

July 27, 2018

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

**IFB #Y18-1013-KB
BUILDING AUTOMATION SYSTEMS
PREVENTATIVE MAINTENANCE AND REPAIRS**

ADDENDUM NO.3

This addendum is hereby incorporated into the Invitation for Bids document. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Deletions are denoted by ~~striketrough~~ and additions via underline.

1. The **BID RESPONSE FORM IFB #Y18-1013-KB** is replaced in its entirety with **ADDENDUM #3 REVISED BID RESPONSE FORM IFB #Y18-1013-KB** attached herein.
2. **ATTACHMENT 1 through 4 IFB #Y18-1013-KB** is replaced in their entirety with **(Revised) ATTACHMENT 1 through 4 IFB #Y18-1013-KB** attached herein
3. The **SCOPE OF SERVICES SUPPLEMENTAL INFORMATION** is added to Invitation for Bid #Y18-1013-KB attached herein.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid.
- b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Bidder

**(REVISED) BID RESPONSE FORM
IFB #Y18-1013**

BUILDING AUTOMATION SYSTEMS PREVENTATIVE MAINTENANCE AND REPAIRS

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

LOT A – TRANE BUILDING AUTOMATION SYSTEM

ITEM NO.	SERVICE PROVIDED	UNIT COST PER SERVICE		NUMBER OF LOCATIONS		ANNUAL SERVICE FREQUENCY		ESTIMATE TOTAL ANNUAL BID
<u>PREVENTATIVE MAINTENANCE - MINIMUM HOURS</u>								
1	Four (4) Hour Maintenance Service	\$_____/ea	X	9	X	2	=	\$_____
2	Eight (8) Hour Maintenance Service	\$_____/ea	X	14	X	2	=	\$_____
<u>ADDITIONAL SERVICES</u>								
3	Additional Maintenance Hours	\$_____/hr.			X	25	=	\$_____
4	Repair Labor - Standard Hours	\$_____/hr.			X	100	=	\$_____
5	Repair Labor - Non- Standard Hours	\$_____hr.			X	50	=	\$_____

Company Name

LOT A – TRANE BUILDING AUTOMATION SYSTEM

ADDITIONAL SERVICES *continues*

6	Training Class Hours	\$ _____/hr.		X	16	=	\$ _____	
7	Parts & Materials Reimbursement (plus % mark-up or discount)	_____ %			\$50,000.00	=	\$ _____	
	<p>Parts, materials and unforeseen charges reimbursement requires back-up documentation. Enter percent <u>mark-up or discount</u> in decimal form on line #7</p> <p>Ex. 10% mark-up = .10 +1, enter <u>1.10</u>. Maximum mark-up = 10% The your total would be 1.10 X \$5,000.00 = \$5,500.00</p> <p>Ex. 10% discount = (-.10) +1 = .90, enter <u>0.90</u>. No maximum The your total would be .90 X \$5,000 = \$4,500.00</p>							
8	Unforeseen Charges at Cost (taxes, approved freight, etc.)					=	\$5,000.00	
TOTAL - ALL LINES (1-8)								\$ _____

Company Name

(REVISED) BID RESPONSE FORM
IFB #Y18-1013
BUILDING AUTOMATION SYSTEMS PREVENTATIVE MAINTENANCE AND REPAIRS

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

LOT B – JOHNSON CONTROLS BUILDING AUTOMATION SYSTEM

ITEM NO.	SERVICE PROVIDED	UNIT COST PER SERVICE		NUMBER OF LOCATIONS		ANNUAL SERVICE FREQUENCY		ESTIMATE TOTAL ANNUAL BID
PREVENTATIVE MAINTENANCE - MINIMUM HOURS								
1	Four (4) Hour Maintenance Service	\$ _____/ea	X	16	X	2	=	\$ _____
2	Eight (8) Hour Maintenance Service	\$ _____/ea	X	15	X	2	=	\$ _____
ADDITIONAL SERVICES								
3	Additional Maintenance Hours	\$ _____/hr.			X	25	=	\$ _____
4	Repair Labor - Standard Hours	\$ _____/hr.			X	100	=	\$ _____
5	Repair Labor - Non- Standard Hours	\$ _____/hr.			X	50	=	\$ _____

