

Issue Date: August 18, 2017

INVITATION FOR BIDS #Y18-107-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:

**FIRE ALARM SYSTEM MONITORING, INSPECTION, TESTING 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, September 28, 2017**, 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 **Mandatory Pre-Bid Conference** will be held on **Thursday, September 14, 2017, 8:30 A.M.**, located at **Orange County Facilities Management Division Training Room, 2010 E. Michigan Street, Orlando, Florida 32806**. Interested bidders are required to attend. **Bidders who fail to attend the mandatory pre-bid conference shall be ineligible to compete for the award of a contract under this solicitation.** **Site Tours for Lot A - Downtown District Buildings** will be commencing at **10:00 AM** at Orange County Courthouse, 435 N. Orange Ave., Orlando 32801. Bldg. A, 3rd Floor Conference Room. **Site Tours for Lot B - 33rd St. District Buildings** will be commencing at **1:00 PM** and at Orange County Corrections, 3723-B Vision Blvd, Orlando, FL 32839.

NOTE: Bidders are encouraged to arrive at least thirty minutes early to account for parking distances and mandatory check-in/security clearance procedures. Bidders will need to check in with security prior to entering the facilities and will be required to show a copy of their valid driver's license. It is the bidder's responsibility to be on time. Late arrivals will not be accommodated. Bidder shall be prepared to pay for parking where applicable.

Carrie Woodell, MPA, CFCM, CPPO, C.P.M.
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.

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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, no later than 5:00 PM Wednesday, September 20, 2017 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. Businesses wishing to participate in the County procurement process as an Orange County Certified M/WBE firm 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. **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.

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 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 will 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.**

1. **Effective July 1, 2015 the reciprocal local preference will 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.**
2. **If the solicitation involves a federally funded project where the funding source requirements prohibit the use of state and/or local preferences, the reciprocal local preference will not be applied.**

15. POSTING OF RECOMMENDED AWARD AND PROTESTS

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

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

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

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

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

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

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

16. BID AND RELATED COSTS

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

17. CONTRACTUAL AGREEMENT

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

18. PUBLIC ENTITY CRIME

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

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list

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

19. DRUG-FREE WORKPLACE FORM

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

20. SUBCONTRACTING

Bidders subcontracting any portion of the work shall state name and address of subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors Form".

21. CONFLICT OF INTEREST FORM

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

22. ETHICS COMPLIANCE

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

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

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

23. SUBMISSION OF BID

The bid must be mailed or hand delivered in a sealed envelope to:

ORANGE COUNTY PROCUREMENT DIVISION
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, Florida 32801

Bidders must indicate on the sealed envelope the following:

- A. **Invitation for Bids Number**
- B. **Hour and Date of Opening**
- C. **Name of Bidder**

Bids received after the time, date, and/or at the location specified, due to failure to identify the envelope with the above information shall be rejected.

24. COPIES

Copies of documents, records, materials, and/or reproductions requests will be charged in accordance with Orange County's fee schedule. Copyrighted materials may be inspected, but cannot be copied or reproduced per Federal law.

25. PROPRIETARY/RESTRICTIVE SCOPE OF WORK/SERVICES

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

26. ASSISTANCE WITH SCOPE OF WORK/SERVICES

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

27. PAYMENT TERMS/DISCOUNTS

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

28. PATENTS AND ROYALTIES

Unless otherwise provided, the Contractor shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this Invitation for Bids.

The Contractor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product.

If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

29. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County.

30. CLARIFICATIONS

It is the Bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this Invitation for Bids. Lack of understanding and/or misinterpretation of any portions of this Invitation for Bids shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidder's must contact the Procurement Division, at the phone number on the bid cover sheet **prior** to bid opening, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the Bidder and the County.

31. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,
- C. No attempt has been made or shall be made by the Bidder to induce any other person or bidder to submit or not to submit a bid for the purpose of restricting competition.

32. SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

33. PRICING/AUDIT

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor's cost of goods and use of funds. Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the services for at least five (5) years after completion of this contract. The County or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the Contractor or its subcontractors, as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the Contractor's subcontractors used to procure services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

34. EMPLOYEES OF THE CONTRACTOR

All work under this contract shall be performed in a professional and skillful manner. The County may require, in writing, that the Contractor, remove from this contract any employee the County deems incompetent, careless, or otherwise objectionable.

35. TOBACCO FREE CAMPUS

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

36. CONTRACT CLAIMS

“Claim” as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County, relating to a particular contract shall be submitted to the Manager, Procurement Division in writing clearly labeled “Contract Claim” requesting a final decision. The Contractor also shall provide with the claim a certification as follows: “I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor.”

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

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

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

37. VERIFICATION OF EMPLOYMENT STATUS

Prior to the employment of any person under this contract, the Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of 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 may 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.

40. PUBLIC RECORDS COMPLIANCE

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to Orange County.
4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

6. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT :

**Procurement Public Records Liaison
400 E. South Street, 2nd Floor, Orlando, FL 32801
ProcurementRecords@ocfl.net, 407-836-5897**

SPECIAL TERMS AND CONDITIONS

1. **MANDATORY PRE-BID CONFERENCE** All interested parties are invited to attend a **Mandatory Pre-Bid Conference** will be held on **Thursday, September 14, 2017, 8:30 A.M.**, located at **Orange County Facilities Management Division Training Room, 2010 E. Michigan Street, Orlando, Florida 32806**. Interested bidders are required to attend. **Bidders who fail to attend the mandatory pre-bid conference shall be ineligible to compete for the award of a contract under this solicitation.** **Site Tours for Lot A - Downtown District Buildings** will be commencing at **10:00 AM** at Orange County Courthouse, 435 N. Orange Ave., Orlando 32801. Bldg. A, 3rd Floor Conference Room. **Site Tours for Lot B - 33rd St. District Buildings** will be commencing at **1:00 PM** and at Orange County Corrections, 3723-B Vision Blvd, Orlando, FL 32839.

NOTE: Bidders are encouraged to arrive at least thirty minutes early to account for parking distances and mandatory check-in/security clearance procedures. Bidders will need to check in with security prior to entering the facilities and will be required to show a copy of their valid driver's license. It is the bidder's responsibility to be on time. Late arrivals will not be accommodated. Bidder shall be prepared to pay for parking where applicable.

It is the Bidder's responsibility to become fully informed as to the nature and extent of the work required, local site conditions and any other factors that may impact performance of the contract. The responsibility to inspect the worksite and equipment is the sole responsibility of the Bidder. **The time/date indicated above will be the only opportunity for inspection of facilities. Bidders failing to attend the mandatory meeting and tour shall not be eligible for award.**

Bidders who fail to attend and complete both the mandatory Pre-Bid Conference and Mandatory Site Tours will be ineligible to compete for the award of a contract under the solicitation. Site tour requirement applies to ALL Bidders regardless of past knowledge and past visitations. The Bidder shall be responsible for all equipment verification and site inspection for locations herein. After contract award, no additional compensation shall be made as a result of differences between actual labor and materials required to complete the project and the contract amount.

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 responsible, responsive bidders, qualified by experience to provide the work specified. The bidder shall submit the following information with his bid. **Submittals shall be organized in a binder (or similar) and tabbed in the order of the requirements as listed below:**

- A. Bidders shall provide a minimum of three (3) commercial references for contracts similar in scope and magnitude for fire alarm monitoring, testing, inspection, and repairs within the last three (3) years. Bidders shall provide a brief description of each contract, including contract owner, start and end dates, contract value, and description of the types units/buildings serviced under each contract. References shall include the primary contact person, title, telephone number, and email address. All contact persons for references must have knowledge of the contract and knowledge of the bidder's performance.

At minimum, one reference shall be for fire alarm system maintenance and repair services for multi-site governmental or commercial locations as follow: Multi-story; Type A, high-rise governmental or commercial high level security buildings, with a minimum of 200,000 square feet, such as the Orange County Courthouse. The bidder shall document their experience with buildings requiring special security requirements such as courthouses or correctional facilities.

- B. Submit proof, in the form of a business tax receipt or any other incorporation document that demonstrates that the bidder's company has been in business for a minimum of (5) years providing fire alarm system inspections, testing, repairs, and replacement services to large scale commercial organizations or governmental agencies.
- C. Include a written statement attesting that a minimum of thirty percent (30%) of the bidder's business is in the maintenance and repair of commercial fire alarm systems as opposed to new installations.
- D. Bidder shall provide the name of the manufacture(s) to be utilized for each type of wireless monitoring, e.g. Mesh Radio, Cellular Dialer/Communicator Equipment and provide proof from each manufacturer that they are an authorized dealer for these manufacturers. Proof shall be in the form of a letter on the manufacturer company's letterhead.
- E. Bidder shall provide a detailed description of the equipment and resources available to service the County's account, accounting for the possibility of multiple concurrent projects. Bidder shall also detail the number and size of clients and/or projects currently under contract and how the Bidder will manage existing workload in addition to the County's requirements.
- F. A list of personnel, by name and title, contemplated to perform the work. Resumes must be provided for management and service personnel. Resumes shall detail all relevant licenses and certifications to reflect the Bidder's competency and experience in the field of fire alarm systems and alarm monitoring services per the Florida Department of Financial Services Division of State Fire Marshal and/or the authority having jurisdiction (AHJ). **Copies of licenses and certifications shall be included with bid documents.** All licenses and certifications must be current.

- 1) All technicians shall be trained by the manufacturer(s) of any wireless monitoring equipment that will be used to fulfill the requirements of this contract for the duration of the contract. Training record for each technician shall be included with the bid package.
 - 2) Technicians assigned to this contract shall have a minimum of five (5) years' experience performing fire alarm systems repairs and maintenance.
 - 3) Technicians shall be certified by the National Institute for the Certification of Engineering Technologies (NICET) and specialize in life safety. NICET certification indicates thorough knowledge of system installation and life cycle inspection, testing, and maintenance protocols. Bidder shall provide proof of NICET mandated Continuing Professional Development (CPD) for technicians.
- G. Due to the criticality of the services to be provided, Bidder shall demonstrate the ability to be onsite at any County property included as part of this IFB within one (1) hour after County notification by submitting an action plan for one hour emergency response. Bidder shall submit written confirmation of the ability to comply with this requirement.
- H. Bidder shall provide information on the Underwriters Laboratories (UL) Certified Remote Supervising Station to be utilized for fire alarm monitoring for the duration of the contract. The station shall meet all applicable NFPA 72 requirements and those of the Authority Having Jurisdiction (AHJ).
- I. The Bidder shall submit a transition plan of action and technical review of any changes necessary to convert the existing fire alarm monitoring systems at each County location, which includes landlines, cellular dialers and mesh radio network monitoring to the Bidder's wireless monitoring system(s).
- 1) The plan shall include transceiver, Plain Old Telephone Service (POTS) Dialer or Cellular Dialer replacement or reprogramming as necessary to communicate with the Bidder's Remote Supervising Station system. The plan shall include the cost of the work above (site survey, equipment change-out or reprogramming). The bid cost shall be per the line items on the bid response form. The plan will be reviewed by the County to ensure compliance with these specifications
 - 2) The transition plan shall include the Bidder's proposed schedule for the replacement of equipment which takes into consideration issues such as required advance notice to the building occupants, scheduling of fire watch; and flexibility to work around operational requirements and other building maintenance projects. The Bidder shall be required to coordinate all service schedules with the County and produce a finalized plan within ten (10) days of contract award.

- 3) Procedure for ensuring there is fire alarm monitoring coverage for each building during the equipment transition period.
- J. Bidder shall submit a written statement confirming the ability to provide services to all fire alarm systems as outlined in the Scope of Service and the attachments. If bidder does not meet this requirement, the bidder shall submit the name of the subcontractor(s) that will be used to perform services. The subcontractor shall be a manufacturer authorized service provider. Proof of authorization from the manufacturer must be submitted with the bid package.
 - K. Bidder shall submit a copy of Bidder's quality assurance plan. Plan shall be applicable to the Scope of Services. Quality assurance plan shall include a detailed description of the training program provided to all employees and at what frequencies. Training records of all employees shall be made available to the County's Representative upon request.
 - L. Bidder shall submit a copy of Bidder's safety plan. Safety plan shall include, at a minimum, procedures for safe work habits, safe use of equipment, and personal protective equipment.
 - M. Bidder shall detail the contact information for the following services at a minimum: Contact information shall include name(s), positions, phone number(s), and email address (es).
 - 1) Scheduling of standard business and non-standard business hours
 - 2) Contact information for emergency services point of contact - 24-hours per day/7 days per week/365 days per year
 - 3) General billing/invoicing/accounts payable questions

By submittal of a bid, the bidder agrees that the County shall make the sole determination as to whether or not sufficient experience and expertise exist and the bidder's protocol is sufficient to achieve the desired results

Failure to submit the above requested information may be cause for rejection of your bid.

The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

3. LICENSES AND PERMITS

Prior to furnishing the requested product(s), it shall be the responsibility of the Contractor to obtain, at no additional cost to Orange County, any and all licenses and permits required to complete all contractual requirements. These licenses and permits shall be readily available for review by the Manager, Procurement Division or authorized designee.

4. **BID ACCEPTANCE PERIOD**

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

5. **AWARD**

Orange County reserves the right to award on an "All-or-None" basis to the lowest responsive and responsible Bidder or to award on a "Lot-by-Lot" basis to the lowest responsive and responsible Bidder, whichever is in the best interest of the County. If the Bidder fails to respond, they will be considered non-responsive.

6. **POST AWARD MEETING**

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

7. **PERFORMANCE**

Timely performance is of the essence in the award of this Invitation for Bids. Performance shall be no later than **twenty-four (24)** hours from receipt of delivery order. Bids which fail to meet this requirement shall be rejected.

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

Due to the criticality of the services to be provided, Contractor must have the ability to be onsite at any County property included as part of this bid solicitation within one (1) hour after notification by County Representative. Contractor shall provide an emergency contact response person and telephone number for 24-hour service/dispatch.

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 **twenty-four (24)** hours from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

8. TERMINATION

A. Termination for Default:

The County may, by written notice to the Contractor terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

1. Provide goods or services that comply with the specifications herein or fails to meet the County's performance standards
2. Deliver the goods or to 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 goods or services delivered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) calendar days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

9. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH

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

10. SAFETY REGULATIONS

Equipment shall meet all State and Federal safety regulations.

11. CODES AND REGULATIONS

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

12. PAYMENT

Partial payments for the value of services rendered and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Payment shall be made in accordance with Florida Statute 218, Local Government Prompt Payment Act. Payment for accepted services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Facilities Management Division Fiscal Office
Internal Operations Centre II
400 East South Street
Orlando, FL 32801
Phone (407) 836-7478

or

Orange County Fire Rescue Department
Financial Services Division
P.O. Box 5879
Winter Park, FL 32793-5879
Phone (407) 836-9871

All invoices along with all necessary documents for payment shall be mailed or delivery to the appropriate location above. Unless authorized by the County Department in writing, no invoices shall be sent via e-mail. Invoices sent via e-mail without the expressed authorization of the County Department shall be discarded.

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

13. WARRANTY

The Contractor shall fully warrant all equipment furnished hereunder against defect in materials and/or workmanship for a minimum period of one (1) year from date of delivery/acceptance by Orange County. Should any defect in materials or workmanship, except ordinary wear and tear, appear during the above stated warranty period, the Contractor shall repair or replace same at no cost to the County, immediately upon written notice from the County's authorized representative. The Contractor shall be responsible for either repairing the equipment on site or transporting the equipment to his/her repair facility at no cost to the County. All warranty provisions of the Uniform Commercial Code shall additionally apply.

14. SAFETY AND PROTECTION OF PROPERTY

The Contractor shall at all times:

- A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- B. Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.
- C. Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other Contractors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.
- D. Comply with all ordinances, rules, regulations, standards and lawful orders from authority bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:
 - o Occupational Safety and Health Act (OSHA)
 - o National Institute for Occupational Safety & Health (NIOSH)
 - o National Fire Protection Association (NFPA)
 - o American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

15. INSURANCE REQUIREMENTS

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

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

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

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

Required Coverage:

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

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.

Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations

- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.

Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 (five hundred thousand dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

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

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

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

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

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

The certificate holder shall read:

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

16. CONTRACT TERM/RENEWAL

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of thirty-six (36) month(s). The contract may be renewed for two (2) additional twelve (12) month periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties.
- B. The initiating County department(s) shall issue delivery/purchase orders against the term contract on an "as needed" basis.
- C. If the quantity of a unit priced item in this contract is an estimated quantity and the actual quantities ordered are more than 50% above the estimated quantity, the County shall enter into negotiations with the Contractor for a lower unit price which shall be incorporated into the contract. Failure of the Contractor to agree to a reduced unit price may result in the termination of the contract and re-solicitation of the requirement.
- D. Any order issued during the effective period of this contract, but not completed within that period, shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and the County's rights and obligations with respect to that order to the extent as if the order were completed during the contract performance period.

17. PRICE ESCALATION/DE-ESCALATION (CPI)

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

The original contract prices shall be firm for the entirety of the initial (36 month) contract period. A price escalation/de-escalation will be considered at the time of contract renewal and at 1-year intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at www.bls.gov.

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

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

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

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.

18. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES

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

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

19. BID PREFERENCE

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

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

In accordance with the Registered 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 prime 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 a registered prime SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.

20. CHANGES - SERVICE CONTRACTS

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of Performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, a price proposal shall be required from the Contractor. Upon negotiation of the proposal, execution and receipt of the change order, the Contractor shall commence performance of the work as specified.

The Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Purchasing and Contracts Division. If the Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his/her own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

21. ATTACHMENTS

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

- A. Attachment 1 – Equipment Listing
- B. Attachment 2 – Test and Inspection Report Form

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

It is hereby made a part of this Invitation for Bids that before, during and after a public emergency, disaster, hurricane, flood, or other acts of God that Orange County shall require a “first priority” basis for goods and 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 rent/sell/lease all goods and 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 goods or services required during an emergency situation. Contractor shall furnish a twenty-four (24) hour phone number in the event of such an emergency.

23. REQUIREMENTS CONTRACT

This is a Requirements Contract and the County’s intent is to order from the Contractor all of the goods or services specified in the contract’s price schedule

that are required to be purchased by the County. If the County urgently requires delivery of goods or 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 goods or 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 goods or services from other sources until the deficient performance has been cured or the contract terminated.

