

Issue Date: November 17, 2017

INVITATION FOR BIDS #Y18-151-MV

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:

**HVAC PREVENTATIVE MAINTENANCE, REPAIRS AND REPLACEMENTS FOR
ORANGE COUNTY CONVENTION CENTER
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, December 14, 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 **Non-Mandatory Pre-Bid Conference** will be held on **Tuesday, December 5, 2017, 1:30 pm**, located at the Orange County Convention Center, South Concourse, S230H Conference Room, at 9899 International Drive, Orlando FL 32819. Attendance is not mandatory but is encouraged.

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 Melisa Vergara, Senior Purchasing Agent at Melisa.Vergara@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 Melisa.Vergara@ocfl.net, no later than 5:00 PM Wednesday, December 6, 2017 to the attention of Melisa Vergara, 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/LobbyingAtOrangeCounty.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. PRE-BID CONFERENCE

All interested parties are invited to attend a **Pre-Bid Conference** on **Tuesday, December 5, 2017, 1:30 pm, located at** the Orange County Convention Center, South Concourse, S231A Conference Room, at 9899 International Drive, Orlando FL 32819.

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

2. INSPECTION OF FACILITIES/AREAS

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 is the sole responsibility of the Bidder.

Bidders will have the opportunity to inspect the worksite during the Pre-Bid Conference. This will be the ONLY opportunity for inspection; the County will not entertain any additional inspection requests.

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.

3. QUALIFICATION OF BIDDERS

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

- A. List and brief description of work substantially similar in scope and magnitude satisfactorily completed with location, dates of contract, names, addresses, email addresses and telephone numbers of owners by completing the attached reference sheets. A minimum of three (3) references must demonstrate experience and satisfactory performance in providing HVAC services for multi-story, governmental or commercial high level security buildings with a minimum of 500,000 square feet. In addition, provide three (3) commercial references demonstrating experience and satisfactory performance in providing HVAC services for chiller units in excess of 500 tons. Identify on the reference sheets the ones that are for the minimum of 500,000 feet and the ones that are for the chiller units in excess of 500 tons.
- B. List of equipment and facilities available to do the work.

- C. Submit proof, in the form of a business tax receipt or any other incorporation document that demonstrates that the company has been in business a minimum of five (5) years.
- D. Submit proof with Certification as an authorized repair facility for at least one (1) major HVAC system manufacturer.
- E. List of personnel, by name and title, contemplated to perform the work. Include copies of relevant certifications and training received from manufacturers, national associations, and/or trade schools for service technicians. Provide proof the technicians assigned to this contract have a minimum of five (5) years experience performing similar work. Resumes must be provided for management and service personnel.

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.

4. 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.

5. 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.

6. AWARD

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

7. 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.

8. PERFORMANCE

Timely performance is of the essence in the award of this Invitation for Bids. Contractor shall respond within two (2) hours from notification to provide emergency service. Performance shall be within twenty-four (24) hours from receipt of delivery order. The contractor shall provide emergency repair services twenty-four (24) hours a day, seven (7) days a week as requested by the OCCC. Bids which fail to meet this requirement shall be rejected.

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

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

The Contractor shall, within **two (2)** calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

9. WARRANTY

The Contractor shall fully warrant all equipment furnished hereunder against defect in materials and/or workmanship for a period of (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.

10. 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.**

11. 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.

12. SAFETY REGULATIONS

Equipment shall meet all State and Federal safety regulations.

13. CODES AND REGULATIONS

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

14. PAYMENT

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

Orange County Convention Center
Business Division
PO Box 691509
Email: OCCC-AP@OCFL.net
Orlando, FL 32869-1509

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.

15. DEBRIS

Contractor shall be responsible for the prompt removal of all debris which is a result of this contractual service.

16. SAFETY AND PROTECTION OF PROPERTY

The Contractor shall at all times:

- A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.

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

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

17. PROTECTION OF PROPERTY/SECURITY

The Contractor shall provide barricades if necessary and take all necessary precautions to protect buildings and personnel. All work shall be completed in every respect and accomplished in a professional manner and the Contractor shall provide for removal of all debris from County property.

The Contractor shall at all times, guard against damage or loss to property of Orange County, or of other Contractors or subcontractors, and shall be held responsible for replacing or repairing any such loss or damage. The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss of damage to property through negligence of the Contractor or their agent.

The Contractor shall at all times guard against injury to Orange County employees. The Contractor shall, at all times, comply with OSHA and State of Florida safety regulations. 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 below:

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

18. 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

Additional Coverage:

- Professional Liability- with a limit of not less than \$1,000,000 per occurrence/claim
- Third-Party Commercial Fidelity Bond (applicable to lump-sum funded grant programs) - The Contractor shall furnish a Commercial Fidelity Bond for Employee Dishonesty on a blanket basis with a minimum limit of \$1,000,000. The bond shall be endorsed to cover "Third-Party" liability including a third-party beneficiary clause in favor of the County. The bond shall include a minimum twelve (12) month discovery period when written on a loss sustained basis.

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

19. CONTRACT TERM/RENEWAL

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of three (3) years. The contract may be renewed for two (2) additional one (1) year periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties.
- B. The initiating County department(s) shall issue delivery/purchase orders against the term contract on an "as needed" basis for repairs. A separate delivery order will be issued for the fiscal year for preventative maintenance. **The use of P-Cards to order services under this contract is not authorized.**
- 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.

20. PRICING

The maximum dollar limit for each delivery order issued against this term contract shall be \$75,000. 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.

21. 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 (three years) 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.

22. MARKET CONDITIONS

The County reserves the right to purchase on the open market should lower market prices prevail, at which time the Contractor shall have the option of meeting the lower price or relieving the County of any obligation previously understood.

23. 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.

24. 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.

25. METHOD OF ORDERING

The County shall issue Delivery (Purchase) Orders against the contract on an as needed basis for the goods or services listed on the Bid Response Form.

26. 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.

27. ATTACHMENTS

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

- A. Attachment A – Equipment List
- B. Attachment B – Parking Pass

28. 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.

29. 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.

SCOPE OF SERVICES

1. GENERAL

Contractor shall provide preventative maintenance (PM) and as needed repairs/replacements to ensure proper maintenance and operation of HVAC Systems within the various buildings. The repairs and replacements are only those identified and diagnosed while the awarded vendor is on-site for preventative maintenance and only for the equipment serviced by this contract ATTACHMENT A). All other non-routine repairs and replacements will be made under a separate contract or bid.

A. OBJECTIVES

1. To operate and maintain the chillers and related equipment in accordance with manufacturer's recommendations and requirements at County facilities at the highest possible standard at an acceptable cost. For each preventative maintenance service (quarterly and annual), the Contractor shall provide a written report recording the services performed, the measurements taken, and any equipment performance related observations, problems, and recommendations.
2. To provide related services highly responsive to the needs of the County and its employees and visitors.
3. Long range changes in operation philosophy, schedules and the existing preventative maintenance program shall be mutually agreed to by the County and the Contractor. The County reserves the right to make all final decisions related to systems operations, schedules or the preventative maintenance programs.

