

Issue Date: June 29, 2015

INVITATION FOR BIDS #Y15-1121-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:

**Pest Control
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), Thursday, July 23, 2015**, 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 **Tuesday, July 14, 2015, at 2:30 P.M.**, located at the **Orange County Facilities Management Training Room 2010 East 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.

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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, no later than 5:00 PM Wednesday, July 15, 2105 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

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.

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 **Non-Mandatory Pre-Bid Conference** on **Tuesday, July 14, 2015, 2:30 P.M. located at Orange County Facilities Management Training Room 2010 East 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 within the last three (3) years with location, dates of contract, names, addresses and telephone numbers of owners by completing the reference sheet. A minimum of three (3) commercial references shall be provided.

The Contractor must demonstrate experience and satisfactory performance in providing pest control services for multi-site governmental or commercial locations including multi-story; Type A, governmental or commercial high level security buildings, with a minimum of 500,000 square feet, such as the Orange County Courthouse. The Contractor shall have experience with the special security requirements of a courthouse building/complex.

Acceptable references in this category would be commercial offices complexes in excess of 1 million square feet, large apartment complexes, and other governmental operations. At least two (2) of the references must be customers that have used your company's services consecutively for three years or longer. References must include the name, position, email address and telephone number of a contact person, size and description of the units/buildings services, and how long your company has serviced the customer.

The bidder shall also list any contract(s) cancelled/terminated in the State of Florida in the last two (2) years, and include a brief description of the reason for the action. Also, provide name, address, email address and phone numbers of applicable contact persons involved in the cancellation/termination.

- B. The Bidder shall provide documentation to support their ability to successfully staff and manage multiple concurrent projects within Orange County with bid response. Such documentation includes:
- List of equipment and facilities available to do the work.
 - List of personnel, by name and title, contemplated to perform the work, including Include a current copy of the contractor Entomologist resume and certification.
 - 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. Personnel performing work shall be appropriately trained and certified in pest management in any and all categories or sub categories as identified by the State of Florida to perform the work specified in this document.
- D. The Contractor shall provide photocopies to the County of its business Pest Control License from the Florida Department of Agriculture and Consumer Services (FDACS) and of the Pesticide Applicant Certificates in General Household Pest Control for every Contractor Employee who will be performing on-site services under the Contract. These licenses and certifications must be maintained throughout the life of the Contract. See Sections 482.071 and 482.111, Florida Statutes for additional information. Resumes must be provided for management and service personnel.
- E. All services shall be performed by personnel with a minimum three (3) years industry experience, who are in the regular, ongoing employment of the Contractor.
- F. 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 pest control for at least five (5) years.
- G. Due to the criticality of the services to be provided, bidder must submit proof of ability to be onsite at the County property stated within two (2) hours after notification by County representative.
- H. Submit a copy of the current Quality Assurance Program addressing as a minimum how you will schedule these services to be performed at each specified building and surrounding, prevent pests, procedures for handling pest infestation.
- I. Bidders shall submit a description of their hiring process for all employees and include the primary source of recruitment. A detailed description of their training and safety program given to all employees.

EMPLOYEE LEASING COMPANIES MAY NOT BE USED.

- J. By submittal of a bid, the Bidder agrees that the County shall 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.

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. The contractor shall provide emergency repair services twenty-four (24) hours a day, seven (7) days a week as requested by Facilities Management.

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

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
2010 East Michigan Street
Orlando Florida 32806
Phone (407) 836-9300

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:
 - Occupational Safety and Health Act (OSHA)
 - National Institute for Occupational Safety & Health (NIOSH)
 - National Fire Protection Association (NFPA)
 - American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

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

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/ and A.M. Best Ratings are available at 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

Optional Coverage:

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

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

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

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of 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, 2nd 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 one (1) year. The contract may be renewed for four (4) additional one (1) year periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties. 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 (1 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.

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. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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 maintaining over 400 buildings throughout Orange County, Florida. Due to the large size of the County, the division is organized into maintenance districts by geographical region. Each maintenance district supports the needs of the various buildings located in its region. The Division seeks to obtain a qualified Contractor to implement an Integrated Pest Management (IPM) program including inspections and recommendations for eliminating or reducing current unacceptable pest populations. The awarded Contractor shall provide environmentally sound pest prevention and suppression through the use of a wide variety of technological and management practices. The Contractor shall be responsible for the prevention, control, and eradication of ALL pests, including but not limited to roaches, wasps, flies, ants, flying insects, fleas, gnats, fruit flies, and other pests (including rats, mice, termites, and birds on as-need basis).

Hours of Performance:

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

The Contractor shall provide a twenty four (24) hours point of contact including telephone number for non-standard working hours

2. STAFFING

- A. The Contractor shall maintain sole responsibility for the actions of its employees and subcontractors. New employees hired after contract award shall follow the same requirement for the life of the contract.
- B. Each employee who performs pest control for shall have an Employee Identification Card from the Florida Department of Agriculture and Consumer Services (FDACS).
- C. The Contractor shall provide photocopies to the County of its business Pest Control Business License from FDACS and of the Pest Control Operator's Certificate necessary to perform within the scope of services.

These licenses and certifications shall be maintained throughout the life of the Contract. See Sections 482.071 and 482.111, Florida Statutes.

- D. The Contractor shall identify a lead person or supervisor with whom the Facilities Management (FM) Representative may consult regarding contract performance throughout the entire contract period to ensure their work will not conflict with the County's normal operations.

The Contractor shall immediately notify the FM Representative if a supervisor or contact person is replaced. The name and telephone number of the replacement supervisor or contact person shall be provided at that time.

- E. Only Contractor employees shall be used to perform the required services of this contract unless otherwise approved, in writing, by the FM Representative.

The Contractor shall not use employees of any temporary employment agency to supplement his work force in County buildings for any reason.

- F. Technicians assigned to this contract shall have a minimum of three (3) years' experience performing similar work. Supervisors shall have a minimum of five (5) years' experience.

- G. Effective communication with the County staff building occupants and is required to perform this Scope of Services. Therefore, Contractor shall ensure supervisors and points of contact (including supervisors) are able to read, write, and speak English fluently.

- H. The Contractor shall ensure that all employees are clean, neat and appropriately attired during the performance of the services. The Contractor shall ensure that all employees are properly dressed with a uniform shirt displaying the company name/logo. Employees shall wear long pants; open-toed shoes are not permitted.

- I. All onsite personnel employed by the Contractor shall conduct themselves in a professional, business-like manner. Such personnel shall not, by word of mouth or deed, express themselves in such a manner as would be construed as conduct being obscene, harassing or offensive by a reasonable, sensitive person. Any such conduct shall be cause for removal from the facility.

- J. All Contractor 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.

- K. The photo ID badge shall be displayed on the front of their uniform shirt at all times when on County property.

3. PERFORMANCE

- A. 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 and chemical manufacturers, (3) applicable Federal and local standards and codes, and (4) applicable building and safety codes.

- B. The Contractor shall conform to all Federal, State, City, and Orange County standards and regulations during the performance of the contract including but not limited to:

- Florida Department of Agriculture and Consumer Services (FDACS)
 - Pest Control Act, Chapter 482, Florida Statutes (F.S.).
 - Florida Department of Environmental Protection

- United States Environmental Protection Agency (EPA)

C. It is the responsibility of the Contractor to obtain the latest version of said documents. Any fines levied due to inadequacies or failure to comply with any and all requirements shall be the sole responsibility of the Contractor.

Any person found not in compliance with any laws, statutes, rules or regulations will not be allowed on the work site. Continued violations by a Contractor shall constitute cause for immediate termination of the Contract.

- D. All services required under this contract shall be performed by the Contractor or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized, licensed or permitted under state and local law to perform such services.
- E. The FM Representative, with advisement of the Contract Administrator, may request the Contractor remove any employee (including supervisor and subcontractors) if it is determined that services are not being performed in accordance with the terms and conditions of this contract.
- F. Work shall be scheduled to provide the least inconvenience to building occupants and visitors. All service visits shall be coordinated with the FM Representative. The Contractor shall follow the directives of FM Representative with respect to scheduling services and any deliveries under this contract.
- G. Services not performed in accordance to the content of this contract will be considered unsatisfactory and unacceptable. Unsatisfactory or non-performance occurrences includes but is not limited to:
1. Services at a site were not performed in strict accordance with performance specifications and standards or not performed at the specified frequency.
 2. Services were not performed within the scheduled hours.
 3. Worksite was not safely secured when leaving at the end of a work shift or any other breach in security.
 4. Failure to provide adequate staffing to meet the operational needs of the contract.
- H. In the event of non-performance or unsatisfactory performance by the Contractor or employees of (including subcontractors), the County's Representative will have the right to exercise one of the following options:
1. Notify the Contractor of non-performance/unsatisfactory performance and allow Contractor to correct such item of non-performance/unsatisfactory performance within a twenty-four (24) hour timeframe. Although the timeframe for making corrections may occur outside of the Contractor's normal working hours, the Contractor will not receive any further compensation.

2. The Contract Administrator may request the Contractor remove any Supervisor or employee if it is a personnel related issue.
 3. The County reserves the right to correct any item of non-performance/unsatisfactory performance by any means it deems necessary to ensure the effective operation of the County's facilities. Costs incurred by the County for the correction using County employees will be deducted from payments made to the Contractor. If another Contractor is used to correct the item, that cost will be deducted at the rate charged by the requested Contractor.
- I. The County's Representative shall notify the Procurement Division of the unsatisfactory performance and or deficiencies in service that remain unresolved or reoccurring. The Procurement Division, may after appropriate notice, take necessary actions to address unsatisfactory performance up to and including termination for default.

4. SAFETY

- A. The Contractor shall provide and ensure that all personnel providing services under this contract are in compliance with applicable laws, standards, and health and safety requirements of the industry to include by not limited to:

- Occupational Safety and Health Act (OSHA)
- National Institute for Occupational Safety & Health (NIOSH)
- Orange County Safety & Health Manual.

The manual can be accessed online at:

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

The Contractor shall immediately report to the FM Representative the issues which may affect the safety of Orange County personnel or the public

- B. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- C. 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 FM Representative for review and approval within ten (10) business days following contract award.
- D. The FM Representative will review the Safety Plan and provide comments to the Contractor within five (5) business days following receipt of the plan. The Contractor shall finalize the Safety Plan within five (5) business days following receipt of the comments.

- E. The Contractor shall provide and ensure the wearing of necessary protective clothing, masks, eye protection, hearing protection, shoes, etc. as required by any applicable laws, regulations, ordinances, and/or manufacturer's instruction.
- F. All equipment used in the performance of these services shall be properly maintained and shall be subject to inspection by the County upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be removed from the County's premises.
- G. 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.

5. SECURITY AND IDENTIFICATION

Background checks for the Contractor's staff must be approved by the County prior to working in any County facility. All costs for background investigations shall be Contractor's responsibility. The County reserves the right to conduct its own investigation and request any additional investigative background information 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.

