

February 5, 2018

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

**IFB #Y18-144-KB
JANITORIAL SERVICES
ORANGE COUNTY CONVENTION CENTER**

ADDENDUM NO.2

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 ~~strike through~~ and additions via underline.

1. The acceptance date has been changed as follows: Sealed bid offers will be accepted up to **2:00 PM** (local time), **Tuesday, February 13, 2018**.

2. **Question:** What is the total contract amount?

Answer: Contract Y12-1041 (current contract) was awarded for \$4,947,056.40.

3. **Question:** In the case that we will need additional equipment on-site, is there additional space for storage?

Answer: Currently, that is all the space that is allocated for the janitorial contractor. If additional space is needed this may be discussed with the awarded contractor.

4. **Question:** Will there be any current equipment at our disposal?

Answer: Per the bid specifications, the bidder shall supply all equipment, tools, labor etc.

5. **Question:** Is gas and propane usage outside of Convention Center acceptable?

Answer: Gas and propane is allowed for outdoor use only.

6. **Question:** Who holds the current contract for the janitorial services?

Answer: A.C.A. Industries, Inc d/b/a American Maintenance

7. **Question:** What is the price of the current contract?

Answer: Contract Y12-1041 (current contract) was awarded for \$4,947,056.40.

8. **Question:** On page 15 of the bid document, #2 Part A states that, "Large commercial buildings/complexes for the purposes of qualification shall be defined as ### square foot or more." Is there a specific number that should be here?

Answer: 1,000,000 square feet for a single customer. See page 15A herein.

9. **Question:** Is there a living wage requirement within Orange County greater than the Florida minimum wage?

Answer: Bidders shall adhere to Local, State and Federal Labor Laws.

10. **Question:** Can you please send an addendum recapping the Q&A session during the mandatory pre-bid walk through?

Answer: The answers issued in this addendum are inclusive of questions during the pre-bid conference.

11. **Question:** Please clarify the ability to utilize scissor and boom lifts on the convention floor. High dusting and window cleaning both would require the use of a lift.

Answer: Electric scissor lifts and electric boom lifts can be used on the floor in accordance with all regulatory safety standards.

12. **Question:** Will the Convention Center be closed on nationally or Orange County recognized holidays?

Answer: The Convention Center is open 365 days a year and does not close for holidays.

13. **Question:** Is the use of propane fueled equipment allowed? I.e. propane burnishers.

Answer: No propane fuel equipment is allowed inside the Orange County Convention Center.

14. **Question:** Is it possible to get a copy of the current 2018 convention schedule?

Answer: The current 6-month schedule can be accessed at <http://calendar.occcc.net/calendar/>. In addition, the awarded vendor will have access to a much more detailed calendar on a weekly basis.

15. **Question:** What is the average number of non-attendee days per year?

Answer: We have no average on non-attendee days. The Convention Center is open 365 days a year, and staff works every day. All cleaning will be done daily per the scope of work.

16. **Question:** Attachment C. Items 21A (Repair and Polish Terrazzo Floors) and 21B (Restore Terrazzo Floors) are specific to terrazzo. Please confirm daily wet mopping of terrazzo is required and included as part of item 16A – Wet Clean Non-Carpeted Floors, which was previously included as a separate line item.

Answer: Daily sweeping and wet cleaning of the Terrazzo is required as is stated in 16A. These are hard floor NON-CARPETED surfaces.

17. **Question:** Page 15, item 2A. Please provide the SF for large commercial buildings/complexes which now shows ###.

Answer: See answer #7.

18. **Question:** Who is the incumbent contractor and how long have they been providing their services?

Answer: American Maintenance, they had the contract for the past 5 years to end on June 30, 2018.

19. **Question:** What is the current contracted monthly price and yearly price?

20. **Answer:** The current contract can be viewed on the Orange County Website under contract # Y12-1041 at <http://apps.ocfl.net/OrangeBids/Termcontracts>

21. **Question:** Can you provide us with the bid tab sheet from the last bid opening?

Answer: All public records requests shall be sent to ProcurementRecords@ocfl.net for processing, estimating and invoicing.

22. **Question:** Is it possible to get the current supply usages from the current contractor?

Answer: Orange County supplies soap, paper towels, toilet paper, feminine hygiene bags, and toilet seat covers. The supplies that the current contractor uses to clean with are provided by the contractor.

23. **Question:** Is the scope/size of this bid identical with the current contract? Have there been any changes from the previously awarded contract to current request for bid?

Answer: The current contract is viewable on the Orange County website under contract #Y12-1041-at <http://apps.ocfl.net/OrangeBids/Termcontracts>

24. **Question:** Are there any significant changes from the last bid?

