

Issue Date: November 25, 2015

**INVITATION FOR BIDS #Y16-170-DG**

**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:

**JANITORIAL CLEANING EQUIPMENT PREVENTATIVE  
MAINTENANCE AND REPAIRS  
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, January 7, 2016**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

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

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

A **Non-Mandatory Pre-Bid Conference** will be held on **Friday, December 18, 2015, 2:00 PM**, located at **Orange County Convention Center, South Concourse, 9899 International Drive, S231A Conference Room, Orlando, Florida 32819**. Attendance is not mandatory but is encouraged.

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

**NOTICE TO BIDDERS**

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Dorothy Gordon, Senior Purchasing Agent at [Dorothy.Gordon@ocfl.net](mailto:Dorothy.Gordon@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 [Dorothy.Gordon@ocfl.net](mailto:Dorothy.Gordon@ocfl.net), no later than 5:00 PM Monday, December 28, 2015 to the attention of Dorothy Gordon, 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 except as provided below.

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

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

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

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

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

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

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

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

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

**16. BID AND RELATED COSTS**

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

**17. CONTRACTUAL AGREEMENT**

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

**18. PUBLIC ENTITY CRIME**

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

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

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



**19. DRUG-FREE WORKPLACE FORM**

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

**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 all new employees hired by the Contractor during the contract term, and an express requirement that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:

<http://www.uscis.gov/portal/site/uscis>.

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

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

**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.

**39. FEDERAL REQUIREMENTS**

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

All Contracts in excess of one hundred thousand dollars (\$100,000) shall comply with all the requirements of Section 114 of the Clean Air Act (42 USC 7401 et seq.) as amended and Section 308 of the Federal Water Pollution Control Act (33 USC 1251 et seq.) as amended.

## **SPECIAL TERMS AND CONDITIONS**

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

All interested parties are invited to attend a **Non-Mandatory Pre-Bid Conference** on **Friday, December 18, 2015, 2:00 PM** located at **Orange County Convention Center, South Concourse, 9899 International Drive, S231A Conference Room, Orlando, Florida 32819.**

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 proposal:

- A. List and brief description of similar work satisfactorily completed with location, dates of contract, dollar value of contract, names, addresses, email addresses and telephone numbers of owners by completing the reference sheets. A minimum of three (3) commercial references shall be provided. Include a brief description of the various types of janitorial cleaning equipment serviced. References listed shall demonstrate a minimum of five (5) years' experience in providing a full range of services to similar equipment and quantity as listed in the bid package.
- B. List of equipment and facilities available to do the work. The bidder shall have a fully equipped service vehicle enabling the mechanic to perform most repairs on site. Should major repairs be required on large pieces of janitorial cleaning equipment, the Bidder's facility shall include proper equipment designed for removal and replacement of large components such as engines, etc.
- C. List of personnel, by name and title, contemplated to perform the work. The mechanics shall have a minimum of five (5) years of experience with the various types of equipment listed in the bid form. The bidder shall provide the following information:
  - 1. Comprehensive resumes of all qualified mechanics, with a minimum of five (5) years of experience with the various types of equipment listed in Attachment A, Preventative Maintenance and Repairs Equipment List and Attachment B, Repairs Only, contemplated to perform the work.
  - 2. Relevant certifications, training certificates received from manufacturers, national associations, and/or trade schools.
  - 3. "In House" training or other qualifiers may be accepted by virtue of a signed and dated list on company letterhead to include trainee, type of training and date.

- D. Submit proof, in the form of a business tax receipt, current Occupational License from a county or municipality in the state of Florida, or any other incorporation document that demonstrates that the company has been in business providing elevator maintenance services for at least the last five (5) years.
- E. Submit proof, in the form of an occupational license of the principal place of business, that the business and all associated equipment is located physically within Orange, Lake, Seminole, or Osceola Counties in Florida.

**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. 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.

**4. AWARD**

Award shall be made on an "All-or-None Total Estimated Bid" basis to the lowest responsive and responsible Bidder. If the Bidder fails to respond, they will be considered non-responsive.

**5. POST AWARD MEETING**

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

**6. PERFORMANCE**

**Timely performance is of the essence in the award of this Invitation for Bids.** Performance shall be no later than **one (1)** business day after authorization by the OCCC's designated representative. Performance for emergency repairs shall be an on-site response within four (4) hours after notification by the OCCC. Quarterly inspections shall be performed in the time frame as further described in the specifications. Bids which fail to meet this requirement shall be rejected.

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



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

The Contractor shall, within **one (1)** calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

## **7. 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.**

**8. 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.

**9. F.O.B. POINT**

The F.O.B. will be Orange County Convention Center (OCCC) and remote buildings, 9800 and 9899 International Drive and 9860 Universal Blvd., Orlando, Florida 32819. Bids showing other the F.O.B. Destination will not be accepted. The bid shall include all costs of packaging, transporting, delivery and unloading (THIS INCLUDES INSIDE DELIVERY IF REQUESTED) to a designated point within Orange County.

**10. 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 Convention Center Department  
Attn: Procurement Coordinator  
P. O. Box 691509  
Orlando, Florida 32869-1509  
Phone (407) 685-5701

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

**11. 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>

## 12. **INSURANCE REQUIREMENTS**

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

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

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

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

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$500,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

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

Required Endorsements:

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

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

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

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

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

The certificate holder shall read:

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

**13. CONTRACT TERM/RENEWAL**

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of three (3) year(s). The contract may be renewed for two (2) additional one (1) year periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties.
- B. The initiating County department(s) shall issue delivery/purchase orders against the term contract on an "as needed" basis.

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

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

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

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

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

$$\text{Current Index} - \text{Base Index} / \text{Base Index} = \% \text{ of Change}$$

$$\% \text{ of Change} \times 100 = \text{Percentage Change}$$

**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.

#### **15. 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.**

**16. 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.

**17. 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.

**18. ATTACHMENTS**

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

- A. Attachment A – Preventative Maintenance and Repairs Equipment List
- B. Attachment B – Repairs Only
- C. Attachment C – Parking Pass and Driving Directions

## 19. REFERENCES

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

## 20. 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**

The Orange County Convention Center (OCCC) is a high profile Convention Center requiring Four Diamond level of support services. Four Diamond facilities as defined by AAA are establishments that are upscale in all areas. Accommodations are progressively more refined and stylish. The physical attributes reflect an obvious enhanced level of quality throughout. The fundamental hallmarks at this level include an extensive array of amenities combined with a high degree of hospitality, service and attention to detail. As it pertains to Janitorial Cleaning Equipment Preventative Maintenance and Repair, this requires comprehensive services to ensure that all janitorial cleaning equipment and other related equipment throughout the OCCC are maintained in an appropriate manner so as to enhance the OCCC's services to those groups and companies that utilize the OCCC for conventions, meetings, meals, and other assorted events.