Contractor shall comply with the different security requirement for each County facility, including but not limited to:

- Orange County Courthouse (OCCH)
- Orange County Correction Complex

Background checks and additional security requirements are address in detailed in the **Scope of Service, Supplemental Information**. The Contractor is responsible for reading, understanding, and application of all contract terms.

6. TRAVEL AND PARKING

- A. 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 and emergency repairs and shall not be compensated by the County under any circumstances. Billable time start at arrival at the job site where work is to be performed, not on the arrival at the campus.
- B. 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. Contractor and Contractor's employee vehicles shall be properly identified.

7. INTEGRATED PEST MANAGEMENT PROGRAM (IPM)

Integrated Pest Management (IPM) is a process for achieving both short-term and long-term objectives. This method should be used to the extent possible to remove and exterminate insects, and other pests.

Per Florida Statute XXXII, 482.021, IPM means the selection, integration, and implementation of multiple pest control techniques based on predictable economic, ecological, and sociological consequences, making maximum use of naturally occurring pest controls, such as weather, disease agents, and parasitoids, using various biological, physical, chemical, and habitat modification methods of control, and using artificial controls only as required to keep particular pests from surpassing intolerable population levels predetermined from an accurate assessment of the pest damage potential and the ecological, sociological, and economic cost of other control measures.

Short-term objectives shall be to eliminate or reduce current unacceptable pest populations. The long-term objectives shall be to provide environmentally sound pest suppression and prevention through the use of a wide variety of technological and management practices.

The Contractor shall provide detailed site-specific recommendations for structural and procedural modifications to aid in pest prevention.

Control strategies in an IPM program shall include:

- A. Structural and procedural modifications to reduce food, water, harborage, and access used by pests.
- B. Pesticide compounds, formulations, and application methods that present the lowest potential hazard to humans and the environment.
- C. Non-pesticide technologies such as trapping and monitoring devices.
- D. Coordination among all facilities management programs that have a bearing on the pest control effort.
- E. Provide emergency pest control services.

8. TECHNICAL REQUIREMENTS

The Contractor shall furnish all supervision, labor, materials, tools, supplies, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program to ensure that County's facilities are free of all pests per contract.

- A. The Contractor shall have the capability to perform and complete the services in all respects in accordance with this document. The Contractor

hereby warrants that all services shall be performed in a timely and first-class manner.

- B. The Contractor shall keep the property free and clear at all times of excess materials, debris, and equipment.
- C. Contractor shall complete a thorough initial inspection of each building or site at the start of the contract. The purpose of the initial inspection is for the Contractor to evaluate the pest control needs of each location and to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. Based upon mutual agreement between the Contractor and the FM Representative the initial inspection may take place at the first scheduled service for each building under this contract, but must take place within the first thirty (30) days after contract award.

Intensive treatment shall follow this inspection to ensure a seven (7) day resolution to eliminate all existing infestations.

- D. Access to building space shall be coordinated with each FM District Representative who will inform the Contractor of any restrictions or areas requiring special scheduling.
- E. The Contractor shall be responsible for the prevention, control, and eradication of ALL pests, including but not limited to:
 - 1. Indoor populations of insects, arachnids, and arthropods.
 - 2. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
 - 3. Nests of stinging insects within the property boundaries of the specified buildings.
 - 4. Individuals of all excluded pest populations that are incidental invaders inside the specified buildings.
- F. The Contractor shall provide treatment using only pesticides that comply with the provisions of the Federal Insecticide, and Fungicide Act (7 USC 136 et seq.) as amended by the Federal Environmental Pesticide Control Act of 1972 and the regulations issued there under.
- G. Pest control services shall be provided based upon the operational requirements of the building being serviced. Frequency of service is identified on the bid documents by site. Specific date and time of service shall be coordinated with the District's FM Representative. The Contractor shall at a minimum perform the following:

1. Inspect, maintain and/or service the interior and exterior of the building for Pest Control services, to include, but not be limited to:
 - a. Ten foot perimeter around facility
 - b. Loading Docks
 - c. Common Areas, entrance ways, roof, hallways and stairways
 - d. Lunchrooms, kitchens, kitchenettes, break area, and all other food preparation, storage, holding, and serving areas.
 - e. Medical room, restrooms, and janitorial closets.
 - f. Maintenance Areas
 - g. Dormitory Areas
 - h. Trash Collection Areas
 - i. Basement Areas
 - j. Mechanical Rooms & Utility Areas
 - k. Elevator Rooms and associated elevator pits
 - l. Accessible structural voids
 - m. Garage & Parking Areas (on-site and off-site)
 - n. Guard booths and tollbooths
 - o. Outlying buildings and tunnels
2. Any ant trails shall be followed to the source and exterminated. The Contractor shall provide ant bait stations for interior ant infestation.
3. Pest control materials/equipment shall not be stored on the job site when the Contractor is not working, without express written approval of the County's designated representative.
4. Prior to starting a task, the Contractor shall secure the FM Representative's approval of the scheduled work and the anticipated time for completion.

9. COORDINATION AND FREQUENCY OF SERVICES

The Contractor shall coordinate the delivery of services with the FM Representative or authorized designee. All treatments shall be scheduled with the County on a location by location basis with the appropriate FM District Maintenance office.

The Contractor shall visit each property to inspect, maintain, and/or service the interior and exterior of the associated facility for Pest Control. The Contractor shall become familiar with each site, site requirements, and related information that will affect services under this contract.

A. ROUTINE SERVICES

1. The Contractor shall submit a schedule of services for each FM District for approval according to the frequencies in the Bid Response Form.
2. Services will be ordered by County issued delivery order. No services shall be rendered unless such services are covered by an authorized and issued delivery order. The Contractor shall ensure that locations for scheduled services are listed on the delivery order prior to start of work.
3. FM District Maintenance offices will create an internal work order for each report of pest problems from its customers. No work shall be completed without a valid Facilities Management work order number.
4. Food and Beverage areas and all adjacent areas shall be serviced at least weekly.
5. Meeting rooms, public elevators, freight elevators, public areas and offices shall be serviced at least monthly.
6. Work in kitchens and public spaces shall be performed during normal business hours in coordination with the Facilities Management Staff.

Work in crawl spaces, mechanical rooms and other secured areas shall be coordinated with the Facilities Management Staff.

7. All work shall be performed during normal business hours, unless specifically requested by the FM District Representative.
8. Routine work that must be performed and scheduled outside of normal working hours shall be the same cost as routine service (there is no overtime for routine work); the Contractor shall coordinate with Facilities Management Staff at least three working days (72 hours) in advance of such work.
9. Services scheduled during non-standard working hours may be performed during standard hours on County Holidays with mutual agreement between the FM Representative and Contractor. There will be no additional compensation for such work.

B. EMERGENCY SERVICES

1. Contractor shall provide and maintain a current list of emergency numbers for 24-hour emergency response. The Contractor shall initiate remedial action within two (2) hours of notification.

2. Should Contractor fail to respond within two (2) hours, the County reserves the right to take necessary measures to respond to the emergency, including contracting with another contractor to resolve the emergency.
3. Contractor's failure to respond to the emergency will be billed back to the Contractor at the County's incurred cost.

C. ADDITIONAL TREATMENTS

Additional treatments may be required due to continued infestations. Additional inspections shall be made upon request to maintain quality standards. The Contractor shall respond to complaints from County within twenty-four (24) hours and resolve outstanding complaints within seven (7) days, at no additional cost to the County.

Food and Beverage locations require weekly pest control treatments. These areas include but are not limited to:

LOT A – Downtown District

- County Administration: 1st Floor Champs Restaurant ((9001.01)
- County Courthouse Building A: 1st Floor Champs Restaurant (0020.01)
- County Courthouse Building C: 1st Floor Champs Café/Quick Service (0020.03)

LOT B – Central District

- Holden Heights - Food warming kitchen (#9411.01)
- Oak Ridge YMCA Head Start - Food warming kitchen (#0001.01)
- Work Release - Full kitchen (#9188.01)
- Evans Dinning - Full Kitchen (#9041.27)

LOT C – 33rd Street

- Correction Support Building 1 (#9097.01)

LOT D – East

- Bithlo Community Center and Headstart (#0019.01)
- Bithlo Community Center Restroom & Concession Stand (#0019.04)
- East Orange Community Center Building B (#9011.02)
- East Orange Community Center Headstart (#9011.05)
- Taft Community Center (#9026.01)
- Taft Head Start (#9574.01)
- Renaissance Center (#9559.01)
- Bithlo Community Center Restroom & Concession Stand (#0019.04)
- Bear Creek Park Concession Stand (#0034.02)

- South Orange Sports Complex Concession Restroom (#0039.02)
- Little Econ Soccer Complex Concession Stand (#9204.03)
- Downey Park Concession & Restroom (#9216.02)
- Wedgefield Park Concession Stand & Restroom (#9218.01)

LOT E – West District

- Corrections Warehouse (#9030.01)
- ISS Warehouse (#9018.02)
- 911/Radio Shop (9018.03)
- Sheriffs Investigations (#0005.01)
- Sheriff's Evidence (#0006.01)
- Lila Mitchell Community and Headstart (#9016.01)
- Maxey Community Center (#9410.01)
- Mildred Dixon Activity Center (#0029.01)
- John Bridges Center Bldg. A (#9377.01)
- John Bridges Center Bldg. D (#9377.04)
- Southwood Community Center and Headstart Bldg. B (#9017.02)
- Hal Marston Community Center Bldg. A (#9408.01)
- Pine Hills Community Center Bldg (#0045.05)
- Willow Community Center (#0008.01)
- Frederick Douglas Center (0008.02)
- Clarcona Horseman's Park Concession (9214.03)
- George Bailey Park Concession (#0069.02)
- Kelly Park Concession (#9210.04)
- Rolling Hills Little League (0071.01)
- West Orange Soccer Complex and Concession (0071.01)

Should there be any critical and persistent problem or unforeseen emergency, the Contractor Entomologist shall inspect the needed areas and direct how the Contractor should increase service to whatever degree is necessary to bring pests under control and maintain control at no extra cost to County. (a) If an infestation of pest/insects occurs between the regularly scheduled applications, the Contractor shall retreat the area(s) as needed, regardless of the number of necessary revisits, at no additional charge to the County, and (b) If services are required due to acts or omissions of the Contractor, the costs of such work are borne solely by the Contractor.

The Contractor shall promptly notify the County upon becoming aware of any circumstances (including County related activities) that may reasonably be expected to jeopardize the timely and successful completion (or delivery) of any services under this contract. The Contractor shall use commercially reasonable efforts to avoid or minimize any delays in performance and inform the FM Representative of the steps the Contractor is taking or will take to do so, and the projected actual completion (or delivery) time.