ORDER LIMITATIONS

- A. Minimum Order - When the County requires a single order of goods or services covered by this contract in an amount less than \$5,000, the County is not obligated to purchase, nor is the Contractor obligated to provide this single order of goods or services under the contract.
- B. Maximum Order – The Contractor is not obligated to honor any single order for goods or services in excess of \$75,000. If the Contractor accepts any order beyond this limit, it shall be at risk and the County shall have no obligation to pay for the work performed.
- C. All invoices are subject to County (including the Comptroller's Office and/or its designees) audit and review. In the event such audit or review reveals any inaccuracies in the prices charged to the County or charges which are not within the scope of this contract, the Contractor shall reimburse the County for any overages or out-of-scope charges immediately upon request.

SCOPE OF SERVICES

1. GENERAL INFORMATION

The awarded Contractor shall be responsible for fire alarm systems inspection and testing at the location and frequencies outlined in the Bid Proposal Form, and as needed system upgrades and repairs at designated County facilities. The Contractor shall furnish all labor, materials and equipment necessary to provide fire alarm system monitoring for Orange County facilities. The fire alarm system monitoring shall be transmitted and received by the Contractor's designated Remote Receiving Station.

The Orange County Facilities Management (FM) Division is responsible for maintaining over 400 buildings throughout Orange County, Florida. Due to the large size of the County, the division is organized into maintenance districts by geographical region. Each maintenance district supports the needs of the various buildings located in its respective region. The Contractor shall become familiar with the building operational requirements in each district and coordinate all services with the Department Maintenance Representative (DMR).

Hours of Performance:

- 1) **Standard Hours:** Standard working hours are Monday through Friday, 6:00 AM to 6:00 PM, excluding Orange County holidays.
- 2) **Non-Standard Hours:** Non-Standard working hours are Monday through Friday, 6:00 PM to 6:00 AM, weekends, and Orange County holidays.
- 3) **Emergency Response:** Emergency response hours may encompass nights, holidays, weekends, twenty-four (24) hours per day, seven (7) days per week and requires a one (1) hour maximum response time.

The contractor must provide a 24-hour point of contact for non-standard working hours and emergency services.

2. STAFFING REQUIREMENTS

- A. The Contractor shall assign a lead point of contact (POC) or supervisor with whom the County's Representative may consult regarding contract performance throughout the entire contract period to ensure his/her work will not conflict with the County's normal operations. The supervisor or POC shall not be replaced without first notifying the Facilities Management Contract Administrator seventy-two (72) hours in advance. The name and telephone number of the replacement supervisor or POC shall be provided at that time. Any change to the Contractor's point of contact shall be subject to the approval of the County.

The Contractor's POC shall have the capability to receive service requests by landline telephone and cellular, text messages, e-mail, and facsimile to facilitate timely service.

- B. The Contractor shall provide a twenty-four (24) hour point of contact with a staffed phone number that will respond to maintenance requests for emergency services on a twenty-four (24) hour per day seven (7) days per week and a 365 days per year basis.
- C. Effective communication with the County staff building occupants is necessary to perform this Scope of Services. Therefore, Contractor shall ensure supervisors and points of contact are able to read, write, and speak English fluently.
- D. Only Contractor employees shall be used to perform the required services of this contract. The Contractor shall not use employees of any temporary employment agency to supplement the work force in County buildings for any reason.
- E. The Contractor shall provide sufficient work force and supervisory personnel to perform the specified services to meet the requirements specified herein and provide backup as needed during all required work hours and at multiple concurrent locations.
- F. The Contractor shall maintain sole responsibility for the actions of its employees. Technicians hired after contract award shall meet the requirements of Special Terms and Conditions, Qualification of Bidders for the duration of the contract.
- G. The Contractor shall ensure that all employees are clean, neat and appropriately attired during the performance of the services. The Contractor shall ensure that all employees are properly dressed with a uniform shirt displaying the company name/logo. The photo ID badge shall be displayed on the front of their uniform shirt at all times when on County property. The Contractor shall be responsible for providing photo ID badges for all employees.
- H. All onsite personnel employed by the Contractor shall conduct themselves in a professional, business-like manner. Such personnel shall not, by word of mouth or deed, express themselves in such a manner as would be construed as conduct being obscene, harassing or offensive by a reasonable, sensitive person. Any such conduct shall be cause for removal from the facility.
- I. All Contractor personnel shall identify themselves at the appropriate administrative office upon arrival on site and prior to beginning work and upon completion of work and leaving worksite.
- J. Contractor shall ensure that technicians are trained on the fire alarm systems in place in County facilities and all systems supplied and installed by the Contractor including the Mesh Radio System equipment.
- K. Training records of any training performed for all existing and newly hired employees must be made available and provided to the County's Representative within twenty-four (24) hours of request.

3. PERFORMANCE REQUIREMENTS

- A. All workmanship shall meet the standards specified herein, and shall be accomplished in accordance with approved and accepted industry best practices and technical standards of the; (1) industry, (2) equipment manufacturer, (3) applicable Federal and local standards and codes, and (4) applicable building and safety codes, including, but not limited to:
- National Fire Protection Association (NFPA)
 - National Electric Code (NEC)
 - Occupational Safety and Health Act (OSHA)
 - National Institute for Occupational Safety & Health (NIOSH)
 - All testing, Inspection and Maintenance shall conform to the most recent adopted version of NFPA 72, Chapter 14 and all documentation shall conform to NFPA 72, Chapter 10.
- B. The Contractor shall conform to all Federal, State, City, and Orange County standards and regulations during the performance of the contract. Any fines levied due to inadequacies or failure to comply with any and all requirements shall be the sole responsibility of the Contractor.
- C. Any person found not in compliance with any laws, statutes, rules or regulations will not be allowed on the work site. Continued violations by a Contractor shall constitute cause for immediate termination of the Contract.
- D. All of the services required hereunder shall be performed by the Contractor's direct employees or authorized subcontractors under the Contractor's supervision. All personnel engaged in performing the services shall be fully qualified, experienced and, if required, certified, authorized, licensed or permitted under state and local law to perform such services.
- E. The Contractor, upon request by the County, shall remove all Contractor's personnel from County property who are deemed careless, incompetent, insubordinate, reasonably objectionable, or whose continued employment is deemed to be contrary to the interest of the County as determined by the County, or if it is determined that services are not being performed in accordance with the terms and conditions of this contract.
- The County's request to remove any employee from this contract shall, in no instance, be considered a request for the contractor to terminate the designated individual from contractor's employment. The sole intent is removal from this contract.
- F. The County Representative, with advisement of the Contract Administrator, may request the Contractor remove any Supervisor if it is determined that services are not being performed in accordance with the terms and conditions of this contract.
- G. Work shall be scheduled to provide the least inconvenience to building occupants and visitors. The Contractor shall coordinate all scheduling activities for services under this contract with the DMR. The DMR shall have the final authority on schedules to be implemented.

- H. The County may schedule meetings periodically to review contract terms, performance, and other contractual related matters. The Contractor shall be required to attend all meetings as requested by the County, no additional compensation shall be provided to the Contractor for attending these meetings.
- I. Services not performed in accordance to the content of this contract shall be considered unsatisfactory and unacceptable. In the event of non-performance or unsatisfactory performance by the Contractor, or employees of (including subcontractors), the County's Representative shall have the right to exercise one of the following options:
- 1) Notify the Contractor of non-performance/unsatisfactory performance in writing and allow Contractor to correct such item of non-performance/unsatisfactory performance within a twenty-four (24) hour timeframe. Although the timeframe for making corrections may occur outside of the Contractor's normal working hours, the Contractor shall not receive any further compensation.
 - 2) The Contract Administrator may request the Contractor remove any Supervisor or employee if it is a personnel related issue.
 - 3) The County reserves the right to correct any item of non-performance/unsatisfactory performance by any means it deems necessary to ensure the effective operation of the County's facilities. Costs incurred by the County for the correction using County employees shall be deducted from payments made to the Contractor. If another Contractor is used to correct the item, that cost will be deducted at the rate charged by the requested Contractor.
- J. The County's Representative shall notify the Procurement Division of the unsatisfactory performance and or deficiencies in service that remain unresolved or reoccurring. The Procurement Division, may after appropriate notice, take necessary actions to address unsatisfactory performance up to and including termination of the contract for default.
- K. The Contractor shall submit a detailed Corrective Action Plan (CAP) for each report of unsatisfactory performance. The Contractor shall respond to the Procurement Department within five (5) days of receipt or as specified on the report. The CAP shall fully address the performance deficiency and detail the corrective procedure the Contractor will follow to ensure the deficiency is corrected and to prevent future reoccurrences for the life of the contract. Failure to respond within the time frame allowed may be cause for default and may result in termination of this contract. The CAP will be accomplished at no cost to the County.
- L. The Contract Administrator will review the CAP and advise the Contractor of acceptance or non-acceptance. The County reserves the right to request modifications and to reject a CAP. The Contractor shall be fully bound to each accepted CAP for the life of the contract unless otherwise noted by the County in writing.

4. SAFETY REQUIREMENTS

- A. Prior to performing any test on a fire alarm system in a building the Contractor shall place signs in conspicuous places notifying the occupants that a test is being conducted and providing a phone number that can be used in a fire emergency while the system is impaired for the test.
- B. Prior to performing service or maintenance on any equipment where the unexpected energizing, startup, or release of stored energy could occur and cause injury, the equipment shall be isolated and rendered inoperative through the use of a lockout device whenever the equipment is capable of being locked-out. All testing shall require an impairment plan to be submitted to the County to ensure the locked out system or equipment is restored to normal after a test, service or maintenance event has occurred.
- C. The Contractor shall maintain a Safety Plan and Quality Assurance Plan to ensure that work performed herein conforms to contract requirements for the life of the contract. The Contract Administrator or authorized County representative shall be notified if there are any changes to the Safety, Quality Assurance, or any other contract related documents submitted with the original bid package. The Contractor shall ensure that the Contract Administrator or authorized County Representative has received the latest versions of all documents for the duration of the contract.

The County Representative will review the updated plans and provide comments and/or feedback to the Contractor following receipt of the plans. The Contractor shall submit an updated safety plan to the County within ten (10) business days following receipt of the County comments. The County reserves the right to request changes/improvements to this plan at any time throughout the life of the contract.

- D. The Contractor shall ensure the wearing of necessary personal protective equipment (PPE) as required by any applicable laws, regulations, ordinances, and/or manufacturer's instruction. Contractor shall comply with all applicable safety regulations including, but not limited to, NFPA and OSHA.
- E. All equipment used/to be used in the performance of these services shall be properly maintained and shall be subject to inspection by the County upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be moved from the County's premises.
- F. Any damage to County facilities or property due to the services performed by the Contractor shall be the responsibility of the Contractor.

5. SECURITY AND IDENTIFICATION

- A. Level 1 Background checks for the Contractor's staff must be approved by the County prior to working in any County facility. All costs for background investigations shall be Contractor's responsibility. The County reserves the right to conduct its own investigation and request any additional investigative background information of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services.
- B. Contractor shall comply with the different security requirements for each County facility, including but not limited to:
 - 1) Orange County Courthouse (OCCH)
 - 2) Orange County Correction Complex
 - 3) Orange County Fire Rescue
- C. Background checks and additional security requirements are addressed and detailed in the Scope of Service, Supplemental Information. The Contractor is responsible for reading, understanding, and the application of all contract terms.

6. TRAVEL AND PARKING

- A. The Contractor shall be responsible for all of its travel and per diem costs to and from the various County facilities. Travel time and truck charges shall not be included when quoting and or invoicing for as-needed and emergency repairs and shall not be compensated by the County under any circumstances. Billable time starts at arrival at the job site where work is to be performed, not arrival on the campus.
- B. The County will identify locations where Contractor vehicle parking is available. If there is a cost associated with parking, those costs shall be paid by the Contractor or Contractor's employee. Orange County will not be responsible for any damage to Contractor or Contractor's employees' vehicles while parked on Orange County property. Vehicles towed from Orange County property will be at the expense of the Contractor or Contractor's employee. Contractor and Contractor's employee vehicles shall be properly identified.

7. GENERAL WORK REQUIREMENTS

Contractor shall be responsible for providing all labor, materials, tools, and equipment necessary to perform fire alarm inspections, testing, and maintenance in accordance with NFPA 72. All service visits shall be coordinated with the County District Maintenance Representative (DMR). All test forms shall be as described in NFPA 72.

- A. All testing and inspection shall be in accordance with all applicable NFPA standards including but not limited to NFPA 72, 13, 14 and 96, as well as the authority having jurisdiction (AHJ). Reports of every test shall be submitted to the appropriate Maintenance District within twenty-four (24) hours of test completion.

- B. Each time a system is inspected, tested, serviced, repaired, altered or installed a fire alarm service tag must be affixed to the fire alarm control unit and an entry must be made in the system log.
- C. Testing and inspection shall be for locations herein and equipment per Attachment #1. Testing and inspection for locations under this contract shall include all panels, subpanels, annunciators, and related equipment. The Contractor shall be responsible for verification of all equipment.
- D. The County reserves the right to add or delete locations and/or equipment to this contract at the County's discretion. Changes to the Scope of Service shall be per contract amendment.
- E. A certificate of compliance ((See NFPA 72, Chapter 14) must be completed and provided to the appropriate Maintenance District each time a fire alarm system is serviced, tested, repaired, altered or inspected. This is in addition to documentation required elsewhere within the adopted standards.
- F. The Contractor shall follow all of the fire alarm system's manufacturer recommendations, specific procedures, and requirements for services under this contract during performance. The Contractor shall be responsible for acquiring and complying with the most recent version of the manufacture's applicable publications.

The Contractor shall notify the Contract Administrator and DMR in writing of any and all discrepancies between the procedures outlined herein and the manufacturer's recommendation, specific procedures, and requirements.

- G. The Contractor shall not make any alterations to any equipment including control circuits without prior written approval by the designated Facilities Management Representative.
- H. If a condition is discovered that requires an emergency repair, the Contractor shall immediately notify the DMR. Under no circumstance is a fire alarm system to be left out of service. If emergency repairs cannot be made within four (4) hours, the contractor shall notify DMR that a fire watch will be necessary. The Contractor shall notify the DMR in writing of the approximate time that the repair will be made.
- I. In the event of noted non-emergency deficiencies in the systems' operation during testing and inspections, a written proposal for the repair shall be submitted to the DMR for approval upon service completion. Contractors shall not perform any non-emergency services without an existing delivery order and authorization from the DMR.
- J. The Contractor shall protect existing manufacturer warranties and follow manufacturer's recommendations while performing all service herein.
- K. Contractor shall furnish lifts, tools, machinery, computers and other related equipment to test/repair all fire alarm devices. The County will NOT provide the Contractor with the appropriate manufacturer's software.

- L. The Contractor shall ensure that all trucks used by their technician will have a copy of NFPA 72 to allow on-site review when requested by the AHJ.
- M. Service vehicles should be fully stocked with standard tools, materials and supplies so as to reduce the response and service times for on-call or emergencies service request by reducing the need to return to the shop.

8. FIRE ALARM SYSTEMS MONITORING

A. Twenty-four (24) Hour Remote Station Monitoring

The Contractor shall provide monitoring services to County facilities 365 days per year, twenty four (24) hours per day, and seven days per week (365/24/7).

- 1) Service rendered shall comply with F.S. 633 Fire Safety Rule 4A-48 in addition to all applicable state and local codes.
- 2) Contractor shall provide annual testing, certification, monitoring of Digital Alarm Communicating Transmitter (D.A.C.T.), cellular communicator or radio connections as applicable in the buildings receiving remote station monitoring.
- 3) Contractor shall reprogram as necessary all of the existing D.A.C.T.s, cellular communicator and radio systems as applicable that are monitored in this contract and ensure accurate and reliable transmission to the Remote Supervising Station.
- 4) Contractor shall provide monitoring services that are Underwriters Laboratories (UL) Listed for Fire Alarm Systems.
- 5) The Contractor shall provide daily reports of fire alarm activity to the DMR.

B. Alarm Response Procedure

The Contractor shall follow the procedures below for the reference districts.

1) Downtown District

I. Fire Alarm Signals 7:00 PM. to 3:30 PM. Monday through Friday

- 1. Upon receipt of a Fire Alarm signal, dispatch the appropriate authority, and call the Downtown Facilities Office at 407-836-1634.
- 2. Upon receipt of a Supervisory or Trouble signal, call the Downtown Facilities Office at 407-836-1634.
- 3. If the Downtown Facilities Office does not respond in 15-minutes, call the ESB Supervisor at 407-948-7761.

- II. Fire Alarm Signals After-Hours 3:30 p.m. to 7:00 a.m. plus 24 hours weekends and holidays
 - 1. Upon receipt of a Fire Alarm signal, dispatch the appropriate authority, and call the ESB Supervisor at 407-948-7761.
 - 2. Upon receipt of a Supervisory or Trouble signal, call the ESB Supervisor at 407-948-7761.
 - 3. If the ESB Supervisor does not respond in 15-minutes, call the Command and Control Center at 407-836-6060.

2) 33rd Street District

The Contractor shall follow the following procedure for fire alarms in the 33rd Street District.

- I. Fire Alarm Signals 7:00 AM. to 4:00 PM. Monday through Friday
 - 1. Upon receipt of an Alarm condition, dispatch the appropriate authority; call the Emergency Stand-By (ESB) Supervisor at 407-948-9657.
 - 2. If the ESB Supervisor does not respond in fifteen (15) minutes, call the Supervisor again at 407-948-9657.
 - 3. If the ESB Supervisor does not respond the second time, call the Downtown Command Center at 407-836-0114.
- II. Fire Alarm Signals After Hours 4:00 PM to 7:00 AM plus 24 hours weekends and holidays
 - 1. Upon receipt of an Alarm condition, dispatch the appropriate authority; call the ESB Supervisor at 407-948-9657.
 - 2. If the ESB Supervisor does not respond in fifteen (15), call the Supervisor again at 407-948-9657.
 - 3. If the ESB Supervisor does not respond the second time, call the Downtown Command Center at 407-836-0114.

3) East, West, and Central Districts

The Contractor shall follow the following procedure for fire alarms in the referenced districts.

I. Fire Alarm Signals 7:00 AM. to 3:30 PM. Monday through Friday

1. Upon receipt of an Alarm condition, the Contract shall dispatch the appropriate authority, call the premise, and call the ESB Electronics Technician at 407-716-4121.
2. If the ESB Electronics Technician does not respond within fifteen (15) minutes, call the technician again at 407-716-4121.
3. If the ESB Electronics Technician does not respond the second time, call the ESB Supervisor at 407-948-5709.

II. Fire Alarm Signals After Hours 3:30 PM to 7:00 AM plus 24 hours weekends and holidays

1. Upon receipt of an Alarm condition, dispatch the appropriate authority, call the premise and call the ESB Electronics Technician at 407-716-4121.
2. If the ESB Electronics Technician does not respond in fifteen (15) minutes, call the ESB technician again 407-716-4121.
3. If the ESB Electronics Technician does not respond the second time, call the ESB Supervisor at 407-948-5709.