OCCC is responsible for ensuring the proper maintenance and operation of approximately seven (7) million square feet of meeting room, offices, exhibit space and other associated structures throughout OCCC campus.

To fulfill these requirements, the OCCC desires to enter into a contract with a Contractor(s) to provide Comprehensive Janitorial Cleaning Equipment Preventative Maintenance and Repair services throughout the OCCC.

This contract shall be a full-service preventative maintenance and repair contract to provide all labor, materials, supplies, equipment, and tools for complete maintenance, inspection and repair service for janitorial cleaning equipment owned and operated by the OCCC on an as-needed basis. The equipment items are physically located at three different OCCC buildings, namely the "West Building", the "Remote Building", and the "North/South Building". The Contractor shall provide manufacturer recommended quarterly inspections on each piece of equipment per Table A. In addition, the Contractor shall provide as-needed repair services as detailed in the specifications per Tables A and B.

### **1. DESIGNATED REPRESENTATIVE**

The OCCC representative will be the Assistant Director, Operations or designee. After contract award, questions regarding this scope of services shall be directed to him/her. Contract related questions shall be referred to the Administrative Supervisor or the Contract Management Administrator.

This will be a performance based contract. The lack of inspections by the OCCC or any error or omission in this scope of services shall not relieve the Contractor of its obligation to perform Services in accordance with generally accepted industry standards.

### **2. GENERAL INFORMATION**

A. Hours of performance for Maintenance and Repair services will be:

1. Standard Hours: Standard working hours are Monday through Friday, 7:00 AM to 5:00 PM, excluding Orange County Holidays.

2. Non-Standard Hours: Non-standard working hours are all hours other than Monday through Friday, 7:00 AM to 5:00 PM, weekends, and Orange County holidays. The Contractor must provide a 24-hour point of contact for Non-Standard working hours.

Since the OCCC operates twenty-four (24) hours per day, if the Contractor elects to perform scheduled maintenance and inspections outside the Standard Hours stated above to avoid congestion caused by show activity held at the OCCC during Standard Hours, the Contractor will not receive any extra compensation.

- B. The Contractor shall perform all of its obligations and functions in a professional and business-like manner. The Contractor shall use its best efforts to coordinate its activities with and adjust its activities to the needs and requirements of the OCCC and to perform its activities so as not to disrupt, unreasonably interfere with or delay the operations or activities of the OCCC.
- C. Each of the Contractor's motor vehicles brought onto the OCCC's property shall have the Contractor's business name and/or logo prominently displayed on both front doors of such vehicle.
- D. TRAVEL/MILEAGE COSTS

The Contractor shall be responsible for all of its travel and per diem costs to and from the OCCC. Travel time shall not be included when quoting and or invoicing for as-needed or emergency repairs and shall not be compensated by the County under any circumstances. Chargeable hours for repairs start when arriving at the OCCC. **The OCCC will not reimburse the Contractor for lunch time taken by a Contractor's employee while on OCCC property.**

### 3. **CONTRACTOR PERSONNEL**

- A. All Contractor employees shall be able to communicate, understand and follow written and verbal instructions in English and be able to identify and understand all signs and notices in and/or around the OCCC.
- B. Supervision of Personnel: The Contractor shall be responsible for the supervision and execution of contracted services by its employees. At a minimum, a Quarterly Inspection of the OCCC conditions shall be conducted by Contractor's Regional Manager or equivalent to ensure that all maintenance service hereunder are properly performed. The Contractor shall notify the OCCC of the name of such Manager responsible for contracted services and Manager shall have the authority to act as Contractor's agent. The Regional Manager shall notify the OCCC of site inspection and provide the OCCC with written and electronic confirmation of findings. The Contractor shall have sole responsibility for means, methods, techniques, procedures, safety precautions or employment practices in connection with Contractor's performance of contracted services.

Additionally, the Contractor shall identify a lead person or supervisor with whom the OCCC Representative may consult regarding contract performance.

- C. The Contractor shall ensure that each of its employees are properly qualified and will use reasonable care in the performance of maintenance services. If the OCCC, in the OCCC's sole opinion determines, for any reason, that the qualifications, actions or conduct of any particular Contractor employee has violated this Contract by performing unsatisfactory work, interfering with operation of the OCCC, bothering or annoying any occupants, other contractors or subcontractors then at the OCCC, or that such actions or conduct is otherwise detrimental to the OCCC, then upon the OCCC's written notice, the Contractor shall immediately provide qualified replacement.
- D. All personnel provided by the Contractor, whether employees of the Contractor or sub-contractors, shall be competent, experienced, courteous, properly dressed with shirt displaying the company name/logo, photo ID badged and skilled in the maintenance and repair of material handling and lift equipment. The Contractor shall ensure that all employees prominently wear the ID badge on the front of his or her uniform at all times when on OCCC property. Contractor's personnel shall wear appropriate safety shoes during the performance of services under this contract. While working on OCCC property, all the Contractor's employees shall wear neat-appearing uniforms with company logo and footwear of a style that complies with all legal and safety requirements, including and without limitation, the requirements of OSHA and picture ID.
- E. The County reserves the right of approval of all Contractor employees and the right to request the removal of any employee. The Contractor agrees to promptly reassign any employee whose performance or behavior the OCCC finds unsatisfactory. In the event of a removal, the employee shall not be returned without the prior approval of the OCCC. If an employee is noted as Do Not Return (DNR'd), that employee shall not return to OCCC for any reason.
- F. The Contractor and their workers shall comply with OCCC Policies and Procedures while on premises. These are available on the OCCC website. The Contractor's workers shall not remove any item such as giveaways, purchased items, trash or leftovers from the OCCC property. The Contractor shall instruct its personnel that no gratuities shall be solicited or accepted for any reason whatsoever from tenants, customers or other persons at the OCCC. The Contractor shall ensure that all articles found by its employees on the Center's premises are turned over to the OCCC's designated representative in charge of such articles.
- G. A valid Florida driver's license (Commercial Driver's License, if applicable) will be required of all personnel operating motor vehicles or motorized equipment on roadways in or around the OCCC's property. The Contractor shall ensure that all vehicles used by their staff are properly identified with the companies name and logo.
- H. All maintenance personnel, including subcontractors, shall identify themselves upon arrival on site and prior to beginning work and upon completion of work and leaving site. Contractor employees shall report to designated OCCC personnel upon arrival and departure from property in the performance of maintenance services.

## I. SUBCONTRACTORS AND SUPPLIERS

Unless first approved in writing by the OCCC, Contractor shall have no authority to engage any subcontractors or other parties to perform maintenance services. Neither OCCC approval nor designation of any subcontractors or suppliers nor failure of performance thereof by such parties, shall relieve, release or affect in any manner any of Contractor's duties, liabilities or obligations hereunder, and Contractor shall at all times be and remain fully liable hereunder.