10. FLYING INSECT CONTROL

- A. Interior space infested shall be treated with fog application. Exterior space infestation shall be treated with granular baits.
- B. Particular attention shall be given to drains/traps that may harbor insects.
- C. Invoicing for fog application shall be per 1,000 cubic feet in accordance with bid sheet.

11. COCKROACH AND OTHER INSECT CONTROL

- A. The Contractor shall treat all areas systematically with odorless pesticides that have long lasting residual properties.
- B. The Contractor shall treat all ceiling voids, extensive cracks and crevices, with ultra-low volume fog application.
- C. A minimum of one (1) week advance notice shall be given to the FM Representative prior to treatment of employee desks, lockers, lounges, or lunch break areas and food service areas, unless mutually agreeable.
- D. The Contractor shall use an aerosol injector as needed in each piece of restaurant equipment to insure there is no harboring of insects.
- E. The Contractor shall use a bait system in and around all refrigerator coils, compressors and other related equipment.
- F. The Contractor shall rotate classifications of residual products used to insure there will be no insect resistance developed to these products.
- G. The Contractor shall use a power duster to inject product.

12. SPIDER MITIGATION AND CONTROL

- A. Contractor shall remove spiders and webs from ceilings, walls, beams, roll-up doors, I-beams, columns, rafters, etc. by vacuuming, web removing hand tools, telescoping web duster, etc.
- B. Contractor shall be responsible for all equipment necessary to perform these services, including lifts, scaffolding, ladders, etc. as needed. Sites that may require these services include Fire Stations, Warehouses, Garages, and other buildings with high ceilings (up to twenty-five (25) feet in height).
- C. Contractor shall apply a residential pesticide to ceilings, walls, beams, roll-up doors, I-beams, columns, rafters, etc.
- D. Contractor shall apply a spider web spray that will inhibit the reformation of spider webs on ceilings, walls, beams, roll-up doors, I-beams, columns, rafters, etc.

- E. Contractor shall clean all floor surfaces at the completion of interior service.
- F. Contractor shall apply a pesticide application to the exterior perimeter of the facility.

13. **RODENT CONTROL**

The Contractors shall conduct an initial inspection of each building within the first thirty (30) days following contact award. FM Representative will contact the Contractor for rodent control services on an as-needed basis thereafter.

Services will require inspection, setting of traps and glue boards, bait, etc. where necessary, recalls as needed during a control period to be determined at request of service to check traps and pickup and dispose any rodent caught. Removal of all traps and glue boards shall be at the end of the specific control period. At the end of the initial control period, the FM Representative will evaluate the rodent control progress to determine if an additional control period is required.

A. INDOOR TRAPPING

As a general rule, rodent control inside occupied buildings shall be accomplished with trapping devices only. Contractor shall place, as needed, mechanical wind up traps in key places throughout the facility to properly protect the facility from rodents. A locator map of these devices shall be produced and supplied to FM Representative.

All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule agreed upon by Contractor and FM Representative. The Contractor shall dispose of all trapped rodents and all rodent carcasses in an appropriate manner.

B. BAIT BOXES

Lockable sealed bait boxes shall be used for bait placement (to prevent people from removing the bait). Contractor shall supply the necessary quantity of bait boxes in order to provide proper treatment levels. **Boxes shall be labeled with company name, contents, date serviced, and technicians' initials.** Prior to the installation of any new bait boxes, Contractor shall have written approval from the FM Representative indicating the quantity and location of the new bait boxes. A locator map of these devices shall be produced and supplied to FM designated representative. The Contractor shall adhere to the following four points:

1. The lids of all bait boxes shall be securely locked or fastened shut.
2. All bait boxes shall be securely attached or anchored to the floor, ground, wall, or other immovable surface, so that the box cannot be relocated.

3. Bait shall always be placed in the baffle-protected feeding chamber of the box and secured to the wire hook provided by the manufacturer of the box.
4. All bait boxes shall be labeled on the surface of the box with the Contractor's business name and phone number, and date of installation.
5. Contractor shall install a minimum of four tamper resistant exterior bait stations at all receiving and dumpster areas for each food service location, if applicable to building being serviced.
6. All bait boxes shall be placed out of the general view in locations where they will not be disturbed by routine operations.
7. Outside rodent baits may be used in "tamper-resistant bait stations.
8. Contractor shall remove any exterior bait boxes found that are not serviced by this contract.

C. RODENTICIDES

In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside occupied buildings, the Contractor shall obtain written approval from the FM Representative prior to executing the treatment.

1. All rodenticides, regardless of packaging, shall be placed in locations not accessible to the general public or County staff in EPA-approved tamper-resistant bait boxes.
2. Rodenticide applications outside of buildings shall emphasize the direct treatment of rodent burrows wherever feasible.
3. Rodenticides used on the exterior shall be placed in secured containers (bait boxes for example) and secured to prevent tampering, movement and handling by the general public.
4. Powdered rodenticides, bait blocks and pellets are permissible for use in burrows.
5. On a case by case basis, rodenticide "tracking powders" may be applied into void areas, such as but not limited to pipe chases, door frames, and under fixed equipment.

Deodorizing treatments shall be provided when necessary, excluding dumpsters. Removal of accessible rodent carcasses shall be accomplished.

D. AREAS TO TREAT WITH CHEMICALS

1. Accessible crawl areas which need chemical treatment to control rodents.
2. Rodent holes shall be treated with rodenticide deep enough to ensure it is out of the reach of the public and domestic animals.
3. Spaces in drop ceilings and kitchen areas where infestations are found.

Billing for rodent services will be submitted at the end of either the control period when removal of traps and glue boards are complete.

14. ADDITIONAL SERVICES

Other services, including but not limited to termite and bird control and fogging shall be performed by the Contractor only as authorized in writing by the FM Representative and performed by utilizing industry approved methods. Quotation to perform work shall include supporting documentation of cost.

15. USE OF CHEMICALS

All chemicals and methods utilized shall be in compliance with all applicable Federal, State and local Health, Welfare and Sanitation Laws.

- A. Pesticides should be used only if adequate control cannot be achieved with nonchemical methods. This is part of the routine service.
- B. Pesticide use shall consist of the least hazardous material, most precise application technique, and minimum quantity of material necessary to achieve control.
- C. The Contractor shall provide labels and material safety data sheets (MSDS) for every pesticide used on any County premise. Copies shall be maintained by the Contractor. All pesticides shall be approved by FM Contract Administrator or authorized FM Representative in writing prior to use.
- D. Pesticides shall not be stored on any County site.
- E. Unless absolutely necessary, pesticides shall not be applied where employees are present.
- F. Pesticides shall never be applied when facility HVAC systems are off.
- G. Pesticides applied to the air shall never be used for routine treatment inside facilities. Pesticides shall be applied only as containerized or crack and crevice treatments in which the applied treatment is never visible.

- H. Insecticides shall be applied only as baits formulated as solids, pastes, or gels. Spray or dust formulations should be selected only as a last resort or when solids, pastes, or gels are not practical.
- I. Insecticides approved for normal use shall be limited to nonvolatile bait formulations that are either applied to cracks and crevices or concealed inside protective containers.
- J. Bait formulations, traps, vacuuming, sanitation, and exclusion techniques shall be emphasized for insect control inside facilities.
- K. The Contractor shall apply all insecticides as “crack and crevice” treatments only, where the formulated insecticide is not visible to a bystander during or after the application process.
- L. Application of insecticides to exposed surfaces or as space sprays shall be restricted to exceptional circumstances where no alternative measures are practical. The Contractor shall obtain approval of Facilities Management Staff prior to any application of insecticide to an exposed surface or any space spray treatment. No surface application or space spray shall be made while tenant personnel are present. The Contractor shall take all necessary precautions to ensure tenant and employee safety, and all necessary steps to ensure the containment of the pesticide to the site of application.
- M. If fogging is required for flea infestation as part of a regular service, the Contractor shall use Pyrethrum pt .565 or a substitute. Active ingredients shall contain:
 - Pyrethrum 50% Technical Piperonyl Butoxide 1.000% N-Octyl Bicycloptene – Dicaboride 1.000% refined petroleum oil 8.000%.
 - Inert: 89.500%, equivalent to 0.8% (Butylcarbitol) 6-Prepylpiperonyl and 0.2 of related compounds.

16. STRUCTURAL MODIFICATIONS AND RECOMMENDATIONS

Throughout the term of this contract, the Contractor shall advise Facilities Management Staff about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The Contractor shall adequately suppress all pests included in this contract regardless of whether or not the suggested modifications are implemented.

The Contractor will not be held responsible for carrying out structural modifications as part of the pest control effort. However, written approval for minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by FM Representative on a case by case basis prior to application.

17. QUALITY CONTROL PROGRAM

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the Contract Administrator. The program shall include at least the following items:

- A. Inspection System: The Contractor's quality control inspection system shall cover all the services stated in this contract. The purpose of the system is to detect and correct deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Facilities Management Staff identifies the deficiencies.
- B. Checklist: A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections. The checklist shall include every building or site serviced by the Contractor as well as every task required to be performed.
- C. File: A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the Contract Administrator upon request.
- D. Inspector(s): The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

18. RECORDING KEEPING AND REPORTING

- A. The Contractor shall provide accurate records and reports of all services and treatments.
- B. The Contractor shall submit a written/typed service report to the District's Designated Representatives within twenty-four (24) hours of work completion (scheduled or unscheduled).
- C. Individual reports shall be provided to FM Representative for each service to include the following:
 - 1. Technician's name
 - 2. Date and time of application
 - 3. Time-in and time-out
 - 4. Location (s) of application
 - 5. Type of service performed.
 - 6. Purpose of application
 - 7. Name of pesticide / insecticide used and MSDS
 - 8. Target pests
 - 9. Any precautions due to application

- D. The report shall include any deficiencies or abnormal problems encountered (including but not limited to, pest proofing, sealing holes, screen/crack repairs).

Please Note: Contractor shall provide reporting information even if there are no deficiencies found during inspections. Contractor shall ensure that these reports are sent to an authorized FM Representative, not to the building occupants.

19. MINIMUM INVOICING REQUIREMENTS

- A. Upon delivery and acceptance of service, associated cost shall be submitted by invoice to the Fiscal Department. The Contractor shall reference the contract number and the appropriate purchase or delivery order number on all invoices.

At minimum, an invoice shall contain the following information:

- Purchase/Delivery order number;
 - Date of order (if possible);
 - Date of service
 - Labor shall be rounded to the nearest fifteen-minutes.
 - Itemized list of materials or services rendered;
 - Quantities, prices, (both unit price and total), terms and any other charges contained in the delivery or purchase order;
 - Destination of delivery or service location
 - Markdown/mark-ups shall be listed as a line item on the invoice.
- B. Emergency and “as-needed” services/work shall be invoiced separately from routine work. Invoices shall itemize labor and material cost per contract pricing.
- C. The Contractor shall provide a copy of the individual service ticket with the invoice for verification of actual labor hours and parts used on the job.
- D. Contractor shall submit complete documentation to include the name of FM Representative who requested the work, confirmation that the work was completed.
- E. The County will review invoices for required information. The County will have the authority to reject invoice base on improper invoice format.
- F. Contractor shall not invoice the County for any work not accepted by the County. Should the County received such invoices, they will be rejected.
- G. Invoices shall be submitted to the respective fiscal department.