Answer: See answer #22

25. **Question:** What are the criteria for awarding the contract?

Answer: The criteria is list in the bid specifications- Special Terms and Conditions, Section 2 through 4, page 16 of Invitation of Bid.

26. **Question:** Is the contract being bid out due to poor performance from the incumbent contractor?

Answer: No, the current contract has reached expiration and requires a rebid.

27. **Question:** Why did these facilities come up for bid at this time?

Answer: See answer #25

28. **Question:** What is the County's prevailing living wage rate? Can that be included in the bid spec?

Answer: Bidders shall adhere to Local, State and Federal Labor Laws.

29. **Question:** Is there collective bargain Agreement with the County or current vendor?

Answer: No

30. **Question:** Please provide a copy of the current contractor's, and 2018 projected schedule for Annual, Quarterly, and Monthly Project Work.

Answer: The current contract is viewable on the Orange County website under contract #Y12-1041 at <http://apps.ocfl.net/OrangeBids/Termcontracts>

31. **Question:** The IFB, on page 27, "North/South Building" states that the area is subdivided into 2 zones, however, Attachment B shows 4 zones. Please clarify.

Answer: There are four zones.

32. **Question:** Is the SF of the Orange TV facility and the bridges included in the aggregate SF of the West & N/S Buildings, or are these SF in addition to?

Answer: Orange TV square footage is included in N/S square footage. The bridges are not included in either building.

33. **Question:** Will Day Porters be required during operational hours for restroom and policing services? If so, what are those hours?

Answer: No, they will not be required.

34. **Question:** Please provide the last 12 months of work orders.

Answer: All public records requests shall be sent to ProcurementRecords@ocfl.net for processing, estimating and invoicing.

35. **Question:** Please provide a listing of work outside the scope of the base fee that was reimbursed over each of the past two years. The list should include a brief description of the work done and the amount paid for each project.

Answer: All public records requests shall be sent to ProcurementRecords@ocfl.net for processing, estimating and invoicing.

36. **Question:** Please provide an upcoming calendar of events.

Answer: See the OCCC website for the event calendar at <http://calendar.occcc.net/calendar/>

37. **Question:** Besides the day cleaning of the Orange TV facility, are there any other areas that will require day cleaning?

Answer: No

38. **Question:** Are ORBIO machines installed at the OCCC Facility for the use of the awarded Contractor? If so, who is responsible for the monthly fee and the cost of the salt pellet supply?

Answer: There are no ORBIO machines at the OCCC.

39. **Question:** What hours are the cleaning teams to perform services for the bridge facilities?

Answer: It will depend on the show activity.

40. **Question:** Who will be responsible for ensuring the safety of drivers when the awarded contractor is performing the Pressure Washing of the Walk Way bridges? If it is the awarded contractor's responsibility, what is the Convention Center's Standard Operating Procedure to reduce risk and prevent incidents with debris and water overflow?

Answer: The Contractor is responsible for safety, etc. See page 19 of the Invitation for Bid.

41. **Question:** Will the awarded Contractor be allowed to utilize equipment powered by propane?

Answer: Only equipment used outside can be powered by propane. No indoor equipment can be powered by propane.

42. **Question:** Does each building have roof anchors, as well as a certified roof plan showing the load tested/certified anchors as per OSHA 1910 sub part D for the window washing? If yes, please provide copies.

Answer: There are no roof anchors in the building.

43. **Question:** What is the current yearly cost under the current contract?

Answer: The current contract is viewable on the Orange County website under contract #Y12-1041 at <http://apps.ocfl.net/OrangeBids/Termcontracts>

44. **Question:** Can you provide the bid submittal from the current contractor on the last bid?

Answer: The current contract is viewable on the Orange County website under contract #Y12-1041 at <http://apps.ocfl.net/OrangeBids/Termcontracts>

45. **Question:** The dimensions provided on attachment D, are they for just ground dimensions or total for all areas to be cleaned including overhang?

Answer: Attachment D for Bridges is the linear footage of the floor of the bridges.

46. **Question:** Is the frequency at Orange TV to be daily or just Monday and Thursday, and if so, what about Wednesday as indicated in Attachment C?

Answer: Service days are Mondays and Thursdays. Wednesday are not on Attachment C. Attachment C – the legend defined W = weekly.

47. **Question:** Attachment C indicates that carpet shampooing for area 2 (Building Staff areas are conducted quarterly. Whereas the Bod proposal form reflects monthly, which is it?

Answer: Attachment C has various frequencies; however the prices on the bid sheet are a monthly charge.