NOTE: Regardless of what building the ESB Electronic Technician should be called first at 407-716-4121 and be given 15 minutes to respond. The ESB Electronic Technician's name does not matter; they are on a rotational cycle and will support East, West and Central districts.

- III. The Contractor shall provide daily reports of all alarm activity to the DMR. Information provided shall include, but not limited to, the alarm time, the time the contact was made with the DMR, who the agent spoke to, and the information dispatched.

9. TESTING AND INSPECTIONS

A. Semi-Annual and Annual Testing/Inspections – Head Start, Fire Stations, Animal, Children, and Inmate Housing Facilities

- 1) The Contractor shall inspect 100% of all alarm devices to ensure devices and appliances are not damaged or tampered with.

- 2) The Contractor shall test 100% of all alarm devices to ensure proper operation. The Contractor shall test visual and audible notification appliances for proper operation, voice clarity and decibel level.
- 3) The Contractor shall ensure correct operation of all ancillary reporting devices and all ancillary fire alarm systems.
- 4) All fire alarm device signals and ancillary signals shall be transmitted and recorded at the Remote Supervising Station during each test. After each test, the report shall be presented to the DMR for review.
- 5) The Contractor shall disassemble all open area smoke and duct smoke detectors that require cleaning as indicated by the systems sensitivity report and clean via the manufacturer's recommended cleaning procedures and instructions.
- 6) In addition to applicable NFPA requirements for inspection, testing and maintenance after cleaning, detectors shall again have their sensitivity measured and recorded for the service records.
- 7) If any smoke detectors are replaced by the Contractor, they shall have their sensitivity measured and recorded for future service records.
- 8) All mechanically connected systems that provided a trouble alarm (the system is having a problem), supervisory alarm (a serious alarm that requires immediate attention from an electronic technician), fire alarm or trouble input to the fire alarm systems, shall be tested electronically via the nearest electronic connection point.
- 9) If an item is not repairable, the designated Facilities Management representative shall be immediately notified regarding repair/replacement options.
- 10) Once the repair is performed, the Contractor shall re-test and verify operation of the affected point.
- 11) The Contractor shall clean all fire alarm cabinets and remote battery cabinets on the inside during every inspection, cabinets shall be free of dust and debris. Nothing shall be stored in these cabinets.
- 12) A minimum of two (2) Contractor service technicians shall be present during all testing.
- 13) The Contractor shall perform a battery current reading on all fire alarm units to determine if the existing batteries are large enough and fully charged to support the system as per the requirements of NFPA 72 and all applicable City and County codes.

B. Quarterly Fire Alarm Systems Testing and Inspection

- 1) Verify proper operation of all control unit functions (ground fault, supervisory circuit operation, auxiliary control functions such as door release and fan shutdown).
- 2) Inspect system power supplies:
 - I. Primary (Main) record nominal voltage and amps
 - II. Over-current protection record type and amps
 - III. Record location (of Primary Supply Unit board) on the inside of every fire alarm control unit (FACU)
 - IV. Record disconnecting location on the inside of every fire alarm control unit (FACU)
 - V. Record Secondary (standby) record storage battery type and amp-hr rating on the test report
 - VI. Record standby capability in hours on the test report
- 3) Inspect and clean exterior of control and annunciator unit and battery cabinets and interior of all cabinets including circuit boards, power supplies, amplifiers, chargers and relays.
- 4) Check all control units and annunciator indicator lights or LEDs and replace as needed.
- 5) Verify operation of audible and visible trouble signals.
- 6) On systems equipped with sealed lead acid standby batteries, the following tasks shall be performed:
 - I. Disconnect A.C. power and check open circuit voltage. Measure standby current. Document on the test report.
 - II. Verify that all notification appliances operate properly under battery power.
 - III. Clean all connections. Check battery charger for proper operation. Inform the County in writing if batteries fail the test.
 - IV. Batteries that fail the test or exceed four (4) years from the date of manufacturer's stamp/imprint must be replaced. As these batteries are replaced, they must be marked with the date of replacement. Ensure the charger for the batteries is functioning properly.
- 7) Verify that all notification appliances (horns, speakers, bells, strobes and audible/strobe units) are operating properly by touring the facility.

- 8) Operate all manual pull stations and break glass stations per manufacturer's instructions during each inspection. Verify proper alarm response at the control unit and annunciator panel.
- 9) Provide a detailed computer generated report with the results of the quarterly inspection to the authorized County representative.

C. Annual Fire Alarm Systems Testing and Inspection

- 1) Complete functional testing shall be performed as per NFPA 72 and by all applicable national, state or local ordinances, on all of the devices and circuits under all conditions (alarm, supervisory, open, test, ground, secondary power, etc.) and documented on the test report.
- 2) Stray voltage: Certify that voltage does not exist between installation conductors and ground or between installation conductors.
- 3) Ground Faults: Verify that all installation conductors test free of ground.
- 4) Short Circuits: Verify that all installation conductors, other than those intentionally connected, are tested for conductor-to-conductor isolation.
- 5) Loop Resistance: Sort each installation conductor pair. Measure and record the resistance of each circuit and verify that it does not exceed the manufacturer's specified resistance limits. Document on the test report.
- 6) Smoke Detectors: Test and record in place. Calibrated sensitivity testing must be within 0.25%/ft of listed range.
- 7) Supervisory Devices: Ensure signal is distinct from trouble signal.
- 8) Remote Annunciators: Verify all fire alarm control unit (FACU) status changes transfer to remote panels.
- 9) Notification Appliances:
 - I. Initiate audible alarm.
 - II. Record Db levels in occupied and unoccupied areas. Document on the test report or on the facility floor plan used as a working test document.
 - III. Verify the voice clarity for the voice evacuation systems.
 - IV. Initiate general audible alarm. Induce "open" at initiating circuit interface for trouble condition. Induce ground fault at initiating circuit interface for ground fault condition. Record results on the test report.

- 10) Fire Alarm Control Unit (FACU):
 - I. Ensure that lamps and light emitting diodes (LEDs) illuminate.
 - II. Verify fuse rating. Remove fuse to induce “trouble” condition.
 - III. Primary power: Interrupt primary power supplies (batteries, etc.) to induce “trouble” condition (NFPA 72, Table 14.4.3.2).
 - IV. Secondary power: Interrupt primary power supplies (circuit breaker, etc.) to induce “trouble” condition (NFPA Table 14.4.3.2).
 - V. Trouble silencing switch: Induce “trouble” condition and verify audible trouble signals (NFPA 72, Table 14.4.3.2).
 - VI. Zone-disconnect switch: Activate each separately and verify that a “trouble” signal is activated.
 - VII. Alarm silencing switch: Verify that the audible signal transfers to a visual indicator.
 - VIII. Supervisory signal silencing switch: Verify an audible signal is initiated which is visually and/or audibly distinct from a trouble signal.
- 11) Provide a detailed computer generated report with the results of the annual inspection to the authorized County representative within (10) business days of the completion testing.

10. CONVERSION OF FIRE ALARM MONITORING SYSTEM

The awarded Contractor shall adhere to the following procedures for converting the current DACT reporting systems to Radio Monitoring Systems when requested by the County.

- A. The Contractor shall be responsible for providing all equipment necessary for the connection to the Remote Supervising Station at no additional cost to the County. The Contractor shall be responsible for all repairs and maintenance to the equipment for the duration of the contact.
- B. The Contractor shall survey each location herein for radio signal strength during the first initial site visit and report finding and recommendations (noting if the location is suitable for radio or cellular monitoring) to the DMR.
- C. Individual fire alarm systems currently reporting through DACTs shall be converted to either a UL Listed Cellular Communicator or UL Listed Mesh Radio Reporting Systems in accordance with NFPA 72.
- D. All Wireless Reporting Systems shall comply with the requirements of NFPA 72.

- E. All Cellular Dialer/Communicators will be UL Listed and provide a dedicated communication line via cellular network exclusively for monitoring the fire alarm system. The Cellular Dialer/Communicator shall operate at a minimum 3G network speed and automatically switch to lower speeds if the highest rated speed is unavailable.
- F. All mesh radio networks shall have UL Listed transceiver that will act as the transmitter, receiver and repeater of all alarm signals. The network shall self-adjust to network changes to ensure that alarm signals automatically follow the shortest path available as the network grows.
- G. The Contractor shall perform all work outlined in these specifications in addition to being fully responsible for the Remote Supervising Station that will receive all signals from the County buildings.
- H. The Remote Supervising Station shall have the ability to receive account number, point or zone of alarm and the event or detector type transmitted by all County buildings that have either existing; upgraded or new addressable fire alarm systems.
- I. All enclosures for the wireless remote transceivers or cellular dialer/communicators shall be red.
- J. The radio frequency used by the wireless mesh network shall be 450-470 MHz unless directed otherwise by the DMR.
- K. The back-up battery power for the radio transceiver shall be a minimum size of 12 AH. The back-up battery power for the Cellular Dialer/Communicator shall be a minimum size of 7AH. If the battery supply for the fire alarm system will be used for the transceiver/ wireless monitoring device, the new and revised battery calculations for the system shall be submitted to the AHJ for review and approval.
- L. All mesh radio network antennae shall be the 2.5 dB tamper resistant antenna that is mounted on the transceiver enclosure.
- M. Optional remote mounting of the antenna or additional signal booster shall be provided as necessary for proper operation of the mesh radio network or cellular dialer/communicator and shall be supplied at no additional cost to the County.
- N. Each transceiver shall have as a minimum an 8 zone modular design for expansion with normal and reverse polarity POTS and DACT interfaces with the option for a full data module add-on accessory board.
- O. The network shall be a self-forming, self-correcting, highly scalable system.
- P. Each building fire alarm system and mesh network transceiver/wireless monitoring device shall perform 24 hour "check-ins" with the Remote Supervising Station to ensure compliance with NFPA 72 and UL 864 Standard.

- Q. The networks used for wireless communications shall only utilize cellular technology for cellular monitoring.
- R. ALL telephone connections that become unused and disconnected as a result of installing the radio mesh network shall be discontinued. The contractor shall provide a list of telephone numbers to the DMR so that the County may then notify the appropriate telephone provider of the need to cancel phone line use.

11. **TRANSITION OF SERVICES**

- A. Within ten (10) business days of contract commencement, the Contractor shall meet with each maintenance district to discuss and finalize the equipment and monitoring service transition plan for each district.
- B. The transition plan shall include the schedule for the replacement of equipment which takes into consideration issues such as the required advance notice to the building occupants, scheduling of fire watch; and flexibility to work around operational requirements and other building maintenance projects.
 - i. Description of how work will be performed at each location
 - ii. Approximate time requirements needed to perform service at each location.
 - iii. Assistance/coordination requirements needed from other entities.
 - iv. Approximate number of technicians required (above the minimum of two) to perform services based upon inspection and testing requirements for each category of equipment.
 - v. Procedure for ensuring there is Alarm Monitoring coverage for each building during the transition period.
- C. The final transition work plan shall be mutually agreed upon between the DMR and the Contractor in writing.
- D. The contract shall allow for a period not to exceed ninety (90) days from the effective date of the contract for permitting and reprogramming of the DACTs, or radio systems as applicable and if necessary. The following information is required for fire alarm reprogramming:
 - i. The type of work that is being performed
 - ii. The system 60 hour battery calculations
 - iii. Confirm that there is a smoke detector above the FACU
 - iv. Confirm there is a pull station on the system

- v. Confirm that there is a Fire Department Lock Box (Knox) on the system
- E. Monitoring of any location shall not commence until after the completion of the permitting and re-programming and shall be coordinated with the previous monitoring contractor so as not to create a disruption of monitoring services. All costs of permitting and reprogramming shall be the responsibility of the awarded contractor.
- F. The effective date for the transition of monitoring services from the previous contractor to the new contractor shall be agreed upon in writing by the County.

12. COORDINATION OF SERVICES

- A. The County will provide to the Contractor an inspection and testing schedule during the initial meeting. All field verification of equipment shall be performed prior to the scheduling of any service. The contractor shall assess the condition, environment, configuration, and requirements of each individual facility.
- B. Contractor shall be required to follow testing schedule and coordinate all inspection and testing dates in advance with the DMR. The inspection and testing schedule shall be per the building operational requirements and the schedule must be finalized at a minimum of **three (3) weeks** in advance of service to minimize any negative impact to County operations.
- C. All regular testing, inspection, maintenance, and repair work shall be performed during standard business hours with the exception of the following locations:

Lot A – Downtown District Building

- Administration Center
- Regional History Center
- IOC I & II
- Courthouse Complex

Lot B – 33rd Street District Buildings

- Correction Support Administration, Cassady
- BRC (Booking & Release)

The above listed facilities shall be tested during non–standard business hours. Testing shall be coordinated with the DMR.

- D. The Contractor shall request authorization from the designated Facilities Management Representative at least ten (10) working days in advance when the service/repair requires an outage of electrical power. The request shall state the anticipated duration of such outage. In the event of an emergency, when prior written approval is not practical or possible, prior verbal approval by telephone must be obtained from designated DMR before any shutdown of services is attempted.

- E. At ninety (90) day intervals, the Contractor shall meet with the designated DMR to review performance and schedule major testing/repairs anticipated during the next ninety (90) day period. A written test /repair schedule must be provided by the Contractor to the designated Facilities Management Representative at the meeting. The first ninety (90) day schedule shall be presented no more than two (2) weeks after the contract is executed. The Contractor shall submit a written performance report at one hundred eighty (180) day intervals.
- F. The Contractor's personnel shall report to the appropriate Maintenance District at a mutually agreed time and check with the appropriate DMR. At time of check-in, the designated DMR will provide contractor's personnel with a list of any problems requiring the Contractor's attention. Upon service completion the Contractor personnel shall check out with the DMR. Service tickets shall be initialed/signed by the DMR as acknowledgement of services performed.

13. ADDITIONAL SERVICES

The Contractor shall provide maintenance and repair services for fire alarm systems and their components as requested by the County. Items to be maintained include, but are not limited to wire, wire connections, fuses, etc, as well all alarm panels, remote annunciator panels, smoke detectors/ceiling mounted-photoelectric, duct smoke detectors, pull stations, fire alarm speakers and strobes, heat detectors, post indicator valves, audio visual appliances, etc. The Contractor shall retain sole responsibility for any defects, damages, and needed repairs to any equipment owned by the Contractor and to any equipment leased by the County from the Contractor.

If repair work is required due to acts or omissions of the Contractor, the costs of such work shall be borne solely by the Contractor. Work mutually agreed upon by the County and the Contractor to be required as a result of vandalism, acts of God, system failures, routine maintenance or other acts of third parties shall be borne by the County. The work shall be performed only upon the expressed authorization from the relevant DMR.

A. EMERGENCY SERVICE

- 1) The Contractor shall provide emergency service twenty-four (24) hours per day, seven (7) days per week to include holidays.
- 2) In the event of an emergency, the Contractor shall be required to respond by arriving at the jobsite within one (1) hour after verbal or written notification by the County for emergency work request.
- 3) In the event that the Contractor does not respond within one (1) hour, the County has the right to utilize alternate licensed service providers to repair the system. The Contractor will be charged one and one-half times the alternate licensed service providers' labor costs billed to the County, as well as actual charges for materials and mileage.

- 4) Emergency work/repair shall be corrected immediately, with the verbal authorization (Emergency Field Directive) from an authorized County Representative.
- 5) Emergencies include, but are not limited to, the following:
 - a. Total system failure
 - b. Inability to acknowledge, silence or reset audible or panel troubles
 - c. Failure of air-conditioning to reset after an alarm
 - d. Failure of fire alarm system to communicate with the monitoring service provider
 - e. Loss of backup battery power
 - f. Damage caused to system due to transients and power surges
 - g. Complete zone or loop failure
 - h. Vandalism to any part of the system
 - i. Fire at a facility
 - j. NAC failure
 - k. Booster failure
 - l. Ground Fault
 - m. Mapping error
 - n. Programming issues
- 6) All costs associated with such emergencies shall be invoiced and submitted to the County within twenty four (24) hours of service completion. These invoices shall include a detailed description of the problem, findings, and a list of materials used. Invoice shall be accompanied by completed service tickets, and supporting documents for any parts purchased and used during service.

If the emergency occurred during the weekend or holiday, written authorization shall be submitted on the first workday after completion of the emergency service work/repair. Failure to obtain written authorization may result in denial of payment.

B. ON-CALL REPAIR SERVICES

- 1) For non-emergency service/repairs, the Contractor shall be required to respond by visiting the work site within twenty-four (24) hours after notification from the County with the County's Representative to assess the extent of the requirement and mutually agree to the types and quantities of items required for the work.

A written quote detailing the extent of the required repair shall be submitted within twenty-four (24) hours of site visit, unless mutually agreed upon in writing, to the requesting County Department Representative.

- 2) The County Representative and the Contractor shall mutually agree on scheduling for the work to be completed. The County shall have the final authority on scheduling of repairs.
- 3) Estimated pricing shall be according to the contract bid item sheet. Estimate shall be itemized to include estimated number of hours for labor and cost for material.
- 4) The estimate provided by the Contractor shall be firm, no increases will be permitted unless unforeseen circumstances arise and the increase is approved by the County Representative.
- 5) The County reserves the right to enter into negotiations with the Contractor whenever it deems that negotiations will be in the best interest of the County. These negotiations may increase or decrease the original scope of work. Upon completion of negotiations, a new estimate shall be prepared by the Contractor and submitted to the County Representative for approval.
- 6) The Contractor shall not begin work until the County accepts the estimate and issues the Contractor a delivery/ purchase order for the work.
- 7) A work order shall be submitted to the appropriate Maintenance District for approval within twenty-four (24) hours of performed service. The work order shall state the date work was performed, a description of the problem, a description of the actual work performed, a description of the findings, building name and number.
- 8) The Contractor shall submit an invoice for services performed within forty-eight (48) hours of completion.

C. PARTS AND MATERIAL

- 1) The Contractor shall notify the County prior to the purchase and replacement of any parts. Only County approved part purchases will be reimbursed. Parts do not include minor consumable materials use for repairs such as tape, rope, etc.
- 2) All parts and components shall be new and the original manufacturer's parts. The Contractor shall maintain a reasonable inventory of parts and components to be readily available to expedite repairs. Used or rebuilt parts or components are not acceptable.
- 3) The Contractor shall transfer on all warranties and guarantees to the County for all fire alarm system parts and components purchased and used in County buildings. The Contractor shall ensure that these warranties and guarantees are transferable to the County prior to finalizing purchase.
- 4) Contractor shall be responsible for all communication with parts manufacturers and/or suppliers from the time of purchase and

throughout the remainder of the contract. This includes coordination of exchanges, returns, or replacement of parts covered under warranty. All notice of obsolete equipment shall be forwarded in writing to the Facility Director and the DMR as soon as this issue is discovered. All manufacturer information confirming obsolescence shall be forwarded in writing to the DMR.