**SCOPE OF SERVICES
SUPPLEMENTAL INFORMATION**

1. 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, 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 are responsible for obtaining 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, - request forms from the Facilities Management Downtown District via e-mail from Michael.Scott@ocfl.net
 2. For all Contractor's staff that will be working at the Sheriff's Central Complex or any other Sheriff related facility - request forms from the Facilities Management Special Services District via e-mail from Bruce.Heffelbower@ocfl.net
 3. 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.
 4. For all Contractor's staff that will be working at other Orange County facilities – a Criminal History Check, conducted at the FDLE website (www.fdle.state.fl.us/ - there is a cost to the contractor), is required. Contact Bruce.Heffelbower@ocfl.net for specifics before completing the check.

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 and rechecked every two years for employees 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 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 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 to 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 will 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 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 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 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 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 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 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 are required to 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 must be coordinated through the County 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 will be charged a \$25.00 fee per each missing ID badge.

2. SPECIAL CONDITIONS FOR WORKING AT THE CORRECTIONS COMPLEX

The following are specific conditions and rules that must be followed while providing services at the Corrections Complex.

- A. All Contractor employees shall carry a valid ID at all times.
- B. 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 will 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:
 - 1. Employee's Full name
 - 2. Employee's date of birth
 - 3. Employee's Race/Sex
 - 4. Employee's Social Security Number
 - 5. Employee's Driver's License number
- C. 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.**
- D. 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.
- E. If an ID is lost, the Contractor's employee shall report it immediately to their escort officer.
- F. In the event of an emergency, the Contractor's employee shall report it to the nearest Corrections staff member. They will contact 911.
- G. The Contractor's employees shall follow direction of the escort officer at all times.
- H. 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.
- I. The Contractor's employees shall not bring or wear hats or sunglasses inside any facility.
- J. The Contractor's employees shall not bring any cell phones inside the facility unless authorized by Corrections.
- K. Contractor vehicles shall have the windows rolled up and be locked at all times and parked in only pre-authorized areas.

- L. The Contractor shall ensure that during breaks, if a Contractor's employee leaves an area, all tools must be removed.
- M. All Contractor tools will be inventoried going into and out of a facility. Contractor shall ensure that employees take in only what is needed to perform the services.
- N. 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.
- O. No illegal drugs or drug paraphernalia are allowed in the compound.
- P. No weapons, guns or ammunition are allowed in the compound.
- Q. 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.
- R. The Contractor shall only use storage areas approved at the beginning of the project, unless otherwise permitted during a project by Corrections.
- S. The Contractor shall not leave clothing unattended, including hats and sunglasses.

**BID RESPONSE FORM
IFB #Y15-1121-PD**

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

LOT A - DOWNTOWN DISTRICT BUILDINGS

Item No.	Building Name Address	Square Feet	Service Frequency	Monthly Price	Total Bid
1.	Orange County Courthouse Building "A" – Public Defender 425 North Orange Avenue (0020.01)	127,131	Monthly	\$_____ X 12	\$_____
2.	Orange County Courthouse Building "B" – State Attorney 415 North Orange Avenue (0020.02)	127,131	Monthly	\$_____ X 12	\$_____
3.	Orange County Courthouse Building "C" – Tower 425 North Orange Avenue (0020.03)	650,229	Monthly	\$_____ X 12	\$_____
4.	Orange County Courthouse Central Energy Plant 76 Amelia Street (0020.04)	41,000	Monthly	\$_____ X 12	\$_____
5.	Orange County Courthouse Tunnels 425 North Orange Avenue (0020.07)	16,359	Monthly	\$_____ X 12	\$_____
6.	Internal Operations Centre I 450 East South Street (1001.01)	36,701	Monthly	\$_____ X 12	\$_____
7.	Internal Operations Centre II 400 East South Street (1001.02)	60,060	Monthly	\$_____ X 12	\$_____
8.	Administration Center 201 South Rosalind Avenue (9001.01)	157,873	Monthly	\$_____ X 12	\$_____

Company Name

- 9. Administration Center Mechanical Building
201 South Rosalind Avenue
(9001.02) 865 Monthly \$_____ X 12 \$_____
- 10. Regional History Center
65 Central Boulevard
(9027.01) 72,492 Monthly \$_____ X 12 \$_____
- 11. Housing and Community Development
525 E. South Street 7,194 Monthly \$_____ X 12 \$_____

TOTAL BID – LOT A – DOWNTOWN DISTRICT \$_____

LOT B – CENTRAL DISTRICT

<u>Item No.</u>	<u>Building Name Address & Maximo #</u>	<u>Square Feet</u>	<u>Service Frequency</u>	<u>Price</u>	<u>Total Bid</u>
12.	Oakridge Head Start 814 W. Oakridge St. #0001.01	3,836	Monthly	\$_____ X 12	\$_____
13.	Cypress Grove Estate House 290 W. Holden Ave. #0002.01	4,066	Monthly	\$_____ X 12	\$_____
14.	Cypress Grove Ranger Quarters 290 W. Holden Ave. #0002.02	1,816	Monthly	\$_____ X 12	\$_____
15.	Cypress Grove Kitchen & Restroom 290 W. Holden Ave. #0002.03	1,280	Monthly	\$_____ X 12	\$_____
16.	Cypress Grove Maintenance & Equipment Building 290 W. Holden Ave. #0002.04	1,152	Monthly	\$_____ X 12	\$_____
17.	Regional Computer Center 4300 S. John Young Pkwy. #0021.01	15,476	Monthly	\$_____ X 12	\$_____

_____ Company Name

18.	Sheriff's Operations Hanger 3534 E. Amelia St. #0044.01	13,100	Monthly	\$_____	X 12	\$_____
19.	Sheriff's Aircraft Maintenance Facility 3534 E. Amelia St. #0044.03	8,100	Monthly	\$_____	X 12	\$_____
20.	Sheriff's Central Complex 2500 W. Colonial Dr. #0046.01	221,240	Monthly	\$_____	X 12	\$_____
21.	Sheriff's Fleet 2500 W. Colonial Dr. #0046.02	15,143	Monthly	\$_____	X 12	\$_____
22.	Facilities Management Admin Office & Training Room 2010 E. Michigan St. #9041.01	7,713	Monthly	\$_____	X 12	\$_____
23.	Facilities Management Special Services Office 1944 E. Michigan St. #9041.02	5,743	Monthly	\$_____	X 12	\$_____
24.	Facilities Management Central District Office 2010 E. Michigan St. #9041.03	5,235	Monthly	\$_____	X 12	\$_____
25.	Facilities Management Central Stores 1952 E. Michigan St. #9041.08	8,027	Monthly	\$_____	X 12	\$_____
26.	Health Services 2002-A E. Michigan St. #0941.14	11,400	Monthly	\$_____	X 12	\$_____
27.	GOV Youth Services 1800 E. Michigan St. #9041.17	8,640	Monthly	\$_____	X 12	\$_____
28.	GOV Day Cottage 1780 E. Michigan St. #9041.18	3,537	Monthly	\$_____	X 12	\$_____

Company Name

29.	GOV Owls Cottage 1776 E. Michigan St. #9041.19	3,537	Monthly	\$_____	X 12	\$_____
30.	GOV Highsmith Cottage 1772 E. Michigan St. #0941.20	3,711	Monthly	\$_____	X 12	\$_____
31.	GOV Wittenstein Cottage 1784 E. Michigan St. #9041.21	5,402	Monthly	\$_____	X 12	\$_____
32.	Headstart Motor Pool 2010 E. Michigan St. #9041.22	446	Monthly	\$_____	X 12	\$_____
33.	GOV Evans Dining Hall & Kitchen 1768 E. Michigan St. #9041.27	7,296	Monthly	\$_____	X 12	\$_____
34.	GOV Hagood House 1758 E. Michigan St. #9041.31	4,165	Monthly	\$_____	X 12	\$_____
35.	GOV Mason Shop 1718 E. Michigan St. #9041.32	1,755	Monthly	\$_____	X 12	\$_____
36.	GOV Oak Tree Cottage 1718 E. Michigan St. #9041.33	6,429	Monthly	\$_____	X 12	\$_____
37.	GOV Meyers Cottage 1738 E. Michigan St. #9041.34	4,928	Monthly	\$_____	X 12	\$_____
38.	GOV Soistman Cottage 1748 E. Michigan St. #9041.35	4,928	Monthly	\$_____	X 12	\$_____
39.	GOV Administration Office 1718 E. Michigan St. #9041.36	8,395	Monthly	\$_____	X 12	\$_____
40.	Juvenile Justice Center 2000 E. Michigan St. #9041.39	67,318	Monthly	\$_____	X 12	\$_____

Company Name

41.	HFS – Mabel Butler Building 2100 E. Michigan St. #9041.42	32,946	Monthly	\$_____	X 12	\$_____
42.	Facilities Management Support Building 2320 Illiana St. #9041.43	1,377	Monthly	\$_____	X 12	\$_____
43.	JJC – Public Defender’s Office 2002-B E. Michigan St #9041.44	4,779	Monthly	\$_____	X 12	\$_____
44.	Facilities Management Project Management Office 2012 E. Michigan St. #9041.47	1,590	Monthly	\$_____	X 12	\$_____
45.	Wellworks 1850 E. Michigan St. #9041.48	10,705	Monthly	\$_____	X 12	\$_____
46.	Public Defender’s Trailer 2002-B E. Michigan St. #9041.51	2,772	Monthly	\$_____	X 12	\$_____
47.	GOV Learning Center 1826 E. Michigan St. #9041.52	4,950	Monthly	\$_____	X 12	\$_____
48.	Medical Examiner Admin Building 2350 E. Michigan St. #9041.54	14,032	Monthly	\$_____	X 12	\$_____
49.	Medical Examiner Morgue Building 2350 E. Michigan St. #9041.55	21,917	Monthly	\$_____	X 12	\$_____
50.	Medical Examiner Decomp Morgue Building 2350 E. Michigan St. #9041.56	4,269	Monthly	\$_____	X 12	\$_____
51.	Medical Clinic 101 S. Westmoreland Dr. #9578.01	15,436	Monthly	\$_____	X 12	\$_____

