleaning or preparation of lead based paint surfaces and painting over surfaces that have lead based paint. Buildings constructed prior to 1980 may require lead abatement. This will be the sole responsibility of Orange County. The Contractor shall paint these surfaces only after the County ensures the buildings have been lead-abated.
3. The Contractor will be responsible for requesting prompt clarification when instruction is lacking, conflicts occur in the specifications and /or paint manufacturer's literature of the procedure specified is not clearly understood. In the event the Contractor fails to resolve any conflicts that may exist prior to the performance of the work, the Contractor shall handle the discrepancies and problems in a manner as prescribed by the County Representative.
4. The Contractor shall cover or move and replace any furnishings to a safe place in the area and protecting them from damage. All removable carpets, blinds, curtains, rods, wall hangings, signs, switch plates and covers shall be removed, protected, and repositioned after painting.
5. The Contractor shall remove all hard mounted items from the walls before painting. These items shall be repositioned after the area has been painted. All holes shall be patched in a manner approved under standard practices. The County Representative will make the final decision as to which holes shall be repaired and if the repairs are satisfactory.
6. The Orange County occupants will remove personal items. The Contractor shall take all required steps to protect County owned property. The Contractor is solely responsible for any damage caused and will repair or replace any damaged items that are identified by the County Representative and approved by Facilities Management Division Manager.
7. The Contractor shall abide by all Federal, State, and County Safety and Security rules.
8. The Contractor shall be responsible for visiting each job site and familiarizing themselves with the job and working conditions before a delivery order is issued under this contract.
9. The Contractor shall provide the County a copy of Material Safety Data Sheets (MSDS) for each product to be used on each job.

The Contractor's employees shall always maintain a copy of the MSDS at the work site.

**C. SUMMARY**

1. The Contractor shall paint and finish exposed surfaces using the combination of materials listed as specified herein or other materials as needed for a complete and proper application.
2. Definitions:
  - a. "Paint," as used herein, means coating systems materials including; primers, emulsions, epoxy, enamels, sealers, fillers, and other applied materials whether used as a prime, intermediate, or finish coat.

**D. QUALITY ASSURANCE**

1. The Contractor shall use adequate numbers of skilled personnel who are thoroughly trained and experienced in the necessary crafts.
2. All paint and protective coatings shall be applied in strict accordance with the manufacturer's recommendation. Paint shall be applied only to thoroughly clean, dry surfaces, which are properly prepared.
3. The Contractor shall avoid surface and inter-coat contamination. In the event surfaces are damaged or contaminated, they shall be cleaned and recoated at the Contractor's expense. Recoating time as specified by the manufacturer's printed instructions shall be adhered to.
4. All materials shall be applied in two (2) or more coats, each coat to be 6WFT, as required to ensure a uniform non-transparent appearance.
5. Pigmented prime coats may be tinted to approximate shade of the final coat. Some contrast is required.
6. The Contractor shall:
  - a. Use finish coat materials that are compatible with the prime coats actually used.
  - b. Where there are no compatible same manufacturer systems, the Contractor shall submit his requested manufacturer's data to the County's representative for approval.
  - c. Provide barrier coats over non-compatible primers or remove the primer and re-prime as necessary.

**E. ENVIRONMENTAL CONDITIONS**

1. The Contractor shall not apply solvent-thinned paints when the temperature of surfaces to be painted and the surrounding air temperatures are below 45 degrees Fahrenheit, unless permitted by the materials manufacturer.
2. The Contractor shall not apply any paint/sealer in rain, fog, or mist; or when the relative humidity exceeds 85%; or to a damp or wet surface.

**F. MAINTENANCE**

1. Upon completion of each job, the Contractor shall deliver to the County Representative a written list of each color, type, formula, and gloss of the paint used and location where it was used. The Contractor shall provide information on a floor plan when requested.

**G. DELIVERY ORDERS**

1. Services shall be performed on a per job basis through individual Delivery Orders for jobs over \$1,000.00. The Contractor shall visit the site with the County's Representative to assess the extent of the job requirement and mutually agree to the types and quantities of items required for the work. The Contractor shall submit a written quote based upon the bid prices to the County Representative for approval prior to the start of any job. The written quote shall list the following information using the bid schedule:
  - a. Number of square feet to be painted
  - b. Total cost to complete the job
  - c. Start and completion time
2. The County will issue individual Delivery Orders for each job over \$1,000. These Delivery Orders are the only authorized method to start work on jobs over \$1,000. Jobs under \$1,000 will be paid on County Visa Purchasing Card. To start work on jobs under \$1,000, the County Representative must first sign off on the job estimate provided by the Contractor. The Facilities Management Division and Fire-Rescue Department are the only County sections authorized to use this contract.
3. Duties/Responsibilities of the County Representative:
  - a. Ensure all required documents and price data is provided to support the Contractor's proposal.
  - b. Negotiate all proposals as appropriate.

- c. Sign, date and certify on the proposal that it has been reviewed and/or negotiated, the price is fair and reasonable and consistent with the applicable contract.