B. EQUIPMENT

1. Chillers: Air to water/water to water type chillers with reciprocating or centrifugal compressors including all parts of the chiller unit from the entering water flange to the leaving water flange including all chill water pumps, flow switches, air separators, controls, condenser and chill water isolation valves and chill water make-up valve.
2. Motors: All motors related to the chillers and air handling units (AHU's).
3. Pumps: All pumps related to the chiller air handling units (AHU's). Standard pumps as well as pumps controlled by VFD.
4. All fans related to air handling units (AHU's), outside air, and building exhaust systems.

5. Insulation: Insulation removed during repairs of chiller/heating equipment will be re-insulated by the contractor.
6. Motor Controls, VFD's and Motor Starters: All VFD's and starters related to applicable equipment list shall be covered under this agreement.

C. HOURS OF PERFORMANCE

1. Standard Hours: Standard working hours are Monday through Friday, 7:00 AM to 5:00 PM, excluding Orange County holidays.
2. Non-Standard Hours: Non-Standard working hours are those other than Monday through Friday, 7:00 AM to 5:00 PM, weekends, and Orange County holidays. The contractor shall provide a 24-hour point of contact for non-standard working hours.
3. The County reserves the right to require preventative maintenance scheduled during non-standard hours at no additional cost.

D. ON-CALL REPAIRS/REPLACEMENTS

1. All repairs shall be pre-approved up to the amount of the issued blanket delivery order. Any service estimated over \$2,500 shall require approval from the on-site County representative before proceeding.
2. Chargeable hours for repairs start when arriving at site.
3. The Contractor may bill on-site time at a one hour minimum with 30 minute increments thereafter.

E. PARTS

The Contractor may be reimbursed for the cost of material plus up to a 10% markup. Contractor shall indicate **no more than a 10% mark-up** on the Bid Response Form.

The Contractor shall provide a copy of the supplier's invoice for all materials ordered along with the Contractor's invoice for services. The Contractor shall be responsible for shipping charges, unless otherwise approved by the County.

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, the cost for shipping as requested by the County and tax payable on parts used in County owned equipment. The contractor shall obtain prior approval written from the County for all other unforeseen charges.

F. TRAVEL/MILEAGE COSTS

1. The Contractor shall be responsible for all of its travel and per diem costs to and from the various County facilities.
2. Travel time shall not be included when quoting and or invoicing for as-needed or emergency repairs and shall not be compensated by the County under any circumstances. Chargeable hours for repairs start when arriving at site.

2. SAFETY

- A. The Contractor shall maintain sole responsibility for the actions of employees and subcontractors.
- B. All personnel provided by the Contractor, whether employees of the Contractor or Sub-contractors, shall be competent, experienced, courteous, properly dressed with shirt displaying the company name/logo, photo ID badge and skilled in the maintenance and repair of HVAC systems, including chillers, air handlers, package units, and other related systems. The Contractor shall ensure that all employees prominently wear the ID badge on the front of their uniform at all times when on county property. Contractor personnel shall wear appropriate shoes during the performance of services under this contract. Open-toed shoes are not permitted. The Contractor shall ensure that all of its employees are neat, clean, and appropriately attired during the performance of the services.
- C. The Contractor shall identify a lead person or supervisor with whom the County's Representative may consult regarding contract performance.
- D. All maintenance personnel, including Sub-contractors, shall identify themselves at the appropriate administrative office upon arrival on site and prior to beginning work and upon completion of work and leaving site.
- E. 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.
- F. The Contractor shall prepare and maintain a Safety Plan to ensure that work performed herein conforms to contract requirements. The Contractor's Safety Plan shall be submitted to the County Representative for review and approval within ten (10) business days following contract award.
- G. The County Representative will review the Safety Plan and provide comments to the Contractor within five (5) business days following receipt of the plan. The Contractor shall finalize the Safety Plan within five (5) business days following receipt of the comments.

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

3. PERFORMANCE

- A. Maintenance work shall be scheduled to provide the least inconvenience to building occupants and visitors.
- B. All workmanship shall meet the standards specified herein, and shall be accomplished in accordance with approved and accepted standards of the; (1) industry, (2) equipment manufacturer, (3) applicable Federal and local standards and codes, and (4) applicable building and safety codes.
- C. When the Contractor completes work on any piece of equipment included in this contract, that equipment shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed. Corrective or repair/replacement work shall be carried to completion, including operational checks and cleanup of the work site. Any deficiencies identified during a quarterly preventative maintenance service shall not be deferred until the annual preventative maintenance service.
- D. All service visits shall be coordinated with the County Representative.

4. SECURITY AND IDENTIFICATION

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

B. ADDITIONAL BACKGROUND CHECKS AND DRUG SCREENS – CONVENTION CENTER REQUIREMENTS

The following background checks and drug screens shall be performed at the Contractors expense. The Contractor shall perform all background checks and drug screens in accordance with all applicable federal, state and local laws, regulations and ordinances.

LEVEL I (Past 5 years) shall include the following:

1. Identification Verification
2. Selective Service Status (registered/unregistered)
3. FDLE Automated Criminal Record
4. Clerk of Courts by County of Residence
5. Employment Verification
6. DMV by State of residence
7. Military Service Verification
8. Professional License & Certification Check

Drug Screen - Five Panel Shall include the following:

1. Amphetamines
2. Cocaine Metabolites
3. Marijuana Metabolites
4. Opiate Metabolites
5. Phencyclidine

The Contractor shall provide the background checks and drug screens for designated Contractor staff that will be working at the Orange County Convention Center. Orange County Convention Center Security shall review the background checks and drug screens and advise whether the individual shall be allowed to work at the Center. The Contractor shall submit background checks to the Security Supervisor.

C. CONTRACTOR'S EMPLOYEES – CONVENTION CENTER REQUIREMENTS

1. Employees

Contractor shall have in its employ at all times a sufficient number of capable employees to properly, adequately, safely, and promptly provide all "Services." All matters pertaining to employment, supervision, compensation, promotion and discharge of Contractor's employees are the responsibility of the Contractor, which is in all respects the employer of such employees. This Agreement is not one of agency, partnership, master-servant, or joint employer, but one with Contractor engaged in the business of providing "Services" hereunder as an independent contractor. All employment-related claims involving Contractor's employees are Contractor's sole responsibility and Center shall have no liability with respect thereto.

2. Personnel Issues

Contractor agrees each of its employees will be properly qualified and will use reasonable care in the performance of "Services." If Center, in Center's sole opinion, determines, for any reason, that the qualifications, actions or conduct of any particular Contractor employee has violated this Agreement by performing unsatisfactory

“Services,” interfering with operation of Property, bothering or annoying any occupants, other contractors or subcontractors then at Property, or that such actions or conduct is otherwise detrimental to Center, then upon Center’s written notice, Contractor shall immediately provide qualified replacement. Contractor employees shall report to designated property personnel upon arrival and departure from property in the performance of “Services.”

While working on the Center’s property, all the Contractor’s employees shall wear neat-appearing uniforms with company logo and footwear of a style that complies with all legal and safety requirements, including and without limitation, the requirements of OSHA and picture ID.