Company Name

52.	Work Release 130 W. Kaley St. #9188.01	56,823	Monthly	\$_____	X 12	\$_____
53.	Supervisor of Elections Office 119 W. Kaley St. #9189.01	27,875	Monthly	\$_____	X 12	\$_____
54.	Supervisor of Elections Warehouse 119 W. Kaley St. #9189.03	63,525	Monthly	\$_____	X 12	\$_____
55.	Graphics Reproduction 3907 Forrestal Ave. #9190.01	3,944	Monthly	\$_____	X 12	\$_____
56.	Animal Services Building 100 Clinic 2769 Conroy Rd. #9201.01	4,163	Monthly	\$_____	X 12	\$_____
57.	Animal Services Building 200 Administration 2769 Conroy Rd. #9201.02	4,775	Monthly	\$_____	X 12	\$_____
58.	Animal Services Building 300 2769 Conroy Rd. #9201.03	11,669	Monthly	\$_____	X 12	\$_____
59.	Animal Services Building 400 2769 Conroy Rd #9201.04	1,922	Monthly	\$_____	X 12	\$_____
60.	Animal Services Building 500 2769 Conroy Rd. #9201.05	2,738	Monthly	\$_____	X 12	\$_____
61.	Animal Services Building 600 2769 Conroy Rd. #9201.06	2,305	Monthly	\$_____	X 12	\$_____
62.	Animal Services Building 700 2769 Conroy Rd. #9201.07	2,733	Monthly	\$_____	X 12	\$_____

Company Name

63.	Animal Services Trailer 2706 Conroy Rd. #9201.08	3,000	Monthly	\$_____	X 12	\$_____
64.	Cooperative Extension Admin Building 6021 S. Conway Rd. #9225.01	8,064	Monthly	\$_____	X 12	\$_____
65.	Cooperative Extension Classroom Building 6021 S. Conway Rd. #9225.02	6,912	Monthly	\$_____	X 12	\$_____
66.	Cooperative Extension Auditorium 6021 S. Conway Rd. #9225.03	3,778	Monthly	\$_____	X 12	\$_____
67.	Cooperative Extension Exhibit Hall 6021 S. Conway Rd. #9225.04	3,456	Monthly	\$_____	X 12	\$_____
68.	Juvenile Assessment Center 823 W. Central Blvd. #0083.01	27,780	Monthly	\$_____	X 12	\$_____
69.	Mosquito Control Office Building A 2715 Conway Rd. #9330.01	2,944	Monthly	\$_____	X 12	\$_____
70.	Marks St. Senior Center 99 E. Marks St. #9340.01	23,898	Monthly	\$_____	X 12	\$_____
71.	Public Works Building #1 4200 S. John Young Pkwy. #9342.01	80,893	Monthly	\$_____	X 12	\$_____
72.	Public Works Building #2 4200 S. John Young Pkwy. #9342.02	23,195	Monthly	\$_____	X 12	\$_____
73.	Public Works Building #5 4200 S. John Young Pkwy. #9342.05	4,499	Monthly	\$_____	X 12	\$_____

Company Name

84.	33 rd St. District Facilities Management Center 3723B Vision Blvd. #9097.02	18,360	Monthly	\$_____	X 12	\$_____
85.	Butler Building 3741 Vision Blvd. #9097.03	12,000	Monthly	\$_____	X 12	\$_____
86.	Corrections A Building 3741 Vision Blvd. #9097.05	33,778	Monthly	\$_____	X 12	\$_____
87.	Corrections B Building 3741 Vision Blvd. #9097.17	23,053	Monthly	\$_____	X 12	\$_____
88.	Corrections D Building 3741 Vision Blvd. #9097.19	70,386	Monthly	\$_____	X 12	\$_____
89.	Corrections E Building 3741 Vision Blvd. #9097.20	74,526	Monthly	\$_____	X 12	\$_____
90.	Corrections F Building 3741 Vision Blvd. #9097.21	57,914	Monthly	\$_____	X 12	\$_____
91.	Corrections Central Energy Plant 1 3761 Vision Blvd. #9097.23	4,794	Monthly	\$_____	X 12	\$_____
92.	Corrections Central Energy Plant 2 – BRC 3776 Vision Blvd. #9097.28	6,910	Monthly	\$_____	X 12	\$_____
93.	Central Laundry 3755 Vision Blvd. #9097.29	4,534	Monthly	\$_____	X 12	\$_____
94.	Genesis Building 3859 Vision Blvd. #9097.30	39,033	Monthly	\$_____	X 12	\$_____

Company Name

95.	Horizons Building 3851 Vision Blvd. #9097.31	183,857	Monthly	\$_____	X 12	\$_____
96.	Phoenix Building 3883 Vision Blvd. #9097.32	53,790	Monthly	\$_____	X 12	\$_____
97.	South Perimeter Building 3803 Vision Blvd. #9097.34	2,560	Monthly	\$_____	X 12	\$_____
98.	North Perimeter Building 3503 S. John Young Pkwy. #9097.35	2,790	Monthly	\$_____	X 12	\$_____
99.	Whitcomb A 3663 S. John Young Pkwy. #9097.36	24,449	Monthly	\$_____	X 12	\$_____
100.	Mail Processing Trailer 4017 S. John Young Pkwy #9097.37	1,872	Monthly	\$_____	X 12	\$_____
101.	Uniform Supply Trailer, North 4031 S. John Young Pkwy. #9097.38	1,820	Monthly	\$_____	X 12	\$_____
102.	Uniform Supply Trailer, South 4031 S. John Young Pkwy. #9097.39	1,820	Monthly	\$_____	X 12	\$_____
103.	Female Detention Center 3423 Vision Blvd. #9097.47	119,036	Monthly	\$_____	X 12	\$_____
104.	Booking and Release Center 3663 S. John Young Pkwy. #9097.50	300,000	Monthly	\$_____	X 12	\$_____
105.	Corrections Complex Kitchen 3741 Vision Blvd (Evening Service/4 times per month) #9097.01	3,000	Monthly	\$_____	X 12	\$_____

Company Name

106. Video Visitation
 3000 39th St.
 #9142.01 7,000 Monthly \$_____ X 12 \$_____

TOTAL BID – LOT C – 33rd STREET DISTRICT\$_____

LOT D – EAST DISTRICT

107. Barber Park Main Building
 3701 E. Gatlin Ave.
 #0009.01 2,600 Monthly \$_____ X 12 \$_____

108. Barber Park Restroom
 3701 E. Gatlin Ave.
 #0009.05 440 Monthly \$_____ X 12 \$_____

109. Bithlo Community Center and Headstart
 18501 E. Washington St.
 #0019.01 12,293 Monthly \$_____ X 12 \$_____

110. Bithlo Community Center Maintenance Building
 18501 E. Washington St.
 #0019.03 1,152 Monthly \$_____ X 12 \$_____

111. Bithlo Community Center Restroom & Concession Stand
 18501 E. Washington St.
 #0019.04 1,120 Monthly \$_____ X 12 \$_____

112. Bear Creek Park Recreation Center
 1600 Bear Crossing Dr.
 #0034.01 4,100 Monthly \$_____ X 12 \$_____

113. Bear Creek Park Concession Stand
 1600 Bear Crossing Dr.
 #0034.02 1,080 Monthly \$_____ X 12 \$_____

114. Bear Creek Park Maintenance Building
 1600 Bear Crossing Dr.
 #0034.13 1,128 Monthly \$_____ X 12 \$_____

115. Sphaler Park Recreation Center
 1001 4th St.
 #0038.01 4,104 Monthly \$_____ X 12 \$_____

 Company Name

- | | | | | | | |
|------|---|--------|---------|---------|------|---------|
| 116. | South Orange Sports Complex Office & Maintenance Shop
11800 S. Orange Ave.
#0039.01 | 1,128 | Monthly | \$_____ | X 12 | \$_____ |
| 117. | South Orange Sports Complex Concession & Restroom
11800 S. Orange Ave.
#0039.02 | 1,080 | Monthly | \$_____ | X 12 | \$_____ |
| 118. | South Orange Sports Complex Maintenance Shop
11800 S. Orange Ave.
#0039.04 | 1,152 | Monthly | \$_____ | X 12 | \$_____ |
| 119. | Sheriff Gun Range Admin Building
12455 Wewahootee Rd.
#0043.01 | 11,562 | Monthly | \$_____ | X 12 | \$_____ |
| 120. | Sheriff Gun Range Target Storage & Maintenance Shop
12455 Wewahootee Rd.
#0043.02 | 3,475 | Monthly | \$_____ | X 12 | \$_____ |
| 121. | Sheriff Gun Range East West Shooting Range Restroom
12455 Wewahootee Rd.
#0043.03 | 750 | Monthly | \$_____ | X 12 | \$_____ |
| 122. | Sheriff Gun Range Defensive Tactics
12455 Wewahootee Rd.
#0043.08 | 1,200 | Monthly | \$_____ | X 12 | \$_____ |
| 123. | Arcadia Acres Park Restroom Building
7768 Lady Frances Way
#0051.01 | 638 | Monthly | \$_____ | X 12 | \$_____ |
| 124. | Capehart Park Recreation Center
715 Capehart Dr
#0090.01 | 10,000 | Monthly | \$_____ | X 12 | \$_____ |
| 125. | Clerk of Courts Goldenrod Service Center
684 Goldenrod Rd, Suite 684
#0091.01 | 1,400 | Monthly | \$_____ | X 12 | \$_____ |
| 126. | East Orange Community Center – Medical Center Building A
12050 E. Colonial Dr.
#9011.01 | 6,148 | Monthly | \$_____ | X 12 | \$_____ |

Company Name

127.	East Orange Community Center Building B 12050 E. Colonial Dr. #9011.02	6,096	Monthly	\$_____	X 12	\$_____
128.	East Orange Community Center – Neighborhood Center Building C 12050 E. Colonial Dr. #9011.03	2,110	Monthly	\$_____	X 12	\$_____
129.	East Orange Community Center – Headstart 12050 E. Colonial Dr. #9011.05	3,498	Monthly	\$_____	X 12	\$_____
130.	East Orange Community Center – Headstart Trailer E 12050 E. Colonial Dr. #9011.07	1,440	Monthly	\$_____	X 12	\$_____
131.	East Orange Community Center – Headstart Trailer F 12050 E. Colonial Dr. #9011.08	1,632	Monthly	\$_____	X 12	\$_____
132.	Cypress Lake Warehouse – Comptroller 1800 Cypress Lake Dr. #9023.01	77,910	Monthly	\$_____	X 12	\$_____
133.	Cypress Lake Warehouse – Clerk of Courts 1800 Cypress Lake Dr. #9023.02	17,030	Monthly	\$_____	X 12	\$_____
134.	Cypress Lake Warehouse – History Center 1800 Cypress Lake Dr. #9023.03	13,500	Monthly	\$_____	X 12	\$_____
135.	Taft Community Center 9450 S. Orange Ave. #9026.01	9,123	Monthly	\$_____	X 12	\$_____
136.	Taft Service Center 9504 S. Orange Ave. #9026.02	3,185	Monthly	\$_____	X 12	\$_____
137.	Three Points Highway Maintenance Office 4737 S. Goldenrod Rd. #9159.01	960	Monthly	\$_____	X 12	\$_____