## H. PRODUCTS - PAINT MATERIALS

1. No solvent-based materials are acceptable unless indicated for special purposes. Only products labeled low-VOC shall be used.
2. Interior Acrylic Semi Gloss Enamel
  - a. % Solids by Weight - 48.88%
  - b. % Solids by Volume - 36.49%
  - c. % Pigment by Weight - 26.67%
  - d. Coverage avg. 200-400 sq ft per gallon
  - e. To be used on drywall, plaster, stucco, brick, wood, and properly primed metal also over clean aged oil base
3. Interior Acrylic Semi-Gloss Vinyl Latex Enamel
  - a. % Solids by Weight - 45.6%
  - b. % Solids by Volume - 33.3%
  - c. % Pigment by Weight - 23.8%
  - d. Coverage: 4.0 mils wet, 1.5 mils dry, avg. 250-400 sq ft per gallon
  - e. To be used on properly primed wood, drywall, plaster, stucco, cement, concrete, brick, and masonry surfaces.
4. Interior Acrylic Satin Finish Vinyl Latex Enamel
  - a. % Solids by Weight - 45.6%
  - b. % Solids by Volume - 33.3%
  - c. % Pigment by Weight - 23.8%
  - d. Coverage: 4.0 mils wet, 1.5 mils dry, avg. 250-400 sq ft per gallon
  - e. To be used on properly primed wood, drywall, plaster, stucco, cement, concrete, brick, and masonry surfaces.
5. Floor Moderate-duty Water-based Epoxy
  - a. % Solids by Volume - 30-39%
  - b. Coverage: 4-7 mils wet, 1.5-2.5 mils dry, avg. 200-350 sq ft per gallon
  - c. Use on previously coated floors exposed to heavy foot traffic.
6. Block Filler
  - a. PVC-65% maximum
  - b. Percent solids by volume - 45% minimum, ASTM D 2697 (TESTED)

- c. Pigment to binder ratio - 3.6 to 1 maximum
  - d. Vehicle-unmodified 100% acrylic resin emulsion (TESTED)
  - e. Resistance to mildew-ASTM G21 rating maximum 1 (TESTED)
7. 100% Acrylic Primer
- a. Percent solids by volume - 35% minimum, ASTM D 2697 (TESTED)
  - b. Dry adhesion- 4A minimum rating on tin plate, ASTM D 3359 (TESTED)
  - c. Pigment to binder ratio - 1.5 to 1 maximum
  - d. Vehicle-unmodified 100% acrylic resin emulsion (TESTED)
  - e. Resistance to mildew-ASTM G21 rating maximum 1 (TESTED)
  - f. Wet adhesion- 3A minimum rating on tin plate, Battelle Method Test (TESTED)
8. Water Repellent Sealer (Water Based)
- a. Sealer shall only be approved contingent upon the following field evaluation being done by the County's designated representative.
  - b. Prepare a 3 ft by 3 ft area (supervised) with the water repellent applied. The area will be determined by the County's designated representative. After allowing five (5) days for the sample to cure, a Rilem or Carsten uptake test on the treated area shall be performed by the Contractor.
  - c. Applied material shall result in a clear finish. No milky or cloudy appearance shall be accepted.
9. Non-Ferrous Metal Primer – 100% Acrylic Primer Sealer (Chalk Bonder)
- a. Vehicle - Ultra fine particle size resin emulsion
  - b. Percent solids by volume - 25% maximum. ASTM 2697 (TESTED)
  - c. Adhesion over #6 chalk by Test Method A, X Cut, 4A minimum rating, ASTM D3359 (TESTED)
  - d. PVC-25% minimum to 30% maximum
  - e. Pigment to binder ratio - 1.1 to 1 maximum
10. Water Based Rust Inhibitive Primer
- a. Acrylic emulsion primer with rust inhibitive properties
  - b. Must resist flash rusting
  - c. Percent solids by volume - 35% minimum. ASTM 2697 (TESTED)
  - d. Corrosion resistance over ferrous metal ASTM G85 ANEX A5 500 hours, rust grade #8 min. as rated per ASTM D610

11. Water Based Concrete Floor Sealer (Clear)
  - a. Vehicle - Acrylic urethane blend suitable for floor use.
  - b. Percent solids by volume - 18% minimum. ASTM 2697 (TESTED)
  - c. Pencil Hardness - 2H - ASTM D3363
  - d. Tack free after 1 hour
  - e. Resistance to abrasion- .126g. per 1000 cycles max. ASTM D 4060 (TESTED)
  - f. Coefficient of friction- test method A, .5 min. under wet conditions, ASTM D4518 (TESTED)
  
12. 2-Part Surface Tolerant Rust Inhibitive Primer
  - a. Vehicle - Two component polyamide epoxy mastic type that is chemical and abrasion resistant. Surface tolerant to adhere to surfaces with incomplete surface preparation and some rust remaining.
  - b. Percent solids by volume -72% minimum ASTM D-2679 (tested).
  - c. Adhesion - 5 rating, no failure, ASTM D-3359 method B over rusty steel and aged alkyd coating.
  - d. Pencil hardness - 4H-ASTM D3363 (tested).
  - e. Solvent resistance - Methl ethyl ketone - 75 double rubs with no softening. Color - off white to tan acceptable.
  