48. **Question:** Bid proposal item #9, Semiannual first 3 panes is a semiannual unit price, however the extension is for x10 (over 3 years). Is this correct, shouldn't this be 6?

Answer: This will be 6 times (semi-annually for the three-year contract)

49. **Question:** Please provide maps, drawings, floor plans, of all pedestrian bridges at the West and North-South buildings.

Answer: There are no maps/drawings available.

50. **Question:** How many visitors per year does OCCC have?

Answer: This number depends on the number of events each year.

51. **Question:** Is employee leasing or employee subcontracting (1099) allowed?

Answer: Employee leasing is not allowed. Annual or Semiannual work may be subcontracted. Those subcontractors must also follow the same personnel instructions per the contract.

52. **Question:** Can you confirm the rental equipment number of \$40K is only for additional work and not for annual contract work?

Answer: Rental equipment charges are for additional work only and not for annual work.

53. **Question:** Is there any work in the service corridors? Any restrooms, break rooms, offices?

Answer: There are very few restrooms and offices in service corridors. Those would be serviced by the Contractor.

54. **Question:** Is there work in the administration spaces?

Answer: Yes there is work in the Administrative offices.

55. **Question:** Can you confirm the total number of escalators and elevators?

Answer: See Attachment F.

56. **Question:** Please confirm we are staffing for routine cleaning during the hours provided on page 26, and that any staffing required during an event would be considered additional labor.

Answer: Yes, all work in the West and North/South Buildings shall be performed on a night shift basis, hours to be determined by event schedule, but generally after 9:30 P.M. and, prior to 6:30A.M.

57. **Question:** If there is one Project Manager/Supervisor (single point of contact for performance requirements) will the County recognize multiple (2) company teaming arrangements? If so, can references from both companies be recognized as adequate past performance?

Answer: Joint venture firms must complete and submit with their bid the form titled "Information for Determining Joint Venture Eligibility" attached hereto, and a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate the parties' respective roles, responsibilities and levels of participation for the project. If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted. Failure to timely submit the required form along with an attached written copy of the joint venture agreement may result in disqualification of your Bid

58. **Question:** Is there any County owned equipment that the contractor is required/authorized to utilize? If so what is the list of equipment?

Answer: No

59. **Question:** What is the historical number of conventions/expos held at the Orange County Convention Center annually?

Answer: This varies from year to year. Last year was approximately 175.

60. **Question:** What is the average occupancy/participant head count per convention/expo?

Answer: From 4 to 104,000. It varies per convention/expo.

61. **Question:** Are there any requirements to maintain break rooms in any convention center? If so, how many are there and what are the responsibilities for the janitorial contract (i.e. Cleaning sinks, refrigerators, stoves/ovens, micro-wave ovens, etc)?

Answer: Floors, tables, chairs, counters, sinks, etc. must be cleaned (no cleaning of refrigerators, stoves/ovens, microwave ovens).

62. **Question:** Regarding food courts, is the contractor required to: a).Empty refuse containers in the eating areas, b) Clean tables and chairs, c) Sweep, mop, or vacuum floors d) Clean/maintain soda/soft drink fountains and ice machines?

Answer: Yes, this is public space (items a, b, c). Item d is not covered under this contract.

63. **Question:** For interior areas from floor/ground, what is the maximum height required for contract performance?

Answer: The estimated interior height is 176'8" from floor to ceiling. This specification is in the bid

64. **Question:** For exterior areas from floor/ground, what is the maximum height required for contract performance?

Answer: The estimated exterior height is 246'8-3/8" from ground to the top of the roof. This specification is in the bid

65. **Question:** Regarding Orange TV building: a) Are the requirements of this facility counted as part of the total square footage of responsibility under this contract, b) What is the total square footage required to be maintained under this contract for that facility, c) What are the types and percentages of various flooring of this facility, d) How many restrooms are in this facility and what is the sink, toilet, urinal count per restroom, e) How many County (or Contractor) employees occupy/work in this facility, f) Is there any requirement to maintain break rooms in this facility? If so, how many are there and what are the responsibilities for the janitorial contract (i.e. clean sinks, refrigerators, stoves/ovens, micro-wave ovens, etc.)?

Answer: A. Square footage is included in the N/S Building square footage, b) attachment D has the square footage on Orange TV as 6950 sq. ft. See attachments, c) 90% carpet and 10% other, d) 3 restrooms, 4 commodes, 5 sinks, 1 shower, 1 urinal, e) less than 25, f) yes, floors, tables, chairs, counters, sinks, etc. must be cleaned (no cleaning of refrigerators, stoves/ovens, microwave ovens).