- 5) Parts used in repair shall be reimbursed under the allowance for parts on the bid proposal form with proper verification of purchase.

D. DIAGNOSTIC SERVICES

- 1) The Contractor shall provide diagnostic services as requested by the County. The Contractor shall troubleshoot the fire alarm system for faults and equipment malfunctions. Upon the completion of the diagnostic service, the Contractor shall provide a written report of findings and recommendations for repair. No payment shall be made by the County to the Contractor until a written report and recommendation are provided to the DMR.
- 2) The Contractor shall be solely responsible for all faults resulting from any repairs and modifications performed by the Contractor or subcontractor. The Contractor shall perform all necessary work required for correction at no additional cost to the County.
- 3) Diagnostic services includes labor hours only and shall be billable per the diagnostic rate listed on the Bid Response For. This does not include travel time, time spent going through the facility security check points.

E. SUBCONTRACTORS

The Contractor shall obtain prior approval from the DMR and Contract Administrator for subcontracted services. The Contractor shall be responsible for providing services to all fire alarm systems and equipment as outlined in the Scope of Service and the attachments. The Contractor shall be allowed to subcontract maintenance and repair services to propriety systems if the Contractor is unable to perform these services. The Contractor shall be reimbursed for these services at cost, with proper invoice and back-up documentation from a third-party service provider.

F. UNFORESEEN

The County shall reimburse the Contractor for approved unforeseen charges. These charges shall be reimbursed at cost, with proper invoice from a third party. Reimbursable unforeseen costs may include, but are not limited to: cost for express shipping as requested by the County, permits needed for equipment upgrade/ replacement, and tax payable on parts used in County owned equipment. The Contractor shall obtain prior approval written from the DMR for all other unforeseen charges.

14. EQUIPMENT UPGRADES AND MODIFICATIONS

- A. The Contractor shall provide evaluations and written recommendations for the retrofit and/or replacement of old equipment with newer technologically current and relevant equipment. Recommendations shall include shop drawings showing all fire alarm devices, connections, battery/voltage drop calculations, and all related documents to bring the location in compliance with NFPA 72 and the AHJ. Shop drawings shall be based on the current building plans. The Contractor shall include all work necessary in order to obtain a permit. The Contractor shall invoice for these services under design labor line item on the Bid Response Form.
- B. All evaluations, recommendations, product engineering specifications, system design and plans shall be completed under supervision of a currently certified NICET LEVEL 3 or higher fire alarm certified company representative. A current NICET certification number shall be provided on all documents provided.
- C. New equipment installations under this contract shall not restrict the transition to a future monitoring Contractor. All equipment to be installed shall be approved by the DMR prior to installation.
- D. The labor and material utilized for the installation of equipment shall be invoiced by the Contractor per the on-call repair unit price and material allowance as outlined on the Bid Response Form.

15. INVOICING REQUIREMENTS

- A. Upon delivery and acceptance of service, associated costs along with supporting documentation shall be submitted via properly executed invoice to the applicable appropriate Fiscal Department. The Contractor shall reference the contract number and the appropriate delivery order number on all invoices. Format of invoices shall align with delivery orders, unless otherwise agreed to in writing.

At minimum, an invoice shall contain the following information:

- 1. Purchase/Delivery order number
- 2. Date of services
- 3. Labor shall be rounded to the nearest thirty (30) minutes
- 4. Itemized list of materials or services rendered:
 - a. Quantities, prices, (both unit price and total), terms and any other charges contained in the delivery or purchase order;
- 5. Destination of delivery or service location
- 6. Applicable sales tax should be listed separately
- 7. Markdown/mark-ups shall be listed as a line item on the invoice
- 8. Approved shipping charges should be listed separately from the materials and supplies.

- B. Routine testing and inspections, and on-call repairs shall be invoiced separately under different invoice numbers. Preventative maintenance shall be invoiced according to the bid item sheet. Final invoices for repairs including emergencies shall itemize labor and parts cost per contract pricing.
- C. The Contractor shall provide a copy of the service ticket with the invoice for verification of actual labor hours and parts used on the job. Contractor shall submit complete documentation to include details of the repairs, parts used, name of the County Representative who requested the work, and confirmation that the work was completed. The DMR may sign or initial service tickets only as acknowledgement of receipt of service.
- D. Service shall be invoiced according to the bid item sheet. There shall be overtime allowed for testing and inspections performed during standard and non-standard hours. Service does NOT include travel time. Only properly documented on-site time will be compensated.
- E. Markups or markdowns shall be applied only to price for parts. Price for parts shall not include sales tax and shipping charges in the calculation for markups and markdowns.
- F. The County shall review invoices for required information. The County shall have the authority to reject an invoice based on improper invoice format.
- G. Contractor shall not invoice the County for any services not accepted by the County and for any diagnostic errors on the part of the Contractor. Should the County receive such invoices, they shall be rejected.
- H. Unless otherwise authorized by the corresponding department in writing, delivery of invoices and back-up documentation via e-mail and/or fax is not allowed under this contract.
- I. The Contractor shall submit monthly statements of unpaid invoices to each department ordering services under this contract.

At minimum, the statement shall contain the following information:

1. Statement date
2. Invoice numbers
3. Invoice dates
4. Invoice total or unpaid balance if different from invoice total
5. Delivery order number corresponding to each invoice listed
6. Balance carry forward
7. Cumulative outstanding balance

Statements shall be sent to the corresponding ordering department, fiscal department, and contract administrator by the 15th of each month for service performed in the prior month and as requested by the County.

**SCOPE OF SERVICE
SUPPLEMENTAL INFORMATION**

SECURITY AND IDENTIFICATION

- A. All costs for background investigations shall be Contractor's responsibility. The County will have the right to request any additional investigative background information including, but not limited to, the employment record, Right-To-Know records, E-Verify system records (if the Contractor uses this service as a means to determine employment eligibility, available through www.uscis.gov), 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 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 personnel assigned to, or working within the State Attorney's Office at the Orange County Courthouse or the Juvenile Justice Center shall be required to complete the following minimum screening procedures:
- A State of residency and national fingerprint-based record check shall be conducted for all contract personnel who have direct access to the State Attorney's building. Access to the State Attorney's building or Juvenile Justice will be denied until said record check is performed and approved by the State Attorney or Orange County Sheriff's representative assigned to review such records.
1. All requests for access shall be made as specified by the State Attorney or Orange County Sheriff's Office.
 2. When identification of an employee with a criminal history has been established by fingerprint comparison, said criminal history will be reviewed by the State Attorney or Sheriff's Office to determine whether the employee will be granted access.
 3. A Contractor employee found to have a criminal record consisting of felony conviction(s) will be disqualified, and denied access to the State Attorney's building.
 4. A Contractor employee will also be denied access on the basis of confirmation that arrest warrants are outstanding for said employee.
 5. The State Attorney or Sheriff's Office will maintain a list of Contractor personnel who have been authorized access to the State Attorney's building and the Juvenile Justice Center.
 6. A Contractor's employee with a record of misdemeanor offense(s) may be granted access the State Attorney's building or Juvenile Justice if it is determined that the nature or severity of the misdemeanor offense(s) do not warrant disqualification. The decision of the State Attorney or Sheriff's Office shall be final.
- D. Contractor's employees will not be allowed to work in Orange County facilities without completed and approved background investigations.
- E. Upon termination or transfer of any employee of the Contractor working under this contract, the Contractor shall immediately notify the County's Representative, in writing, of such termination or transfer and return said employee's Orange County photo I.D. badge to the Facilities Management Division Contract Administrator.
- F. The Contractor shall report the arrest of any employee working under the terms of this contract to the County's Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the County whether the employee shall continue to work at County locations within this contract.

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

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.

1. All Contractor employees shall carry a valid ID at all times.
2. The Contractor shall provide a list of all employees that will be working inside any jail. A full criminal history shall be run on each employee by the Corrections Department at no cost to the Contractor. No Contractor employee 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:

- a. Employee's Full name
 - b. Employee's date of birth
 - c. Employee's Race/Sex
 - d. Employee's Social Security Number
 - e. Employee's Driver's License number
3. Only authorized employees of the Contractor shall be allowed to work at Corrections. WORK RELEASE INMATES ARE NOT AUTHORIZED TO WORK ON ANY JAIL PROJECT.
 4. Contractor's employee shall wear their Contractor issued ID on the collar of their shirt at all times while on the Corrections compound. This ID will be issued to each Contractor employee at the North perimeter building and will only be given upon surrendering of a valid personal ID.
 5. If an ID is lost, the Contractor's employee shall report it immediately to their escort officer.
 6. In the event of an emergency, the Contractor's employee shall report it to the nearest Corrections staff member. They will contact 911.
 7. The Contractor's employees shall follow direction of the escort officer at all times.
 8. The Contractor's employees shall not bring tobacco or tobacco products inside any jail or on top of any roof or within any jail fence line.
 9. The Contractor's employees shall not bring or wear hats or sunglasses inside any facility.
 10. The Contractor's employees shall not bring any cell phones inside the facility unless authorized by Corrections.
 11. Contractor vehicles shall have the windows rolled up and be locked at all times and parked in only pre-authorized areas.
 12. The Contractor shall ensure that during breaks, if a Contractor's employee leaves an area, all tools must be removed.
 13. All Contractor tools 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.
 14. At the end of each workday, the Contractor shall ensure that all tools and debris are collected. The Contractor shall conduct an inspection of all areas to ensure all tools are accounted for.
 15. No illegal drugs or drug paraphernalia are allowed in the compound.
 16. No weapons, guns or ammunition are allowed in the compound.
 17. The Contractor shall ensure that no inmate interaction occurs. The Contractor's employees shall not talk to or give or receive anything from an inmate, including cigarettes.

18. The Contractor shall only use storage areas approved at the beginning of the project, unless otherwise permitted during a project by Corrections.
19. The Contractor shall not leave clothing unattended.

**BID RESPONSE FORM
IFB #Y18-107-DG**

The Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Proposal Form, inclusive of overhead, profit and any other costs. **Testing and inspection for locations under this contract shall include all panels, subpanels, annunciators, and related equipment. The Contractor shall be responsible for equipment verification at each location herein.**

LOT 1 – DOWNTOWN DISTRICT BUILDINGS

<u>ITEM NO.</u>	<u>SERVICE PROVIDED</u>	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>ANNUAL TOTAL BID</u>	<u>THREE YEAR ESTIMATE TOTAL</u>
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**Orange County Courthouse – Building A (Public Defender), 435 N. Orange Avenue
127,131 GSF
(0020.01)**

1.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3 =	\$ _____
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**Orange County Courthouse – Building B (State Attorney), 415 N. Orange Avenue
127,131 GSF
(0020.02)**

2.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3 =	\$ _____
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**Orange County Courthouse – Building C (Tower), 425 N. Orange Avenue
650,229 GSF
(0020.03)**

3.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3 =	\$ _____
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Company Name

LOT 1 – DOWNTOWN DISTRICT BUILDINGS (continued)

**Orange County Courthouse – Building E (Central Energy Plant), 76 E. Amelia Street
41,000 GSF
(0020.04)**

- | | | | | | | | |
|----|----------------------------|---------|------|---------|-----|---|---------|
| 4. | Annual Test and Inspection | \$_____ | X 1 | \$_____ | X 3 | = | \$_____ |
| 5. | Monthly Monitoring Service | \$_____ | X 12 | \$_____ | X 3 | = | \$_____ |

**Orange County Courthouse – Buildings F & G (Parking Garage), 38 E Amelia Street
612,480 GSF
(0020.05) & (0020.06)**

- | | | | | | | | |
|----|----------------------------|---------|-----|---------|-----|---|---------|
| 6. | Annual Test and Inspection | \$_____ | X 1 | \$_____ | X 3 | = | \$_____ |
|----|----------------------------|---------|-----|---------|-----|---|---------|

**Internal Operations Centre I, 450 E. South Street
36,701 GSF
(1001.01)**

- | | | | | | | | |
|----|----------------------------|---------|------|---------|-----|---|---------|
| 7. | Annual Test and Inspection | \$_____ | X 1 | \$_____ | X 3 | = | \$_____ |
| 8. | Monthly Monitoring Service | \$_____ | X 12 | \$_____ | X 3 | = | \$_____ |

**Internal Operations Centre II, 450 E. South Street
60,060 GSF
(1001.02)**

- | | | | | | | | |
|-----|----------------------------|---------|------|---------|-----|---|---------|
| 9. | Annual Test and Inspection | \$_____ | X 1 | \$_____ | X 3 | = | \$_____ |
| 10. | Monthly Monitoring Service | \$_____ | X 12 | \$_____ | X 3 | = | \$_____ |

Company Name

LOT 1 – DOWNTOWN DISTRICT BUILDINGS (continued)

**Orange County Administration Center, 201 S. Rosalind Avenue
157,873 GSF
(9001.01)**

- | | | | | | | | |
|-----|----------------------------|----------|------|----------|-----|---|----------|
| 11. | Annual Test and Inspection | \$ _____ | X 1 | \$ _____ | X 3 | = | \$ _____ |
| 12. | Monthly Monitoring Service | \$ _____ | X 12 | \$ _____ | X 3 | = | \$ _____ |

**Orange County Regional History Center, 65 E. Central Avenue
72,492 GSF
(9027.01)**

- | | | | | | | | |
|-----|----------------------------|----------|------|----------|-----|---|----------|
| 13. | Annual Test and Inspection | \$ _____ | X 1 | \$ _____ | X 3 | = | \$ _____ |
| 14. | Monthly Monitoring Service | \$ _____ | X 12 | \$ _____ | X 3 | = | \$ _____ |

**Housing and Community Development, 525 E. South Street
7,194 GSF
(9310.01)**

- | | | | | | | | |
|-----|----------------------------|----------|------|----------|-----|---|----------|
| 15. | Annual Test and Inspection | \$ _____ | X 1 | \$ _____ | X 3 | = | \$ _____ |
| 16. | Monthly Monitoring Service | \$ _____ | X 12 | \$ _____ | X 3 | = | \$ _____ |

**Total Estimated Bid – Lot 1 – Downtown District Buildings
(Test/Inspections and Monitoring)**

\$ _____ X 3 = \$ _____

Company Name

LOT 2 – 33RD STREET / CORRECTIONS BUILDINGS

<u>ITEM NO.</u>	<u>SERVICE PROVIDED</u>	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>ANNUAL TOTAL BID</u>	<u>THREE YEAR ESTIMATE TOTAL</u>
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**Sheriff Sector IV, 2400 W. 33rd Street
27,988 GSF
(9093.01)**

17.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3 =	\$ _____
18.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3 =	\$ _____

**Cassady Building, 2450 W. 33rd Street
27,641 GSF
(9093.02)**

19.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3 =	\$ _____
20.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3 =	\$ _____

**Corrections – Corrections Support, 3741 Vision Boulevard
(9097.01)
Corrections – CEP for Corrections Support, 3741 Vision Boulevard
(9097.25)
82,827 GSF**

21.	Quarterly Test and Inspection	\$ _____	X 3	\$ _____	X 3 =	\$ _____
22.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3 =	\$ _____

Company Name

LOT 2 – 33RD STREET / CORRECTIONS BUILDINGS (continued)

**Facilities Management 33rd Office, 3723 B Vision Boulevard
18,360 GSF
(9097.02)**

23.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
24.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Corrections – Butler Building, 3741 Vision Boulevard
12,000 GSF
(9097.03)**

25.	Quarterly Test and Inspection	\$_____	X 3	\$_____	X 3	=	\$_____
26.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____

**Corrections – “A” Building, 3741 Vision Boulevard
(9097.05)
Corrections – Central Energy Plant 1, 3761 Vision Boulevard
(9097.23)**

**Corrections – Emergency Management Building, 3755 Vision Boulevard
(9097.29)
43,103 GSF**

27.	Quarterly Test and Inspection	\$_____	X 3	\$_____	X 3	=	\$_____
28.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____

Company Name

LOT 2 – 33RD STREET / CORRECTIONS BUILDINGS (continued)

**Corrections – “B” Building, 3741 Vision Boulevard
23,053 GSF
(9097.17)**

29.	Quarterly Test and Inspection	\$_____	X 3	\$_____	X 3	=	\$_____
30.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____

**Corrections – “D” Building, 3741 Vision Boulevard
(9097.19)**

**Corrections – “E” Building, 3741 Vision Boulevard
(9097.20)**

**Corrections – “F” Building, 3741 Vision Boulevard
(9097.21)**

**Corrections – Central Energy Plant for Main Facility, 3741 Vision Boulevard
(9097.27)**

203,388 GSF

31.	Quarterly Test and Inspection	\$_____	X 3	\$_____	X 3	=	\$_____
32.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____

**Corrections – Genesis Building, 3859 Vision Boulevard
(9097.30)**

**Corrections – Central Energy Plant for Genesis, 3859 Vision Boulevard
(9097.26)**

39553 GSF

33.	Quarterly Test and Inspection	\$_____	X 3	\$_____	X 3	=	\$_____
34.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____

Company Name

LOT 2 – 33RD STREET / CORRECTIONS BUILDINGS (continued)

**Corrections – Horizons Building, 3851 Vision Boulevard
(9097.31)**

**Corrections – Central Energy Plant for Horizons, 3751 Vision Boulevard
(9097.24)
184,419 GSF**

- | | | | | | | | |
|-----|-------------------------------|---------|-----|---------|-----|---|---------|
| 35. | Quarterly Test and Inspection | \$_____ | X 3 | \$_____ | X 3 | = | \$_____ |
| 36. | Annual Test and Inspection | \$_____ | X 1 | \$_____ | X 3 | = | \$_____ |

**Corrections – Phoenix Building, 3883 Vision Boulevard
53.790 GSF
(9097.32)**

- | | | | | | | | |
|-----|-------------------------------|---------|-----|---------|-----|---|---------|
| 37. | Quarterly Test and Inspection | \$_____ | X 3 | \$_____ | X 3 | = | \$_____ |
| 38. | Annual Test and Inspection | \$_____ | X 1 | \$_____ | X 3 | = | \$_____ |