13. Acrylic Urethane
  - a. Composition: Hydroxyl- functional acrylic crosslinker/alphatic isocyanate
  - b. Volume Solids: 45% minimum ASTM D2697 (TESTED)
  - c. Gloss 60: 90 minimum ASTM D523
  - d. QUV Exposure: 1000 hours ASTM G53
  - e. Chalk resistance: 8 minimum ASTM D659
  - f. Gloss retention: 70% minimum ASTM D523
  - g. Contrast ratio: .96 @3 mils wet. ASTM D2805
  - h. Resistance to mildew: Maximum G21
  - i. Dry Adhesion: 4A minimum rating ASTM D3359 (TESTED)
  - j. Wet Adhesion: 3A minimum rating. Battelle Method Test
  - k. Pencil hardness: 2H minimum ASTM D3363 (TESTED)
  - l. Scrubs: 1000 minimum to failure. ASTM 2486 (TESTED). Washability /Stain removal: after 100 cycles 7 minimum rating ASTM D4824 (TESTED)
  - m. Dry times: 1.5 hours minimum at 75 degrees F and 50% relative humidity
  - n. Pot life: 4 Hours minimum at 75 degrees F and 50% relative humidity
  
14. High Performance Acrylic Latex Gloss Interior/Exterior Coating



- a. Volume Solids: 33% minimum ASTM D2697 (TESTED)
  - b. Dry Adhesion: 5A minimum rating on tin plate, ASTM D3359 (TESTED)
  - c. Resistance to mildew: Maximum G21 rating Maximum 1 (TESTED)
  - d. Wet Adhesion: 3A minimum rating on tin plate. Battelle Method Test
  - e. Gloss 60 Degree: 65 minimum ASTM D523 (TESTED)
  - f. Scrub ability: 500 scrubs minimum to failure. ASTM 2486 (TESTED)
  - g. Pencil hardness: HB minimum on tin plate ASTM D3363 (TESTED)
  - h. Contrast ratio: .96 @ 3 mils wet. ASTM D2805 (TESTED)
15. The painting materials in this Section are based, in general, on the products of paint/sealers from an acceptable supplier's recommendation.
16. Undercoats and thinners:
- a. Use undercoat paint produced by the same manufacture as the finish coat.
  - b. Use only thinners recommended by the paint manufacturer, and use only to the recommended limits.
  - c. Use undercoat, finish coat, and thinner as parts of a unified system of paint finish.

OTHER EQUAL OR BETTER PRODUCTS MAY BE SPECIFIED BUT SHALL BE APPROVED BY THE COUNTY'S REPRESENTATIVE FOR EACH JOB.

ALL MATERIALS AND PAINTS SHALL BE LEAD AND MERCURY FREE. ALL PAINTS SHALL BE LOW-ODOR.

ALL MATERIALS SHALL BE BROUGHT ON SITE IN THE ORIGINAL UNOPENED CONTAINERS.

## **I. COLOR SCHEDULES**

Colors shall be selected from approved County provided color palette unless otherwise specified. The Contractor shall provide the sample colors based on discussion with County Representative on color schemes. The County Representative will make the selection of the color for each job. This selection will be documented on the respective delivery order. The Contractor may be required to provide the County Representative with color chips for color selection on each job. Furthermore, the Contractor may be required to provide a two foot by two foot (2'x2') sample of the final paint selection.

**J. APPLICATION EQUIPMENT**

The Contractor shall use only equipment approved for application by the paint manufacturer of the particular paint being used. No spray painting shall be allowed unless authorized by the County Representative.

**K. OTHER MATERIALS**

The Contractor shall provide other materials not specifically described but required for a complete and proper installation as selected by Contractor subject to the approval of the County's representative.

**L. PREPARATION**

1. Surface Preparation

- a. The Contractor shall examine the areas and conditions under which work of this Section will be performed. The Contractor shall correct conditions detrimental to timely and proper completion of the work, to include but not limited to the repair of holes, cracks, chips, rips, dings, etc. The Contractor shall not proceed until unsatisfactory conditions are corrected.
- b. The Contractor shall verify that substrate conditions are ready to receive work.
- c. The Contractor shall correct all defects and clean surfaces which affect work of this section.
- d. The Contractor shall remove or mask electrical plates, hardware, light fixture trim, escutcheons, fittings, and wall mountings/hangings prior to preparing surfaces or finishing.
- e. Gypsum board surfaces: The Contractor shall:
  - 1. Repair surface defects and restore to match the surrounding existing areas, sand to an even surface.
  - 2. Fill defects with latex compounds.
  - 3. Spot prime defects after repair.
- f. Galvanized surfaces: The Contractor shall:
  - 1. Remove surface contamination and oils and wash with solvent.
  - 2. Apply a coat of etching primer.

- g. Concrete and Masonry: Coating cannot develop proper adhesion to concrete unless dirt, dust, laitance, and other loose materials are first removed from the surface by sweeping, chemical cleaning, or pressure washing. The Contractor shall:

  - 1. Repair surface defects and restore to match the surrounding existing areas and sand to an even surface.
  
- h. Metal Surfaces: Shall be clean and dry before coated. The Contractor shall:

  - 1. Remove non-oily soil and surface dirt with a stiff bristle brush or other suitable means.
  - 2. Remove oil, grease, and protective coatings with solvent cleaning in accordance with SSPC-SP-1.
  - 3. Sand to an even surface and restore to match the surrounding existing areas.
  - 4. Lightly sand or chemically treat hard or glossy previous coatings to promote adhesion of new coatings.
  
- i. Shop primed metal surfaces: The Contractor shall:

  - 1. Sand and scrape to remove loose primer, rust, and other foreign materials.
  - 2. Prime/paint bare steel surfaces.
  
- j. Wood Surfaces: The Contractor shall:

  - 1. Use one or more of the chemical cleaning methods to remove dirt, grease, and oil, scrape off deteriorated coatings, sink exposed nails or screws and repair surface defects. Sand to an even surface and restore to match the surrounding existing areas. Lightly sand or chemically treat hard or glossy previous coatings to promote the adhesion of new coatings. If the surface is chalky, wash thoroughly. Allow surfaces to dry completely before coating.
  - 2. Interior wood scheduled to receive paint finish: wipe off grit and dust, seal knots, pitch streaks and sappy secretions with sealer. Fill nail holes and cracks after primer has dried.