66. **Question:** Are there any requirements to clean or remove human blood/human tissue for this contract? If so, does the County provide blood borne pathogen spill kits and OSHA training for the contractor workforce?

Answer: If necessary; the Contractor shall provide the spill kits and OSHA training.

67. **Question:** We believe that for SDVOSB concerns, requirement for five contracts of more than 1 million SQFT in the last five years, is over restrictive. With SDVOSB only recently being targeted for contracting opportunities, there would be very few with that broad of experience. Would the County consider five contracts in five years, two of which are over one million square feet in scope?

Answer: Page 15A - Please see Qualification of Bidders on page 15 and 16 of the Invitation for Bid. List and brief description of work substantially similar in scope and magnitude satisfactorily completed with location, dates of contract, names, addresses, email addresses and telephone numbers of owners by completing the attached reference sheets. • A minimum of five references are required, to include at least one reference demonstrating experience in large commercial facility interior and exterior window washing which is substantially similar to the scope herein. • **All** Documentation and references shall demonstrate a minimum of five (5) years of verifiable experience in providing janitorial service for large commercial buildings/complexes highlighting

productivity, client satisfaction, and use of environmental best practices. An aggregate of small commercial facilities and office buildings shall not be considered as comparable. Large commercial buildings/complexes for the purposes of qualification shall be defined as 1,000,000 square foot or more.

68. **Question:** Are the incumbent employee's members of a collective bargaining unit?

Answer: The incumbent employees are not members of a collective bargaining unit

69. **Question:** Are there any requirements for Bid, Surety or Performance Bonds?

Answer: No.

70. **Question:** Will the Awardee have opportunities to sell their services to event holders and vendors.

Answer: No

71. **Question:** Is the additional work, included in the County's budget of \$5.1 million over three years?

Answer: Budget is based on awarded bid and it does include additional work.

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

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY

If the proposer is submitting as a joint venture, please be advised that this form **MUST** be completed and the **REQUESTED** written joint-venture agreement **MUST** be attached and submitted with this form.

HOWEVER, IF THE PROPOSER IS NOT A JOINT VENTURE, CHECK THE FOLLOWING BLOCK: () NOT APPLICABLE

1. Name of joint venture: _____

2. Address of joint venture: _____

3. Phone number of joint venture: _____

4. Identify the firms which comprise the joint venture: _____

5. Describe the role of the MBE firm (if applicable) in the joint venture: _____

6. Provide a copy of the joint venture's written contractual agreement.

7. What is the claimed percentage of ownership and identify any MWBE partners (if applicable)?

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 2

8. Ownership of joint venture: (This need not be filled in if described in the joint venture agreement provided by question 6.)

(a) Profit and loss sharing:

(b) Capital contributions, including equipment:

(c) Other applicable ownership interests:

1. Control of and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

(a) Financial decisions: _____

(b) Management decisions, such as:

(1) Estimating:

(2) Marketing and sales:

(3) Hiring and firing of management personnel:

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 3

(4) Purchasing of major items or supplies:

(c) Supervision of field operations:

NOTE: If, after filing this form and before the completion of the joint venture's work on the subject contract, there is any significant change in the information submitted, the joint venture must inform the County in writing.

*** Joint venture must be properly registered with the Florida Division of Corporations before the contract award and the name of the Joint Venture must be the same name used in the RFP proposal.**

AFFIDAVIT

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the County current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture. Also, permit authorized representatives of the County to audit and examine records of the joint venture. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: _____

Name of Firm: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 4

Date _____
State of _____
County of _____

AFFIDAVIT

On this _____ day of _____, 20____, before me appeared (name) _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) _____ to execute the affidavit and did so as his or her free act and deed.

Notary Public _____
Commission Expires _____

(Seal)

Date _____
State of _____
County of _____

On this _____ day of _____, 20____, before me appeared _____ (name), to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) _____ to execute the affidavit and did so as his or her free act and deed.

Notary Public _____
Commission Expires _____

(Seal)

SPECIAL TERMS AND CONDITIONS

- 1 **MANDATORY PRE-BID CONFERENCE** All interested parties are invited to attend a **Mandatory Pre-Bid Conference on Tuesday, January 16, 2018, 1:30 PM**, located at **Orange County Convention Center, 9899 International Dr. Orlando, FL 32819, Room South - 230H**. **Bidders who fail to attend the mandatory Pre-bid conference shall be ineligible to compete for the award of a contract under this solicitation. An area map, driving directions and Parking Pass are included at the back of the IFB document.**

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

2. **QUALIFICATION OF BIDDERS**

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

- A. List and brief description of work substantially similar in scope and magnitude satisfactorily completed with location, dates of contract, names, addresses, email addresses and telephone numbers of owners by completing the attached reference sheets.