- J. The Contractor shall maintain sufficient backup maintenance and repair personnel so that multiple concurrent failures are corrected in a timely manner.

## 4. SAFETY

- A. 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 OCCC Representative within ten (10) business days following contract award.
- B. The Contractor shall provide and ensure the wearing of necessary protective clothing, masks, eye protection, hearing protection, etc. as required by any applicable laws, regulations, ordinances, and/or manufacturer's instruction.
- C. All equipment used in the performance of these services shall be properly maintained and subject to inspection by the County upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be moved from the County's premises.
- D. Any damage to OCCC facilities or property due to the services performed by the Contractor shall be the responsibility of the Contractor.
- E. If certification (such as OSHA) is required for operation of any equipment used by the Contractor's employees, the Contractor shall ensure that all certifications are complete and up to date. All Contractor employees shall have copies of their equipment certification on their person when working at the OCCC, and shall produce this certification upon request from OCCC employees.
- F. The Contractor shall remove any waste, including but not limited to oils, rags and damaged/old parts, unless otherwise directed by the OCCC designee.

## 5. PERFORMANCE

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

D. Standards of Conduct

1. The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity.
2. The Contractor's employees shall not be in OCCC private offices without express permission of OCCC personnel, nor shall they disturb papers on desks, open desk drawers or cabinets, or use Orange County telephones, computer equipment, copiers, or printers, except as authorized. The OCCC reserves the right to request removal of Contractor's employees that do not observe the standards of conduct.

E. Non-interference with OCCC Business

1. The Contractor will be notified by the OCCC Representative as to the manner of starting the work so as to cause a minimum of interference.
2. The work shall be performed in such a manner that there will be no interruption or interference with the proper execution of OCCC business. Verbal interaction between Contractor's employees and building occupants shall be kept to a minimum.
3. The Contractor agrees to alter work methods, schedules and procedures if the OCCC Representative determines that they are detrimental to County operations.

F. Cooperation with Other Contractors

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

**6. SECURITY AND IDENTIFICATION**

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

- B. Background Checks for the Contractor's staff must be approved by OCCC Security team prior to working in any County facility. Contractors are responsible for obtaining the necessary forms for background checks as follows. The background checks must be performed yearly:
1. For all Contractor's staff and/or employee that will be working at any part of the Convention Center and related facilities, including Canadian Court Parking Structure, the Contractor shall perform background checks at its expense and submit them to OCCC for determining whether the employee is acceptable to be allowed to work for OCCC. The background checks must be submitted each year the contract is valid.
  2. The Contractor shall provide a level 1 (5 years) background check, dated 90 days prior to contract start, for any employees before starting work to include:
    - a. Identification Verification
    - b. Selective Service Status (registered/unregistered).
    - c. FDLE Automated Criminal Record
    - d. Clerk of Courts by County of Residence
    - e. Employment Verification
    - f. DMB by State Residence
    - g. Military Verification
    - h. Professional License and Certification Check

Drug Screen – Five Panel

Amphetamines  
Cocaine Metabolites  
Marijuana Metabolites  
Opiate Metabolites  
Phencyclidine

- C. Contractor's employees will not be allowed in OCCC without completed and approved background investigations.
- D. Upon termination or transfer of any employee of the Contractor working under this contract, the Contractor shall immediately notify the OCCC Representative, in writing, of such termination or transfer.
- E. The Contractor shall report the arrest of any employee working under the terms of this contract to the OCCC Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the OCCC whether the employee shall continue to work at OCCC locations within this contract.
- F. The Contractor shall remove from Convention Center premises any employee who, in the opinion of the OCCC Representative, or designee, is not performing the services in a proper manner, or who is incompetent, disorderly, abusive, dangerous, disruptive, or does not comply with the rules and regulations of the County. The Contractor shall in no way, interpret



such removal to require dismissal or other disciplinary action of the employee. Employees shall not use controlled substances, unless prescribed, nor illegal substances, and shall not use alcohol on the Center premises. The OCCC Representative will request that anyone suspected of working under the influence of alcohol or controlled substances be removed from the workplace

- G. The Contractor shall not use employees of any temporary help-type employment agency to supplement his work force in County buildings for any reason. Only Contractor employees shall be used to perform the required services of this contract unless otherwise approved, in writing, by the County's Representative.
- H. 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.
- I. Access to a site shall be coordinated through the OCCC Representative.

**7. PARKING**

The OCCC will identify locations where Contractor vehicle parking is available. 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.

**8. SCHEDULED QUARTERLY INSPECTIONS**

Scheduled quarterly inspections shall be performed during Standard Business Hours as identified above.

A. Quarterly Inspections, Preventative Maintenance (PM)

1. **RIDER SCRUBBER PREVENTATIVE MAINTENANCE, QUARTERLY SERVICE**

Rider Scrubbers include the Tennant M30s, Tennant 1550, Tennant M-8300, and Tennant M4-14. Check each of the following items and adjust, if necessary. All consumable items (oil, grease, fuses, etc.) shall be included in the price of the PM. An inspection sheet shall be included in the work ticket with applicable areas noted as pass/fail. All deficiencies shall be noted and a quote provided for the repair shall be provided before any repair work is done. All repairs would fall under the additional work/labor (Lot B).

**SAFETY:**

- Back up alarm, warning lights, safety devices, seat belts, seat safety switch, stabilizer leg, static chain, safety arm, safety decals, safety stop switch, machine creep, parking brake, speed limiter, belt guards, brakes, horn

## SCRUBBER:

- Electrical wires, lubricate pivot points, scrub head skirt, main brush(s), side brush(s), demister, debris deflection flap, water spreader tube, water shut-off valve, vacuum seal, belt guards, brush idler plugs, touch panel condition, touch panel operation, drain hoses, solution tank, vacuum shut-off, pass self diagnostics, scrub head, scrub head side-to-side adjustment, solution pump, water pump, water spray system, scrub head height adjustment, vacuum duct/hose, vacuum fan, water pick-up hose, squeegee-side, steering gearbox, tire(s), spray nozzle, front squeegee, rear squeegee, scrub head front-to-rear adjustment, soap basket, solution filter, drain plug, grease fittings, recovery tank clean, clean-out doors, debris trough, directional control operation, brush drive plugs, caster wheel(s), chains/tension/alignment/lube, brush door latches, belts, brush adjustment

## SCRUBBER OPERATION:

- ES/SRS, auto squeegee, FaST, EC-H2), debris pickup, water pickup, clean floor

## SCRUBBER/RIDER/ELECTRICAL (IF APPLICABLE):

- Electrical Test, side brush lift actuator, squeegee lift actuator, side brush motor, side brush lift cylinder, solution pump motor, switches, fuel gauge, hourmeter, motor brushes, circuit breakers, electric vac fan motor(s), electrical system, ammeter/voltmeter, main brush lift actuator, main brush motor