The Contractor agrees to transfer, promptly from the Center, any employee that the Center finds unsatisfactory, but in no event shall the Center be responsible for monitoring or assessing the suitability of any employee or agent of the Contractor. The Contractor shall instruct its personnel that no gratuities shall be solicited or accepted for any reason whatsoever from tenants, customers or other persons at the center. The Contractor shall be responsible for ensuring that all articles found by its employees on the Center’s premises are turned over to the Center’s designated representative in charge of such articles.

5. PARKING

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.

6. INVOICING REQUIREMENTS

A. Upon delivery and acceptance of service, associated cost shall be submitted by invoice to the appropriate County department per the Special Terms and Conditions. The Contractor shall reference the contract number and the appropriate purchase or delivery order number on all invoices.

An invoice shall contain the following information:

- Delivery order number;
- Date of delivery;
- Destination of delivery or service location
- Total labor shall be rounded to the nearest (30) minutes
- Daily service tickets with employee name, in/out times, and signed by a County representative
- Backup up invoice for all parts utilized on the job

- Itemized list of materials or services rendered;
 - ❖ Quantities, prices, (both unit price and total), terms and any other charges contained in the delivery or purchase order;
 - Applicable sales tax shall be listed separately
 - Mark-ups shall be listed as a line item on the invoice.
 - Approved shipping charges shall be listed separately from the materials and supplies.
- B. The Contractor shall provide a separate service ticket for each work day and supporting documents with all invoices for verification of actual labor hours and parts used on the job. Each service ticket shall be signed and dated by the County Representative each day as acknowledgement of work performed. The Contractor shall submit complete documentation to include the name of the County Representative who requested the work, and confirmation that the work was completed.
- C. Proof of purchase shall be submitted with the invoice showing the actual cost for all reimbursable expenses by the County.

7. SPECIFICATIONS, MECHANICAL EQUIPMENT PREVENTIVE MAINTENANCE & MAINTENANCE REQUIREMENTS AND FREQUENCIES

A. RTAA AIR COOLED HELICAL SCREW CHILLERS (QUARTERLY INSPECTION)

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review customer logs with the customer for operational problems and trends.
4. Check general operation of the unit.
5. Inspect for leaks and report results. Test vent piping of all relief valves for presence of refrigerant to detect improperly sealed relief valves. Replace any leaking valves.
6. Check condenser coils, clean coils with non-acid cleaner, follow manufacturer's instructions for application.
7. Log operating temperatures, pressures, voltages, and amperage.
8. Check operation of the control circuit and report deficiencies.
9. Check operation of motor(s) and starter(s) and report deficiencies.
10. Analyze recorded data. Compare data to original design conditions.
11. Provide detailed written report of all recorded/logged readings noting any deficiencies.
12. Review operating procedures with County personnel

B. RTAA AIR COOLED HELICAL SCREW CHILLERS (ANNUAL INSPECTION)

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.

3. Review customer logs with the customer for operational problems and trends.
4. Includes all quarterly services listed above, plus:

General Assembly

5. Inspect the leaks and report results.
6. Calculate refrigerant loss rate and report to County.
7. Repair minor leaks as required (e.g. valve packing, flare nuts).
8. Visually inspect condenser coils for cleanliness. Clean coils per quarterly service.
9. Inspect fan blades.
10. Lubricate condenser fan bearings.

Controls and Safeties

11. Inspect control panel for cleanliness.
12. Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies.
13. Verify working condition of all indicator/alarm lights, if applicable
14. Test the low water temperature control device. Calibrate and record setting.
15. Test the low evaporator pressure safety device. Calibrate and record setting.
16. Test the low oil pressure safety device. Calibrate and record setting.
17. Check programmed parameters to the unit interface control panel, if applicable
18. Check and verify operation of compressor unloaders and electronic expansion valve.

Lubricate System

19. Check oil level in the compressor
20. Test oil for acid content and discoloration. Make recommendations to the County Representative based on results of test.
21. Replace lube oil filter
22. Verify operation of crankcase oil heater. Measure amperage and compare to heater rating.

Refrigerant

23. Pull refrigerant sample for spectrographic analysis. Check for moisture, contaminants, and etc. utilizing approved containers.
24. Replace refrigerant drier core.

Motor Starter and Motor Control

25. Clean starter and cabinet.
26. Inspect wiring for tightness and signs of heating and discoloration and report deficiencies.
27. Check condition of contacts for wear and pitting and report deficiencies.
28. Check contactors for free and smooth operation and report deficiencies.
29. Check tightness of motor terminal connections and report deficiencies.
30. Meg compressor motor(s) and record readings.
31. Verify operation of electrical interlocks and report deficiencies.
32. Measure voltage and record. Voltage should be nominal +/- 10%.
33. Inspect/clean and check variable frequency drive and bypass for proper operation, as applicable.

C. PUMPS AND PUMP MOTORS (QUARTERLY INSPECTION AND TESTING)

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review customer logs with the customer for operational problems and trends.
4. Verify smooth operation of the pump.
5. Visually check motor and pump alignment. Re-align as necessary.
6. Check suction and discharge pressures.
7. Exercise suction and discharge valves.
8. Check valves and piping for leaks and report deficiencies.
9. Check for leaks on the mechanical pump seals, if applicable.
10. Verify proper drip rate on the pump seal packing, if applicable.
11. Check for loose or frayed electrical connections and report deficiencies.
12. Check motor voltage and current. Record readings.

D. PUMPS AND PUMP MOTORS (ANNUAL INSPECTION AND TESTING)

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review customer logs with the customer for operational problems and trends.
4. Complete all quarterly services, plus:

General Assembly

5. Check motor shaft and pump shaft for alignment, if applicable.

6. Inspect the coupling for wear.
7. Verify that the shaft guard is in place and tight, if applicable.
8. Verify water flow through the pump.
9. Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.
10. Clean and inspect strainer(s) if applicable.

Lubrication

11. Lubricate the motor bearings as necessary.
12. Lubricate the pump bearings as necessary.

Motor and Motor Control (VFD) or Starter (as applicable)

13. Clean the starter and cabinet.
14. Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies.
15. Meg the motor. Record readings.
16. Verify tight connections on the motor terminals.
17. Check the condition of the contacts for wear and pitting, if applicable.
18. Check the contactors for free and smooth operation.
19. Verify proper volts and amps. Record readings.
20. Check and calibrate overloads. Record trip times and trip amps.
21. Clean heat sink.
22. Record and report abnormal conditions, measurements taken, etc.
23. Review customer logs with the customer for operational problems and trends.
24. Inspect wiring and connections for tightness and signs of overheating and discoloration.
25. Visually inspect panel for loose or damaged parts or wiring; also check for any accumulation of dirt and/or moisture.
26. Verify proper operation of the unit.
27. Verify proper DC buss voltage

E. WATER TREATMENT (Closed Loop Systems) (QUARTERLY TREATMENT)

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review customer logs with the customer for operational problems and trends.
4. Check the chemical content in the system being treated

5. Add chemicals as required (chemicals included). EXCEPTION:
Chemicals will not be included if there has been a major water leak in the system.