 Company Name

LOT B – JOHNSON CONTROLS BUILDING AUTOMATION SYSTEM

ADDITIONAL SERVICES *continues*

6	Training Class Hours	\$ _____ /hr.		X	16	=	\$ _____	
7	Parts & Materials Reimbursement (plus % mark-up or discount)	_____ %			\$50,000.00	=	\$ _____	
<p>Parts, materials and unforeseen charges reimbursement requires back-up documentation. Enter percent mark-up or discount in decimal form on line #7</p> <p>Ex. 10% mark-up = .10 +1, enter <u>1.10</u>. Maximum mark-up = 10% The your total would be 1.10 X \$5,000.00 = \$5,500.00</p> <p>Ex. 10% discount = (-.10) +1 = .90, enter <u>0.90</u>. No maximum The your total would be .90 X \$5,000 = \$4,500.00</p>								
8	Unforeseen Charges at Cost (taxes, approved freight, etc.)					=	\$5,000.00	
TOTAL - ALL LINES (1-8)							=	\$ _____

Company Name

(REVISED) BID RESPONSE FORM
IFB #Y18-1013
BUILDING AUTOMATION SYSTEMS PREVENTATIVE MAINTENANCE AND REPAIRS

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

LOT C – AUTOMATED LOGIC BUILDING AUTOMATION SYSTEM

ITEM NO.	SERVICE PROVIDED	UNIT COST PER SERVICE		NUMBER OF LOCATIONS		ANNUAL SERVICE FREQUENCY		ESTIMATE TOTAL ANNUAL BID
<u>PREVENTATIVE MAINTENANCE - MINIMUM HOURS</u>								
1	Four (4) Hour Maintenance Service	\$ _____/ea	X	1	X	2	=	\$ _____
2	Eight (8) Hour Maintenance Service	\$ _____/ea	X	4	X	2	=	\$ _____
<u>ADDITIONAL SERVICES</u>								
3	Additional Maintenance Hours	\$ _____/hr.			X	12	=	\$ _____
4	Repair Labor - Standard Hours	\$ _____/hr.			X	50	=	\$ _____
5	Repair Labor - Non- Standard Hours	\$ _____/hr.			X	25	=	\$ _____

 Company Name

LOT C – AUTOMATED LOGIC BUILDING AUTOMATION SYSTEM

ADDITIONAL SERVICES *continues*

6	Training Class Hours	\$_____ /hr.		X	16	=	\$_____	
7	Parts & Materials Reimbursement (plus % mark-up or discount)	_____ %			\$15,000.00	=	\$_____	
<p>Parts, materials and unforeseen charges reimbursement requires back-up documentation. Enter percent mark-up or discount in decimal form on line #7</p> <p>Ex. 10% mark-up = .10 +1, enter <u>1.10</u>. Maximum mark-up = 10% The your total would be 1.10 X \$5,000.00 = \$5,500.00</p> <p>Ex. 10% discount = (-.10) +1 = .90, enter <u>0.90</u>. No maximum The your total would be .90 X \$5,000 = \$4,500.00</p>								
8	Unforeseen Charges at Cost (taxes, approved freight, etc.)					=	\$1,000.00	
TOTAL - ALL LINES (1-8)								\$_____

Company Name

(REVISED) BID RESPONSE FORM
IFB #Y18-1013
BUILDING AUTOMATION SYSTEMS PREVENTATIVE MAINTENANCE AND REPAIRS

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

LOT D – RELIABLE CONTROLS BUILDING AUTOMATION SYSTEM

ITEM NO.	SERVICE PROVIDED	UNIT COST PER SERVICE		NUMBER OF LOCATIONS		ANNUAL SERVICE FREQUENCY		ESTIMATE TOTAL ANNUAL BID
PREVENTATIVE MAINTENANCE - MINIMUM HOURS								
1	Four (4) Hour Maintenance Service	\$ _____/ea	X	18	X	2	=	\$ _____
2	Eight (8) Hour Maintenance Service	\$ _____/ea	X	2	X	2	=	\$ _____
ADDITIONAL SERVICES								
3	Additional Maintenance Hours	\$ _____/hr.			X	16	=	\$ _____
4	Repair Labor - Standard Hours	\$ _____/hr.			X	50	=	\$ _____
5	Repair Labor - Non- Standard Hours	\$ _____/hr.			X	25	=	\$ _____