Company Name

138.	Goldenrod Highway Maintenance Office 2530 N. Forsyth Rd. #9163.03	1,920	Monthly	\$_____	X 12	\$_____
139.	Goldenrod Highway Maintenance Storage 2530 N. Forsyth Rd. #9163.05	1,000	Monthly	\$_____	X 12	\$_____
140.	Goldenrod Park Restrooms 4863 N. Goldenrod Rd. #9202.01	650	Monthly	\$_____	X 12	\$_____
141.	Magic Gym – Goldenrod Park 4863 N. Goldenrod Rd. #9202.02	23,398	Monthly	\$_____	X 12	\$_____
142.	Moss Park Ranger Quarters 1 12901 Moss Park Rd. #9203.01	1,736	Monthly	\$_____	X 12	\$_____
143.	Moss Park Gate House 12901 Moss Park Rd. #9203.04	600	Monthly	\$_____	X 12	\$_____
144.	Moss Park Restroom #1 12901 Moss Park Rd. #9203.07	486	Monthly	\$_____	X 12	\$_____
145.	Moss Park Restroom #2 12901 Moss Park Rd. #9203.08	486	Monthly	\$_____	X 12	\$_____
146.	Moss Park Restroom #3 12901 Moss Park Rd. #9203.09	666	Monthly	\$_____	X 12	\$_____
147.	Moss Park Restroom #4 12901 Moss Park Rd. #9203.10	589	Monthly	\$_____	X 12	\$_____
148.	Moss Park Restroom #5 12901 Moss Park Rd. #9203.11	828	Monthly	\$_____	X 12	\$_____

Company Name

149.	Moss Park Restroom #6 12901 Moss Park Rd. #9203.12	2,394	Monthly	\$_____	X 12	\$_____
150.	Moss Park Restroom #7 12901 Moss Park Rd. #9203.13	2,394	Monthly	\$_____	X 12	\$_____
151.	Moss Park Ranger Quarters 2 12901 Moss Park Rd. #9203.14	1,680	Monthly	\$_____	X 12	\$_____
152.	EPD,HS,OCSO, PW Hanging Moss Warehouse 6136 Hanging Moss Rd.	16,500	Monthly	\$_____	X 12	\$_____
153.	OC Environmental Protection Saratoga Bldg 3165 McCrory Place	24,014	Monthly	\$_____	X 12	\$_____
154.	Little Econ Soccer Complex – Staff Building 8035 Yates Rd. #9204.01	616	Monthly	\$_____	X 12	\$_____
155.	Little Econ Soccer Complex – Restroom 8035 Yates Rd. #9204.02	616	Monthly	\$_____	X 12	\$_____
156.	Little Econ Soccer Complex Concession Stand 8035 Yates Rd. #9204.03	616	Monthly	\$_____	X 12	\$_____
157.	Fort Christmas Park – Office Cracker House 1300 N. Fort Christmas Rd. #9206.01	825	Monthly	\$_____	X 12	\$_____
158.	Fort Christmas Park – Ranger Quarters 1300 N. Fort Christmas Rd. #9206.02	875	Monthly	\$_____	X 12	\$_____
159.	Fort Christmas Park – Visitors Center 1300 N. Fort Christmas Rd. #9206.04	1,225	Monthly	\$_____	X 12	\$_____

Company Name

160.	Fort Christmas Park – Block House 1 1300 N. Fort Christmas Rd. #9206.14	1,250	Monthly	\$_____	X 12	\$_____
161.	Fort Christmas Park – Block House 2 1300 N. Fort Christmas Rd. #9206.15	1,250	Monthly	\$_____	X 12	\$_____
162.	Fort Christmas Park – Restrooms 1300 N. Fort Christmas Rd. #9206.17	810	Monthly	\$_____	X 12	\$_____
163.	Fort Christmas Park – Equipment Barn 1300 N. Fort Christmas Rd. #9206.20	1,880	Monthly	\$_____	X 12	\$_____
164.	Downey Park Ranger Quarters 10107 Flowers Rd. #9216.01	1,767	Monthly	\$_____	X 12	\$_____
165.	Downey Park Concession & Restroom 10107 Flowers Rd. #9216.02	1,569	Monthly	\$_____	X 12	\$_____
166.	Downey Park Restroom East 10107 Flowers Rd. #9216.03	868	Monthly	\$_____	X 12	\$_____
167.	Downey Park Restroom North 10107 Flowers Rd. #9216.04	442	Monthly	\$_____	X 12	\$_____
168.	Downey Park Power Umpires Building 10107 Flowers Rd. #9216.05	651	Monthly	\$_____	X 12	\$_____
169.	Wedgfield Park Concession Stand & Restroom 20425 Mansfield St. #9218.01	624	Monthly	\$_____	X 12	\$_____
170.	Blanchard Park Ranger Quarters 2451 N. Dean Rd. #9222.01	1,650	Monthly	\$_____	X 12	\$_____

Company Name

171.	Blanchard Park Restrooms 2451 N. Dean Rd. #9222.04	676	Monthly	\$_____	X 12	\$_____
172.	Cooperative Extension Nursery 2201 N. Econlockhatchee Tr. #9223.01	2,700	Quarterly	\$_____	X 4	\$_____
173.	Facilities Management East District Office 6600 Amory Ct. #9226.04	9,984	Monthly	\$_____	X 12	\$_____
174.	Warren Park Ranger Quarters 3406 Warren Park Dr. #9304.01	1,740	Monthly	\$_____	X 12	\$_____
175.	Warren Park Restroom 3406 Warren Park Dr. #9304.02	416	Monthly	\$_____	X 12	\$_____
176.	Warren Park Restroom Lakeside 3406 Warren Park Dr. #9304.03	416	Monthly	\$_____	X 12	\$_____
177.	Bithlo Highway Maintenance Office 18841 Old Cheney Hwy. #9354.01	2,058	Monthly	\$_____	X 12	\$_____
178.	Denning Air Monitoring Station 213 S. Denning Dr. #9380.01	504	Monthly	\$_____	X 12	\$_____
179.	Taft Highway Maintenance Office 11442 Intermodel Way #9398.01	1,920	Monthly	\$_____	X 12	\$_____
180.	Taft Highway Maintenance Highway Shop 11442 Intermodel Way #9398.02	8,247	Monthly	\$_____	X 12	\$_____
181.	Sheriff K-9 Unit Office 8600 Valencia College Ln. #9409.01	1,554	Monthly	\$_____	X 12	\$_____

Company Name

182.	Sheriff K-9 Unit Training Classroom 8600 Valencia College Ln. #9409.02	1,554	Monthly	\$_____	X 12	\$_____
183.	Sheriff K-9 Unit Restroom 8600 Valencia College Ln. #9409.03	1,066	Monthly	\$_____	X 12	\$_____
184.	Sheriff K-9 Unit Kennel 8600 Valencia College Ln. #9409.04	410	Monthly	\$_____	X 12	\$_____
185.	Alafaya Primary Care Clinic 11881 E. Colonial Dr. #9459.01	4,025	Monthly	\$_____	X 12	\$_____
186.	South Econ Community Park Restroom 3850 S. Econlockhatchee Tr. #9558.01	209	Monthly	\$_____	X 12	\$_____
187.	Magic Gym – South Econ Community Park 3850 S. Econlockhatchee Tr. #9558.02	23,398	Monthly	\$_____	X 12	\$_____
188.	Renaissance Center 3800 S. Econlockhatchee Tr. #9559.01	28,902	Monthly	\$_____	X 12	\$_____
189.	Meadow Woods Park Restrooms 1751 Rhode Island Woods Cir. #9569.01	180	Monthly	\$_____	X 12	\$_____
190.	Magic Gym – Meadow Woods Park 1751 Rhode Island Woods Cir. #9569.02	23,398	Monthly	\$_____	X 12	\$_____
191.	Taft Head Start 9504 S. Orange Ave. #9574.01	7,314	Monthly	\$_____	X 12	\$_____
192.	Bithlo Neighborhood Center for Families 18510 Madison Ave. #9575.01	2,100	Monthly	\$_____	X 12	\$_____

Company Name

193.	Sheriff Sector 2 11100 Lake Underhill Rd. #9596.01	24,470	Monthly	\$_____	X 12	\$_____
194.	Sun Rail, Sand Lake Rd 8030 S. Orange Ave	4,000	Monthly	\$_____	X 12	\$_____
195.	Fire Rescue Headquarters – 911 Radio Tower 6600 Amory Ct. #9226.02	1,824	Monthly	\$_____	X 12	\$_____
196.	Fire Station 52 Sand Lake – Radio Tower 4765 Sand Lake Rd. #9239.02	950	Monthly	\$_____	X 12	\$_____

TOTAL BID – LOT C – EAST DISTRICT \$_____

LOT E – WEST DISTRICT

197.	Tibet-Butler Park – Restroom 8777 State Route 535 0003.01	650	Monthly	\$_____	X 12	\$_____
198.	Tibet-Butler Park – Museum 8777 State Route 535 0003.03	611	Monthly	\$_____	X 12	\$_____
199.	Tibet-Butler Park – Offices 8777 State Route 535 0003.04	1,390	Monthly	\$_____	X 12	\$_____
200.	Tibet-Butler Park – Classroom 8777 State Route 535 0003.05	1,395	Monthly	\$_____	X 12	\$_____
201.	Killarney Station – Bike Shop and Restrooms 17914 Old SR 50 #0004.01	2,560	Monthly	\$_____	X 12	\$_____
202.	Killarney Station Office and Maintenance Shop 17914 Old SR 50 #0004.02	2,026	Monthly	\$_____	X 12	\$_____

Company Name

203.	Sheriff Special Investigations 4500 Park Breeze Ct. #0005.01	34,304	Monthly	\$_____	X 12	\$_____
204.	Sheriff Evidence 4546 W. 35 th St. #0006.01	30,965	Monthly	\$_____	X 12	\$_____
205.	Willow Street Community Center 6565 Willow St. #0008.01	4,744	Monthly	\$_____	X 12	\$_____
206.	Fredrick Douglass Building 3688 Day Care Center Rd. #0008.02	8,425	Monthly	\$_____	X 12	\$_____
207.	Zellwood Family Health Center 3688 Day Care Center Rd. #0008.03	1,200	Monthly	\$_____	X 12	\$_____
208.	Apopka Roads & Drainage Office 3258 Clarcona Rd. #0014.01	1,920	Monthly	\$_____	X 12	\$_____
209.	R.D Keene Park – Restroom 10900 Chase Rd 0017.01	200	Monthly	\$_____	X 12	\$_____
210.	Zellwood Highway Maintenance Office 3400 Golden Gem Rd. #0024.01	1,920	Monthly	\$_____	X 12	\$_____
211.	West Orange Trail Winter Garden Office 455 E. Plant St. #0025.01	2,560	Monthly	\$_____	X 12	\$_____
212.	LEVO School Training Center 6350 Wadsworth Rd. #0026.01	4,371	Monthly	\$_____	X 12	\$_____
213.	LEVO School Maintenance Building 6350 Wadsworth Rd. #0026.03	836	Monthly	\$_____	X 12	\$_____