F. AIR-HANDLING UNIT
(QUARTERLY INSPECTION)

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review customer logs with the customer for operational problems and trends.
4. Check the general condition of the fan.
5. Verify smooth fan operation.
6. Check and record supply and control air pressure, if applicable.
7. Verify the operation of the control system.
8. Log the operating conditions after the system has stabilized.
9. Review operating procedures with operating personnel.
10. Provide a written report of completed work, operating log, and indicate uncorrected deficiencies detected.

G. AIR-HANDLING UNIT
(ANNUAL INSPECTION)

1. Report in with the Customer Representative.
2. Record and report abnormal conditions, measurements taken, etc.
3. Review customer logs with the customer for operational problems and trends.
4. Includes all quarterly services listed above, plus:

General Assembly

5. Inspect the unit for cleanliness.
6. Inspect the fan wheel and shaft for wear and clearance.
7. Check the sheaves and pulleys for wear and alignment.
8. Check the belts for tension, wear, cracks, and glazing.
9. Verify tight bolts, set screws, and locking collars.
10. Check dampers for wear, security and linkage adjustment.
11. Verify clean condensate pan.
12. Verify proper operation of the condensate drain.
13. Verify clean air filters.
14. Verify clean coils.
15. Verify proper operation of the spray pump, if applicable.
16. Verify smooth fan operation.
17. Log operating conditions after system has stabilized.
18. Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected

Lubrication

19. Lubricate the fan shaft bearings, if applicable.
20. Lubricate the motor bearings, if applicable.

Controls and Safeties

21. Test the operation of the low temperature safety device, if applicable.
22. Test the operation of the high static pressure safety device, if applicable.
23. Test the operation of the low static pressure safety device, if applicable.
24. Check the thermal cutout on electric heaters, if applicable.
25. Check the step controller, if applicable.
26. Check and record supply air and control air pressure, if applicable.
27. Verify the operation of the control system and dampers while the fan is operating.

Motor and Motor Control (VFD) or Starter (as applicable)

28. Clean the starter and cabinet.
29. Inspect the wiring and connections for tightness and signs of overheating and discoloration. This includes wiring to the electric heat, if applicable.
30. Check the condition of the contacts for wear and pitting.
31. Check the contactors for free and smooth operation.
32. Meg the motor and record readings.
33. Clean heat sink.
34. Record and report abnormal conditions, measurements taken, etc.
35. Review customer logs with the customer for operational problems and trends.
36. Inspect wiring and connections for tightness and signs of overheating and discoloration.
37. Visually inspect panel for loose or damaged parts or wiring; also check for any accumulation of dirt and/or moisture.
38. Verify proper operation of the unit.
39. Verify proper DC buss voltage

**BID RESPONSE FORM
IFB #Y18-151-MV**

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

Note: For each line, Unit Price X Estimated Annual Quantity = Estimated Annual Total X Contract Years = Total Estimated Price

NORTH/SOUTH BUILDING

<u>Item No.</u>	<u>Equipment Type</u>	<u>Annual Freq.</u>		<u>No. of Units</u>		<u>Total Est. Annual Qty.</u>	<u>Unit Price</u>		<u>Estimated Annual Total</u>	<u>Contract Years</u>	=	<u>Total Estimated Bid</u>
1.	Chiller (RTAA Cooled Helical Screw) Annual PM	1	X	2	=	2	X \$_____	=	\$_____	X 3 yrs.	=	\$_____
2.	Chiller (RTAA Cooled Helical Screw) Quarterly PM	3	X	2	=	6	X \$_____	=	\$_____	X 3 yrs.	=	\$_____
3.	Pump (Chilled Water) Annual PM	1	X	10	=	10	X \$_____	=	\$_____	X 3 yrs.	=	\$_____
4.	Pump (Chilled Water) Quarterly PM	3	X	10	=	30	X \$_____	=	\$_____	X 3 yrs.	=	\$_____
5.	Closed Water Loop Treatment Quarterly PM	4	X	2	=	8	X \$_____	=	\$_____	X 3 yrs.	=	\$_____
6.	Air Handler Units Annual PM	1	X	117	=	117	X \$_____	=	\$_____	X 3 yrs.	=	\$_____
7.	Air Handler Units Quarterly PM	3	X	117	=	351	X \$_____	=	\$_____	X 3 yrs.	=	\$_____

Company Name

WEST BUILDING

<u>Item No.</u>	<u>Equipment Type</u>	<u>Annual Freq.</u>	<u>No. of Units</u>		<u>Total Est. Annual Qty.</u>	<u>Unit Price</u>	<u>Estimated Annual Total</u>	<u>Contract Years</u>	<u>Total Estimated Bid</u>
8.	Pump (Chilled Water) Annual PM	1	X 13	=	13	X \$_____	= \$_____	X 3 yrs.	= \$_____
9.	Pump (Chilled Water) Quarterly PM	3	X 13	=	39	X \$_____	= \$_____	X 3 yrs	= \$_____
10.	Air Handler Units Annual PM	1	X 269	=	269	X \$_____	= \$_____	X 3 yrs.	= \$_____
11.	Air Handler Units Quarterly PM	3	X 269	=	807	X \$_____	= \$_____	X 3 yrs.	= \$_____

ADDITIONAL WORK	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Estimated Annual Total</u>	<u>Contract Years</u>	<u>Total Estimated Bid</u>
12. On-Call Repairs/Replacement (Standard Work Hours)	\$_____	x 3,000 hours	= \$_____	X 3 yrs.	= \$_____
13. On-Call Repairs/Replacement (Non-standard Work Hours)	\$_____	x 100 hours	= \$_____	X 3 yrs.	= \$_____

Company Name

ADDITIONAL WORK	Percentage Rate	X	Estimated Total	X	Contract Years	=	Total Estimated Bid
14. Parts MARK UP or MARK DOWN for Materials Over Actual Cost (10% Mark-up Maximum)	\$ _____	X	\$25,0000	X	3 yrs.	=	\$ _____

Check One:
 Mark-up **Mark-down**

Example, if the mark-up you wish to bid is 10%, your extended total should be \$27,500 X 3 Years for a total estimated bid of \$82,500
 (1.1 x \$25,000 = \$27,500) X 3 Years = \$82,500)

	X	Estimated Total	X	Contract Years	=	Total Estimated Bid
15. Unforeseen Expenses at Cost (sales tax, authorized shipping)		\$ 2,000.00	X	3 yrs	=	<u>\$6,000.00</u>

TOTAL ESTIMATED BID LINES (Lines 1 – 15) \$ _____

 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 within twenty-four (24) hours After Receipt of Order (ARO) per Special Terms and Conditions. Contractor shall respond within two (2) hours from notification to provide emergency service.