3. Interior wood scheduled to receive transparent finish: Wipe off grit and dust, seal knots, pitch streaks and sappy sections with sealer. Fill nail holes with tinted caulking compound after prime coat has been applied.
- k. Previously Painted Surfaces: The Contractor shall:
1. Remove all rust, rust scale and heavy chalk of deteriorated coatings with a combination of solvent or detergent washing, hand or power tool cleaning. Glossy areas of sound previous coating need not be removed but shall be mechanically abraded or chemically treated to create a surface profile which increases coating adhesion.
2. Materials Preparation
- a. The Contractor shall mix and prepare paint materials in accordance with the manufacturer's instructions.

**M. APPLICATION**

1. The Contractor shall apply products in accordance with the manufacturer's instructions, including all sealants.
2. The Contractor shall sand transparent finishes lightly between coats to achieve the required finish.
3. Where clear finishes are required, the Contractor shall tint fillers to match wood.
4. The Contractor shall back prime interior woodwork scheduled to receive paint finish using prime paint.
5. The Contractor shall back prime interior woodwork scheduled to receive stain or varnish finish with gloss varnish reduced 25% with mineral spirits.
6. Wet film thickness (WFT) shall be uniform throughout surface being painted.
7. The Contractor shall apply paint/coatings evenly spread and well rolled or brushed. The finished coats shall be free from noticeable laps, brush marks, streaks, runs, sags, wrinkles, pinholes, shiners, etc.

8. If touch-up is needed of the topcoat of paint, color difference when viewed at 90, 45, and 20 degrees shall not be acceptable. If the entire wall or surface area involved needs to be recoated to ensure color blending, it shall be recoated at no cost to the County.

## **N. INSPECTION**

1. All work done by Contractor is subject to inspection by the County Representative at any time. Work not done to the satisfaction of the County Representative shall be redone to their satisfaction, at no additional cost to the County.
2. The Contractor shall inform the County's Representative of each phase of work, as detailed below, so an inspection may be made. Such inspections shall not to cause a delay of work to the Contractor.
  - a. Completion of pressure washing.
  - b. Completion of surface preparation, including caulking, scraping, sanding, priming/sealing, and patching.
  - c. Application of 1<sup>st</sup> coat of finish
  - d. Application of 2<sup>nd</sup> coat of finish
  - e. Final inspection with Contractor and County Representative. A punch list will be provided to Contractor as needed.
  - f. All items on punch list shall be completed.
  - g. If any inspection is not verified by the County, the County reserves the right to apply project penalties to the Contractor in an amount up to \$500.00 per job. Contractor shall recoat or remove applied product at their own expense, and extend warranty for an additional year.
  - h. The County Representative shall respond to inspection call from Contractor within twenty-four (24) hours, excluding weekends, at which time a site inspection will be scheduled.

## **O. OTHER SERVICES**

1. Drywall Repair/Lamination

The Contractor shall replace gypsum board drywall as required to prepare a site for interior painting, or for the lamination of walls to provide for a new paintable service over existing walls.

The Contractor shall use gypsum drywall in the same size as the pre-existing size based upon the on-site requirements. The Contractor shall use the appropriate joint system, fasteners, metal trim, corner beads, and edge beads as required by the on-site requirements.

Installation of all gypsum wallboard shall be in accordance with manufacturer's recommendations. All joints shall be flush and tight, neatly cut, and fit around openings so as to leave no open joints or gaps. Screw and nails shall be spaced 6" on edges and 12" in field.

Joint treatment shall include the following:

- a. A uniform thin layer of joint compound shall be applied over the joint to be reinforced, approximately 3" to 4" wide. The tape shall be centered over the joint and embedded into the compound leaving sufficient compound under the tape to provide proper bond. Inside corners and wall angles shall be reinforced with the tape folded to conform to the angle and embedded into the compound. A skim coat of compound shall be applied immediately after embedding tape. Excessive compound shall be cleaned from the surface of the wallboard.

After the compound has been allowed to dry thoroughly, the tape shall be covered with joint compound spread evenly over the tape and sufficiently beyond each side of the tape to permit a smooth feathered edge. After the previous coat is thoroughly dry, another coat of joint compound shall be applied with a slight smooth uniform crown over the joint. The edge of this coat shall be feathered beyond the preceding coat. Compound shall be sanded smooth.

All depressions at screw heads shall receive three (3) coats of joint compound, neatly feathered and sanded smooth.

All external corners shall have 1 1/8" by 1 1/8" corner beads. All internal and external angles formed by the intersection of either wallboard surfaces or other surfaces shall be treated with metal trim and/or joint tape and joint treatment compound.

The Contractor shall provide all scaffolding, ladders, or specialized equipment necessary to perform drywall repairs/lamination.

Drywall finish with defects of such character as to mar the appearance of finished work will be rejected and shall be removed and replaced, at no expense to the County.

All joints shall be taped, spackled and sanded, with all nail and screw holes or their indentations filled and sanded smooth and flush, in conformance with manufacturer's requirements.