## SCRUBBER/RIDER/HYDRAULICS (IF APPLICABLE):

- Steering cylinder valve, hose(s), propel pump, hose connections/leaks, hydraulic fluid and filter changed per schedule, steering cylinder, accessory pump(s), brush lift cylinder, brush motor(s), squeegee lift cylinder, vac fan motor(s), valve(s), hydraulic fluid level, hydraulic tank breather, propel motor

## **2. RIDER SWEEPER PREVENTATIVE MAINTENANCE SERVICE, QUARTERLY**

Rider Sweepers include the Tennant ATLV-4300 and Nilfisk Aquaride SE. Check each of the following items and adjust, if necessary. All consumable items (oil, grease, etc.) shall be included in the price of the PM. An inspection sheet shall be included in the work ticket with applicable areas noted as pass/fail. All deficiencies shall be noted and a quote provided for the repair shall be provided before any repair work is done. All repairs would fall under the additional work/labor (Lot B).

#### SAFETY:

- Back-up alarm, hopper safety arm, warning lights, safety devices, seat belts, seat safety sqitch, stabilizer leg, static chain, safety arm, safety decals, safety stop switch, machine creep, parking brake, speed limiter, belt guards, brakes, horn

#### SWEEPER:

- Pass self diagnostics, touch panel condition, touch panel operation, vacuum seal, electrical wires, thermos sentry switch, filter shaker, rear skirts, side skirts, side brush(s), belt guards, brush idler plugs, vacuum fan, vacuum shut-off, main brush(s), steering gearbox, tire(s), vacuum duct/hose, side brush adjustment, front skirts, hopper skirts, lube hopper lift bearings, main brush adjustment, main brush-debris/string, fire door/fuselink, grease fittings, hopper seals, brush drive plugs, caster wheel(s), dust filter/filter bag, brush door latches, drive chains, belts

#### SWEEPER OPERATION:

- Dust control, debris pickup, propelling system

#### SWEEPER/RIDER/ELECTRICAL (IF APPLICABLE):

- Electrical test, hopper lift motor, fuse(s), vac fan motor, side brush lift actuator, side brush motor, relays, switches, thermal switch-fuselink, hopper lift actuator, hourmeter, motor brushes, circuit breakers, electrical system, fuel gauge, ammeter/voltmeter, main brush lift actuator, main brush motor

#### SWEEPER/RIDER/HYDRAULICS (IF APPLICABLE):

- Hopper lift cylinder, propel pump, steering cylinder, steering cylinder valve, vac fan motor, valve(s), hose(s), main brush motor, propel motor, side brush motor, hydraulic fluid and filter changed per schedule, hydraulic fluid level, hydraulic tank breather, accessory pump(s), brush lift cylinder, hose connections/leaks

The equipment to have quarterly maintenance is listed in Attachment A.

- B. The Contractor shall affix a quarterly inspection certificate indicating the date of inspection to each piece of equipment when the service is complete.
- C. The Contractor shall advise the OCCC designated representative, as soon as practical, of any defect or condition that may adversely affect the proper operation of any equipment.

- D. The OCCC reserves the right to add newly acquired janitorial cleaning equipment to the contract for preventative maintenance during the course of the contract. The OCCC also reserves the right to delete equipment from the contract if the piece of equipment is past its useful life and will no longer be used by the OCCC.
- E. The Contractor shall perform work at the OCCC on site throughout the complex. The OCCC will assist the Contractor in locating equipment as needed.

**9. ADDITIONAL WORK**

- A. The Contractor shall perform as-needed repairs on janitorial cleaning equipment on both an emergency and non-emergency basis. For emergency repair requests, the on-call service mechanic's telephone response time shall be within sixty (60) minutes of notification. Onsite response shall be within four (4) hours for emergencies and within twenty- four (24) hours for routine repairs. The OCCC designated representative during each notification will establish check-in location and procedure.
- B. When additional work is requested by the OCCC, the Contractor shall provide a detailed written estimate for the work to the OCCC designated representative. The Contractor shall not start the repairs until receiving the express authorization of the OCCC designated representative. Performance of work without authorization may lead to non-payment for services.
- C. The OCCC may direct the Contractor to perform repairs at the location of equipment breakdown on OCCC property when equipment cannot be safely moved to repair space at the OCCC. If equipment must be removed from breakdown site for repairs, the Contractor shall provide transportation to move the equipment to the nearest on-site repair location. This location will be determined by the Environmental Services supervisor or designee.
- D. Invoices submitted for additional work shall itemize the number of hours, the contracted hourly rate, and a list of the materials used. Parts will be reimbursed based on invoice/receipt attached for invoice repair, plus the appropriate markup/markdown as identified in the bid sheet. Orange County is exempt from paying Sales Tax; however, The Contractor will be reimbursed for any Sales Tax amount incurred as part of an open market purchase. Sales Tax Reimbursement will not be subject to any administrative markup by the Contractor.

The Contractor shall submit a copy of the mechanic's service receipt indicating the date, time, unit number and nature of service performed. The OCCC designated representative must sign service receipts at the time the Additional Work is performed.

The OCCC will only pay shipping costs authorized for emergency repairs when the OCCC representative determines they are necessary after coordination with the Contractor. Failure to obtain an authorized signature may result in denial of payment for the work covered by the service receipt.

- E. The Contractor shall coordinate necessary warranty repairs on equipment still covered by manufacturer's warranties. These warranty repairs shall be performed by the authorized repair center as identified by the manufacturer.

- F. The OCCC will issue Delivery Orders per fiscal year for Additional Work. The Contractor shall reference the Contract Number and the appropriate Delivery Order number on all of its invoices. The OCCC will also issue an annual Delivery Order for all quarterly and annual inspections.

## **10. REPORTING**

The Contractor shall provide the OCCC designated representative with a monthly maintenance report, detailing all repairs and scheduled inspections performed on each piece of equipment during the month. In addition, the Contractor shall submit a monthly written summary of any potential and discovered deficiencies that require attention.

## **11. NON-PERFORMANCE / UNSATISFACTORY PERFORMANCE**

- A. Services shall be considered unacceptable and unsatisfactory performance when any one or more of the following conditions exist:
  - 1. Services were not performed in accordance with the content of this contract.
  - 2. Services were not performed within ten (10) working days of the scheduled maintenance date for the equipment specified. This requirement will be waived by the OCCC if the scheduled due date is conflicted by an emergency or the OCCC does not deliver the equipment on the scheduled maintenance date.
- B. In the event of non-performance of any or all of the routine services or repair work by the Contractor, the OCCC's Representative shall 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 two (2) hour timeframe. Although the timeframe for making corrections generally will occur outside of the Contractor's normal working hours, the Contractor will not receive any further compensation. The OCCC will make no deductions for such item if it is properly corrected.
  - 2. The OCCC 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 OCCC. Costs incurred by the OCCC for the correction using OCCC employees will be deducted from payments made to the Contractor at the rate established per the OCCC rate sheet. If another Contractor is used to correct the item, that cost will be deducted at the rate charged by the requested Contractor.
- C. The OCCC's Representative will 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.