**Corrections – South Perimeter Building, 3803 Vision Boulevard
2,560 GSF
(9097.34)**

- | | | | | | | | |
|-----|----------------------------|---------|-----|---------|-----|---|---------|
| 39. | Annual Test and Inspection | \$_____ | X 1 | \$_____ | X 3 | = | \$_____ |
|-----|----------------------------|---------|-----|---------|-----|---|---------|

**Corrections – North Perimeter Building, 3503 S. John Young Parkway
2,790 GSF
(9097.35)**

- | | | | | | | | |
|-----|----------------------------|---------|-----|---------|-----|---|---------|
| 40. | Annual Test and Inspection | \$_____ | X 1 | \$_____ | X 3 | = | \$_____ |
|-----|----------------------------|---------|-----|---------|-----|---|---------|

Company Name

LOT 2 – 33RD STREET / CORRECTIONS BUILDINGS (continued)

**Corrections – Whitcomb “A” Building, 3663 S. John Young Parkway
24,449 GSF
(9097.36)**

41.	Quarterly Test and Inspection	\$_____	X 3	\$_____	X 3	=	\$_____
42.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
43.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Corrections – Mail Processing Trailer, 4031 S. John Young Parkway
(9097.37)**

**Corrections – North Uniform Trailer, 4031 S. John Young Parkway
(9097.38)**

**Corrections – South Uniform Trailer, 4031 S. John Young Parkway
(9097.39)
5,512 GSF**

44.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
45.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Female Detention Center, 3423 Vision Boulevard
(9097.47)**

**Corrections – Central Energy Plant FDC and BRC, 3776 Vision Boulevard
(9097.28)
125,946 GSF**

Company Name

LOT 2 – 33RD STREET / CORRECTIONS BUILDINGS (continued)

46. Quarterly Test and Inspection \$_____ X 3 \$_____ X 3 = \$_____
47. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Corrections – Booking and Release Center, 3663 S. John Young Parkway
300,000 GSF
(9097.50)**

48. Quarterly Test and Inspection \$_____ X 3 \$_____ X 3 = \$_____
49. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Video Visitation, 3000 39th Street
7000 GSF
(9142.01)**

50. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____
51. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Orange County Corrections Kitchen & Laundry
(Bldg #)**

52. Quarterly Test and Inspection \$_____ X 3 \$_____ X 3 = \$_____
53. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Total Estimated Bid – Lot 2 – 33rd Street District Buildings
(Test/Inspections and Monitoring)**

\$_____ X 3 = \$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS

<u>ITEM NO.</u>	<u>SERVICE PROVIDED</u>	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>ANNUAL TOTAL BID</u>	<u>THREE YEAR ESTIMATE TOTAL</u>
Oakridge Head Start, 814 W. Oakridge Road 3,836 GSF (0001.01)					
54.	Semi-Annual Test and Inspection	\$_____	X 2	\$_____	X 3 = \$_____
55.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 = \$_____
Cypress Grove Estate House, 209 Holden Avenue 4,066 GSF (0002.01)Z					
56.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3 = \$_____
57.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 = \$_____
Firestar Hanger, 3530 E. Amelia Street 13,100 GSF (0044.01)					
58.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3 = \$_____
59.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 = \$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Sheriff's Central Complex, 2500 W. Colonial Drive
221,240 GSF
(0046.01)**

60. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

61. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Sheriff 's Fleet Maintenance, 2500 W. Colonial Drive
15,143 GSF
(0046.02)**

62. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

63. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Facilities Management Admin Office/Training, 2010 E. Michigan Street
7,713 GSF
(9041.01)**

64. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

65. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Facilities Management Special Services, 1944 E. Michigan Street
5,743 GSF
(9041.02)**

66. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

67. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Facilities Management Central Stores, 1952 E. Michigan Street
8,027 GSF
(9041.08)**

68.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
69.	Monthly Radio Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Health Department/EMS, 2002 A E. Michigan Street
11,400 GSF
(9041.14)**

70.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
71.	Monthly Radio Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Great Oaks Village Warehouse, 1912 E. Michigan Street
6,316 GSF
(9041.16)**

72.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
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**Great Oaks Village Youth Shelter, 1800 E. Michigan Street
8,640 GSF
(9041.17)**

73.	Semi-Annual Test and Inspection	\$_____	X 2	\$_____	X 3	=	\$_____
74.	Monthly Radio Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Great Oaks Village Day Cottage, 1780 E. Michigan Street
3,537 GSF
(9041.18)**

75. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

76. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Great Oaks Village Owls Cottage, 1776 E. Michigan Street
3,537 GSF
(9041.19)**

77. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

78. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Great Oaks Village Highsmith Cottage, 1772 E. Michigan Street
3,711 GSF
(9041.20)**

79. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

80. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Great Oaks Village Wittenstein Cottage, 1784 E. Michigan Street
5,402 GSF
(9041.21)**

81. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

82. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Great Oaks Village Evans Dining Hall, 1768 E. Michigan Street
7,296 GSF
(9041.27)**

83. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

84. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Great Oaks Village Hagood House, 1758 E. Michigan Street
4,165 GSF
(9041.31)**

85. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

86. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Great Oaks Village Oak Tree Cottage, 1728 E. Michigan Street
6,429 GSF
(9041.33)**

87. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

88. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Great Oaks Village Meyers Cottage, 1738 E. Michigan Street
4,928 GSF
(9041.34)**

89. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

90. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Great Oaks Village Soistman Cottage, 1748 E. Michigan Street
4,928 GSF
(9041.35)**

91. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

92. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Great Oaks Village Admin Office, 1718 E. Michigan Street
8,395 GSF
(9041.36)**

93. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

94. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Juvenile Justice Center, 2000 E. Michigan Street
67,318 GSF
(9041.39)**

95. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

96. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Health and Family Services (Mabel Butler), 2100 E. Michigan Street
32,946 GSF
(9041.42)**

97. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

98. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Public Defender’s Office and Trailer, 2002 B E. Michigan Street
6,699 GSF
(9041.44) & (9041.51)**

99.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
100.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Great Oaks Village Learning Center, 1718 E. Michigan Street
4,950 GSF
(9041.52)**

101.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
102.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Medical Examiner, 2350 E. Michigan Street
40,218 GSF
(9041.54) & (9041.55) & (9041.56)**

103.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
104.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Work Release, 130 W. Kaley Street
56,823 GSF
(9188.01)**

105.	Quarterly Test and Inspection	\$ _____	X 3	\$ _____	X 3	=	\$ _____
106.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
107.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Graphics Reproduction/Forrestal Warehouse, 3907 Forrestal Avenue
14,300 GSF
(9190.01) & (9190.02)**

108.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
109.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Animal Services, 2769 Conroy Road
30,385 GSF
(9201.01) & (9201.02) & (9201.03) & 9201.04) & (9201.05) & (9201.06) & (9201.07)**

110.	Semi-Annual Test and Inspection	\$_____	X 2	\$_____	X 3	=	\$_____
111.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Cooperative Extension, 6021 S. Conway Road
22,210 GSF
(9225.01) & (9225.02) & (9225.03) & (9225.04)**

112.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
113.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Mosquito Control, 2715 Conroy Road
2,944 GSF
(9330.01)**

114.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
115.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Marks Street Senior Center, 99 E. Marks Street
23,989 GSF
(9340.01)**

116. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

117. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Public Works Building #1, 4200 S. John Young Parkway
80,893 GSF
(9342.01)**

118. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

119. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Public Works Building #2, 4200 S. John Young Parkway
23,195 GSF
(9342.02)**

120. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

121. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Public Works Building #3, 4200 S. John Young Parkway
8,400 GSF
(9342.03)**

122. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

123. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Public Works Building #5, 4200 S. John Young Parkway
4,499 GSF
(9342.05)**

124. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

125. Monthly Radio Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Public Works Building #6, 4200 S. John Young Parkway
5,365 GSF
(9342.06)**

126. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Public Works Building #7, 4200 S. John Young Parkway
14,288 GSF
(9342.07)**

127. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

128. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Public Works Building #8, 4200 S. John Young Parkway
12,859 GSF
(9342.08)**

129. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

130. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Fort Gatlin Park Hall and Administration, 9009 Lake Margaret Drive
9,031 GSF
(9378.01)**

131.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
132.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Holden Heights Community Center, 1201 20th Street
10,524 GSF
(9411.01)**

133.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
134.	Monthly Radio Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Medical Clinic, 101 S. Westmoreland Drive
15,436 GSF
(9578.01)**

135.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
136.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Juvenile Assessment Center, 823 W. Central Avenue
27,780 GSF
(0083.01)**

137.	Quarterly Test and Inspection	\$ _____	X 3	\$ _____	X 3	=	\$ _____
138.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
139.	Monthly Cellular Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

Company Name

LOT 3 – CENTRAL DISTRICT BUILDINGS (continued)

**Public Works Building #5A, 4200 S. John Young Parkway
6,414 GSF
(9342.13)**

140.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
141.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Facilities Management Central District, 1929 E Michigan Street
4,706 GSF
(9041.04)**

142.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
143.	Monthly Radio Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Wellworks Bldg, 1850 E Michigan Street
19,223 GSF
(9049.01)**

144.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
145.	Monthly Radio Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Total Estimated Bid – Lot 3 – Central District Buildings
(Test/Inspections and Monitoring,)**

\$ _____ X 3 = \$ _____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS

<u>ITEM NO.</u>	<u>SERVICE PROVIDED</u>	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>ANNUAL TOTAL BID</u>		<u>THREE YEAR ESTIMATE TOTAL</u>
Tibet Butler Park Museum, 8777 State Route 535 611 GSF (0003.03)						
146.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3 =	\$_____
147.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 =	\$_____
Tibet Butler Park Classroom, 8777 State Route 535 1,395 GSF (0003.05)						
148.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3 =	\$_____
149.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 =	\$_____
Willow Street Community Center, 6565 Willow Street 4,744 GSF (0008.01)						
150.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3 =	\$_____
151.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 =	\$_____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**Fredrick Douglass Community Center, 3688 Day Care Center Road
6,825 GSF
(0008.02)**

152. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

153. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Zellwood Highway Maintenance Office, 3400 Golden Gem Road
1,920 GSF
(0024.01)**

154. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

155. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Mildred Dixon Community Center, 303 N West Crowne Point Road
4,770 GSF
(0029.01)**

156. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

157. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Mildred Dixon Community Center Recreation Center, 303 S. West Crown Pointe Road
23,398 GSF
(0029.02)**

158. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

159. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**Pine Hills Community Center Building “A”, 6400 Jennings Road
12,690 GSF
(0045.04)**

160. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

161. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Pine Hills Community Center Building “B”, 6400 Jennings Road
7,436 GSF
(0045.05)**

162. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

163. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Pine Hills Community Center Building “C”, 6400 Jennings Road
3,876 SF
(0045.06)**

164. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

165. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**George Bailey Park Maintenance Shop, 11974 Robertson Road
1,152 GSF
(0069.01)**

166. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

167. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**George Bailey Park Concession Stand, 11974 Robertson Road
1,120 GSF
(0069.02)**

168. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

169. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**West Orange Soccer Maintenance Shop, 150 Windermere Road
641 GSF
(0071.04)**

170. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

171. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Apopka Service Center, 1111 N. Rock Springs Road
29458 GSF
(9003.01)**

172. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

173. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Ocoee Service Center, 475 W. Story Road
29458 GSF
(9006.01)**

174. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

175. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**Lila Mitchell Community Center, 5151 Raleigh Street
22,592 GSF
(9016.01)**

176. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

177. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Southwood Community Center, 6201 Brookgreen Avenue
2,016 GSF
(9017.01)**

178. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

179. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Southwood Head Start, 6201 Brookgreen Avenue
9,705 GSF
(9017.02)**

180. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

181. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Clarcona Radio Tower, 5640 Clarcona Ocoee Road
969 GSF
(9145.01)**

182. Quarterly Test and Inspection \$_____ X 3 \$_____ X 3 = \$_____

183. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**Apopka Highway Maintenance Office, 305 E. 8th Street
1,920 GSF
(9149.01)**

184. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

185. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**West Orange Highway Maintenance, 644 Beulah Road
1,920 GSF
(9153.02)**

186. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

187. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Orlo Vista Park Community Center, 26 N. Nowell Avenue
6,705 GSF
(9217.01)**

188. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

189. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Barnett Park Administration and Gymnasium, 4801 W. Colonial Drive
51,574 GSF
(9219.01)**

190. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

191. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**John Bridges Community Center Building “A”, 445 W. 13th Street
7,964 GSF
(9377.01)**

192. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

193. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**John Bridges Community Center Building “B”, 445 W. 13th Street
4,094 GSF
(9377.02)**

194. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

195. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**John Bridges Community Center Building “C”, 445 W. 13th Street
5,572 GSF
(9377.03)**

196. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

197. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**John Bridges Community Center Building “D”, 445 W. 13th Street
4,969 GSF
(9377.04)**

198. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

199. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**John Bridges Community Center Building “E”, 445 W. 13th Street
1,728 GSF
(9377.05)**

200. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**John Bridges Community Center Building “F” – Head Start, 445 W. 13th Street
7,920 GSF
(9377.06)**

201. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

202. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Reedy Creek Radio Tower, 12400 Hartzog Road
912 GSF
(9394.01)**

203. Quarterly Test and Inspection \$_____ X 3 \$_____ X 3 = \$_____

204. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Parks & Recreation Warehouse, 1651 N. Orange Blossom Trail
28,319 GSF
(9395.01)**

205. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

206. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**Fleet Management, 4400 S. Vineland Road
93,619 GSF
(9404.01) & (9404.02)**

207.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
208.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Hal Marston Community Center, 3933 W D Judge Drive
18,700 GSF
(9408.01)**

209.	Semi-Annual Test and Inspection	\$ _____	X 2	\$ _____	X 3	=	\$ _____
210.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Maxey Community Center, 830 Klondike Street
5,925 GSF
(9410.01)**

211.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
212.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Dr. P Phillips Park Office, 8249 Buenavista Woods Boulevard
1,150 GSF
(9571.01)**

213.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
214.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

Company Name

LOT 4 – WEST DISTRICT BUILDINGS (continued)

**Dr P Phillips Maintenance Shop, 8249 Buenavista Woods Boulevard
1,200 GSF
(9571.02)**

215.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
216.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Silver Star Community Park Recreation Center, 2801 North Apopka Vineland Road
23,398 GSF
(9592.01)**

217.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
218.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Sheriff Evidence, 4536 35th Street
(0006.01)**

219.	Semi-Annual Inspection	\$_____	X 2	\$_____	X 3	=	\$_____
220.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
221.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Total Estimated Bid for Lot 4 - West District:
(Test/Inspections & Monitoring)**

\$_____ X 3 = \$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS

<u>ITEM NO.</u>	<u>SERVICE PROVIDED</u>	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>ANNUAL TOTAL BID</u>	<u>THREE YEAR ESTIMATE TOTAL</u>
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**Bithlo Community Center, 18501 E. Washington Street
12,293 GSF
(0019.01)**

222.	Semi-Annual Test and Inspection	\$_____	X 2	\$_____	X 3 =	\$_____
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223.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 =	\$_____
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**Bear Creek Park Recreational Center, 1600 Bear Crossing Drive
4,100 GSF
(0034.01)**

224.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3 =	\$_____
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225.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 =	\$_____
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**Sphaler Activity – Recreation Center, 1001 4th Street
4,104 GSF
(0038.01)**

226.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3 =	\$_____
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227.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3 =	\$_____
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Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Sheriff Gun Range Administration, 12455 Wewahottee Road
11,562 GSF
(0043.01)**

228. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

229. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Sheriff Gun Range Maintenance Shop, 12455 Wewahottee Road
3,475 GSF
(0043.02)**

230. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Sheriff Gun Range Ammo Storage, 12455 Wewahottee Road
1,400 GSF
(0043.06)**

231. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Sheriff Gun Range Defensive Tactics, 12455 Wewahottee Road
1,200 GSF
(0043.08)**

232. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Sheriff Gun Range East West Shooting Range, 12455 Wewahottee Road
2,520 GSF
(0043.79)**

233. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Arcadia Acres Park Restroom, Lady Frances Way off Goldenrod Road
638 GSF
(0051.01)**

234. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

235. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Capehart Park Recreation Center, 715 Capehart Drive
10,000 GSF
(0090.01)**

236. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

267. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**East Orange Community Center “B”, 12050 E. Colonial Drive
6,096 GSF
(9011.02)**

238. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

239. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**East Orange Community Center “C”, 12050 E. Colonial Drive
2,110 GSF
(9011.03)**

240. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

241. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**East Orange Community Center Head Start “D”, 12050 E. Colonial Drive
3,498 GSF
(9011.05)**

242. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

243. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**East Orange Community Center Head Start “E”, 12050 E. Colonial Drive
852 GSF
(9011.07)**

244. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

**East Orange Community Center Head Start “F”, 12050 E. Colonial Drive
852 GSF
(9011.08)**

245. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

**East Orange Community Center Head Start “G”, 12050 E. Colonial Drive
852 GSF
(9011.14)**

246. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

**East Orange Community Center Head Start “H”, 12050 E. Colonial Drive
852 GSF
(9011.10)**

247. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**East Orange Community Center Head Start “I”, 12050 E. Colonial Drive
852 GSF
(9011.11)**

248. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

**East Orange Community Center Head Start “J”, 12050 E. Colonial Drive
852 GSF
(9011.12)**

249. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

**East Orange Community Center Head Start “K”, 12050 E. Colonial Drive
852 GSF
(9011.13)**

250. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

**Taft Community Center, 9500 S. Orange Avenue
9,123 GSF
(9026.01)**

251. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

252. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Taft Service Center, 9450 S. Orange Avenue
3,185 GSF
(9026.02)**

253. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

254. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Landfill Radio Tower, 12100 Young Pine Road
950 GSF
(9146.01)**

255. Quarterly Test and Inspection \$_____ X 3 \$_____ X 3 = \$_____

256. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Goldenrod Highway Maintenance Office, 2530 N. Forsyth Road
1,920 SGF
(9163.03)**

257. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

258. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Goldenrod Park Restroom, 4863 N. Goldenrod Road
650 GSF
(9202.01)**

259. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

260. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Goldenrod Park Recreation Center, 4863 North Goldenrod Road
23,398 GSF
(9202.02)**

261. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

262. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Little Econ Soccer Complex Restroom, 8035 Yates Road
616 GSF
(9204.02)**

263. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

264. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fort Christmas Park Visitors Center, 1300 N. Fort Christmas Road
1,225 GSF
(9206.04)**

265. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

266. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**911 Radio Tower, 6600 Amory Court
1,824 GSF
(9226.02)**