- A minimum of five references are required, to include at least one reference demonstrating experience in large commercial facility interior and exterior window washing which is substantially similar to the scope herein.
- **All** Documentation and references shall demonstrate a minimum of five (5) years of verifiable experience in providing janitorial service for large commercial buildings/complexes highlighting productivity, client satisfaction, and use of environmental best practices. An aggregate of small commercial facilities and office buildings shall not be considered as comparable.

Large commercial buildings/complexes for the purposes of qualification shall be defined as 1,000,000 square foot or more for a single customer.

- B. Provide a list of all certifications and training received by the management and staff from national associations such as the Building Services Contractors Association, the Building Owners and Managers Association, U.S. Green Building Council, APPA Leadership in Educational Facilities or the International Facility Management Association.
- C. List of equipment and facilities available to do the work.

BID PROPOSAL FORM CONTINUED
IFB #Y18-144-KB

ITEM

NO. AREA

		<u>SEMI-ANNUAL</u>	<u>TOTAL ESTIMATED</u>
		<u>UNIT PRICE</u>	<u>3-YEAR BID</u>
Semi-Annual Project			
9.	Cleaning of Interior and Exterior Windows First 3 panes up from the ground level of all concourses And lobbies, including all lobby entrances and mullions, Frames and ledges.	\$ _____/SA x 6 =	\$ _____
Annual Projects		<u>ANNUAL</u>	<u>3-YEAR</u>
		<u>UNIT PRICE</u>	<u>EXTENDED</u>
			<u>PRICE</u>
10.	Strip and refinish vinyl flooring (est. area 4,400 sq/ft)	\$ _____/YR x 3 =	\$ _____
11.	Clean glass 10 ft. and above)	\$ _____/YR x 3 =	\$ _____
12.	Pressure clean coping/residual rinsing)	\$ _____/YR x 3 =	\$ _____
13.	Pressure clean overhang connectors	\$ _____/YR x 3 =	\$ _____
14.	Clean architectural piping of the West Entrance	\$ _____/YR x 3 =	\$ _____
15.	Pressure Cleaning of Rosen Center Bridge:	\$ _____/YR x 3 =	\$ _____
16:	Pressure Cleaning of Gary Sain Memorial Bridge:	\$ _____/YR x 3 =	\$ _____
17.	Pressure Cleaning of Skywalk Bridge	\$ _____/YR x 3 =	\$ _____

TOTAL ESTIMATED 3-YEAR BID - WEST BUILDING - \$ _____

 Company Name

**BID PROPOSAL FORM - CONTINUED
IFB #Y18-144-KB**

	<u>ANNUAL ESTIMATED USAGE</u>		<u>UNIT HOURLY RATE</u>		<u>ANNUAL EXTENDED PRICE</u>		<u>3-YEAR EXTENDED PRICE</u>
<u>ADDITIONAL WORK</u>							
35. General Labor up to 10 feet	1,000 Hours	x	\$ _____	=	\$ _____	x 3 =	\$ _____
36. Labor with Lifts 10 feet to 50 feet	8,500 Hours	x	\$ _____	=	\$ _____	x 3 =	\$ _____
37. Labor with Lifts above 50 feet	500 Hours	x	\$ _____	=	\$ _____	x 3 =	\$ _____
38. Percent Markup for materials over Actual Cost	\$5,000	x 1 +	_____ %	=	\$ _____	x 3 =	\$ _____
39. Rental equipment at cost. \$40,000.00	\$40,000				\$ _____	x 3 =	\$ _____
40. Sofa cleaning	2000	x	\$ _____	=	\$ _____	x 3 =	\$ _____

	<u>SEMI-ANNUAL UNIT PRICE</u>			<u>TOTAL ESTIMATED 3-YEAR BID</u>
41. Cleaning of Interior and Exterior Windows First 3 panes up from the ground level of all concourses And lobbies, including all lobby entrances and mullions, Frames and ledges.	\$ _____/SA	x	6 =	\$ _____

Company Name

TOTAL ESTIMATED 3-YEAR BID - ADDITIONAL WORK - \$ _____

TOTAL ESIMATED 3-YEAR BID INCLUDING ALL ITEMS- WEST
BUILDING NORTH/SOUTH BUILDING AND ADDITIONAL WORK - \$ _____

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 as specified After Receipt of Order (ARO) per Special Terms and Conditions #2.

Inquiries regarding this Invitation for bids may be directed to Kathy Bozeman, Purchasing Agent, at kathy.bozeman@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.