**12. COUNTY'S (OCCC) RIGHT TO AUDIT SERVICES**

The OCCC reserves the right to make, or cause to be made, such audits and tests whenever necessary to ascertain that Services are being fulfilled. Deficiencies noted will be submitted, in writing, to the Contractor. The Contractor shall expeditiously correct deficiencies within thirty (30) working days at its expense. Written notification to OCCC is required once all deficiencies are corrected.

**BID RESPONSE FORM  
IFB #Y16-170-DG**

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.

| <u>Item</u> | <u>Description</u>  | <u>Estimated Annual Quantity</u> | <u>x</u> | <u>Unit Price</u> | <u>=</u> | <u>Total</u> |
|-------------|---|----------------------------------|----------|-------------------|----------|--------------|
| 1.          | Riding Scrubbers<br>Per Table A (12 current units)<br>(12 x 4 = 48 inspections) | 48                               | x        | \$_____ x 3 years | =        | \$_____      |
| 2.          | Riding Sweepers<br>Per Table A (3 current units)<br>(3 x 4 = 12 inspections)    | 12                               | x        | \$_____ x 3 years | =        | \$_____      |

| <u>Item</u> | <u>Description</u>   | <u>Estimated Annual Quantity</u> | <u>x</u> | <u>Hourly Rate</u> | <u>=</u> | <u>Total</u> |
|-------------|--|----------------------------------|----------|--------------------|----------|--------------|
| 3.          | Labor for Repairs<br>During Standard Business<br>Hours (M-F, 7:00AM-5:00PM)  | 500 hrs                          | x        | \$_____ x 3 years  | =        | \$_____      |
| 4.          | Labor for Repairs<br>During Non-Standard Business<br>Hours (M-F, 7:00AM-5:00PM)  | 300 hrs                          | x        | \$_____ x 3 years  | =        | \$_____      |
| 5.          | Pick-up/Delivery of Equipment<br>If Repairs are needed to be made<br>Offsite (Round Trip)  | 25 each                          | x        | \$_____ x 3 years  | =        | \$_____      |
| 6.          | Materials Percent Expressed as a decimal<br>Markup/Markdown for Materials over<br>Actual Cost. Contractor must submit<br>Supporting documentation with Invoice.<br>(1 +/- ._____) x \$30,000 x 3 years |                                  |          |                    | =        | \$_____      |

**Example: If markup is 10%, (1 + .10) x \$75,000 x 3 years = \$247,500.00**

**Example: If markdown is 10%, (1 - .10) x \$75,000 x 3 years = \$204,545.43**

|    |  |            |
|----|--|------------|
| 7. | Shipping Costs Reimbursement<br>(Emergency Shipping if Pre-authorized) | \$1,000.00 |
| 8. | Unforeseen Fees (Sales Tax, Disposal Fees, etc.)                       | \$1,000.00 |

**TOTAL ESTIMATED BID:** \$\_\_\_\_\_

\_\_\_\_\_  
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 **one (1) business day** after authorization by the Orange County Convention Center's (OCCC) designated representative. Performance for emergency repairs shall be an on-site response within **four (4) hours** after notification by the OCCC.

Inquiries regarding this Invitation for Bids may be directed to Dorothy Gordon, Senior Purchasing Agent, at [Dorothy.Gordon@ocfl.net](mailto:Dorothy.Gordon@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: \_\_\_\_\_

**EMERGENCY CONTACT**

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: \_\_\_\_\_

## 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. Y16-170-DG**

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

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

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

## CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

### CHECK ONE

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

OR

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

## LITIGATION STATEMENT

### CHECK ONE

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

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

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

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

\_\_\_\_\_  
TITLE

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

## E VERIFICATION CERTIFICATION

Contract No.Y16-170-DG

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.Y16-170-DG, Janitorial Cleaning Equipment Preventative Maintenance and Repairs**, within the state of Florida.

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

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

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

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

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



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

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the 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.

---

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(Use additional sheets of paper if necessary)

**Part III**

**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

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

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

\_\_\_\_\_  
Date

Printed Name and Title of Person completing this form:

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

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

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

(Notary Seal)

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

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

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

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

**WHAT IS THE RELATIONSHIP DISCLOSURE FORM?**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CONCLUSION:**

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

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

## ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

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

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

### **Part I**

#### **Please complete all of the following:**

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

---

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

---

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

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





**Part III**

**Original signature and notarization required**

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

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

Printed Name and Title of Person completing this form:  
\_\_\_\_\_

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

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

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

(Notary Seal)

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

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

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

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

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

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

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

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

**WHO NEEDS TO FILE THE SPR?**

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

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

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

*Expenditure* means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 5011(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).

| <p><b>PRODUCER</b></p> <p>1. Name of Agent or Broker<br/>Street Address<br/>City, State, Zip</p> | <p>CONTACT NAME:</p> <p>PHONE (A/C, No, Ext):      FAX (A/C, No):</p> <p>E-MAIL ADDRESS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C : 3.</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : |  | INSURER B : |  | INSURER C : 3. |  | INSURER D : |  | INSURER E : |  | INSURER F : |  |
|--|---|-------------------------------|--------|-------------|--|-------------|--|----------------|--|-------------|--|-------------|--|-------------|--|
| INSURER(S) AFFORDING COVERAGE  | NAIC #  |                               |        |             |  |             |  |                |  |             |  |             |  |             |  |
| INSURER A :  |   |                               |        |             |  |             |  |                |  |             |  |             |  |             |  |
| INSURER B :  |   |                               |        |             |  |             |  |                |  |             |  |             |  |             |  |
| INSURER C : 3.   |   |                               |        |             |  |             |  |                |  |             |  |             |  |             |  |
| INSURER D :  |   |                               |        |             |  |             |  |                |  |             |  |             |  |             |  |
| INSURER E :  |   |                               |        |             |  |             |  |                |  |             |  |             |  |             |  |
| INSURER F :  |   |                               |        |             |  |             |  |                |  |             |  |             |  |             |  |
| <p><b>INSURED</b></p> <p>2. Name of Insured<br/>Street Address<br/>City, State, Zip</p>          |   |                               |        |             |  |             |  |                |  |             |  |             |  |             |  |

**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.

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

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

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

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

- i. 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<br>ATTN: PROCUREMENT DIVISION<br>400 E. SOUTH STREET, 2 <sup>nd</sup> FLOOR<br>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:

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

## EXHIBIT D

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### WORKERS COMPENSTION AND EMPLOYEES LIABILITY INSURANCE POLICY WC 00 03 13

2<sup>ND</sup> Reprint

*Effective April 1, 1984*

Advisory

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#### WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

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

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

#### Schedule

#### **Name of Person or Organization:**

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

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©NCCI Holdings, Inc.