267. Quarterly Test and Inspection \$_____ X 3 \$_____ X 3 = \$_____

268. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

**Facilities Management East District Office, 6590 Amory Court
9,864 GSF
(9601.01)**

269. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

270. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Fire Station 52 Radio Tower, 4765 Sand Lake Road
900 GSF
(9239.02)**

271.	Quarterly Test and Inspection	\$_____	X 3	\$_____	X 3	=	\$_____
272.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____

**Bithlo Highway Maintenance Office, 18841 Old Cheney Highway
2,520 GSF
(9354.01)**

273.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
274.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Taylor Creek Radio Tower, 3364 Taylor Creek Road
980 GSF
(9387.01)**

275.	Quarterly Test and Inspection	\$_____	X 3	\$_____	X 3	=	\$_____
276.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____

**Taft Highway Maintenance Office, 11442 Intermodel Way
1,920 GSF
(9398.01)**

277.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
278.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Curry Ford Park Restroom, 3800 S. Econlockhatchee Road
209 GSF
(9558.01)**

279. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

280. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**South Econ Community Park Recreation Center, 3850 South Econlockhatchee Trail
23,398 GSF
(9558.02)**

281. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

282. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Renaissance Center, 3800 S. Econlockhatchee Road
28,902 GSF
(9559.01)**

283. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

284. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Meadow Woods Park Recreation Center, 1651 Rhode Island Woods Circle
23,398 GSF
(9569.02)**

285. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

286. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Taft Head Start, 9504 S. Orange Avenue
10,000 GSF
(9574.01)**

287.	Semi-Annual Test and Inspection	\$ _____	X 2	\$ _____	X 3	=	\$ _____
288.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Bithlo Christmas Neighborhood Center, 18510 Madison Avenue
2,100 GSF
(9575.01)**

289.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
290.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Bithlo Radio Tower, 916 N. CR-13
950 SF
(9576.01)**

291.	Quarterly Test and Inspection	\$ _____	X 3	\$ _____	X 3	=	\$ _____
292.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____

**Sheriff Sector II, 11100 Lake Underhill
24, 470 SF
(9596.01)**

293.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3	=	\$ _____
294.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Three Points Highway Facility, 4631 Young Pine Road
1,920 SF
(9398.01)**

295.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
296.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**Hanging Moss Warehouse, 6130 Hanging Moss Road
(9610)**

297.	Semi-Annual Test and Inspection	\$_____	X 2	\$_____	X 3	=	\$_____
298.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

Deputy Brandon Coates Community Park

299.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
300.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

**East Orange Fuel Island, 12050 East Colonial Dr.
SF (9011.09)**

301.	Annual Test and Inspection	\$_____	X 1	\$_____	X 3	=	\$_____
302.	Monthly Monitoring Service	\$_____	X 12	\$_____	X 3	=	\$_____

Company Name

LOT 5 – EAST DISTRICT BUILDINGS (continued)

**Young Pine Park, 5201 Young Pine Road
SF (9619.01)**

303.	Annual Test and Inspection	\$ _____	X 1	\$ _____	X 3 =	\$ _____
304.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3 =	\$ _____

**Total Estimated Bid – Lot 5 – East District Buildings
(Test/Inspections and Monitoring)**

\$ _____ X 3 = \$ _____

LOT 6 – FIRE RESCUE BUILDINGS

<u>ITEM NO.</u>	<u>SERVICE PROVIDED</u>	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>ANNUAL TOTAL BID</u>	<u>THREE YEAR ESTIMATE TOTAL</u>
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**Fire Station 27 – Wekiva Springs, 2248 Novella Eliza Lane
5,470 GSF
(0028.01)**

305.	Semi-Annual Test and Inspection	\$ _____	X 2	\$ _____	X 3 =	\$ _____
306.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3 =	\$ _____

**Fire Station 65 – U.C.F., 4999 N. Orion Drive
6,300 GSF
(0035.01)**

307.	Semi-Annual Test and Inspection	\$ _____	X 2	\$ _____	X 3 =	\$ _____
308.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3 =	\$ _____

Company Name

LOT 6 – FIRE RESCUE BUILDINGS (continued)

**Fire Station 58 – Hunters Creek, 2900 Deerfield Boulevard
6,200 GSF
(0041.01)**

309. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

310. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Rescue Supply, 400 S. Gaston Foster Road
13,937 GSF
(9224.01)**

311. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

312. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Rescue Headquarters, 6600 Amory Court
59,503 GSF
(9226.01)**

313. Annual Test and Inspection \$_____ X 1 \$_____ X 3 = \$_____

314. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 20 – Zellwood, 3200 Washington Street
4,847 GSF
(9227.01)**

315. Semi-Annual and Inspection \$_____ X 2 \$_____ X 3 = \$_____

316. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

LOT 6 – FIRE RESCUE BUILDINGS (continued)

**Fire Station 31 – Bay Hill, 6116 S. Apopka Vineland Road
11,292 GSF
(9229.01)**

317. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

318. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 34 – Winter Garden, 4001 State Route 535
5,052 GSF
(9230.01)**

319. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

320. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 36 – Grand Cypress, 12252 State Route 535
7,376 GSF
(9231.01)**

321. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

322. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 40, 5570 Beggs Rd
7,317 GSF
(9232.01)**

323. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

324. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

Lot 6 – Fire Rescue Buildings (continued)

**Fire Station 32, 14932 E. Orange Lake Boulevard
900 GSF
(9233.01)**

325. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

326. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 42 – Pine Hills, 5420 Silver Star Road
9,434 GSF
(9234.01)**

327. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

328. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 37 – Oakland, 540 E. Oakland Avenue
6,081 GSF
(9235.01)**

329. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

330. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 50 – Holden Heights, 1415 W. 29th Street
7,294 GSF
(9237.01)**

331. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

332. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

Lot 6 – Fire Rescue Buildings (continued)

**Fire Station 51 – Oakridge, 1700 W. Oakridge Road
9,364 GSF
(9238.01)**

333. Semi-Annual and Inspection \$_____ X 2 \$_____ X 3 = \$_____

334. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 52, 4765 Sand Lake Road
5,067 GSF
(9239.01)**

335. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

336. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 53 – La Quinta, 1270 La Quinta Drive
3,419 GSF
(9240.01)**

337. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

338. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 54 – Sea World, 6500 Central Florida Parkway
13,738 GSF
(9241.01)**

339. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

340. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

Lot 6 – Fire Rescue Buildings (continued)

**Fire Station 66 – Lake Barton, 996 N. Semoran Boulevard
5,256 GSF
(9244.01)**

341.	Semi-Annual Test and Inspection	\$ _____	X 2	\$ _____	X 3	=	\$ _____
342.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Fire Station 70 – Pinecastle, 1027 E. Wallace Street
5,989 GSF
(9245.01)**

343.	Semi-Annual and Inspection	\$ _____	X 2	\$ _____	X 3	=	\$ _____
344.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Fire Station 71 – Goldenrod, 4405 S. Goldenrod Road
8,460 GSF
(9246.01)**

345.	Semi-Annual Test and Inspection	\$ _____	X 2	\$ _____	X 3	=	\$ _____
346.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

**Fire Station 72 – Conway, 3705 S. Conway Road
9,301 GSF
(9247.01)**

347.	Semi-Annual Test and Inspection	\$ _____	X 2	\$ _____	X 3	=	\$ _____
348.	Monthly Monitoring Service	\$ _____	X 12	\$ _____	X 3	=	\$ _____

Company Name

Lot 6 – Fire Rescue Buildings (continued)

**Fire Station 73 – Taft, 811 1st Street
2,833 GSF
(9248.01)**

349. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

350. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 76 – Narcoossee, 11351 N. Narcoossee Road
4,969 GSF
(9249.01)**

351. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

352. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 80, 1841 Bonneville Drive
12,280 GSF
(9250.01)**

353. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

354. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 82 – Bithlo, 500 Story Partin Road
9,253 GSF
(9252.01)**

355. Semi-Annual and Test Inspection \$_____ X 2 \$_____ X 3 = \$_____

356. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

Lot 6 – Fire Rescue Buildings (continued)

**Fire Station 84 – Fort Christmas, 1221 N. Fort Christmas Road
1,764 GSF
(9253.01)**

357. Semi-Annual and Test Inspection \$_____ X 2 \$_____ X 3 = \$_____

358. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 86 – Wedgefield, 3202 Babbitt Avenue
5,000 GSF
(9254.01)**

359. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

360. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 63 – Goldenrod, 2450 N. Goldenrod Road
4,555 GSF
(9255.01)**

361. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

362. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 56, 13303 S. International Drive
7,402 GSF
(9257.01)**

363. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

364. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

Lot 6 – Fire Rescue Buildings (continued)

**Fire Station 28 – Clarcona, 3250 Clarcona Road
1,152 GSF
(9301.01)**

365. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

366. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 83 – Lake Underhill, 11950 Lake Underhill Road
13,269 GSF
(9302.01)**

367. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

368. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 43, 2700 Apopka Vineland Road
6,580 GSF
(9303.01)**

369. Semi-Annual and Test Inspection \$_____ X 2 \$_____ X 3 = \$_____

370. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 33, 1700 S. Apopka Vineland Road
6,363 GSF
(9305.01)**

371. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

372. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

Lot 6 – Fire Rescue Buildings (continued)

**Fire Station 29 – 225 W Kelly Park Rd.
1,782 GSF
(9337.01)**

373. Semi-Annual and Test Inspection \$_____ X 2 \$_____ X 3 = \$_____

374. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 30 – Orlo Vista, 34 S. Hastings Street
12,839 GSF
(9374.01)**

375. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

376. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 41 – Killarney, 4412 Fairview Drive
10,599 GSF
(9375.01)**

377. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

378. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 81, 901 S. Econlockhatchee Trail
9,666 GSF
(9416.01)**

379. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

380. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

Lot 6 – Fire Rescue Buildings (continued)

**Fire Station 85, 13801 Townsend Drive
7,823 GSF
(9560.01)**

381. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

382. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 55, 801 Greenway Professional Court
7,000 GSF
(9572.01)**

383. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

384. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 77 – Moss Park, 11501 Moss Park Road
7,000 GSF
(9573.01)**

385. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

386. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

**Fire Station 35 – Vineland, 7435 Winter Garden-Vineland Road
9,200 GSF
(9589.01)**

387. Semi-Annual Test and Inspection \$_____ X 2 \$_____ X 3 = \$_____

388. Monthly Monitoring Service \$_____ X 12 \$_____ X 3 = \$_____

Company Name

**Total Estimated Bid – Lot 6 – Fire Rescue Buildings
(Test/Inspections and Monitoring)**

\$ _____ X 3 = \$ _____

LOT 7 – NETWORK AND MONITORING UPGRADES

<u>ITEM NO.</u>	<u>SERVICE PROVIDED</u>	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>ANNUAL TOTAL BID</u>	<u>THREE YEAR ESTIMATE TOTAL</u>
389.	FACP Radio Monitoring	\$ _____ per month x 12 = _____ annual	X 100	= \$ _____	x 3 = _____
390.	FACP Radio Installation	\$ _____ per unit	X 100	= \$ _____	x 3 = _____
391.	Cellular Monitoring	\$ _____ per month x 12 = _____ annual	X 100	= \$ _____	x 3 = _____
392.	Wireless Dialer Installation	\$ _____ per unit	X 100	= \$ _____	x 3 = _____
<u>Total Bid for FACP and Network Upgrade – Lot 7</u>				\$ _____	x 3 = _____

Company Name

LOT 8 - REPAIRS & PARTS

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>HOURLY</u>	X	<u>HOURS =</u>	<u>TOTAL</u>			
393.	Diagnostic Labor	\$ _____	X	<u>250</u> =	\$ _____	X 3	=	\$ _____
394.	Design Labor	\$ _____	X	<u>100</u> =	\$ _____	X 3	=	\$ _____
395.	On Call Repairs & Maintenance Standard Hours	\$ _____	X	<u>1,000</u> =	\$ _____	X 3	=	\$ _____
396.	On Call Repairs & Maintenance Non-standard Hours	\$ _____	X	<u>1,000</u> =	\$ _____	X 3	=	\$ _____
397.	Subcontractor				<u>\$10,000.00</u>	X 3	=	<u>\$30,000.00</u>
398.	Materials Percent Expressed as a <u>decimal</u> markup <u>or</u> markdown for materials over actual cost (Not to Exceed 10% for markup). Contractor must submit <u>all</u> supporting documentation with final invoice.							
	<u>Example:</u> If the <u>mark-up</u> is 10% (.10) enter 1.10. The your total would be \$150,000.00 X 1.10 = \$165,000							
	<u>OR</u>							
	<u>Example:</u> If the <u>mark-down</u> is 10% (.10) enter .90 (1-.10 = .90). The your total would be \$150,000 X .90 = \$135,000.00							
				(<u>._____</u>) X \$150,000.00 =	\$ _____	X 3	=	\$ _____
399.	Unforeseen fees (Taxes, permits, etc)				<u>\$25,000.00</u>	X 3	=	\$ _____
<u>Total Bid for Repairs and Parts – Lot 8</u>					<u>\$ _____</u>	X 3	=	<u>\$ _____</u>

Company Name

	<u>Annual Total</u>	<u>Three Year Total</u>
TOTAL ESTIMATED BID – LOT 1	\$ _____	x 3 = _____
TOTAL ESTIMATED BID – LOT 2	\$ _____	x 3 = _____
TOTAL ESTIMATED BID – LOT 3	\$ _____	x 3 = _____
TOTAL ESTIMATED BID – LOT 4	\$ _____	x 3 = _____
TOTAL ESTIMATED BID – LOT 5	\$ _____	x 3 = _____
TOTAL ESTIMATED BID – LOT 6	\$ _____	x 3 = _____
TOTAL ESTIMATED BID – LOT 7	\$ _____	x 3 = _____
TOTAL ESTIMATED BID – LOT 8	\$ _____	x 3 = _____
TOTAL ESTIMATED BID –ALL LOTS	\$ _____	\$ _____

Company Name

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

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

Inquiries regarding this Invitation for Bids may be directed to Dorothy Gordon, Senior Purchasing Agent, at 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: _____

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

ACKNOWLEDGEMENT OF ADDENDA

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

Addendum No. _____, Date _____ Addendum No. _____, Date _____

Addendum No. _____, Date _____ Addendum No. _____, Date _____

AUTHORIZED SIGNATORIES/NEGOTIATORS

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

Name	Title	Telephone Number/Email

_____	_____
(Signature)	(Date)

(Title)	

(Name of Business)	

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

Type of Organization

Sole Proprietorship Partnership Non-Profit
 Joint Venture Corporation

State of Incorporation: _____

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

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

Federal I.D. number is _____

REFERENCES

List three (3) customers during the past ten (10) years for which you provided services similar to those specified in the solicitation in the spaces provided below. Provide the owner's name, contact person, address, email address, telephone number, and date services were performed, as described.

1. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

2. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

3. Company Name: _____

Owner's Name: _____

Description of services provided: _____

Contract Amount: _____

Start and End Date of Contract: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

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. Y18-107-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.

Name Of Subcontractor	Is the Sub-Contractor a Certified M/WBE with Orange County Government?	Address	Type of Work to be Performed	Percent and dollar amount of Contract Amount to be Subcontracted

Company Name: _____

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

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

OR

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

LITIGATION STATEMENT

CHECK ONE

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

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

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

E VERIFICATION CERTIFICATION

Contract No.Y18-107-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.Y18-107-DG, Fire Alarm System Monitoring, Inspection, Testing 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.

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

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

Signature of Bidder

Date

Printed Name and Title of Person completing this form:

STATE OF _____ :
COUNTY OF _____ :

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

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

(Notary Seal)

Signature of Notary Public
Notary Public for the State of _____
My Commission Expires: _____

Staff signature and date of receipt of form

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

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

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

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

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

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

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

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

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

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

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

HOW ARE THE KEY RELEVANT TERMS DEFINED?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONCLUSION:

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

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

ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

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

This is the initial Form: _____
This is a Subsequent Form: _____

Part I

Please complete all of the following:

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

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

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

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

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

WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?

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

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

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

WHO NEEDS TO FILE THE SPR?

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

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

HOW ARE THE KEY RELEVANT TERMS DEFINED?

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

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

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

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

DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?

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

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

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

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

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

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

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

CONCLUSION:

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

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

AGENT AUTHORIZATION FORM

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

Signature of Bidder

Date

STATE OF _____ :
COUNTY OF _____ :

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

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

(Notary Seal)

Signature of Notary Public
Notary Public for the State
of _____
My Commission
Expires: _____

EXHIBIT A

LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: _____

Signature of Owner/Officer: _____

Title: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

<p>PRODUCER</p> <p>1. Name of Agent or Broker Street Address City, State, Zip</p>	<p>CONTACT NAME:</p> <p>PHONE (A/C, No, Ext): FAX (A/C, No):</p> <p>E-MAIL ADDRESS:</p> <hr/> <p style="text-align: center;">INSURER(S) AFFORDING COVERAGE NAIC #</p> <p>INSURER A : _____</p> <p>INSURER B : _____</p> <p>INSURER C : <u>3.</u></p> <p>INSURER D : _____</p> <p>INSURER E : _____</p> <p>INSURER F : _____</p>
<p>INSURED</p> <p>2. Name of Insured Street Address 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 INSR	DUSH WVD	POLICY NUMBER	POLICY EXP (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	8. LIMITS
3.	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRD SECT <input type="checkbox"/> LOC	4.	5.	6.	7.		EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						9. COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 10. ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				W/C STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
11.							