 Company Name

LOT D – RELIABLE CONTROLS BUILDING AUTOMATION SYSTEM

ADDITIONAL SERVICES *continues*

6	Training Class Hours	\$ _____ /hr.		X	16	=	\$ _____	
7	Parts & Materials Reimbursement (plus % mark-up or discount)	_____ %			\$15,000.00	=	\$ _____	
<p>Parts, materials and unforeseen charges reimbursement requires back-up documentation. Enter percent <u>mark-up or discount</u> in decimal form on line #7</p> <p>Ex. 10% mark-up = .10 +1, enter <u>1.10</u>. Maximum mark-up = 10% The your total would be 1.10 X \$5,000.00 = \$5,500.00</p> <p>Ex. 10% discount = (-.10) +1 = .90, enter <u>0.90</u>. No maximum The your total would be .90 X \$5,000 = \$4,500.00</p>								
8	Unforeseen Charges at Cost (taxes, approved freight, etc.)					=	\$1,000.00	
TOTAL - ALL LINES (1-8)							=	\$ _____

Company Name

Lot A – Trane Building Automation System Total - \$ _____

Lot B – Johnson Controls Building Automation System Total - \$ _____

Lot C – Automated Logic Building Automation System Total - \$ _____

Lot D – Reliable Controls Building Automation System Total - \$ _____

ALL LOTS – GRAND TOTAL - \$ _____

Company Name

**IFB#Y18-1013-KB
(Revised) ATTACHMENT 1**

LOT A – TRANE BAS BY LOCATION

	SYSTEM	SEMI-ANN PM HOURS	ANNUAL PM HOURS	CONTACT
DOWNTOWN DISTRICT				
IOC I	Tracer SC	12	24	Carlos Cuevas – (321) 229-1229 Carlos.CuevasGonzalez@ocfl.net
Courthouse Building E - Central Plant	Tracer SC	4	8	
	Total	16	32	
33rd STREET/CORRECTIONS DEPT.				
Corrections CEP-1	Tracer Summit BCU	4	8	Chuck Melton – (321) 228-2914 Charles.Melton@ocfl.net
Corrections Support	Tracer SC	8	16	
Corrections D,E & F Boiler Rm	Tracer Summit BCU	8	16	
Corrections Genesis	Tracer Summit BCU	4	8	
Corrections Phoenix	Tracer Summit BCU	8	16	
Corrections Whitcomb	Tracer Summit BCU	4	8	
	Total	44	88	
CENTRAL DISTRICT				
Facilities Management Admin	Trane SC	4	8	Gary Swedo – (407) 948-6070 gary.swedo@ocfl.net
GOV Youth Shelter	Trane Tracker	4	8	
Holden Heights	Trane SC	8	16	
Juvenile Justice Center	Tracer Summit BCU	16	32	
Public Defenders Office	Trane SC	4	8	
Juvenile Assessment	Trane SC	8	16	
Mable Butler Building	Trane SC	8	16	
Sheriff's Central Complex	Tracer Summit BCU	16	32	
Regional Computer Center	Trane SC	8	16	
	Total	76	152	
EAST DISTRICT				
East Orange CC	Trane Tracker	8	16	Dean Cousins - (407) 947-8113 dean.cousins@ocfl.net
Sheriff's Sector II	Trane SC	8	16	
Three Points Hwy Maintenance	Trane SC	4	8	Jimmy To (407) 947-3120 NghiaJimmy.To@ocfl.net Gary Swedo – (407) 948-6070 gary.swedo@ocfl.net
Sheriffs Fire Range	Trane SC	8	16	
East Orange Soccer Complex	Trane SC	4	8	
	Total	32	64	
WEST DISTRICT				
Barnett Park	Trane Summit BCU	8	16	Gary Swedo - (407) 948-6070 gary.swedo@ocfl.net
Lila Mitchell Center	Trace Summit BCU	4	8	
	Total	12	24	
ESTIMATED TOTAL PM HOURS		180	360	