## EXHIBIT E

POLICY NUMBER:

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

### **WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### **SCHEDULE**

##### **Name of Person or Organization:**

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

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

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

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

# ATTACHMENT A

## TABLE A - PREVENTATIVE MAINTENANCE AND REPAIRS

| ASSET                   | SERIAL #  | LOCATION  | DESCRIPTION                   | MFG     | MODEL #        | COST         | PURCHASE DATE |
|-------------------------|-----------|---|-------------------------------|---------|----------------|--------------|---------------|
| <b>RIDING SCRUBBERS</b> |           |   |                               |         |                |              |               |
| 513278                  | M30-4614  |   | SCRUBBER/SWEEPER              | TENNANT | M30-LP-M30-LPG | \$60,299.97  | 2015          |
| 511839                  | M30-4336  |   | FLOOR SCRUBBER                | TENNANT | M30            | \$60,240.00  | 2014          |
| 511840                  | M30-4334  |   | FLOOR SCRUBBER                | TENNANT | M30            | \$60,240.00  | 2014          |
| 511841                  | M30-4335  |   | FLOOR SCRUBBER                | TENNANT | M30            | \$60,240.00  | 2014          |
| 508998                  | 1550-1588 | W. HALL A PARKING GARAGE (E. SIDE BY FORKLIFT AREA) | FLOOR SCRUBBER                | TENNANT | 1550           | \$111,875.33 | 2012          |
| 508997                  | 1550-1587 | S. DOCK BASIN (CAGE AREA ON E. END)                 | FLOOR SCRUBBER                | TENNANT | 1550           | \$111,875.32 | 2012          |
| 509048                  | 8300-7297 | W. DOCK BASIN (BLDG 12 BLDG SRVS CAGE UNDER ROOF)   | RIDING FLOOR SCRUBBER/SWEEPER | TENNANT | M-8300         | \$49,924.73  | 2012          |
| 509049                  | 8300-7298 | S. DOCK BASIN (CAGE AREA ON E. END)                 | RIDING FLOOR SCRUBBER/SWEEPER | TENNANT | M-8300         | \$49,924.73  | 2012          |
| 509047                  | 10582820  | S. DOCK BASIN (CAGE AREA ON E. END)                 | RIDING FLOOR SCRUBBER         | TENNANT | MR-14          | \$10,467.80  | 2012          |
| 509044                  | 10582823  | S. DOCK BASIN (CAGE AREA ON E. END)                 | RIDING FLOOR SCRUBBER         | TENNANT | MR-14          | \$10,467.80  | 2012          |
| 509045                  | 10582821  | W. HALL A PARKING GARAGE (N. SIDE CAGE AREA)        | RIDING FLOOR SCRUBBER         | TENNANT | MR-14          | \$10,467.80  | 2012          |
| 509046                  | 10582822  | W. HALL A PARKING GARAGE (N. SIDE CAGE AREA)        | RIDING FLOOR SCRUBBER         | TENNANT | MR-14          | \$10,467.80  | 2012          |
| <b>RIDING SWEEPERS</b>  |           |   |                               |         |                |              |               |
| 513276                  | 4300-3809 |   | VACUUM/SWEEPER                | TENNANT | ATLV-4300      | \$33,647.43  | 2015          |
| 513277                  | 4300-3808 |   | VACUUM/SWEEPER                | TENNANT | ATLV-4300      | \$33,647.43  | 2015          |
| 500103                  | 1670925   | W. HALL A PARKING GARAGE (N. SIDE CAGE AREA)        | RIDING FLOOR SWEEPER          | NILFISK | AQUARIDE SE    | \$8,498.00   | 2013          |

# ATTACHMENT B

## TABLE B - REPAIRS ONLY

| ASSET  | SERIAL #               | LOCATION                                      | DESCRIPTION       | MFG     | MODEL #  | COST        | PURCHASE DATE |
|--------|------------------------|---|-------------------|---------|----------|-------------|---------------|
| 511637 | 3510130908777          | REMOTE BLDG 1st FLOOR ENVIRONMENTAL SRVS AREA | WET/DRY VACUUM    | NILFISK | GWD 360  | \$1,043.19  | 2013          |
| 511638 | 3510130908776          | REMOTE BLDG 1st FLOOR ENVIRONMENTAL SRVS AREA | WET/DRY VACUUM    | NILFISK | GWD 360  | \$1,043.19  | 2013          |
| 511639 | 3510130908775          | REMOTE BLDG 1st FLOOR ENVIRONMENTAL SRVS AREA | WET/DRY VACUUM    | NILFISK | GWD 360  | \$1,043.19  | 2013          |
| 511640 | 3510130908778          | REMOTE BLDG 1st FLOOR ENVIRONMENTAL SRVS AREA | WET/DRY VACUUM    | NILFISK | GWD 360  | \$1,043.19  | 2013          |
| 508963 |                        | N. CHECK-IN OFFICE (RM 101-422)               | EXTRACTOR, CARPET | NOBLES  | SPEED-EX | \$2,635.11  | 2012          |
| 504273 | 08-4500-4WS00-0508-028 | W. CENTRAL RECEIVING BASIN (GREEN CAGE)       | SWEEPER           | CYCLONE | LP 4500  | \$86,900.00 | 2008          |
| 504299 |                        | W. EAST TUNNEL STORAGE ROOM                   | CARPET CLEANER    | TENNANT | R3       | \$2,802.45  | 2008          |
| 504300 |                        | N. CHECK-IN OFFICE (RM 101-422)               | CARPET CLEANER    | TENNANT | R3       | \$2,802.45  | 2008          |
| 504301 |                        | W. EAST TUNNEL STORAGE ROOM                   | CARPET CLEANER    | TENNANT | E5       | \$2,334.95  | 2008          |
| 504302 |                        | S. MTG RM 210 CORRIDOR (RM 205-413)           | CARPET CLEANER    | TENNANT | E5       | \$2,334.95  | 2008          |
| 504303 |                        | S. MTG RM 210 CORRIDOR (RM 205-413)           | CARPET CLEANER    | TENNANT | E5       | \$2,334.95  | 2008          |
| 504304 |                        | W. EAST TUNNEL STORAGE ROOM                   | CARPET CLEANER    | TENNANT | E5       | \$2,334.95  | 2008          |