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

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

<p>CERTIFICATE HOLDER</p> <p>13. Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, Florida 32801</p>	<p>CANCELLATION</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> <hr/> <p>AUTHORIZED REPRESENTATIVE</p> <p>14.</p>
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ORANGE COUNTY CERTIFICATE OF INSURANCE REVIEW GUIDE

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

EXHIBIT B

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

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

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

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

EXHIBIT C

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

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

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

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

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

EXHIBIT D

WORKERS COMPENSTION AND EMPLOYEES LIABILITY
INSURANCE POLICY WC 00 03 13

2ND Reprint

Effective April 1, 1984

Advisory

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

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

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

Schedule

Name of Person or Organization:

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

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EXHIBIT E

POLICY NUMBER:

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

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

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

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

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

Y18-107-DG
Attachment #1 – Equipment Listing

DOWNTOWN DISTRICT					
Building #	Building Name	Sq. Ft.	Asset #	Asset Description	Model #
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-006	Panel, Fire Alarm Control - Lower Level	EST 3
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-003	Panel, Fire Alarm Control - 3 rd FL	EST 3
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-006	Booster Power Supply Lower Level	EST BPS6A
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-001	Booster Power Supply 1 st FL	EST BPS6A
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-002	Booster Power Supply 2 nd FL	EST BPS6A
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-003	Booster Power Supply 3 rd FL	EST BPS6A
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-003	Booster Power Supply 3 rd FL	EST BPS6A
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-004	Booster Power Supply 4 th FL	EST BPS6A
20.01	Courthouse – Bldg. A	127,131	0020.01-FAP-005	Booster Power Supply 5 th FL	EST BPS6A
20.02	Courthouse – Bldg. B	127,131	0020.02-FAP-006	Panel, Fire Alarm Control – Lower Level	EST 3
20.02	Courthouse – Bldg. B	127,131	0020.02-FAP-003	Panel, Fire Alarm Control – 3 rd FL	EST 3
20.02	Courthouse – Bldg. B	127,131	0020.02-FAP-006	Booster Power Supply Lower Level	EST BPS6A
20.02	Courthouse – Bldg. B	127,131	0020.02-FAP-001	Booster Power Supply 1 st FL	EST BPS6A

20.02	Courthouse – Bldg. B	127,131	0020.02-FAP-002	Booster Power Supply 2 nd FL	EST BPS6A
20.02	Courthouse – Bldg. B	127,131	0020.02-FAP-003	Booster Power Supply 3 rd FL	EST BPS6A
20.02	Courthouse – Bldg. B	127,131	0020.02-FAP-003	Booster Power Supply 3 rd FL	EST BPS6A
20.02	Courthouse – Bldg. B	127,131	0020.04-FAP-004	Booster Power Supply 4 th FL	EST BPS6A
20.02	Courthouse – Bldg. B	127,131	0020.04-FAP-005	Booster Power Supply 5 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-020	Panel, Fire Alarm Control – 20 th FL	EST 3
20.03	Courthouse - Tower	650,229	0020.03-FAP-017	Panel, Fire Alarm Control – 17 th FL	EST 3
20.03	Courthouse - Tower	650,229	0020.03-FAP-014	Panel, Fire Alarm Control – 14 th FL	EST 3
20.03	Courthouse - Tower	650,229	0020.03-FAP-011	Panel, Fire Alarm Control – 11 th FL	EST 3
20.03	Courthouse - Tower	650,229	0020.03-FAP-008	Panel, Fire Alarm Control - 8 th FL	EST 3
20.03	Courthouse - Tower	650,229	0020.03-FAP-005	Panel, Fire Alarm Control – 5 th FL	EST 3
20.03	Courthouse - Tower	650,229	0020.03-FAP-003	Panel, Fire Alarm Control – 3 rd FL	EST 3
20.03	Courthouse - Tower	650,229		Panel, Fire Alarm Control – Lower Level	EST 3
20.03	Courthouse - Tower	650,229		Panel, Fire Alarm Control – Lower Level	EST 3
20.03	Courthouse - Tower	650,229		Booster Power Supply 22 nd FL	EST BPS6A
20.03	Courthouse - Tower	650,229		Booster Power Supply 22 nd FL	EST BPS6A
20.03	Courthouse - Tower	650,229		Booster Power Supply 21 st FL	EST BPS6A

20.03	Courthouse - Tower	650,229	0020.03-FAP-020	Booster Power Supply 20 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-019	Booster Power Supply 19 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-018	Booster Power Supply 18 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-017	Booster Power Supply 17 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-016	Booster Power Supply 16 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-016	Booster Power Supply 16 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-013	Booster Power Supply 13 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-012	Booster Power Supply 12 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-011	Booster Power Supply 11th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-010	Booster Power Supply 10 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-009	Booster Power Supply 9 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-008	Booster Power Supply 8 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-007	Booster Power Supply 7 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-006	Booster Power Supply 6 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-005	Booster Power Supply 5 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-004	Booster Power Supply 4 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-004	Booster Power Supply 4th FL	EST BPS6A

20.03	Courthouse - Tower	650,229	0020.03-FAP-004	Booster Power Supply 4 th FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-003	Booster Power Supply 3 rd FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-003	Booster Power Supply 3 rd FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-003	Booster Power Supply 3 rd FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-002	Booster Power Supply 2 nd FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-002	Booster Power Supply 2 nd FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-001	Booster Power Supply 1 st FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-001	Booster Power Supply 1 st FL	EST BPS6A
20.03	Courthouse - Tower	650,229	0020.03-FAP-001	Booster Power Supply 1 st FL	EST BPS6A
20.03	Courthouse - Tower	650,229		Booster Power Supply Lower Level	EST BPS6A
20.03	Courthouse - Tower	650,229		Booster Power Supply Lower Level	EST BPS6A
20.04	Courthouse – CEP	41,000	0020.04-FAP-001	Panel, Fire Alarm Control	EST 3
20.04	Courthouse – CEP	41,000	0020.04-FAP-002	Booster Power Supply	EST BPS6A
20.04	Courthouse – CEP	41,000	0020.04-FAP-003	Booster Power Supply	EST BPS6A
20.04	Courthouse – CEP	41,000	0020.04-FAP-004	Booster Power Supply	EST BPS6A
1001.01	IOC 1	36,701	1001.01-FAP-001	Panel, Fire Alarm Control	EST QuickStart
1001.01	IOC 1	36,701	1001.01-FAP-001	Booster Power Supply – 1 st FL	EST BPS6A

1001.01	IOC 1	36,701	1001.02-FAP-002	Booster Power Supply – 2 nd FL	SK 5495
1001.01	IOC 1	36,701	1001.01-FAP-003	Booster Power Supply – 3 rd FL	EST BPS6A
1001.02	IOC 2	60,060	1001.02-FAP-001	Panel, Fire Alarm Control	FCI 7100
1001.02	IOC 2	60,060	1001.02-FAP-003	Dialer	SK 5104B
1001.02	IOC 2	60,060	1001.02-FAP-002	Booster Power Supply – 1 st FL	FCI SNAC-6
1001.02	IOC 2	60,060	1001.02-FAP-004	Booster Power Supply – 2 nd FL	FCI SNAC-6
1001.02	IOC 2	60,060	1001.02-FAP-005	Booster Power Supply – 3 rd FL	FCI SNAC-6
1001.02	IOC 2	60,060	1001.02-FAP-006	Booster Power Supply – 4 th FL	FCI SNAC-6
1001.02	IOC 2	60,060	1001.02-FAP-007	Booster Power Supply – 5 th FL	FCI SNAC-6
9001.01	Administration Center		9001.01-FAP-001	Panel, Fire Alarm Control	Gamewell IF632
9001.01	Administration Center			Dialer	SK 5104
9001.01	Administration Center		9001.01-FAP-002	Voice Evacuation Panel – 1 st FL	GV Gamewell
9001.01	Administration Center		9001.01-FAP-002	Voice Evacuation Panel – 1 st FL	72088
9001.01	Administration Center		9001.01-FAP-002	Voice Evacuation Panel – 1 st FL	72088
9001.01	Administration Center		9001.01-FAP-002	Booster Power Supply – 1 st FL	FireForce8
9001.01	Administration Center		9001.01-FAP-002	Booster Power Supply – 1 st FL	FireForce8
9001.01	Administration Center		9001.01-FAP-004	Voice Evacuation Panel – 2 nd FL	72088

9001.01	Administration Center		9001.01-FAP-004	Booster Power Supply – 2 nd FL	FireForce8
9001.01	Administration Center		9001.01-FAP-005	Voice Evacuation Panel – 3 rd FL	72088
9001.01	Administration Center		9001.01-FAP-005	Booster Power Supply – 3 rd FL	FireForce8
9001.01	Administration Center		9001.01-FAP-006	Voice Evacuation Panel – 4 th FL	72088
9001.01	Administration Center		9001.01-FAP-006	Booster Power Supply – 4 th FL	FireForce8
9001.01	Administration Center		9001.01-FAP-007	Voice Evacuation Panel – 5 th FL	72088
9001.01	Administration Center		9001.01-FAP-007	Booster Power Supply – 5 th FL	FireForce8
9027.01	Regional History Center	72,492	9027.01-FAP-001	Panel, Fire Alarm Control	Cerberus Pyrotronics MXL-IQ
9027.01	Regional History Center	72,492		Dialer	SK 5104B
9027.01	Regional History Center	72,492		Voice Evacuation Panel	Cerberus Pyrotronics CP-35
9027.01	Regional History Center	72,492		Booster Power Supply	SK 5495
9027.01	Regional History Center	72,492		Booster Power Supply	SK 5495
9027.01	Regional History Center	72,492	9027.01-FAP-004	Booster Power Supply – 3 rd FL	SK 5495
9027.01	Regional History Center	72,492	9027.01-FAP-005	Booster Power Supply – 5 th FL	SK 5495
9027.01	Regional History Center	72,492	9027.01-FAP-002	Panel, Pre-Action Fire Alarm Control – 1 st FL	PCF-100RC
9027.01	Regional History Center	72,492	9027.01-FAP-006	Panel, Pre-Action Fire Alarm Control – 5 th FL	PCF-100RC
9310.01	Housing and Community Development	7,194	9310.01-FAP-001	Panel, Fire Alarm Control – Rear exit door	SK 5207

33RD STREET / CORRECTOINS					
Building #	Building Name	Sq. Ft.	Asset #	Asset Description	Model #
9094.01	Sheriff Sector 4	27,988	9094.01-FAP-001	Panel Fire Alarm Control	5207
9093.02	Cassady Building	27,641	9093.02-FAP-001	Fire Alarm Control Panel, 1st Fl Elect. Rm	SK-5208
9097.01	Corrections Support	82,307	9097.01-FAP-001	Panel Fire Alarm Control Staff Dining RM 1046	5820XL
9097.02	Corrections - Facilities Management	18,360	9097.02-FAP-001	Panel Fire Alarm Control	MS 9200
9097.03	Corrections - Butler	12,000	9097.03-FAP-001	Panel Fire Alarm Control	SKS5208
9097.05	Corrections - "A"	33,778	9097.05-FAP-001	Panel Fire Alarm Control Control RM, Serves A bld, CEP 1, Laundry	5820XL
9097.05	Corrections - "A"	33,778	9097.05-FAP-002	Panel Fire Alarm Control Command Ctr. Serves D E And F	7200
9097.17	Corrections - "B"	23,053	9097.17-FAP-001	Panel Fire Alarm Control	
9097.19	Corrections - "D"	70,386	9097.19-FAP-001	Panel Fire Alarm System Remote	E3BB
9097.2	Corrections - "E"	74,526	9097.20-FAP-001	Panel Fire Alarm System Remote	E3BB
9097.21	Corrections - "F"	57,914	9097.21-FAP-001	Panel Fire Alarm System Remote	E3BB
9097.26	Corrections - Central Energy Genesis	520	9097.26-FAP-001	Panel Fire Alarm Control	7200
9097.27	Corrections - Central Energy Main Facility "D"	562	9097.27-FAP-001	Panel Fire Alarm Control	7200
9097.28	Corrections - Central Energy - FDC and BRC	6,910	9097.28-FAP-001	Panel Fire Alarm Control	EST2

9097.3	Corrections - Genesis	39,033	9097.30-FAP-001	Panel Fire Alarm Control	7100
9097.31	Corrections - Horizon	183,857	9097.31-FAP-001	Panel Fire Alarm Control Staff Break RM. Closet	Edwards EST3
9097.32	Corrections - Phoenix	53,790	9097.32-FAP-001	Panel Fire Alarm Annunciator System	SKS820
9097.34	Corrections - South Perimeter	2,560	9097.34-FAP-001	Panel Fire Alarm Mech Rm N107	SK-5208
9097.35	Corrections - North Perimeter	2,790	9097.35-FAP-001	Panel Fire Alarm Mech Rm N107	SK-5208
9097.36	Corrections - Whitcomb A	24,449	9097.36-FAP-001	Panel Fire Alarm Control	7200
9097.37	Corrections - Mail Processing	1,872	9097.37-FAP-001	Panel Fire Alarm Serves Mailroom & Uniform Supply Trailers	5208
9097.47	Corrections - Female Detention	119,036	9097.47-FAP-001	Panel Fire Alarm Control Main Control Rm	EST2
9097.5	Corrections - Booking and Release	300,000	9097.50-FAP-001	Panel Fire Alarm Control 1st Floor Elec Rm 1	NFS-3030ND
9142.01	Video Visitation	7,000	9142.01-FAP-001	Panel Fire Alarm Control	AFP-200
9097.51	New Kitchen	30,724	9097.51-FAP-001	Panel Fire Alarm Control	5820-xl
CENTRAL DISTRICT					
Building #	Building Name	Sq. Ft.	Asset #	Asset Description	Model #
1.01	Oakridge Head Start	3,836	0001.01-FAP-001	Panel Fire Alarm Control	SK5208
2.01	Cypress Grove Park Manor House	4,066	0002.01-FAP-001	Panel Fire Alarm Control	SK5207
44.01	Sheriff Operations Hanger	13,100	0044.01-FAP-001	Panel Fire Alarm Control	SECUTRON MR2100
46.01	Sheriff Operations Center	221,240	0046.01-FAP-001	Fire Alarm Panel	SK5820XL

46.02	Sheriff Fleet	15,143	0046.02-FAP-001	Panel Fire Alarm Control	SK5808
9041.01	Facilities Management Admin and Training Room	7,713	9041.01-FAP-001	Panel Fire Alarm Control	SK5207
9041.02	Facilities Management Special Services	5,743	9041.02-FAP-001	Panel Fire Alarm Control	SK5208
9041.08	Facilities Management Central Stores	8,027	9041.08-FAP-001	Panel Fire Alarm Control	SK5208
9041.14	Health Department - EMS	11,400	9041.14-FAP-001	Panel Fire Alarm Control	SK5208
9041.16	GOV Warehouse	6,316	9041.16-FAP-001	Panel Fire Alarm Control	SK4
9041.17	GOV - Youth Shelter	8,640	9041.17-FAP-001	Panel Fire Alarm Control	SK5208
9041.18	GOV - Day Cottage	3,537	9041.18-FAP-001	Panel Fire Alarm Control	SK5208
9041.19	GOV - Owls Cottage	3,537	9041.19-FAP-001	Panel Fire Alarm Control	SK5208
9041.2	GOV - Highsmith Cottage	3,711	9041.20-FAP-001	Panel Fire Alarm Control	SK5207
9041.21	GOV - Wittenstein Cottage	5,402	9041.21-FAP-001	Panel Fire Alarm Control	SK5207
9041.27	GOV - Evans Dining Hall	7,296	9041.27-FAP-001	Fire Alarm Panel	SK5208
9041.31	GOV - Hagood House	4,165	9041.31-FAP-001	Panel Fire Alarm Control	SK5208
9041.33	GOV - Oak Tree Cottage	6,429	9041.33-FAP-001	Panel Fire Alarm Control	SK5208
9041.34	GOV - Meyers Cottage	4,928	9041.34-FAP-001	Panel Fire Alarm Control	SK5207
9041.35	GOV – Soistman Cottage	4,928	9041.35-FAP-001	Panel Fire Alarm Control	SK5207
9041.36	GOV - Admin Office	8,395	9041.36-FAP-001	Panel Fire Alarm Control	SK5700

9041.39	Juvenile Justice Center	67,318	9041.39-FAP-001	Panel Fire Alarm Control	Gamewell S3
9041.42	Mabel Butler Building	32,946	9041.42-FAP-001	Panel Fire Alarm Control	SK5820XL
9041.44	JJC Public Defender	4,779	9041.44-FAP-001	Fire Alarm Panel	SK5207
9041.51	Public Defender's Trailer	2,772	9041.51-FAP-001	Panel Fire Alarm Control	SK5208
9041.52	GOV - Learning Center	4,950	9041.52-FAP-001	Fire Alarm Panel	SK5808
9041.54	Medical Examiner Admin	14,032	9041.54-FAP-001	Fire Alarm Panel Room A132	EST IO500
9188.01	Work Release	56,823	9188.01-FAP-001	Panel Fire Alarm Control	SK5820XL
9201.01	Animal Services	4,163	9201.01-FAP-001	Panel Fire Alarm Control	SK5820XL
9225.01	Cooperative Extension	8,064	9225.01-FAP-001	Panel Fire Alarm Control	EST2
9190.01	Graphics Reproduction	3,944	9190.01-FAP-001	Fire Alarm Panel	SK5208
9330.01	Mosquito Control	2,944	9330.01-FAP-001	Panel Fire Alarm Control	SK5208
9340.01	Marks Street Senior Center	23,989	9340.01-FAP-001	Panel Fire Alarm Control	SK5808
9342.01	Public Works #1	80,893	9342.01-FAP-001	Panel Fire Alarm Control	SK5820XL
9342.02	Public Works #2	23,195	9342.02-FAP-001	Panel Fire Alarm Control	SK5820XL
9342.03	Public Works #3	8,400	9342.03-FAP-001	Panel Fire Alarm Control	SK5207
9342.05	Public Works #5 Stormwater	4,499	9342.05-FAP-001	Panel Fire Alarm Control	SK5808
9342.06	Public Works #6	5,365	9342.06-FAP-001	Panel Fire Alarm Control	SK4

9342.07	Public Works #7	14,288	9342.07-FAP-001	Panel Fire Alarm Control	SK5820XL
9342.08	Public Works #8	12,859	9342.08-FAP-001	Panel Fire Alarm Control	SK5207
9378.01	Fort Gatlin Park Hall and Office	9,031	9378.01-FAP-001	Panel Fire Alarm Control	SK5208
9411.01	Holden Heights Comm Center	1,764	9411.01-FAP-001	Panel Fire Alarm Control	SK5820XL
9578.01	Medical Clinic	15,436	9578.01-FAP-001	Panel, Fire Alarm Control	SK5808
83.01	Juvenile Assessment Center	27,780		Fire Alarm Control Panel	SK5808
9342.13	Public Works #5A	6,414		Fire Alarm Control Panel	Gamewell S3
9041.04	Facilities Management Central District	4,706		Fire Alarm Control Panel	SK5808
9049.01	Wellworks	19,223		Fire Alarm Control Panel	SK5808
WEST DISTRICT					
Building #	Building Name	Sq. Ft.	Asset #	Asset Description	Model #
3.03	Tibet Butler Museum	611	0003.03-FAP-001	Panel Fire Alarm Control	SK 5700
3.05	Tibet Butler Classroom	1,395	0003.05-FAP-001	Panel Fire Alarm Control	SK 5208
6.01	Sheriff Evidence	30,965	0006.01-FAP-001	Panel Fire Alarm Control	SK 5208
8.01	Willow Street Community Center	4,744	0008.01-FAP-001	Panel Fire Alarm Control	81X80DA
8.02	Fredrick Douglass Building	6,825	0008.02-FAP-001	Panel Fire Alarm Control	SK 5208
14.01	Apopka Roads and Drainage Office	1,920	0014.01-FAP-001	Panel Fire Alarm Control	
24.01	Zellwood Highway Maintenance Office	1,920	0024.01-FAP-001	Panel Fire Alarm Control	G2040MC2300
29.01	Mildred Dixon Activity Center	4,770	0029.01-FAP-001	Panel Fire Alarm Control	SK 5208
29.02	West Orange Rec Center	23,398	0029.02-FAP-001	Fire Alarm Panel	
45.01	Pine Hills Building "C"	2,394	0045.01-FAP-001	Panel Fire Alarm Control	SK 5208
45.04	Pine Hills Building "A"	12,690	0045.04-FAP-001	Panel Fire Alarm Control	SK 5208
45.05	Pine Hills Building "B"	7,436	0045.05-FAP-001	Panel Fire Alarm Control	SK 5208
69.01	George Bailey Park Maintenance	1,152	0069.01-FAP-001	Panel Fire Alarm Control	SK 5208