Company Name

214.	Mildred Dixon Activity Center 303 S. West Crown Point Rd. #0029.01	4,770	Monthly	\$_____	X 12	\$_____
215.	Magic Gym – West Orange Recreation Center 309 S. West Crown Point Rd. #0029.02	23,398	Monthly	\$_____	X 12	\$_____
216.	West Orange Trail Chapin Station Office 501 Crown Point Cross Rd. #0032.01	2,560	Monthly	\$_____	X 12	\$_____
217.	Pine Hills Education Building 6400 Jennings Rd. #0045.01	12,690	Monthly	\$_____	X 12	\$_____
218.	Pine Hills Multipurpose Building 6400 Jennings Rd. #0045.05	7,436	Monthly	\$_____	X 12	\$_____
219.	Pine Hills Activity Building - Headstart 6400 Jennings Rd. #0045.06	3,876	Monthly	\$_____	X 12	\$_____
220.	West Beach Park Restrooms 9227 Winter Garden Vineland Rd. #0048.01	400	Monthly	\$_____	X 12	\$_____
221.	Apopka Station Office, Concession and Restrooms 11 S. Forest Ave. #0049.01	1,225	Monthly	\$_____	X 12	\$_____
222.	George Bailey Park Maintenance Shop 11974 Robertson Rd. #0069.01	1,152	Monthly	\$_____	X 12	\$_____
223.	George Bailey Park Concession and Restroom 11974 Robertson Rd. #0069.02	1,120	Monthly	\$_____	X 12	\$_____
224.	West Orange Soccer Complex Concession and Restroom 150 Windermere Rd. #0071.01	1,120	Monthly	\$_____	X 12	\$_____

Company Name

225.	West Orange Soccer Complex Restroom 150 Windermere Rd. #0071.03	641	Monthly	\$_____	X 12	\$_____
226.	Apopka Service Center 1111 N. Rock Springs Rd. #9003.01	29,458	Monthly	\$_____	X 12	\$_____
227.	Ocoee Service Center 475 W. Story Rd. #9006.01	29,458	Monthly	\$_____	X 12	\$_____
228.	Lila Mitchell Community Center and Headstart 5151 Raleigh St. #9016.01	22,592	Monthly	\$_____	X 12	\$_____
229.	Southwood Community Center 6201 Brookgreen Ave. #9017.01	2,016	Monthly	\$_____	X 12	\$_____
230.	Southwood Community Center Headstart 6201 Brookgreen Ave. #9017.02	9,705	Monthly	\$_____	X 12	\$_____
231.	Facilities Management West District Office 3521 Parkway Center Court #9018.01	8,800	Monthly	\$_____	X 12	\$_____
232.	ISS Warehouse 3517 Parkway Center Court #9018.02	10,000	Monthly	\$_____	X 12	\$_____
233.	911 Service Center and Radio Repair 3511 Parkway Center Court #9018.03	9,200	Monthly	\$_____	X 12	\$_____
234.	Corrections Warehouse 4677 L. B. McLeod Rd. #9030.01	20,000	Monthly	\$_____	X 12	\$_____
235.	EMS Warehouse 650 N. Pine Hills Rd. #9102.01	5,370	Monthly	\$_____	X 12	\$_____

Company Name

236.	Clarcona Radio Tower 5640 Clarcona Ocoee Rd. #9145.01	969	Monthly	\$_____	X 12	\$_____
237.	West Orange Highway Maintenance Office 644 Beulah Rd. #9153.01	1,920	Monthly	\$_____	X 12	\$_____
238.	Kelly Park Environmental Lodge 400 E. Kelly Park Rd. #9210.01	1,767	Monthly	\$_____	X 12	\$_____
239.	Kelly Park Ranger Quarters 2 400 E. Kelly Park Rd. #9210.02	1,767	Monthly	\$_____	X 12	\$_____
240.	Kelly Park Entrance Station 400 E. Kelly Park Rd. #9210.03	780	Monthly	\$_____	X 12	\$_____
241.	Kelly Park Life Guard Station, Concession and Restroom 400 E. Kelly Park Rd. #9210.04	3,000	Monthly	\$_____	X 12	\$_____
242.	Kelly Park Restroom 2 400 E. Kelly Park Rd. #9210.07	612	Monthly	\$_____	X 12	\$_____
243.	Kelly Park Restroom 3 400 E. Kelly Park Rd. #9210.08	676	Monthly	\$_____	X 12	\$_____
244.	Magnolia Park Ranger Quarters 2929 S. Binion Rd. #9212.01	1,767	Monthly	\$_____	X 12	\$_____
245.	Magnolia Park Office 2929 S. Binion Rd. #9212.02	1,104	Monthly	\$_____	X 12	\$_____
246.	Magnolia Park Shop 2929 S. Binion Rd. #9212.03	480	Monthly	\$_____	X 12	\$_____

Company Name

247.	Magnolia Park Campground Restroom/Shower House 2929 S. Binion Rd. #9212.04	1,221	Monthly	\$_____	X 12	\$_____
248.	Magnolia Park Old Campground Restroom 2929 S. Binion Rd. #9212.05	480	Monthly	\$_____	X 12	\$_____
249.	Magnolia Park Small Main Side Restroom 2929 S. Binion Rd. #9212.06	210	Monthly	\$_____	X 12	\$_____
250.	Magnolia Park Lakeside Restroom 2929 S. Binion Rd. #9212.07	189	Monthly	\$_____	X 12	\$_____
251.	Magnolia Park Boat Ramp Restroom 2929 S. Binion Rd. #9212.08	202	Monthly	\$_____	X 12	\$_____
252.	Trimble Park Ranger Quarters 5802 Trimble Park Rd #9213.01	1,995	Monthly	\$_____	X 12	\$_____
253.	Trimble Park Office 5802 Trimble Park Rd. #9213.02	1,080	Monthly	\$_____	X 12	\$_____
254.	Trimble Park Restroom 1 5802 Trimble Park Rd. #9213.03	702	Monthly	\$_____	X 12	\$_____
255.	Trimble Park Restroom 2 Campsite 5802 Trimble Park Rd. #9213.04	828	Monthly	\$_____	X 12	\$_____
256.	Trimble Park Restroom 3 Boat Ramp 5802 Trimble Park Rd. #9213.05	468	Monthly	\$_____	X 12	\$_____
257.	Clarcona Horseman's Park Ranger Quarters 3535 Damon Rd. #9214.01	1,680	Monthly	\$_____	X 12	\$_____

Company Name

258.	Clarcona Horseman's Park Concession and Restroom 3535 Damon Rd. #9214.03	2,279	Monthly	\$_____	X 12	\$_____
259.	Clarcona Horseman's Park Maintenance Shop 3535 Damon Rd. #9214.05	2,400	Monthly	\$_____	X 12	\$_____
260.	Clarcona Horseman's Park Campground Restroom 3535 Damon Rd. #9214.06	815	Monthly	\$_____	X 12	\$_____
261.	Orlo Vista Park Community Center 26 N. Nowell Ave #9217.01	6,705	Monthly	\$_____	X 12	\$_____
262.	Orlo Vista Park Sheriff's Residence 26 N. Nowell Ave. #9217.02	2,040	Monthly	\$_____	X 12	\$_____
263.	Orlo Vista Park Workshop 26 N. Nowell Ave. #9217.03	1,116	Monthly	\$_____	X 12	\$_____
264.	Orlo Vista Park Restroom 26 N. Nowell Ave. #9217.04	504	Monthly	\$_____	X 12	\$_____
265.	Barnett Park Main Office 4801 W. Colonial Dr. #9219.01	28,176	Monthly	\$_____	X 12	\$_____
266.	Barnett Park Training Facility 4801 W. Colonial Dr. #9219.02	1,695	Monthly	\$_____	X 12	\$_____
267.	Barnett Park Front Restroom 4801 W. Colonial Dr. #9219.03	667	Monthly	\$_____	X 12	\$_____
268.	Barnett Park Lakeside Restroom 4801 W. Colonial Dr. #9219.04	681	Monthly	\$_____	X 12	\$_____

Company Name

269.	Barnett Park Workshop 4801 W. Colonial Dr. #9219.05	1,127	Monthly	\$_____	X 12	\$_____
270.	Barnett Park Back Loop Restroom 4801 W. Colonial Dr. #9219.06	486	Monthly	\$_____	X 12	\$_____
271.	Barnett Park BMX Main Building 4801 W. Colonial Dr. #9219.11	1,922	Monthly	\$_____	X 12	\$_____
272.	Barnett Park Magic Gym 4801 W. Colonial Dr. #9219.12	14,768	Monthly	\$_____	X 12	\$_____
273.	Shadow Bay Park Office 5100 Turkey Lake Rd. #9220.01	1,680	Monthly	\$_____	X 12	\$_____
274.	Shadow Bay Park Pro Shop 5100 Turkey Lake Rd. #9220.02	2,260	Monthly	\$_____	X 12	\$_____
275.	Shadow Bay Park Maintenance Facility 5100 Turkey Lake Rd. #9220.03	1,116	Monthly	\$_____	X 12	\$_____
276.	Shadow Bay Park Restroom Facility 5100 Turkey Lake Rd. #9220.04	540	Monthly	\$_____	X 12	\$_____
277.	John Bridges Community Center Building A 445 W. 13 th St. #9377.01	7,964	Monthly	\$_____	X 12	\$_____
278.	John Bridges Community Center Building B 445 W. 13 th St. #9377.02	4,094	Monthly	\$_____	X 12	\$_____
279.	John Bridges Community Center Building C 445 W. 13 th St. #9377.03	5,572	Monthly	\$_____	X 12	\$_____

Company Name

280.	John Bridges Community Center Building D 445 W. 13 th St. #9377.04	4,969	Monthly	\$_____	X 12	\$_____
281.	John Bridges Community Center Building E 445 W. 13 th St #9377.05	1,728	Monthly	\$_____	X 12	\$_____
282.	John Bridges Community Center Building F Headstart 445 W. 13 th St. #9377.06	7,920	Monthly	\$_____	X 12	\$_____
283.	Reedy Creek Radio Tower 12400 Hartzog Rd. #9394.01	912	Monthly	\$_____	X 12	\$_____
284.	Parks and Recreation Warehouse 1651 N. Orange Blossom Tr. #9395.01	28,319	Monthly	\$_____	X 12	\$_____
285.	Fleet Management 4400 S. Vineland Rd. #9404.01	88,019	Monthly	\$_____	X 12	\$_____
286.	Fleet Management Administration Building 4400 S. Vineland Rd. #9404.02	5,600	Monthly	\$_____	X 12	\$_____
287.	Hal Marston Community Center 3933 W D Judge Dr. #9408.01	18,700	Monthly	\$_____	X 12	\$_____
288.	Hal Marston Community Action Center 3933 W D Judge Dr. #9408.02	5,020	Monthly	\$_____	X 12	\$_____
289.	Maxey Community Center 830 Klondike St. #9410.01	5,925	Monthly	\$_____	X 12	\$_____
290.	Mercy Drive Complex – EPD Offices Suite 4 800 Mercy Dr. #9413.01	11,949	Monthly	\$_____	X 12	\$_____