|        |               |   |                             |                |                     |             |      |
|--------|---------------|---|-----------------------------|----------------|---------------------|-------------|------|
| 503083 | 800-6462      | S. HALL A<br>PARKING<br>GARAGE (E.<br>SIDE BY<br>FORLIFT<br>AREA) | RIDING<br>FLOOR<br>SWEEPER  | TENNANT        | M800                | \$44,060.56 | 2006 |
| 503082 | 7200-10990    | N. DOCK<br>BASIN<br>CHARGING<br>AREA (W.<br>END)                  | RIDING<br>FLOOR<br>SCRUBBER | TENNANT        | 7200                | \$17,436.10 | 2006 |
| 503081 | 7200-10989    | W. HALL A<br>PARKING<br>GARAGE (N.<br>SIDE CAGE<br>AREA)          | RIDING<br>FLOOR<br>SCRUBBER | TENNANT        | 7200                | \$17,436.09 | 2006 |
| 503084 | 6200-3212     | W. HALL A<br>PARKING<br>GARAGE (N.<br>SIDE CAGE<br>AREA)          | RIDING<br>FLOOR<br>SWEEPER  | TENNANT        | M6200               | \$16,485.40 | 2006 |
| 503049 | 1946790       | W. HALL A<br>PARKING<br>GARAGE (N.<br>SIDE CAGE<br>AREA)          | CARPET<br>EXTRACTOR         | ADVANCE        | AQUARIDE<br>SE      | \$14,099.13 | 2006 |
| 503050 | 1946743       | N. DOCK<br>BASIN<br>CHARGING<br>AREA (W.<br>END)                  | CARPET<br>EXTRACTOR         | ADVANCE        | AQUARIDE<br>SE      | \$14,099.13 | 2006 |
| 500993 | 1780285       | S. DOCK<br>BASIN<br>CHARGING<br>STATION (W.<br>END)               | RIDING<br>FLOOR<br>SCRUBBER | ADVANCE        | 2810C               | \$8,645.34  | 2006 |
| 500994 | 1780284       | REMOTE<br>BLDG 1st<br>FLOOR<br>(DAVID JAKES<br>AREA)              | RIDING<br>FLOOR<br>SCRUBBER | ADVANCE        | 2810C               | \$8,645.34  | 2006 |
| 500991 | 1779312       | N. DOCK<br>BASIN (CAGE<br>AREA ON W.<br>END)                      | RIDING<br>FLOOR<br>SWEEPER  | ADVANCE        | AQUA RIDER<br>SE    | \$8,981.23  | 2004 |
| 500992 | 1785445       | W. HALL A<br>PARKING<br>GARAGE (N.<br>SIDE CAGE<br>AREA)          | RIDING<br>FLOOR<br>SCRUBBER | ADVANCE        | 2810C               | \$8,645.35  | 2004 |
| 500958 | YC46000001624 | N. DOCK<br>BASIN BLDG<br>SRVS<br>STORAGE<br>ROOM (101-<br>409)    | CARPET<br>EXTRACTOR         | AMBASSA<br>DOR | C46000-00           | \$1,499.00  | 2004 |
| 500093 | 21809         | N. DOCK<br>BASIN (CAGE<br>AREA ON W.<br>END)                      | FLOOR<br>SCRUBBER           | TENNANT        | WALK<br>BEHIND 5700 | \$7,844.88  | 2003 |
| 500094 | 21807         | N. DOCK<br>BASIN (CAGE<br>AREA ON W.<br>END)                      | FLOOR<br>SCRUBBER           | TENNANT        | WALK<br>BEHIND 5700 | \$7,844.88  | 2003 |

|        |                 |  |                       |         |                  |             |      |
|--------|-----------------|--|-----------------------|---------|------------------|-------------|------|
| 500095 | 21806           | W. CENTRAL RECEIVING BASIN (BLDG SRVS CAGE)  | FLOOR SCRUBBER        | TENNANT | WALK BEHIND 5700 | \$7,844.88  | 2003 |
| 500096 | 21808           | S. DOCK BASIN CHARGING STATION (W. END)      | FLOOR SCRUBBER        | TENNANT | WALK BEHIND 5700 | \$7,844.88  | 2003 |
| 500097 | 21796           | N. DOCK BASIN (CAGE AREA ON W. END)          | FLOOR SCRUBBER        | TENNANT | WALK BEHIND 5700 | \$7,844.88  | 2003 |
| 500098 | 21797           | W. CENTRAL RECEIVING BASIN (BLDG SRVS CAGE)  | FLOOR SCRUBBER        | TENNANT | WALK BEHIND 5700 | \$7,844.88  | 2003 |
| 500099 | 614002-10146937 | N. DOCK BASIN CHARGING AREA (W. END)         | CARPET EXTRACTOR      | TENNANT | 1500             | \$4,570.88  | 2003 |
| 500101 | 614002-10147955 | N. DOCK BASIN CHARGING AREA (W. END)         | CARPET EXTRACTOR      | TENNANT | 1500             | \$4,570.88  | 2003 |
| 500102 | 614002-10147953 | N. DOCK BASIN CHARGING AREA (W. END)         | CARPET EXTRACTOR      | TENNANT | 1500             | \$4,570.88  | 2003 |
| 500004 | 1676667         | S. MTG RM 210 CORRIDOR (RM 205-413)          | VACUUM CLEANER        | ADVANCE | CARPETRIE VER 28 | \$1,230.00  | 2003 |
| 500005 | 1681818         | W. EAST TUNNEL STORAGE ROOM                  | VACUUM CLEANER        | ADVANCE | CARPETRIE VER 28 | \$1,230.00  | 2003 |
| 500006 | 1681819         | W. EAST TUNNEL STORAGE ROOM                  | VACUUM CLEANER        | ADVANCE | CARPETRIE VER 28 | \$1,230.00  | 2003 |
| 947422 | 1550-1439       | S. DOCK BASIN (CAGE AREA ON E. END)          | RIDING FLOOR SCRUBBER | TENNANT | 1550             | \$73,949.30 | 2002 |
| 947420 | 800-4843        | S. DOCK BASIN (CAGE AREA ON E. END)          | RIDING FLOOR SCRUBBER | TENNANT | 800-PROPANE      | \$37,924.00 | 2002 |
| 949599 | 10010851        | W. HALL A PARKING GARAGE (N. SIDE CAGE AREA) | CARPET EXTRACTOR      | TENNANT | 1500             | \$4,149.85  | 2001 |
| 949600 | 10039359        | W. HALL A PARKING GARAGE (N. SIDE CAGE AREA) | CARPET EXTRACTOR      | TENNANT | 1500             | \$4,149.85  | 2001 |
| 938056 | 4300-1523       | W. HALL A PARKING GARAGE (E. SIDE BY         | VACUUM CLEANER        | TENNANT | ATLU-4300        | \$25,297.09 | 2000 |