## 2. Drywall Texturing

The Contractor shall apply drywall texturing to either new or existing gypsum wallboard. The Contractor shall match existing texture patterns as directed by the County's Representative. All walls, partitions, and ceilings to which drywall joint compounds, drywall textures (where applicable), and paints/coatings are to be applied are included. This specification covers the conditioning of gypsum board and concrete prior to the application of drywall joint compounds, drywall textures, and paints/coatings. This specification covers the interior job conditions during the application of drywall joint compounds, drywall textures, and paints/coatings.

Drywall joint compounds, drywall textures shall be used in accordance with all codes, specifications, and manufacturer's recommendations.

The gypsum board shall be maintained at a minimum temperature of 10°C (50°F), and be dry for at least 48 hours prior to the application of drywall joint compounds, drywall textures, and paints/coatings.

A minimum temperature of 10°C (50°F) shall be maintained continuously for the application of the drywall joint compounds, drywall textures, and paints/coatings until dry. Continuous ventilation shall be provided to allow proper drying.

All drywall joint compounds shall be dry or, with setting type drywall joint compounds, hardened (set) prior to the application of subsequent coats. All drywall joint compounds shall be dry prior to the application of drywall textures and paints/coatings.

## 3. Wallpaper Removal

The Contractor shall remove existing wallpaper from either drywall or plaster walls. Based on the type of wallpaper and the underlying surface, the Contractor shall use one of the following three techniques for removal of the wallpaper:

- a. Dry Stripping
- b. Chemical wallpaper remover
- c. Steam

The Contractor shall use care to ensure that the removal of wallpaper does not damage or score the underlying drywall or plaster walls. The Contractor shall ensure that all wallpaper paste is removed from the wall surface prior to the surface preparation of the walls for priming and painting.

**P. WASTE DISPOSAL AND WORKSITE SANITATION**

1. At the end of each work day, the Contractor shall properly remove or dispose of all materials and equipment used on the job site. Under no circumstances shall the Contractor empty his waste in trash cans or dumpsters at work locations, nor rinse any equipment in drains or plumbing systems of the building. The Contractor shall not wash equipment over storm drains. The County Representative will designate a cleanup area for the Contractor.
2. The Contractor shall immediately correct any safety hazards. The Contractor shall ensure that any subcontractor cleans up the worksite at the completion of the work. If the Contractor fails to clean up at the completion of the work, the County may do so and deduct the cost of such cleanup from Contractor's most current invoice. Contractor shall not be responsible for cleaning up debris left by County staff or other vendors.

**Q. TOUCH-UP PAINT**

1. The Contractor shall provide the County with an appropriate amount of paint of each product and color of finish coats only for touch-up that the County may need to accomplish. The amount to be provided will be agreed upon by the County and the Contractor per project.

**R. WARRANTY**

1. The Contractor shall guarantee all work against defective workmanship and materials for a period of five (5) years. In areas where the paint shows evidence of premature failure, the paint shall be removed by suitable means and the entire coating system reapplied at the Contractor's expense.

**S. GENERAL CONDITIONS**

1. Standards of Conduct
  - a. The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity.



The Contractor shall not disturb papers on desks, open desk drawers or cabinets, or use Orange County telephones, except as authorized. The County reserves the right to request removal of Contractor's employees that do not observe the standards of conduct.

2. Non-interference with Government Business

- a. The Contractor will be notified by the County's Representative as to the manner of starting the work so as to cause a minimum of interference.
- b. The work shall be performed in such a manner that there will be no interruption or interference with the proper execution of Orange County business. Verbal interaction between Contractor's employees and building occupants shall be kept to a minimum.
- c. All persons employed by the Contractor, while at work at a County building, shall comply with all building regulations.
- d. The Contractor agrees to alter work methods, schedules and procedures if County Representative determines that they are detrimental to County operations.

3. Cooperation with Other Contractors

If any other contractors are on the same job-site conducting work, the County Representative will inform the Contractor. The Contractor shall cooperate with and ensure non-interference of any other work being performed at the job site by other contractors.

**BID RESPONSE FORM  
IFB #Y15-111-PD**

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

**LOT A – ORANGE COUNTY BUILDINGS – WORK TO BE PERFORMED DURING STANDARD HOURS OF OPERATION**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL BID
1.	<p><b>Pressure Washing up to 3500psi @ 8 g.p.m. all surfaces:</b> This shall include masonry block walls, wood, metal beams and panels, concrete floors, and other related surfaces. Price shall be per square foot, inclusive of any detergents or chemicals needed to assure the surface are free of any dirt, grease, mold or mildew. Detergents/Chemicals will be approved by County prior to use.</p> <p>(Pressure washing is only required for certain block or steel interiors)</p>	20,000 Square feet	\$ _____ /square foot	\$ _____

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

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL BID
2.	<p><b>Surface Preparation, Primer Coat and Finish Painting:</b></p> <p><b>Surface Preparation:</b> This shall include scraping, sanding, removal or moving of furnishings as needed, covering all windows, boxes, hardware, floors, plants, OSPHO on metal, wire brushing, filling holes in drywall, walls, masonry blocks, wood. Spot prime wood, metal, drywall, stucco, concrete block as needed.</p> <p><b>Primer coat:</b> This shall include all primers as stated according to this contract. Solvents base, latex, surface conditioners, block fillers, sealers, and epoxies. The application method shall be: roller, brush, or spray. <b>Requires one (1) coat.</b></p> <p><b>Finish coats:</b> This shall include all finishes as stated and applied according to this contract. Solvents base, latex base, epoxies, lacquers, and polyurethanes. The application method shall be: roller, brush, or spray. <b>Requires two (2) coats.</b></p>	425,000 Square feet	\$_____ / square foot	\$_____
3.	<p><b>Interior Trim Work – Up to 4” in Width:</b> Price per Linear Foot including all preparations &amp; finishes. This shall include baseboard, window trim, chair rail, ceiling and crown molding, etc. <b>Requires two (2) coats.</b></p>	6,500 Linear Feet	\$_____ / linear foot	\$_____
4.	<p><b>Interior Trim Work – Over 4” in Width:</b> Price per Linear Foot including all preparations &amp; finishes. This shall include baseboard, window trim, chair rail, ceiling and crown molding, etc. <b>Requires two (2) coats.</b></p>	3,500 Linear Feet	\$_____ / linear foot	\$_____
5.	<p><b>Regular Metal &amp; Wood Doors (Up to 48” X 96”):</b> Price per door including all preparations &amp; finishes (shall be for one (1) side of door). <b>Requires two (2) coats.</b></p>	1,250 Doors	\$_____ / door	\$_____