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

Bid Response Documents - The following documents constitute your bid:

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

THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:

Company Name: _____

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

TIN#: _____ D-U-N-S® # _____

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

(County) (State) (Zip Code)

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

EMERGENCY CONTACT

Emergency Contact Person: _____

Telephone Number: _____ Cell Phone Number: _____

Residence Telephone Number: _____ Email: _____

ACKNOWLEDGEMENT OF ADDENDA

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

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

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

AUTHORIZED SIGNATORIES/NEGOTIATORS

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

Name	Title	Telephone Number/Email

_____ (Signature)	_____ (Date)
_____ (Title)	
_____ (Name of Business)	

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

Type of Organization

Sole Proprietorship Partnership Non-Profit
 Joint Venture Corporation

State of Incorporation: _____

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

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

Federal I.D. number is _____

REFERENCES

In accordance with bidder qualifications, list 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: _____

COMMERCIAL REFERENCES

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. Y18-151-MV

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.Y18-151-MV

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.Y18-151-MV, HVAC Preventative Maintenance, Repairs and Replacements for the Orange County Convention Center**, 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: _____

ORANGE COUNTY CERTIFICATE OF INSURANCE REVIEW GUIDE

1. **PRODUCER:** Agent's name and address must be shown along with contact name phone, fax, and email address.
2. **INSURED:** Legal name and address of the entity entering into the contract or agreement
3. **INSURERS AFFORDING COVERAGE & NAIC #:** Name of the insurance company that is insuring the line of coverage. The INSURER and applicable letter will be used throughout the certificate to indicate the lines of coverage placed with a particular insurance company. A letter must be shown in the INSUR L TR section for each coverage line listed on the certificate.
4. **ADDL INSR:** Signifies whether coverage includes additional insured status. Very few agents use this section. Additional insured status is usually discussed in the Description of Operations/Locations/Vehicles section.
5. **SUBR WVD:** Signifies that a waiver of subrogation is in valid for each line of coverage as indicated.
6. **POLICY NUMBER:** A policy number should be listed for each line of coverage for which commercial insurance is being provided.
7. **POLICY EFFECTIVE/EXPIRA TJON DATES:** Effective and expiration dates should fall within the time frame of the inception of the contract or agreement.
8. **LIMITS:** As required in the written agreement. The general aggregate should be at least twice the per occurrence limit for all continuing service contracts. If the aggregate limit applies separately then the PROJECT box should be marked.
9. **AUTOMOBILE LIABILITY:** The ANY AUTO box is preferable however; some organizations do not own vehicles so the other boxes may be marked.
10. **WORKERS' COMPENSATION:** Look closely to see if any proprietor, partner, or executive officer is excluded. If so, please contact Risk Management for waiver approval. The WC STATUTORY LIMITS box must be selected.
11. **OTHER:** This section is used for other coverage such as professional liability and employee dishonesty. The same rules apply with regards to policy numbers, effective and expiration dates and limits.
12. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES:** This section typically contains any special or qualifying language such as additional insured status or waivers of subrogation. If additional space is needed an ACORD 101 should be attached. Please note that these certificates are for information only and do not confer any rights upon the certificate holder. This is why we also ask for the specific policy language or endorsement specifying that these provisions are in place.
13. **CERTIFICATE HOLDER:** Orange County Board of County Commissioners should be listed as the certificate holder. Individual departments and divisions should not be listed as the primary certificate holder.
14. **AUTHORIZED REPRESENTATIVE:** This section should contain the signature of the person authorized to issue the certificate on behalf of the insurance company.

EXHIBIT B

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

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

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

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

EXHIBIT C

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

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

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

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

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

EXHIBIT D

WORKERS COMPENSTION AND EMPLOYEES LIABILITY INSURANCE POLICY WC 00 03 13

2ND Reprint

Effective April 1, 1984

Advisory

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

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

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

Schedule

Name of Person or Organization:

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

© 1983 National Council on Compensation Insurance, Inc.

©NCCI Holdings, Inc.

EXHIBIT E

POLICY NUMBER:

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 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.

**ATTACHMENT "A"
EQUIPMENT LIST**

RTAA Air Cooled Helical Screw Chillers - North/South Building

Chiller Number	Chiller M/N	Chiller S/N	Location
N/S Building Ch 1	RTAA2704XU01A3D0BGS	U02B08203	Remote Building
N/S Building Ch 2	RTAA1254XR01A3DONBF	U05M05354	Orange TV Chiller

Chilled Water Pumps - North/South Building

Pump Number	Pump Manufacturer	Pump Size	Model #	Manufacturer	Serial Number or Model Number	HP
North/South Secondary Chilled Water Pump 1	Armstrong	12x10x12.5	451958	Armstrong	M/N H643A E03-H643A-M	100
North/South Secondary Chilled Water Pump 2	Armstrong	12x10x12.5	451957	Armstrong	M/N H643A E04-H643A-M	100
North/South Secondary Chilled Water Pump 3	Armstrong	12x12x15	456052	Armstrong	M/N H645A D05-H645A-M	125
North/South Secondary Chilled Water Pump 4	Armstrong	12x12x15	456051	Armstrong	M/N H645A D04-H645A-M	125
North/South Secondary Chilled Water Pump 5	Armstrong	12x12x15	455201	Armstrong	M/N H645A E05-H645A-M	125
North/South Secondary Chilled Water Pump 6	Armstrong	12x12x15	455724	Armstrong	M/N H645A E12-H645A-M	125
Remote Building Chilled Water Pump 1	Armstrong	4x3x11.5	590761	Armstrong	HR0154FKA	15
Remote Building Chilled Water Pump 2	Armstrong	4x3x11.5	590762	Baldor	M2337	15
Orange TV Chilled Water Pump 1	Bell & Gossett	4x3x11.5		Emerson	G29312	10
Orange TV Chilled Water Pump 2	Bell & Gossett	4x3x11.5		Emerson	G29312	10