	Shop				
69.02	George Bailey Park Concession Stand	1,120	0069.02-FAP-001	Panel Fire Alarm Control	Notifier DR-C3
71.04	West Orange Soccer Fields Maintenance Shop	641	0071.04-FAP-001	Panel Fire Alarm Control	NHIB
9003.01	Apopka Service Center	29,458	9003.01-FAP-001	Panel Fire Alarm Control	PE66=2
9006.01	Ocoee Service Center	29,458	9006.01-FAP-001	Panel Fire Alarm Control	
9016.01	Lila Mitchell Center	22,592	9016.01-FAP-001	Panel Fire Alarm Control	SK 5820 XL
9017.01	Southwood Community Center	2,016	9017.01-FAP-001	Panel Fire Alarm Control	SK 5208
9017.02	Southwood Head Start	9,705	9017.02-FAP-001	Panel Fire Alarm Control	Edwards EST-2
9145.01	Clarcona Radio Tower	969	9145.01-FAP-001	Panel Fire Alarm Control	Simplex 4001-9403
9153.02	West Orange Highway Maintenance Office	1,920	9153.02-FAP-001	Panel Fire Alarm Control	SK 5208
9217.01	Orlo Vista Park Community Center	6,705	9217.01-FAP-001	Panel Fire Alarm Control	SK 5700
9219.01	Barnett Park Administration	28,176	9219.01-FAP-001	Panel Fire Alarm Control	SK 5820
9219.12	Barnett Park Magic Gym	14,768,	9219.12-FAP-001	Fire Alarm Panel	SKN5808
9377.01	John Bridges Building "A"	7,964	9377.01-FAP-001	Panel Fire Alarm Control	SK 5208
9377.02	John Bridges Building "B"	4,094	9377.02-FAP-001	Panel Fire Alarm Control	SK 5207
9377.03	John Bridges Building "C"	5,572	9377.03-FAP-001	Panel Fire Alarm Control	
9377.04	John Bridges Administration	4,969	9377.04-FAP-001	Panel Fire Alarm Control	
9377.05	John Bridges Building "E"	1,728	9377.05-FAP-001	Panel Fire Alarm Control	Napco MFA 6000
9377.06	John Bridges Building "F"	7,920	9377.06-FAP-001	Panel Fire Alarm Control	
9377.07	John Bridges Trailer 3	864	9377.07-FAP-001	Panel Fire Alarm Control	SK 5208
9394.01	Reedy Creek Radio Tower	912	9394.01-FAP-001	Panel Fire Alarm Control	SK 5204
9395.01	Parks & Rec Warehouse	28,319	9395.01-FAP-001	Fire Alarm Panel Control	SK
9404.01	Fleet Management Shop Building	88,019	9404.01-FAP-001	Panel Fire Alarm Control	SK 5820
9408.01	Hal Marston Community Center	18,700	9408.01-FAP-001	Panel Fire Alarm Control	AEF3422MBX
9410.01	Maxey Community Center	5,925	9410.01-FAP-001	Panel Fire Alarm Control	SK 5208
9571.01	Dr P. Phillips Park Office	1,150	9571.01-FAP-001	Panel Fire Alarm Control	SFP-1024
9571.02	Dr P. Phillips Park Maint Bld	1,200	9571.02-FAP-001	Panel Fire Alarm Control	SFP-1024

9592.01	Silver Star Recreation Center	23,398	9592.01-FAP-001	Panel Fire Alarm Control	
EAST DISTRICT					
Building #	Building Name	Sq. Ft.	Asset #	Asset Description	Model #
19.01	Bithlo Community Center	12,293	0019.01-FAP-001	Panel Fire Alarm Control	MS9200
34.01	Bear Creek Park Rec Center	4,100	0034.01-FAP-001	Panel Fire Alarm Control	
38.01	Sphaler Recreation Center	4,104	0038.01-FAP-001	Panel Fire Alarm Control	SK-5208
43.01	Sheriff Gun Range Admin Building	11,562	0043.01-FAP-001	Panel Fire Alarm Annunciator System	
43.02	Sheriff Gun Range Maintenance Shop	3,475	0043.02-FAP-001	Panel Fire Alarm Annunciator System	
43.06	Sheriff Gun Range Ammo Storage Building	1,400	0043.06-FAP-001	Panel Fire Alarm	
43.08	Sheriff Gun Range Defensive Tactics	1,200	0043.08-FAP-001	Panel Fire Alarm Annunciator System	
43.79	Sheriff Gun Range East-West Shooting Range	2,520	0043.79-FAP-001	Panel Fire Alarm	
51.01	Arcadia Acres Park Restrooms	638	0051.01-FAP-001	Panel Fire Alarm Control	
90.01	Capehart Park Rec Center	4,800	0090.01-FAP-001	Panel Fire Alarm Annunciator System	FC-10C
9011.01	East Orange Medical Center	6,148	9011.01-FAP-001	Panel Fire Alarm Control	
9011.02	East Orange Community Center	6,096	9011.02-FAP-002	Fire Voice Evacuation System-(See FACP)	
9011.02	East Orange Community Center	6,096	9011.02-FAP-001	Panel Fire Alarm Control	
9011.03	East Orange Neighborhood Center	2,110	9011.03-FAP-001	Panel Fire Alarm Control	
9011.05	East Orange Head Start "D"	3,498	9011.05-FAP-001	Panel Fire Alarm Control	

9011.07	East Orange Head Start "E"	852	9011.07-FAP-001	Panel Fire Alarm Control	
9011.08	East Orange Head Start "F"	852	9011.08-FAP-001	Panel Fire Alarm Control	
9011.1	East Orange Portable Classroom	852	9011.10-FAP-001	Fire Alarm Panel Control	
9011.11	East Orange Portable Classroom	852	9011.11-FAP-001	Fire Alarm Panel Control	
9011.12	East Orange Portable Classroom	852	9011.12-FAP-001	Fire Alarm Panel Control	
9011.13	East Orange Portable Classroom	852	9011.13-FAP-001	Fire Alarm Panel Control	
9026.01	Taft Community Center	9,123	9026.01-FAP-002	Panel Communicator	5401
9026.01	Taft Community Center	9,123	9026.01-FAP-001	Panel Fire Alarm Control	1500
9026.02	Taft Neighborhood Center	3,185	9026.02-FAP-001	Panel Fire Alarm Control	
9146.01	Landfill Radio Tower	950	9146.01-FAP-001	Panel Fire Alarm Annunciator System	
9163.03	Goldenrod Highway Maint Office	1,920	9163.03-FAP-001	Fire Alarm Panel Control	
9163.05	Goldenrod Highway Maint Storage Building	1,000	9163.05-FAP-001	Panel Fire Alarm Control	SK-5208
9202.01	Goldenrod Park Restrooms	650	9202.01-FAP-001	Panel Fire Alarm Control	SK-5208
9202.02	Goldenrod Recreation Center	23,398	9202.02-FAP-001	Panel Fire Alarm Control	SK-5808
9204.01	Little Econ Soccer Complex - Staff Building	616	9204.01-FAP-001	Panel Fire Alarm Control	
9204.02	Little Econ Soccer Complex – Restroom	616	9204.02-FAP-001	Panel Fire Alarm Annunciator System	
9206.04	Fort Christmas Park Visitor Center	1,225	9206.04-FAP-001	Panel Fire Alarm Control	
9226.02	Fire Rescue Radio Tower	1,824	9226.02-FAP-001	Panel Fire Alarm Control	CP-400
9601.01	Facilities Management East District Office	9,984	9601.01-FAP-001	Panel Fire Alarm Control	5208
9239.02	Fire Station 52 Radio Tower	950	9239.02-FAP-001	Panel Fire Alarm Annunciator System	
9354.01	Bithlo Highway Maintenance Office	2,520	9354.01-FAP-001	Panel Fire Alarm Annunciator System	
9387.01	Taylor Creek Radio Tower	960	9387.01-FAP-001	Panel Fire Alarm Control	CP-400
9398.01	Taft Highway Maintenance Office	1,920	9398.01-FAP-002	Panel Fire Alarm Communicator	
9398.01	Taft Highway Maintenance Office	1,920	9398.01-FAP-001	Panel Fire Alarm Control	
9558.01	South Econ Community Park Restroom	209	9558.01-FAP-001	Panel Fire Alarm Control	SFP-1024
9558.02	South Econ Recreation Center	23,398	9558.02-FAP-001	Panel Fire Alarm Control	

9559.01	Renaissance Center	28,902	9559.01-FAP-001	Panel Fire Alarm Control	
9569.02	Meadow Woods Recreation Center	23,398	9569.01-FAP-001	Panel Fire Alarm Control	SKE-5808
9574.01	Taft Head Start	7,314	9574.01-FAP-001	Panel Fire Alarm Communications RM	MS-10UD
9575.01	Bithlo Christmas Neighborhood Center	2,100	9575.01-FAP-001	Panel Fire Alarm Control #1	5208
9576.01	Bithlo Radio Tower	950	9576.01-FAP-001	Panel Fire Alarm Control	
9596.01	Sheriff Sector II	24,470	9596.01-FAP-001	Fire Alarm Panel Control	
9619.01	Young Pine Park				NFFW2-100
9011.09	East Orange Fuel Island				MRP-4424
9614.01	Brandon Coates				VS1-G
9611.01	Three Points Maintenance Highway				NFW-50
Fire Rescue Buildings					
Building #	Building Name	Sq. Ft.	Asset #	Asset Description	Model #
	Fire Station 27	5,470	0028.01-FAP-001	Panel Fire Alarm Control	EST Quickstart
	Fire Station 65	6,300	0035.01-FAP-001	Panel Fire Alarm Control	5104-B
	Fire Station 58	971	0041.01-FAP-001	Panel Fire Alarm Control	
	Fire Rescue Supply	13,937	9224.01-FAP-001	Panel Fire Alarm Control	SK5208
	Fire Station 20	4,847	9227.01-FAP-001	Panel Fire Alarm Control	SK5808
	Fire Station 31	11,292	9229.01-FAP-001	Panel Fire Alarm Control	SK5808
	Fire Station 34	5,052	9230.01-FAP-001	Panel Fire Alarm Control	FCI 106
	Fire Station 36	7,376	9231.01-FAP-001	Panel Fire Alarm Control	FCI 106
	Fire Station 40	7,317	9232.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 32	900	9233.01-FAP-001	Panel Fire Alarm Control	SK 5208
	Fire Station 42	9,434	9234.01-FAP-001	Panel Fire Alarm Control	SK 5208
	Fire Station 37	6,081	9235.01-FAP-001	Panel Fire Alarm Control	EST-2
	Fire Station 50	7,294	9237.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 51	9,364	9238.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 52	5,067	9239.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 53	3,419	9240.01-FAP-001	Fire Alarm Panel	

	Fire Station 54	13,748	9241.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 66	5,256	9244.01-FAP-001	Fire Alarm Panel	
	Fire Station 70	5,989	9245.01-FAP-001	Fire Alarm Panel	
	Fire Station 71	8,460	9246.01-FAP-001	Fire Alarm Panel	
	Fire Station 72	9,301	9247.01-FAP-001	Panel Fire Alarm Control	5207
	Fire Station 73	2,833	9248.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 76	4,969	9249.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 80	12,280	9250.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 82	9,253	9252.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 82	9,253	9252.01-FAP-002	Panel Communicator	
	Fire Station 84	1,764	9253.01-FAP-001	Panel Fire Alarm Control	6000
	Fire Station 86	5,000	9254.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 63	4,555	9255.01-FAP-001	Panel Fire Alarm Control	5207
	Fire Station 56	7,402	9257.01-FAP-001	Panel Fire Alarm Control	5700
	Fire Station 28	1,152	9301.01-FAP-001	Panel Fire Alarm Control	SK5208
	Fire Station 83	13,269	9302.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 43	6,580	9303.01-FAP-001	Panel Fire Alarm Control	SK5208
	Fire Station 33	6,363	9305.01-FAP-001	Panel Fire Alarm Control	SK5208
	Fire Station 30	12,839	9374.01-FAP-001	Panel Fire Alarm Control	SK5208
	Fire Station 29	1,782	9337.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 41	10,599	9375.01-FAP-001	Panel Fire Alarm Control	Edwards 6616 – SK5104
	Fire Station 81	6,000	9416.01-FAP-001	Panel Fire Alarm Control	
	Fire Station 85	7,823	9560.01-FAP-001	Panel Fire Alarm Annunciator System	
	Fire Station 55	7,000	9572.01-FAP-001	Panel Fire Alarm Control	7100
	Fire Station 77	6,000	9573.01-FAP-001	Panel Fire Alarm Control	7100
	Fire Station 35	9,200	9589.01-FAP-001	Panel Fire Alarm Control	SK 5700
	Fire Rescue Training Complex	6,992	9570.01-FAP-001	Panel Fire Alarm Control	
	Fire Rescue Headquarters	59,503	9226.01-FAP-002	Fire Alarm Panel Expander	5295

	Fire Rescue Headquarters	59,503	9226.01-FAP-001	Fire Alarm Panel Annunciator System	SK5808
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NOTE: The equipment listing is subject to change throughout the life of the contract.

Y18-107-DG
Attachment #2 – Test and Inspection Report Form

Inspection, Testing and Maintenance – Fire Alarm Systems
NFPA 72

Date of Inspection, Testing, or Maintenance: _____

Property Name: _____

Address: _____

City: _____ Contract Number: _____

Delivery Order Number: _____

Monitoring Company:	Control Unit:
Name: _____	Manufacturer: _____
Telephone: _____	Model: _____
Account No: _____	Last Service Date: _____

Quantity	Class of Device	Type of Device
	<input type="checkbox"/> A <input type="checkbox"/> B	Manual Fire Alarm Boxes
	<input type="checkbox"/> A <input type="checkbox"/> B	Ion Detectors
	<input type="checkbox"/> A <input type="checkbox"/> B	Photo Detectors

	<input type="checkbox"/> A	<input type="checkbox"/> B	PLC Testing
	<input type="checkbox"/> A	<input type="checkbox"/> B	Batteries
	<input type="checkbox"/> A	<input type="checkbox"/> B	Call-Out/ Monitoring
	<input type="checkbox"/> A	<input type="checkbox"/> B	Photo Detectors
	<input type="checkbox"/> A	<input type="checkbox"/> B	Heat Detectors
	<input type="checkbox"/> A	<input type="checkbox"/> B	Waterflow Switches
	<input type="checkbox"/> A	<input type="checkbox"/> B	Bells
	<input type="checkbox"/> A	<input type="checkbox"/> B	Horns
	<input type="checkbox"/> A	<input type="checkbox"/> B	Strobes: Notification Devices have two (2) hour fire-rated cable assembly <input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> A	<input type="checkbox"/> B	Speakers
	<input type="checkbox"/> A	<input type="checkbox"/> B	Sprinkler Valve Supervisory
	<input type="checkbox"/> A	<input type="checkbox"/> B	Sprinkler Tamper Supervisory
	<input type="checkbox"/> A	<input type="checkbox"/> B	Building Temperature Supervisory
System Power Supply			Batteries
Dedicated Circuit <input type="checkbox"/> YES <input type="checkbox"/> NO			Date of Battery Installation: _____
Panelboard & Circuit Designation: _____			Charger Test <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> UNKNOWN

Circuit Number is labeled On Fire Alarm Control Unit <input type="checkbox"/> YES <input type="checkbox"/> NO	Load Voltage <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> UNKNOWN
Disconnecting Means is Secured <input type="checkbox"/> YES <input type="checkbox"/> NO	Discharge Test <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> UNKNOWN
Disconnecting Means is Clearly Labeled <input type="checkbox"/> YES <input type="checkbox"/> NO	Battery Condition <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE

SYSTEM TESTS AND INSPECTIONS

NOTIFICATIONS ARE MADE PRIOR TO ANY TESTING

Monitoring Agency: Time: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Building Occupants: Time: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Facilities Management: Time: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fire Marshall: Time: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

Device	Test Type	Comments
Control Unit	<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	
Lamps/LED's	<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	
Trouble Signals	<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	
Audible Notification Devices	<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	
Visible Notification Devices	<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	
Telephone Line(s)	<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	

INITIATING AND SUPERVISORY DEVICE TESTS AND INSPECTIONS

Device Location	Devisе Type	Test Type	Results
		<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
		<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
		<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
		<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
		<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

		<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
		<input type="checkbox"/> VISUAL <input type="checkbox"/> FUNCTIONAL	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

HAVE ANY DEVICES BEEN ADDED OR REMOVED SINCE LAST INSPECTION? YES NO

IS THE FIRE ALARM CONTROL UNIT PROTECTED BY SMOKE DETECTOR? YES NO

WAS THE TRANSMISSION OF ALARM EVENTS TO THE MONITORING COMPANY CONFIRMED? YES NO

HAVE THE FOLLOWING BEEN NOTIFIED THAT TESTING IS COMPLETE?

MONITORING AGENCY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
BUILDING OCCUPANTS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
FACILITIES MANAGEMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO
FIRE MARSHALL	<input type="checkbox"/> YES	<input type="checkbox"/> NO

IS THE SYSTEM FUNCTIONING NORMALLY? YES NO

IS THE SYSTEM MONITORED? YES NO

Number	Deficiencies and Comments: List and describe any problems or maintenance concerns with the fire alarm system, along with proposed solutions/repairs.
1.	
2.	
3.	
4.	

5.	
6.	
7.	
8.	
9.	
10.	

_____ Pass

_____ Fail

SIGNATURE OF INSPECTOR OR TEC

DATE

FACILITIES MANAGEMENT REPRESENTATIVE

DATE