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

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL BID
6.	<b>Regular Metal &amp; Wood Frames (Up to 48" X 96"):</b> Price per frame including all preparations & finishes (shall be for one (1) side of frame only) . <b>Requires two (2) coats.</b>	1,250 Frames	\$ _____ / frame	\$ _____
7.	<b>Oversize Metal &amp; Wood Doors (Over 48" X 96") Including Bay Rollup Doors:</b> Price per door including all preparations & finishes (shall be for one (1) side of door). <b>Requires two (2) coats.</b>	200 Doors	\$ _____ / door	\$ _____
8.	<b>Oversize Metal &amp; Wood Frames (Over 48" X 96") Including Bay Rollup Door Frames:</b> Price per frame including all preparations & finishes (shall be for one (1) side of frame only), <b>Requires two (2) coats.</b>	200 Frames	\$ _____ / frame	
9.	<b>Railings:</b> Price shall include railing and associated support systems	750 Linear Feet	\$ _____ / linear foot	\$ _____
10.	<b>Metal Stairs:</b> Price shall include stringer and associated side supports	1250 Square Feet	\$ _____ / square foot	\$ _____
11.	<b>Drywall Repair/Lamination:</b> Price shall include all materials, equipment, supplies and labor necessary to repair or laminate ¼" or ½" gypsum drywall. Repairs/lamination shall be complete as to installation, joint treatment, sanding, and preparation for paint primer coat.	2,500 Square Feet	\$ _____ / square foot	\$ _____
12.	<b>Drywall Texturing:</b> Price shall include all materials, equipment, supplies and labor necessary to texture existing or replacement gypsum drywall. Texturing shall be complete as to installation, finishing and preparation for paint primer coat.	2,500 Square Feet	\$ _____ / square foot	\$ _____

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COMPANY NAME

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL BID
13.	<b>Drywall Texturing:</b> Price shall include all materials, equipment, supplies and labor necessary to texture existing or replacement gypsum drywall. Texturing shall be complete as to installation, finishing and preparation for paint primer coat.	2,500 Square Feet	\$ _____ / square foot	\$ _____
14.	<b>Wallpaper Removal:</b> Price shall include all materials, equipment, supplies and labor necessary to remove existing wallpaper from gypsum or plaster walls. After removal, surface shall be cleaned of all paste and adhesives and ready for surface preparation.	2,500 Square Feet	\$ _____ / square foot	\$ _____
<b>Total Estimated Bid LOT A:</b>			\$ _____	

**LOT B – ALL ORANGE COUNTY BUILDINGS – WORK TO BE PERFORMED DURING NON-STANDARD HOURS OF PERFORMANCE**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL BID
15.	<b>Pressure Washing up to 3500psi @ 8 g.p.m. all surfaces:</b> This shall include masonry block walls, wood, metal beams and panels, concrete floors, and other related surfaces. Price shall be per square foot, inclusive of any detergents or chemicals needed to assure the surface are free of any dirt, grease, mold or mildew. Detergents/Chemicals shall be approved by County prior to use.  (Pressure washing is only required for certain block or steel interiors)	7,000 Square feet	\$ _____ / square foot	\$ _____

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

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL BID
16.	<p><b>Surface Preparation, Primer Coat and Finish Painting:</b></p> <p><b>Surface Preparation:</b> shall include scraping, sanding, removal or moving of furnishings as needed, covering all windows, boxes, hardware, floors, plants, OSPHO on metal, wire brushing, filling holes in drywall, walls, masonry blocks, wood. Spot prime wood, metal, drywall, stucco, concrete block as needed.</p> <p><b>Primer coat:</b> shall include all primers as stated according to this contract. Solvents base, latex, surface conditioners, block fillers, sealers, and epoxies. The application method to be used: roller, brush, or spray. <b>Requires one (1) coat.</b></p> <p><b>Finish coats:</b> shall include all finishes as stated and applied according to this contract. Solvents base, latex base, epoxies, lacquers, and polyurethanes. The application method to be used: roller, brush, or spray. <b>Requires two (2) coats.</b></p>	225,000 Square feet	\$ _____ / square foot	\$ _____
17.	<p><b>Interior Trim Work – Up to 4” in Width:</b> Price per Linear Foot including all preparations &amp; finishes. This shall include baseboard, window trim, chair rail, ceiling and crown molding, etc. <b>Requires two (2) coats</b></p>	2,000 Linear Feet	\$ _____ / linear foot	\$ _____
18.	<p><b>Interior Trim Work – Over 4” in Width:</b> Price per Linear Foot including all preparations &amp; finishes. This shall include baseboard, window trim, chair rail, ceiling and crown molding, etc. <b>Requires two (2) coats</b></p>	750 Linear Feet	\$ _____ / linear foot	
19.	<p><b>Regular Metal &amp; Wood Doors (Up to 48” X 96”):</b> Price per door including all preparations &amp; finishes (shall be for one (1) side of door) <b>Requires two (2) coats</b></p>	500 Doors	\$ _____ / door	