Water Treatment Services for 2 Closed Loops - North/South Building

Location	System
Remote Building	Chilled Water Loop
Orange TV	Chilled Water Loop

Air Handler Units - North/South Building

	Asset	Description	Location	Serial Number	Manufacturer	Comment
1	AHU M1.1	AIR HANDLER UNIT MIDDLE 1.1	LVL 4 PENT CA	K01G92973B	TRANE	
2	AHU M1.2	AIR HANDLER UNIT MIDDLE 1.2	LVL 4 PENT CA	K01G92980B	TRANE	
3	AHU M1.3	AIR HANDLER UNIT MIDDLE 1.3	LVL 4 PENT CA	K01G92914B	TRANE	
4	AHU M1.4	AIR HANDLER UNIT MIDDLE 1.4	LVL 4 PENT CA	K01G92984B	TRANE	
5	AHU M1.5	AIR HANDLER UNIT MIDDLE 1.5	LVL 4 PENT CA	K01G92935B	TRANE	
6	AHU M1.6	AIR HANDLER UNIT MIDDLE 1.6	LVL 4 PENT CA	K01G93100B	TRANE	
7	AHU M1.7	AIR HANDLER UNIT MIDDLE 1.7	LVL 4 PENT CA	K01G93032B	TRANE	
8	AHU M1.8	AIR HANDLER UNIT MIDDLE 1.8	LVL 4 PENT CA	K01G93018B	TRANE	
9	AHU M1.9	AIR HANDLER UNIT MIDDLE 1.9	LVL 4 PENT CA	K01G93131B	TRANE	
10	AHU M1.10	AIR HANDLER UNIT MIDDLE 1.10	LVL 4 PENT CA	K01G93042B	TRANE	
11	AHU M1.11	AIR HANDLER UNIT MIDDLE 1.11	LVL 4 PENT CA	K01G93054B	TRANE	
12	AHU M1.12	AIR HANDLER UNIT MIDDLE 1.12	LVL 4 PENT CA	K01G93135B	TRANE	
13	AHU M1.13	AIR HANDLER UNIT MIDDLE 1.13	LVL 4 PENT CA	K01G94016B	TRANE	
14	AHU M1.14	AIR HANDLER UNIT MIDDLE 1.14	LVL 4 PENT CA	K01G93992B	TRANE	
15	AHU M1.15	AIR HANDLER UNIT MIDDLE 1.15	LVL 4 PENT CB	K01G93217B	TRANE	
16	AHU M1.16	AIR HANDLER UNIT MIDDLE 1.16	LVL 4 PENT CB	K01G93230B	TRANE	
17	AHU M1.17	AIR HANDLER UNIT MIDDLE 1.17	LVL 4 PENT CB	K01G93064B	TRANE	
18	AHU M1.18	AIR HANDLER UNIT MIDDLE 1.18	LVL 4 PENT CB	K01G93150B	TRANE	
19	AHU M1.19	AIR HANDLER UNIT MIDDLE 1.19	LVL 4 PENT CB	K01G93017B	TRANE	
20	AHU M1.20	AIR HANDLER UNIT MIDDLE 1.20	LVL 4 PENT CB	K01G93084B	TRANE	
21	AHU M1.21	AIR HANDLER UNIT MIDDLE 1.21	LVL 4 PENT CB	K01G93162B	TRANE	
22	AHU M1.22	AIR HANDLER UNIT MIDDLE 1.22	LVL 4 PENT CA	K01G93234B	TRANE	
23	AHU M1.23	AIR HANDLER UNIT MIDDLE 1.23	LVL 4 PENT CB	K01G93241B	TRANE	
24	AHU N1.1	AIR HANDLER UNIT NORTH 1.1	LVL 4 PENT NA	K01F75193B	TRANE	
25	AHU N1.2	AIR HANDLER UNIT NORTH 1.2	LVL 4 PENT NA	K01F75917B	TRANE	
26	AHU N1.3	AIR HANDLER UNIT NORTH 1.3	LVL 4 PENT NA	K01F75924B	TRANE	
27	AHU N1.4	AIR HANDLER UNIT NORTH 1.4	LVL 4 PENT NA	K01F75931B	TRANE	
28	AHU N1.5	AIR HANDLER UNIT NORTH 1.5	LVL 4 PENT NA	K01F75530B	TRANE	
29	AHU N1.6	AIR HANDLER UNIT NORTH 1.6	LVL 4 PENT NA	K01F75938B	TRANE	
30	AHU N1.7	AIR HANDLER UNIT NORTH 1.7	LVL 4 PENT NA	K01F75945B	TRANE	
31	AHU N1.8	AIR HANDLER UNIT NORTH 1.8	LVL 4 PENT NA	K01F75536B	TRANE	
32	AHU N1.9	AIR HANDLER UNIT NORTH 1.9	LVL 4 PENT NB	K01F75952B	TRANE	