**IFB#Y18-1013
(Revised) ATTACHMENT 2**

LOT B – JOHNSON CONTROLS BAS BY LOCATION

	SYSTEM	SEMI-ANN PM HOURS	ANNUAL PM HOURS	CONTACT
DOWNTOWN DISTRICT				
Courthouse Building A, B, C	Metasys NAE	24	48	Carlos Cuevas – (321) 229-1229 Carlos.CuevasGonzalez@ocfl.net
IOC 2	Metasys NAE	8	16	
Administration Center	Metasys NAE	8	16	
	Total	40	80	
33rd STREET/CORRECTIONS DEPT.				
Cassady Building	Metasys NAE	8	16	Chuck Melton (321) 228-2914 Charles.Melton@ocfl.net
Sheriff's Sector 4 Sub Station	Metasys NAE	8	16	
Corrections - B Building	Metasys NAE	8	16	
CEP-2,FDC, BRC, In./Rel. Fac. Chiller Plant Only	Metasys NCE	4	8	
Horizons Bldg.	Metasys NAE	12	24	
		40	80	
CENTRAL DISTRICT				
Health Dept. Build 1	Metasys	8	16	Gary Swedo - (407) 948-6070 gary.swedo@ocfl.net
Medical Clinic	Metasys	4	8	
	Total	12	24	
EAST DISTRICT				
Sphaler Park/Sphaler Activity - Recreation Center	Metasys	4	8	Dean Cousins - (407) 947-8113 dean.cousins@ocfl.net
Taft Community Center - Office	Metasys	4	8	
Taft Neighborhood Center for Families/Taft Service Center	Metasys	4	8	Jimmy To (407) 947-3120 NghiaJimmy.To@ocfl.net
Goldenrod Magic Gym	Metasys	4	8	
South Econ Magic Gym	Metasys	4	8	
Renaissance Center East Orange - Senior Center	Metasys	4	8	
Meadow Woods Magic Gym	Metasys	4	8	
	Total	28	56	
WEST DISTRICT				
Mildred Dixon	Metasys	4	8	Gary Swedo - (407) 948-6070 gary.swedo@ocfl.net
Magic Gym West Orange	Metasys	4	8	
Pine Hills Build B	Metasys	4	8	
Apopka Service Center	Metasys	8	16	
Ocoee Service Center	Metasys	8	16	
Hal Marston	Metasys	4	8	
Maxey Comm Center	Metasys	4	8	
Magic Gym Silver Star	Metasys	4	8	
	Total	40	80	
ESTIMATED TOTAL PM HOURS		160	320	

(Revised) ATTACHMENT 3

LOT C – AUTOMATED LOGIC BAS BY LOCATION

	SYSTEM	SEMI-ANN PM HOURS	ANNUAL PM HOURS	CONTACT
33rd STREET/CORRECTIONS DEPT.				
Facility Office 33rd Street District	ALC	4	8	Chuck Melton (321) 228-2914 Charles.Melton@ocfl.net
	Total	4	8	
CENTRAL DISTRICT				
Work Release	WebCTR	8	16	Gary Swedo - (407) 948-6070 gary.swedo@ocfl.net
Public Works Build 1	WebCTR	8	16	
Public Works Build 2 and CEP	WebCTR	8	16	
	Total	24	48	
WEST DISTRICT				
Willow Street Community Center	WebCTR	8	16	Gary Swedo - (407) 948-6070 - gary.swedo@ocfl.net
John Bridges Community Center	WebCTR	8	16	
	Total	16	32	
ESTIMATED TOTAL PM HOURS		44	88	

**IFB#Y18-1013
(Revised) ATTACHMENT 4**

LOT D – RELIABLE CONTROLS BAS BY LOCATION

	SYSTEM	SEMI-ANN PM HOURS	ANNUAL PM HOURS	CONTACT
DOWNTOWN DISTRICT				
Housing and Community Development	Mach-ProWeb	4	8	Carlos Cuevas (321) 229-1229 Carlos.CuevasGonzalez@ocfl.net
	Total	4	8	
CENTRAL DISTRICT				
GOV Administration	Mach-ProWeb	4	8	Gary Swedo - (407) 948-6070 gary.swedo@ocfl.net
GOV Hagood House	Mach-ProWeb	4	8	
GOV Learning Center	Mach-ProWeb	4	8	
GOV Highsmith Cottage	Mach-ProWeb	4	8	
GOV Owle Cottage	Mach-ProWeb	4	8	
GOV Day Cottage	Mach-ProWeb	4	8	
Wellworks	Mach-View LCD	4	8	
Health Dept. Build 2	Mach-ProWeb	4	8	
Health Dept. Build 3	Mach-ProWeb	4	8	
Co-Op Ext	Mach-ProWeb	8	16	
Fort Gatlin Office	Mach-ProWeb	4	8	
Animal Services Building 100, 200, 400, 500	Mach-ProWeb	8	16	
Health Services Admin Building 2002A	Mach-ProWeb/Daikin	4	8	
Special Services Building	Mach-ProWeb/Daikin	4	8	
	Total	64	128	
EAST DISTRICT				
Bear Creek Park - Recreation Center	Mach-ProWeb	4	8	Dean Cousins - (407) 947-8113 dean.cousins@ocfl.net
Capehart Park – Recreational Center	Mach-ProWeb	4	8	Jimmy To (407) 947-3120 NghiaJimmy.To@ocfl.net
Headstart Taft Center - Office	Mach-ProWeb	4	8	
Facilities Management East District Office	Mach-ProWeb	4	8	
	Total	16	32	
WEST DISTRICT				
LEVO	Mach-ProWeb	8	16	Gary Swedo - (407) 948-6070 gary.swedo@ocfl.net
Southwood Complex Building A	Mach-ProWeb	4	8	
Southwood Complex Building B Headstart	Mach-ProWeb	4	8	
Parks & Recreation Warehouse	Mach-ProWeb	4	8	
	Total	20	40	
ESTIMATED TOTAL PM HOURS		104	208	