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

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL BID
20.	<b>Regular Metal &amp; Wood Frames (Up to 48" X 96"):</b> Price per frame including all preparations & finishes (shall be for one (1) side of frame only) <b>Requires two (2) coats</b>	500 Frames	\$ _____ / frame	
21.	<b>Oversize Metal &amp; Wood Doors (Over 48" X 96") Including Bay Rollup Doors:</b> Price per door including all preparations & finishes (shall be for one (1) side of door) <b>Requires two (2) coats</b>	50 Doors	\$ _____ / door	
22.	<b>Oversize Metal &amp; Wood Frames (Over 48" X 96") Including Bay Rollup Door Frames:</b> Price per frame including all preparations & finishes (shall be for one (1) side of frame only) <b>Requires two (2) coats</b>	50 Frames	\$ _____ / frame	
23.	<b>Railings:</b> Price to include railing and associated support systems	500 Linear Feet	\$ _____ / linear foot	
24.	<b>Metal Stairs:</b> Price to include stringer and associated side supports	750 Square Feet	\$ _____ /square foot	
25.	<b>Drywall Repair/Lamination:</b> Price to include all materials, equipment, supplies and labor necessary to repair or laminate 1/4" or 1/2" gypsum drywall. Repairs/lamination shall be complete as to installation, joint treatment, sanding, and preparation for paint primer coat.	2,500 Square Feet	\$ _____ / square foot	
26.	<b>Drywall Texturing:</b> Price to include all materials, equipment, supplies and labor necessary to texture existing or replacement gypsum drywall. Texturing shall be complete as to installation, finishing and preparation for paint primer coat.	2,500 Square Feet	\$ _____ / square foot	

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

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL BID
27.	<b>Drywall Texturing:</b> Price to include all materials, equipment, supplies and labor necessary to texture existing or replacement gypsum drywall. Texturing shall be complete as to installation, finishing and preparation for paint primer coat.	2,500 Square Feet	\$ _____/ square foot	
28.	<b>Wallpaper Removal:</b> Price to include all materials, equipment, supplies and labor necessary to remove existing wallpaper from gypsum or plaster walls. After removal, surface shall be cleaned of all paste and adhesives and ready for surface preparation.	2,500 Square Feet	\$ _____/ square foot	
<b>Total Estimated Bid LOT B:</b>		\$ _____		

**29. EQUIPMENT RENTAL (Lifts, Cranes etc.) To be reimbursed at cost,  
Backup Documentation Required with Invoices** **\$ 25,000**

**TOTAL BID LOT A + LOT B + Equipment Rental** **\$ \_\_\_\_\_**

\_\_\_\_\_  
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 within twenty-four (24) hours After Receipt of Order (ARO) per Special Terms and Conditions #7.

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

**Bid Response Documents - The following documents constitute your bid:**

- A. Bid Proposal, 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 signed where required.**
- B. Completed reference documentation, pages 60 and 61.
- C. Qualifications of Bidders information, per Special Terms and Conditions #2.
- D. Certificate of Competency and License, per Special Terms and Conditions #3.

**THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:**

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

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

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

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

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

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

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

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

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

**ACKNOWLEDGEMENT OF ADDENDA**

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

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

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

**AUTHORIZED SIGNATORIES/NEGOTIATORS**

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

Name	Title	Telephone Number/Email

_____	_____
(Signature)	(Date)
_____	
(Title)	
_____	
(Name of Business)	

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

**Type of Organization**

_____	Sole Proprietorship	_____	Partnership	_____	Non-Profit
_____	Joint Venture	_____	Corporation		

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

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

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

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

## 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, 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: \_\_\_\_\_

**LIST OF EQUIPMENT**  
**Per Special Terms and Conditions 2.B**

List of equipment and facilities available to do the work. Include a description of the bidder's manpower and equipment resources available to service the County's account, including the possibility of multiple concurrent projects with bid response. Submit additional pages if needed.

1. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
2. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
3. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
4. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
5. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
6. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
7. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
8. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
9. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
10. Description: \_\_\_\_\_  
Model: \_\_\_\_\_
11. Description: \_\_\_\_\_  
Model: \_\_\_\_\_

**LIST OF PERSONNEL**  
**Per Special Terms and Conditions 2.E.**

List of personnel, by name and title, contemplated to perform the work. Include copies of relevant certifications and training received from manufacturers, national associations and/or trade schools for service technicians. Technicians assigned to this contract shall have a minimum of two (2) years experience performing similar work. **Resumes shall be provided for management.**

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

Position: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

Position: \_\_\_\_\_

6. Name: \_\_\_\_\_

Position: \_\_\_\_\_

7. Name: \_\_\_\_\_

Position: \_\_\_\_\_

8. Name: \_\_\_\_\_

Position: \_\_\_\_\_

9. Name: \_\_\_\_\_

Position: \_\_\_\_\_

10. Name: \_\_\_\_\_

Position: \_\_\_\_\_

## 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. Y15-111-PD**

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.