|        |                      |  |                     |                                  |                  |             |      |
|--------|----------------------|--|---------------------|----------------------------------|------------------|-------------|------|
|        |                      | FORKLIFT<br>AREA)  |                     |                                  |                  |             |      |
| 938167 | UC46000001957        | N. DOCK<br>BASIN BLDG<br>SRVS<br>STORAGE<br>ROOM (101-<br>409) | CARPET<br>CLEANER   | MINUTEM<br>AN/<br>AMBASSA<br>DOR | C46000-00        | \$1,084.85  | 2000 |
| 938168 | UC46000001956        | N. DOCK<br>BASIN BLDG<br>SRVS<br>STORAGE<br>ROOM (101-<br>409) | CARPET<br>CLEANER   | MINUTEM<br>AN/<br>AMBASSA<br>DOR | C46000-00        | \$1,084.85  | 2000 |
| 928391 | EI5NH00006769<br>HHT | W. HALL A<br>PARKING<br>GARAGE (N.<br>SIDE CAGE<br>AREA)       | CARPET<br>EXTRACTOR | CASTEX                           | EXPLORER<br>1500 | \$2,108.00  | 1999 |
| 934611 | 83565                | W. CENTRAL<br>RECEIVING<br>BASIN (BLDG<br>SRVS CAGE)           | FLOOR<br>BUFFER     | PIONEER/<br>ECLIPSE              | 28"              | \$3,395.00  | 1998 |
| 914948 | 098354               | W. EAST<br>TUNNEL<br>STORAGE<br>ROOM                           | VACUUM<br>CLEANER   | WINDSOR                          | MX28             | \$1,200.00  | 1998 |
| 909446 | 2339                 | W. CENTRAL<br>RECEIVING<br>BASIN (BLDG<br>SRVS CAGE)           | FLOOR<br>SCRUBBER   | TENNANT                          | 5700XP           | \$10,032.15 | 1995 |
| 941980 | 2683                 | W. CENTRAL<br>RECEIVING<br>BASIN (BLDG<br>SRVS CAGE)           | FLOOR<br>SCRUBBER   | TENNANT                          | 5700             | \$8,369.94  | 1995 |

**ATTACHMENT C**



*Orlando*

**Orange County  
Convention Center**

The Center of Hospitality,



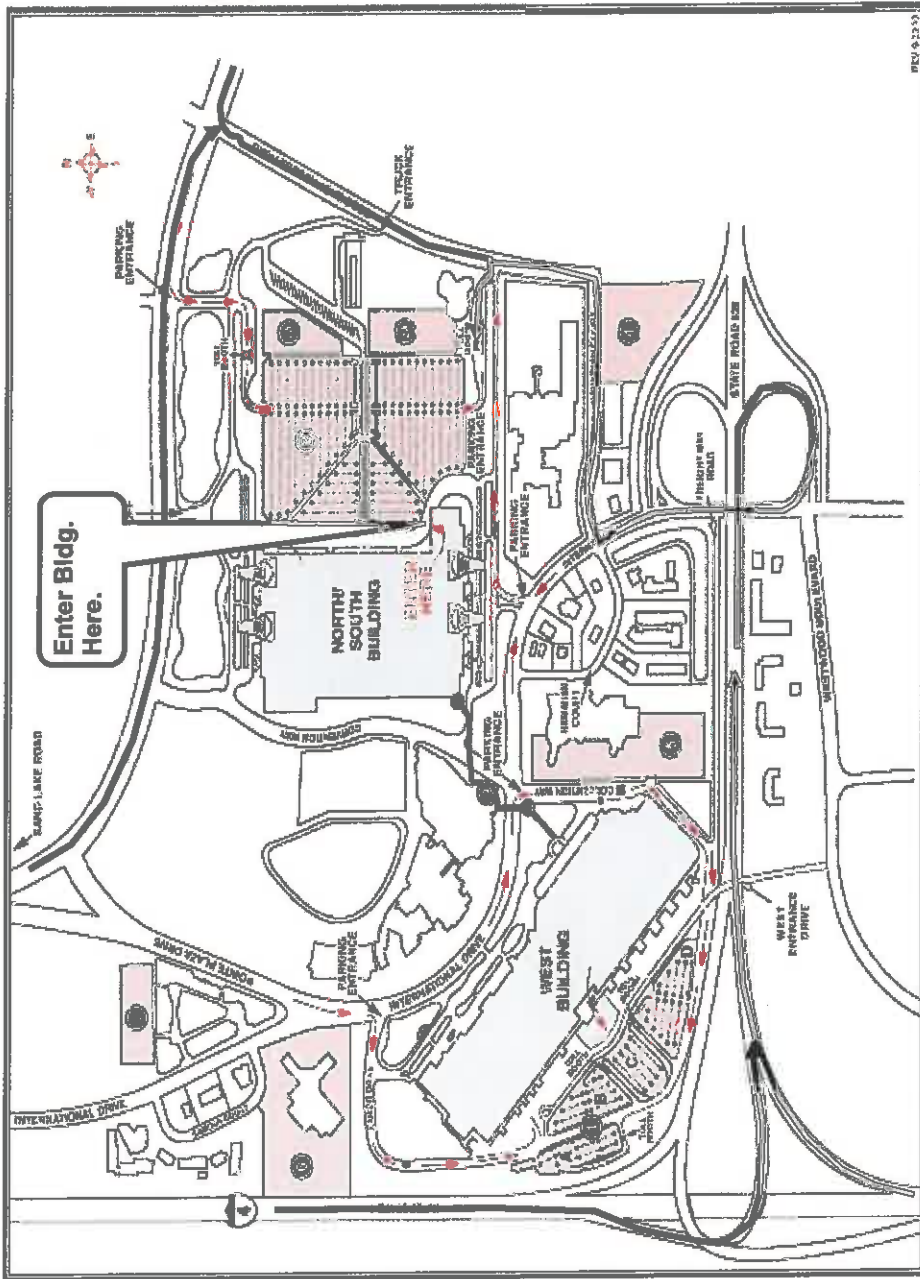
## **PARKING PASS**

**THIS PASS ALLOWS THE BEARER TO FREE PARKING  
WHILE ATTENDING THE FOLLOWING EVENT:**

**Y16-170-DG: JANITORIAL CLEANING  
EQUIPMENT/PREVENTATIVE MAINTENANCE & REPAIRS  
AT OCCC - PREBID  
SOUTH BUILDING - SOUTH 231A LARGE CONFERENCE ROOM  
VALID ONLY ON DECEMBER 18, 2015  
FROM 2:00 P.M. TO 3:00 P.M.**

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

From Sandlake Rd.



From Bee Line via Universal Blvd.

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