**SCOPE OF SERVICES
SUPPLEMENTAL INFORMATION**

1. SECURITY AND IDENTIFICATION

- A. All costs for background investigations including state and national fingerprinting-based record checks shall be Contractor's responsibility. The County will have the right to request any additional investigative background information including, but not limited to, the employment record, Right-To-Know records, training records, payroll records, position for which hired including site location of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services. The County reserves the right to conduct its own investigation of any employee of the Contractor.
- B. The Contractor shall be responsible for security clearance compliance for all employees and subcontractors. Background checks and security clearance requirements shall be based on the security requirements for each facility. The Contractor shall perform background checks at the Contractor's expense, including any security clearance required by the Florida Department of Law Enforcement (FDLE), Division of Criminal Justice Information Services (CJIS) and submit them to County for determining whether the employee is allowed to work for in a particular facility.

Background Checks for the Contractor's staff must be approved by the County prior to working in any County facility. Contractors are responsible for obtaining the necessary forms for background checks as follows:

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

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

Due to the time required to process background checks, the Contractor should allow 2-3 weeks turn-around time. Each County Representative will inform the contractor of their Background Check results.

Upon Background Check approval, the Contractor's staff shall go to the Orange County Human Resources office located at 450 E. South St., Orlando, FL 32801 with an Affidavit of Identity form (issued by Contractor, sample form in contract documents) and a State of Florida I.D. or Driver's License to obtain their Orange County photo I.D. badge.

- C. Contractor's employees will not be allowed to work in Orange County facilities 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 County's Representative, in writing, of such termination or transfer and return said employee's Orange County photo I.D. badge to the Facilities Management Division Contract Administrator.
- E. The Contractor shall report the arrest of any employee working under the terms of this contract to the County's Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the County whether the employee shall continue to work at County locations within this contract.
- F. The Contractor shall remove from County premises any of his employees who, in the opinion of the County's Representative, is not performing the services in a proper manner or does not comply with the rules and regulations of the County. The Contractor shall in no way, interpret such removal to require dismissal or other disciplinary action of the employee. The County's Representative will request that anyone suspected of working under the influence of alcohol or controlled substances be removed from the workplace. The Contractor shall establish, implement and maintain procedures and controls to ensure that their employees comply with all applicable provisions of the contract and all site rules and practices of the County
- G. The Contractor shall not use employees of any temporary employment agency to supplement his work force in County buildings for any reason. Only Contractor employees shall be used to perform the required services of this contract unless otherwise approved, in writing, by the County'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. Contractor personnel are required to wear uniforms and employer identification badges displaying their company name to adequately identify them as company staff. The contractor shall ensure that all of its employees are clean, neat and appropriately attired during performance of the services.

- J. The Contractor shall ensure all employees prominently wear the ID badge on the front of his or her uniform at all times while on County premises.
- K. Access to a site must be coordinated through the County's Representative.
- L. Sixty (60) days prior to each Contract renewal or contract end, the Contractor's Orange County photo ID badge will be inventoried by the Facilities Management Division Contract Administrator. At that time, the Contractor will be advised of any missing ID cards. If any ID Cards are missing, the Contractor will be charged a \$25.00 fee per each missing ID badge. However, the County may charge and collect this fee at any time during the contract.