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

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

## CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

### CHECK ONE

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

OR

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

## LITIGATION STATEMENT

### CHECK ONE

- [ ] The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- [ ] The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

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

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

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

\_\_\_\_\_  
TITLE

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

## E VERIFICATION CERTIFICATION

Contract No.Y15-111-PD

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.Y15-111-PD, INTERIOR PAINTING SERVICES**, 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 Bidder and shall be submitted to the Procurement Division by the Bidder.

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

**Part I**

**INFORMATION ON BIDDER:**

Legal Name of Bidder:

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

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Business Phone: (      ) \_\_\_\_\_

Facsimile: (      ) \_\_\_\_\_

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

Name of Bidder's Authorized Agent:

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

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Business Phone: (      ) \_\_\_\_\_

Facsimile: (      ) \_\_\_\_\_

**Part II**

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

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

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

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

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

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

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

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(Use additional sheets of paper if necessary)

**Part III**

**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

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

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

\_\_\_\_\_  
Date

Printed Name and Title of Person completing this form:

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

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

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

(Notary Seal)

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

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

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

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

**WHAT IS THE RELATIONSHIP DISCLOSURE FORM?**

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

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

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

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

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

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

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

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

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

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

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

includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

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

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

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

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

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

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

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

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

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



BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

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

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

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

**CONCLUSION:**

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

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

## ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

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

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

### Part I

**Please complete all of the following:**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

**Part II**

**Expenditures:**

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

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

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

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

**Part III**

**Original signature and notarization required**

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

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

Printed Name and Title of Person completing this form:

\_\_\_\_\_

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

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

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

(Notary Seal)

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

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

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

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

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

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

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

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

**WHO NEEDS TO FILE THE SPR?**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CONCLUSION:**

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

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

**AGENT AUTHORIZATION FORM**

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

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

\_\_\_\_\_  
Date

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

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

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

(Notary Seal)

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



**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: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>	1. Name of Agent or Broker Street Address City, State, Zip	CONTACT NAME:	
		PHONE (A/C, No, Ext):	FAX (A/C, No):
<b>INSURED</b>	2. Name of Insured Street Address City, State, Zip	E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A :	NAIC #
		INSURER B :	
		INSURER C : 3.	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FROM LTR	TYPE OF INSURANCE	ACQ/INSUR INSR	W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	8. LIMITS
3.	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	4.	5.	6.	7.		EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						9. COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 10. ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
11.							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Orange County Government is additionally insured on the General Liability Policy. A waiver of subrogation applies in favor of Orange County Government, it's agents, employees, and officials on the Worker's Compensation Policy.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
13. Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, Florida 32801	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 14.

## ORANGE COUNTY CERTIFICATE OF INSURANCE REVIEW GUIDE

1. **PRODUCER:** Agent's name and address must be shown along with contact name phone, fax, and email address.
2. **INSURED:** Legal name and address of the entity entering into the contract or agreement
3. **INSURERS AFFORDING COVERAGE & NAIC #:** Name of the insurance company that is insuring the line of coverage. The INSURER and applicable letter will be used throughout the certificate to indicate the lines of coverage placed with a particular insurance company. A letter must be shown in the INSUR L TR section for each coverage line listed on the certificate.
4. **ADDL INSR:** Signifies whether coverage includes additional insured status. Very few agents use this section. Additional insured status is usually discussed in the Description of Operations/Locations/Vehicles section.
5. **SUBR WVD:** Signifies that a waiver of subrogation is in valid for each line of coverage as indicated.
6. **POLICY NUMBER:** A policy number should be listed for each line of coverage for which commercial insurance is being provided.
7. **POLICY EFFECTIVE/EXPIRATION DATES:** Effective and expiration dates should fall within the time frame of the inception of the contract or agreement.
8. **LIMITS:** As required in the written agreement. The general aggregate should be at least twice the per occurrence limit for all continuing service contracts. If the aggregate limit applies separately then the PROJECT box should be marked.
9. **AUTOMOBILE LIABILITY:** The ANY AUTO box is preferable however; some organizations do not own vehicles so the other boxes may be marked.
10. **WORKERS' COMPENSATION:** Look closely to see if any proprietor, partner, or executive officer is excluded. If so, please contact Risk Management for waiver approval. The WC STATUTORY LIMITS box must be selected.
11. **OTHER:** This section is used for other coverage such as professional liability and employee dishonesty. The same rules apply with regards to policy numbers, effective and expiration dates and limits.
12. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES:** This section typically contains any special or qualifying language such as additional insured status or waivers of subrogation. If additional space is needed an ACORD 101 should be attached. Please note that these certificates are for information only and do not confer any rights upon the certificate holder. This is why we also ask for the specific policy language or endorsement specifying that these provisions are in place.
13. **CERTIFICATE HOLDER:** Orange County Board of County Commissioners should be listed as the certificate holder. Individual departments and divisions should not be listed as the primary certificate holder.
14. **AUTHORIZED REPRESENTATIVE:** This section should contain the signature of the person authorized to issue the certificate on behalf of the insurance company.

**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)
<b><i>The following are additional insured under the Professional Liability section of this policy (already included under the GL by form #86571).</i></b>
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 <sup>nd</sup> 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

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WORKERS COMPENSTION AND EMPLOYEES LIABILITY  
INSURANCE POLICY WC 00 03 13

2<sup>ND</sup> Reprint

*Effective April 1, 1984*

Advisory

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### 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, 2<sup>ND</sup> FLOOR  
ORLANDO, FL 32801

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©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, 2<sup>nd</sup> 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.