33	AHU N1.10	AIR HANDLER UNIT NORTH 1.10	LVL 4 PENT NB	K01F75959B	TRANE	
34	AHU N1.11	AIR HANDLER UNIT NORTH 1.11	FS KIT ROOF	K01M79499C	TRANE	
35	AHU N2.1	AIR HANDLER UNIT NORTH 2.1	LVL 4 PENT NA	K01F75966B	TRANE	
36	AHU N2.2	AIR HANDLER UNIT NORTH 2.2	LVL 4 PENT NA	K01F75987B	TRANE	
37	AHU N2.3	AIR HANDLER UNIT NORTH 2.3	LVL 4 PENT NA	K01F76064B	TRANE	
38	AHU N2.4	AIR HANDLER UNIT NORTH 2.4	LVL 4 PENT NA	K01F76071B	TRANE	
39	AHU N2.5	AIR HANDLER UNIT NORTH 2.5	LVL 4 PENT NA	K01F75994B	TRANE	
40	AHU N2.6	AIR HANDLER UNIT NORTH 2.6	LVL 4 PENT NB	K01F75543B	TRANE	
41	AHU N2.7	AIR HANDLER UNIT NORTH 2.7	LVL 4 PENT NB	K01F6078B	TRANE	
42	AHU N2.8	AIR HANDLER UNIT NORTH 2.8	LVL 4 PENT NB	K01F76015B	TRANE	
43	AHU N2.9	AIR HANDLER UNIT NORTH 2.9	LVL 4 PENT NB	K01F75998B	TRANE	
44	AHU N2.10	AIR HANDLER UNIT NORTH 2.10	MECH RM 201-438 CNA	K01F76019B	TRANE	
45	AHU N3.1	AIR HANDLER UNIT NORTH 3.1	LVL 4 PENT NA	K01F7606B	TRANE	
46	AHU N3.2	AIR HANDLER UNIT NORTH 3.2	LVL 4 PENT NA	KA11045716A	TRANE	
47	AHU N3.3	AIR HANDLER UNIT NORTH 3.3	LVL 4 PENT NA	K01F76057B	TRANE	
48	AHU N3.4	AIR HANDLER UNIT NORTH 3.4	LVL 4 PENT NA	K01F76036B	TRANE	
49	AHU N3.5	AIR HANDLER UNIT NORTH 3.5	LVL 4 PENT NA	K015759924B	TRANE	
50	AHU N3.6	AIR HANDLER UNIT NORTH 3.6	LVL 4 PENT NB	K01F76043B	TRANE	
51	AHU N3.7	AIR HANDLER UNIT NORTH 3.7	LVL 4 PENT NB	K01F76050B	TRANE	
52	AHU N3.8	AIR HANDLER UNIT NORTH 3.8	LVL 4 PENT NB	K01M80724C	TRANE	
53	AHU N4.1	AIR HANDLER UNIT NORTH 4.1	OUC SS 401-403 PNA	K02C38413	TRANE	
54	AHU N4.2	AIR HANDLER UNIT NORTH 4.2	MECH RM 402-404 PNB	K02C38414	TRANE	
55	AHU N4.4	AIR HANDLER UNIT NORTH4.4	MECH RM401-405 PNA	T01M15426B	TRANE	
56	AHU N4.5	AIR HANDLER UNIT NORTH 4.5	MECH RM 402-404 PNB	T01M15427B	TRANE	
57	AHU S1.1	AIR HANDLER UNIT SOUTH 1.1	LVL 4 PENT SA	K01M80874C	TRANE	
58	AHU S1.2	AIR HANDLER UNIT SOUTH 1.2	LVL 4 PENT SA	K01M80881C	TRANE	
59	AHU S1.3	AIR HANDLER UNIT SOUTH 1.3	LVL 4 PENT SA	K01M80888C	TRANE	
60	AHU S1.4	AIR HANDLER UNIT SOUTH 1.4	LVL 4 PENT SA	K01M80740C	TRANE	
61	AHU S1.5	AIR HANDLER UNIT SOUTH 1.5	LVL 4 PENT SA	K01M73168C	TRANE	
62	AHU S1.6	AIR HANDLER UNIT SOUTH 1.6	LVL 4 PENT SA	K01M73198C	TRANE	
63	AHU S1.7	AIR HANDLER UNIT SOUTH 1.7	LVL 4 PENT SA	K01M7398C	TRANE	
64	AHU S1.8	AIR HANDLER UNIT SOUTH 1.8	LVL 4 PENT SA	K01M72168C	TRANE	
65	AHU S1.9	AIR HANDLER UNIT SOUTH 1.9	LVL 4 PENT SA	K01M72348C	TRANE	
66	AHU S1.10	AIR HANDLER UNIT SOUTH 1.10	LVL 4 PENT SB	K01M7559S	TRANE	
67	AHU S1.11	AIR HANDLER UNIT SOUTH 1.11	LVL 4 PENT SB	K01M75579C	TRANE	
68	AHU S1.12	AIR HANDLER UNIT SOUTH 1.12	LVL 4 PENT SB	K01M75517C	TRANE	
69	AHU S1.13	AIR HANDLER UNIT SOUTH 1.13	LVL 4 PENT SB	K01M75526C	TRANE	
70	AHU S1.14	AIR HANDLER UNIT SOUTH 1.14 (CEILING)	LOB CSB	K02A05231	TRANE	
71	AHU S2.1	AIR HANDLER UNIT SOUTH 2. 1	LVL 4 PENT SA	K01M80963C	TRANE	
72	AHU S2.2	AIR HANDLER UNIT SOUTH 2.2	LVL 4 PENT SA	K01M80777C	TRANE	
73	AHU S2.3	AIR HANDLER UNIT SOUTH 2.3	LVL 4 PENT SA	K01M80800C	TRANE	
74	AHU S2.4	AIR HANDLER UNIT SOUTH 2.4	LVL 4 PENT SA	K01M73205C	TRANE	
75	AHU S2.5	AIR HANDLER UNIT SOUTH 2.5	LVL 4 PENT SA	K01M72298C	TRANE	
76	AHU S2.6	AIR HANDLER UNIT SOUTH 2.6	LVL 4 PENT SB	K01M72319C	TRANE	
77	AHU S2.7	AIR HANDLER UNIT SOUTH 2.7	LVL 4 PENT SB	K01M72312C	TRANE	
78	AHU S2.8	AIR HANDLER UNIT SOUTH 2.8	LVL 4 PENT SB	K01M75558C	TRANE	
79	AHU S2.9	AIR HANDLER UNIT SOUTH 2.9	LVL 4 PENT SB	K02C38975	TRANE	
80	AHU S2.10	AIR HANDLER UNIT SOUTH 2.10	LVL 4 PENT SB	K01M75500C	TRANE	
81	AHU S2.11	AIR HANDLER UNIT SOUTH 2.11	LVL 4 PENT SB	K01M75485C	TRANE	
82	AHU S2.12	AIR HANDLER UNIT SOUTH 2.12	MECH RM205-404 CSA	K01M75458C	TRANE	
83	AHU S3.1	AIR HANDLER UNIT SOUTH 3.1	LVL 4 PENT SA	K01M80867C	TRANE	
84	AHU S3.2	AIR HANDLER UNIT SOUTH 3.2	LVL 4 PENT SA	K02A05234	TRANE	
85	AHU S3.3	AIR HANDLER UNIT SOUTH 3.3	LVL 4 PENT SA	K01M80729C	TRANE	
86	AHU S3.4	AIR HANDLER UNIT SOUTH S3.4	LVL 4 PENT SB	K01M72227C	TRANE	
87	AHU S3.5	AIR HANDLER UNIT SOUTH 3.5	LVL 4 PENT SB	K01M7217SC	TRANE	
88	AHU S3.6	AIR HANDLER UNIT SOUTH 3.6	LVL 4 PENT SB	K01M72338C	TRANE	NOTE: AHU S3.6 and AHU S3.7 share the same serial number
89	AHU S3.7	AIR HANDLER UNIT SOUTH 3.7	LVL 4 PENT SB	K01M72338C	TRANE	
90	AHU S3.8	AIR HANDLER UNIT SOUTH 3.8	LVL 4 PENT SB	K01M75492C	TRANE	
91	AHU S3.9	AIR HANDLER UNIT SOUTH 3.9	LVL 4 PENT SB	K02A05194	TRANE	
92	AHU S3.10	AIR HANDLER UNIT SOUTH 3.10	LVL 4 PENT SB	K01M75464C	TRANE	
93	AHU S4.1	AIR HANDLER UNIT SOUTH 4.1	OUC SS 405-402 PSA	K02C39463	TRANE	
94	AHU S4.2	AIR HANDLER UNIT NORTH 4.2	LVL 4 PENT SB	T02A05742	TRANE	
95	AHU S4.3	AIR HANDLER UNIT SOUTH 4.3	OUC SS 406-404 PSB	K02C39468	TRANE	
96	AHU N4.3	AIR HANDLER UNIT NORTH 4.3	OUC SS 406-404 PSB	K02C38414	TRANE	
97	AHU S4.4	AIR HANDLER UNIT SOUTH 4.4	ELEC RM405-401 PSA	T02C20016	TRANE	
98	AHU S4.5	AIR HANDLER UNIT SOUTH 4.5	LVL 4 PENT SB	T02C20107	TRANE	
99	AHUO1	AIR HANDLER UNIT OTV-1	OTV LVL 2	K05L46955A	TRANE	
100	AHUO2	AIR HANDLER UNIT OTV-2	OTV LVL 2	K05L46968A	TRANE	
101	AHUO3	AIR HANDLER UNIT OTV-3	OTV LVL 2	K05L46974A	TRANE	
102	AHUO5	AIR HANDLER UNIT OTV-5	OTV LVL 2	0552N119742	TRANE	
103	AHUO4	AIR HANDLER UNIT OTV-4	OTV LVL 2	K05L46968A	TRANE	
104	AHUO6	AIR HANDLER UNIT OTV-6	OTV LVL 2	0552N119745	TRANE	
105	AHU CCOS1	AIR HANDLER UNIT CAN CT OFF SUITE 1	CC OS ROOF		TRANE/RTU	No visible serial numbers/ Package RTU
106	AHU CCOS2	AIR HANDLER UNIT CAN CT OFF SUITE 2	CC OS ROOF		TRANE/RTU	No visible serial numbers/ Package RTU
107	AHU CCOS3	AIR HANDLER UNIT CAN CT OFF SUITE 3	CC OS ROOF	722101837L	TRANE/RTU	Package RTU
108	AHU CCOS4	AIR HANDLER UNIT CAN CT OFF SUITE 4	CC OS ROOF	105110229D	TRANE/RTU	No visible serial numbers/ Package RTU