SPECIAL CONDITIONS FOR WORKING AT THE CORRECTIONS COMPLEX

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

- A. All Contractor employees shall carry a valid ID at all times.
- B. The Contractor shall provide a list of all employees that will be working inside any jail. A full criminal history shall be run on each employee by the Corrections Department. No Contractor employee will be allowed to work inside any jail if they are on active probation, home confinement, parole or have been arrested within the last five (5) years or have been arrested for any crime involving violence, drugs or theft. The Contractor employee list shall include:
 - 1. Employee's Full name
 - 2. Employee's date of birth
 - 3. Employee's Race/Sex
 - 4. Employee's Social Security Number
 - 5. Employee's Driver's License number
- C. Only authorized employees of the Contractor shall be allowed to work at Corrections. WORK RELEASE INMATES ARE NOT AUTHORIZED TO WORK ON ANY JAIL PROJECT.
- D. Contractor's employee shall wear their Contractor issued ID on the collar of their shirt at all times while on the Corrections compound. This ID will be issued to each Contractor employee at the North perimeter building and will only be given upon surrendering of a valid personal ID.
- E. If an ID is lost, the Contractor's employee shall report it immediately to their escort officer.
- F. In the event of an emergency, the Contractor's employee shall report it to the nearest Corrections staff member. They will contact 911.
- G. The Contractor's employees shall follow direction of the escort officer at all times.

- H. The Contractor's employees shall not bring tobacco or tobacco products inside any jail or on top of any roof or within any jail fence line.
- I. The Contractor's employees shall not bring or wear hats or sunglasses inside any facility.
- J. The Contractor's employees shall not bring any cell phones inside the facility unless authorized by Corrections.
- K. Contractor vehicles shall have the windows rolled up and be locked at all times and parked in only pre-authorized areas.
- L. The Contractor shall ensure that during breaks, if a Contractor's employee leaves an area, all tools must be removed.
- M. All Contractor tools will be inventoried going into and out of a facility. Contractor shall ensure that employees take in only what is needed to perform the services.
- N. At the end of each workday, the Contractor shall ensure that all tools and debris are collected. The Contractor shall conduct an inspection of all areas to ensure all tools are accounted for.
- O. No illegal drugs or drug paraphernalia are allowed in the compound.
- P. No weapons, guns or ammunition are allowed in the compound.
- Q. The Contractor shall ensure that no inmate interaction occurs. The Contractor's employees shall not talk to or give or receive anything from an inmate, including cigarettes.
- R. The Contractor shall only use storage areas approved at the beginning of the project, unless otherwise permitted during a project by Corrections.
- S. The Contractor shall not leave clothing unattended, including hats and sunglasses.

2. ORANGE COUNTY HOLIDAYS

Legal holidays when most County buildings will be closed to the public, are as follows:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day and the Friday after Thanksgiving Day
7. Christmas Eve and Christmas Day

In addition to Orange County Holidays, the Ninth Judicial Circuit Court and the Clerk of Court also observe the following:

1. Good Friday
2. Rosh Hashanah
3. Yom Kippur
4. Veterans Day

3. ORANGE COUNTY CONVENTION CENTER 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), 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 Destination Parkway Parking Structure, the Contractor shall perform background checks at its expense and submit them to OCCC for determining whether the employee is acceptable to be allowed to work 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 and five panel drug screen, 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 Orange County Convention Center 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 County 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 Orange County Convention Center Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the Orange County Convention Center whether the employee shall continue to work at Center locations within this contract.
- F. The Contractor shall ensure that all vehicles used by their staff are properly identified with the companies name and logo.
- G. The Contractor shall remove from Convention Center premises any of his employee's who, in the opinion of the County's Representative, or designee, is not performing the services in a proper manner, or who is incompetent, disorderly, abusive, dangerous, disruptive, or does not comply with the rules and regulations of the 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 Convention Center Representative will request that anyone suspected of working under the influence of alcohol or controlled substances be removed from the workplace.
- H. OCCC Photo Identification Badges will be issued on an as-needed basis for the Contractor's employees that have successfully passed their background check and five panel drug screen check. Badges are the property of the OCCC. Each lost and/or misplaced badge will result in a \$25.00 replacement fee, payable to the OCCC. Payment should be taken to the Business Services office prior to obtaining the replacement badge (receipt must be presented in order to receive a replacement badge). Keys may also be issued to Contractor's employees on an as-needed basis. All keys are the property of the OCCC. There will be a \$35 charge per key for all lost and unreturned keys. If multiple cores must be changed due to a missing key, the Contractor shall be responsible for all the core changes. Core changes are \$35.00 per core.