Company Name

291.	Mercy Drive Complex – EPD Warehouse 800 Mercy Dr. #9413.02	19,500	Monthly	\$_____	X 12	\$_____
292.	Mercy Drive Complex – Headstart Warehouse 800 Mercy Dr. #9413.03	8,500	Monthly	\$_____	X 12	\$_____
293.	Mercy Drive Complex – Public Works Warehouse 800 Mercy Dr. #9413.04	10,000	Monthly	\$_____	X 12	\$_____
294.	Dr. Phillips Park Office and Restrooms 8249 Buenavista Woods Blvd. #9571.01	1,150	Monthly	\$_____	X 12	\$_____
295.	Dr. Phillips Park Maintenance Shop 8249 Buenavista Woods Blvd. #9571.02	1,200	Monthly	\$_____	X 12	\$_____
296.	Magic Gym – Silver Star Community Park 2801 N. Apopka Vineland Rd. #9592.01	23,398	Monthly	\$_____	X 12	\$_____

TOTAL BID – LOT E – WEST DISTRICT \$_____

LOT F – FIRE RESCUE

<u>Item No.</u>	<u>Building Name Address & Maximo #</u>	<u>Square Feet</u>	<u>Service Frequency</u>	<u>Price</u>		<u>Total Bid</u>
297.	Fire Rescue Headquarters 6590 Amory Ct. #9226.01	59,503	Monthly	\$_____	X 12	\$_____
298.	Fire Rescue Supply Warehouse 400 S. Gaston Foster Rd. #9224.01	13,937	Monthly	\$_____	X 12	\$_____
299.	Forsyth Fire Rescue Training Complex Office 2976 N. Forsyth Rd. #9570.01	6,992	Monthly	\$_____	X 12	\$_____

Company Name

300.	Forsyth Fire Rescue Training Complex Warehouse 2976 N. Forsyth Rd. #9570.02	15,960	Monthly	\$_____	X 12	\$_____
301.	Fire Station 20 3200 Washington St. #9227.01	4,847	Monthly	\$_____	X 12	\$_____
302.	Fire Station 27 2248 Novella Eliza Ln #0028.01	5,470	Monthly	\$_____	X 12	\$_____
303.	Fire Station 28 3250 Clarcona Rd. #9301.01	1,152	Monthly	\$_____	X 12	\$_____
304.	Fire Station 29 225 W. Kelly Park Rd. #9337.01	1,782	Monthly	\$_____	X 12	\$_____
305.	Fire Station 30 34 S. Hastings St. #9374.01	12,839	Monthly	\$_____	X 12	\$_____
306.	Fire Station 31 6116 S Apopka Vineland Rd. #9229.01	11,292	Monthly	\$_____	X 12	\$_____
307.	Fire Station 32 14932 E. Orange Lake Blvd. #9233.01	900	Monthly	\$_____	X 12	\$_____
308.	Fire Station 33 1700 S. Apopka Vineland Rd. #9305.01	6,363	Monthly	\$_____	X 12	\$_____
309.	Fire Station 34 4001 SR 535 #9230.01	5,052	Monthly	\$_____	X 12	\$_____
310.	Fire Station 35 7435 Winter Garden Vineland Rd #9589.01	9,200	Monthly	\$_____	X 12	\$_____

Company Name

311.	Fire Station 36 12252 SR 535 #9231.01	7,376	Monthly	\$_____	X 12	\$_____
312.	Fire Station 37 540 E. Oakland Ave. #9235.01	6,081	Monthly	\$_____	X 12	\$_____
313.	Fire Station 40 5570 Beggs Rd. #9232.01	7,317	Monthly	\$_____	X 12	\$_____
314.	Fire Station 41 4412 Fairview Dr. #9375.01	10,599	Monthly	\$_____	X 12	\$_____
315.	Fire Station 42 5420 Silver Star Rd #9234.01	9,434	Monthly	\$_____	X 12	\$_____
316.	Fire Station 43 2700 Apopka Vineland Rd #9303.01	6,580	Monthly	\$_____	X 12	\$_____
317.	Fire Station 50 Holden Heights 1415 W. 29 th St. #9237.01	7,296	Monthly	\$_____	X 12	\$_____
318.	Fire Station 51 Oakridge 1700 W. Oak Ridge Rd #9238.01	9,364	Monthly	\$_____	X 12	\$_____
319.	Fire Station 51 Scuba Building 1700 W. Oak Ridge Rd. #9238.02	1,976	Monthly	\$_____	X 12	\$_____
320.	Fire Station 52 Sand Lake 4765 Sand Lake Rd. #9239.01	5,067	Monthly	\$_____	X 12	\$_____
321.	Fire Station 53 La Quinta 1270 La Quinta Dr. #9240.01	3,419	Monthly	\$_____	X 12	\$_____

Company Name

322.	Fire Station 54 Sea World 6500 Central Florida Parkway #9241.01	13,748	Monthly	\$_____	X 12	\$_____
323.	Fire Station 55 801 Greenway Professional Court #9572.01	7,000	Monthly	\$_____	X 12	\$_____
324.	Fire Station 56 56 S. International Dr. #9257.01	7,402	Monthly	\$_____	X 12	\$_____
325.	Fire Station 58 Hunters Creek 2900 Deerfield Blvd. #0041.01	9,200	Monthly	\$_____	X 12	\$_____
326.	Fire Station 63 2450 N. Goldenrod Rd. #9255.01	4,555	Monthly	\$_____	X 12	\$_____
327.	Fire Station 65 University 4999 N. Orion Dr. #0035.01	6,300	Monthly	\$_____	X 12	\$_____
328.	Fire Station 66 Lake Barton 996 N. Semoran Blvd. #9244.01	5,256	Monthly	\$_____	X 12	\$_____
329.	Fire Station 70 Pinecastle 1027 E. Wallace St. #9245.01	5,989	Monthly	\$_____	X 12	\$_____
330.	Fire Station 71 South Goldenrod 4405 S. Goldenrod Rd. #9246.01	8,460	Monthly	\$_____	X 12	\$_____
331.	Fire Station 72 Conway 3705 S. Conway Rd. #9247.01	9,301	Monthly	\$_____	X 12	\$_____
332.	Fire Station 73 Taft 811 1 st St. #9248.01	2,833	Monthly	\$_____	X 12	\$_____

Company Name

333.	Fire Station 76 Narcoossee 11351 N. Narcoossee Rd. #9249.01	4,969	Monthly	\$_____	X 12	\$_____
334.	Fire Station 77 11501 Moss Park Rd. #9573.01	7,000	Monthly	\$_____	X 12	\$_____
335.	Fire Station 80 Bonneville 1841 Bonneville Dr. #9250.01	12,280	Monthly	\$_____	X 12	\$_____
336.	Fire Station 81 901 S. Econlockhatchee Tr. #9416.01	9,666	Monthly	\$_____	X 12	\$_____
337.	Fire Station 82 500 Story Partin Rd. #9252.01	9,253	Monthly	\$_____	X 12	\$_____
338.	Fire Station 83 11950 Lake Underhill Rd. #9302.01	13,269	Monthly	\$_____	X 12	\$_____
339.	Fire Station 84 1221 N. Ft. Christmas Rd. #9253.01	1,764	Monthly	\$_____	X 12	\$_____
340.	Fire Station 85 13801 Townsend Dr. #9560.01	7,823	Monthly	\$_____	X 12	\$_____
341.	Fire Station 86 3202 Babbitt Ave. #9254.01	5,000	Monthly	\$_____	X 12	\$_____
342.	Fire Facilities Warehouse 1382 N. Chickasaw Trail	3,408	Monthly	\$_____	X 12	\$_____

TOTAL BID – LOT F – FIRE RESCUE \$ _____

Company Name

LOT G - AS-NEEDED SERVICES FOR A-F

Item	#Description	Hours/Amount		Unit Price		Annual Price
343.	Labor (Standard Hours) (rodents/birds)	750 Hours	x	\$_____	=	\$_____
344.	Labor (Non-Standard Hours) (rodents/birds)	250 Hours	x	\$_____	=	\$_____
345.	Emergency Service Calls	300 Hours	x	\$_____	=	\$_____
346.	Termite spot treatment (subterranean-Per LF)	3,000 LF	x	\$_____	=	\$_____
				(each 1 LF)		
347.	Fogging (Per 1,000 Cubic Feet, each)	5,000	x	\$_____	=	\$_____
				(1,000 Cu ft)		

TOTAL BID – LOT G – AS-NEEDED SERVICES \$_____

TOTAL ESTIMATED BID LOTS A – G \$_____

Company Name

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

Performance shall be not later than twenty four (24) hours After Receipt of Order (ARO) per Special Terms and Conditions.

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

Bid Response Documents - The following documents constitute your bid:

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

THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:

Company Name: _____

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

TIN#: _____ D-U-N-S® # _____

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

(County) (State) (Zip Code)

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

<u>EMERGENCY CONTACT</u>	
Emergency Contact Person:	_____
Telephone Number:	_____ Cell Phone Number: _____
Residence Telephone Number:	_____ 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 services similar to those specified in the solicitation in the spaces provided below. Provide the owner's name, contact person, address, email address, telephone number, and date services were performed, as described.

1. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

2. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

3. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of
Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

LIST OF EQUIPMENT

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: _____
12. Description: _____
Model: _____

LIST OF PERSONNEL

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: _____
11. Name: _____
Position: _____
12. 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. Y15-1121-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.

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

Company Name: _____

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

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

OR

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

LITIGATION STATEMENT

CHECK ONE

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

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

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

E VERIFICATION CERTIFICATION

Contract No.Y15-1121-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.Y15-1121-PD, Pest Control**, 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:

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

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:

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

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.

(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___

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).

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

INSTR LTR	TYPE OF INSURANCE	ADCL INSR	SUBR WVD	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 - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED 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 <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKER'S 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	N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER 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.

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

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

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

EXHIBIT C

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

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

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

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

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

EXHIBIT D

WORKERS COMPENSTION AND EMPLOYEES LIABILITY
INSURANCE POLICY WC 00 03 13

2ND Reprint

Effective April 1, 1984

Advisory

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

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

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

Schedule

Name of Person or Organization:

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

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EXHIBIT E

POLICY NUMBER:

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

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

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

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

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