109	AHU R.1	AIR HANDLER UNIT REMOTE 1	MECH AREA	K01M77730C	TRANE	
110	AHU R.2	AIR HANDLER UNIT REMOTE 2	MECH AREA	K01M77737C	TRANE	
111	AHU R.3	AIR HANDLER UNIT REMOTE 3	MECH AREA	K01M77744C	TRANE	
112	AHU R.4	AIR HANDLER UNIT REMOTE 4	MECH AREA	K01M77764C	TRANE	
113	AHU R.5	AIR HANDLER UNIT REMOTE 5	MECH AREA	K01M77757C	TRANE	
114	AHU R.6	AIR HANDLER UNIT REMOTE 6	MECH AREA	K01M76609C	TRANE	
115	AHU R.7	AIR HANDLER UNIT REMOTE 7	MECH AREA	K01M77771C	TRANE	
116	AHU R.8	AIR HANDLER UNIT REMOTE 8	MECH AREA	K01M76630C	TRANE	
117	AHU R.9	AIR HANDLER UNIT REMOTE 9	MECH AREA	K01M76393C	TRANE	

Chilled Water Pumps - West Building

Pump Number	Pump Manufacturer	Pump Size	Model #	Manufacturer	Serial Number or Model Number	HP
West - PH 2A Secondary Chilled Water Pump 1	Bell & Gossett		3018348		1SSF795 LF 4GC PCHP-2A-1	
West - PH 2A Secondary Chilled Water Pump 2	Bell & Gossett		3018348		1SSF795 LF 4GC PCHP-2A-2	
West - PH 2 Secondary Chilled Water Pump 2	Peerless	N/A Insulated		Marathon	9VC56T34	1.5
West - PH 2 Secondary Chilled Water Pump 3	Peerless	N/A Insulated		US Electrical Motors	R084A5590B P	50
West - PH 2 Secondary Chilled Water Pump 4	Peerless	N/A Insulated		Baldor	42F-056W387	50
West - PH 2 Secondary Chilled Water Pump 5	Peerless	N/A Insulated		TECO Westinghouse	HOH 239847-014	50
West - PH 2 Secondary Chilled Water Pump 6	Peerless	N/A Insulated		US Electrical Motors	R02P3080022 F	7.5
West - PH 3 Secondary Chilled Water Pump 1	Bell & Gossett	10x12x14	7-00933-01-2	Marathon	1C 445TSTDS40 27AN-R26W	250
West - PH 3 Secondary Chilled Water Pump 2	Bell & Gossett	10x12x14	7-00933-01-1	Marathon	1C 445TSTDS40 27AN-R26W	250
West - PH 4 Secondary Chilled Water Pump 3	Bell & Gossett	12x12x14	7-00933-99-2	Marathon	1C 445T2TDS40 37ANW	200
West - PH 4 Secondary Chilled Water Pump 4	Bell & Gossett	12x12x14	7-00933-99-1	Marathon	1C 445T2TDS40 37ANW	200
West - PH 1 Secondary Chilled Water Pump 5	Bell & Gossett	6x8x12	7-00933-10-1	Marathon	1B 404TSTDS40 26AR-R26W	100
West - PH 1 Secondary Chilled Water Pump 6	Bell & Gossett	6x8x12	7-00933-10-2	Marathon	1B 404TSTDS40 26AR-R26W	100

Air Handler Units - West Building

	Asset	Description	Location	Serial Number	Manufacturer	Comment
1	AHU1	AIR HANDLER UNIT 1	MECH RM SOUTH Z1			
2	AHU2	AIR HANDLER UNIT 2	CATWALK NH3M.010			
3	AHU3	AIR HANDLER UNIT AHU3	FS N LOB CAFÉ			
4	AHU4	AIR HANDLER UNIT AHU4	STAIR E MEZZ 1			
5	AHU5	AIR HANDLER UNIT AHU5	STAIR E MEZZ 1			
6	AHU6	AIR HANDLER UNIT AHU6	STAIR E MEZZ 1			
7	AHU7	AIR HANDLER UNIT AHU7	STAIR E MEZZ 1			
8	AHU8	AIR HANDLER UNIT AHU8	STAIR E MEZZ 1			
9	AHU9	AIR HANDLER UNIT AHU9	OCCC W			
10	AHU10	AIR HANDLER UNIT 10	CATWALK HF			
11	AHU11	AIR HANDLER UNIT 11	CATWALK HF			
12	AHU12	AIR HANDLER UNIT AHU12	MECH RM CF3M.002			
13	AHU13	AIR HANDLER UNIT AHU13	OCCC W			
14	AHU14	AIR HANDLER UNIT AHU14	OCCC W			
15	AHU15	AIR HANDLER UNIT AHU15	MECH RM WM2			
16	AHU16	AIR HANDLER UNIT AHU16	MECH RM WM2			
17	AHU17	AIR HANDLER UNIT AHU17	MECH RM SOUTH Z1			
18	AHU18	AIR HANDLER UNIT AHU18	MECH RM SOUTH Z1			
19	AHU19	AIR HANDLER UNIT AHU19	MECH RM SOUTH Z1			

20	AHU20	AIR HANDLER UNIT AHU20	MECH RM SOUTH Z1		
21	AHU21	AIR HANDLER UNIT AHU21	MECH RM SOUTH Z1		
22	AHU22	AIR HANDLER UNIT AHU22	MECH RM SOUTH Z1		
23	AHU23	AIR HANDLER UNIT AHU23	MECH RM SOUTH Z1		
24	AHU24	AIR HANDLER UNIT AHU24	CHILLER P2 NEP		
25	AHU26	AIR HANDLER UNIT AHU26	MECH RM HE CW		
26	AHU27	AIR HANDLER UNIT AHU27	MECH RM HE CW		
27	AHU28	AIR HANDLER UNIT AHU28	MECH RM HE CW		
28	AHU29	AIR HANDLER UNIT AHU29	MECH RM HE CW		
29	AHU30	AIR HANDLER UNIT AHU30	MECH RM HE CW		
30	AHU31	AIR HANDLER UNIT AHU31	MECH RM HE CW		
31	AHU32	AIR HANDLER UNIT AHU32	MECH RM HE CW		
32	AHU33	AIR HANDLER UNIT AHU33	MECH RM HE CW		
33	AHU34	AIR HANDLER UNIT AHU34	MECH RM HE CW		
34	AHU35	AIR HANDLER UNIT AHU35	MECH RM HE CW		
35	AHU37	AIR HANDLER UNIT AHU37	MECH RM HE CW		
36	AHU38	AIR HANDLER UNIT AHU38	EU STO NB2.044S		
37	AHU39	AIR HANDLER UNIT AHU39	OFF NB2.047		
38	AHU40	AIR HANDLER UNIT AHU40	MECH RM SOUTH Z2		
39	AHU41	AIR HANDLER UNIT AHU41	STAIR E MEZZ 2		
40	AHU42	AIR HANDLER UNIT AHU42	STAIR E MEZZ 2		
41	AHU43	AIR HANDLER UNIT AHU43	STAIR E MEZZ 2		
42	AHU44	AIR HANDLER UNIT AHU44	STAIR E MEZZ 2		
43	AHU45	AIR HANDLER UNIT AHU45	STAIR E MEZZ 2		
44	AHU46	AIR HANDLER UNIT AHU46	MECH RM WM2		
45	AHU47	AIR HANDLER UNIT AHU47	MECH RM WM2		
46	AHU48	AIR HANDLER UNIT AHU48	MECH RM WM2		
47	AHU49	AIR HANDLER UNIT AHU49	MECH RM SOUTH Z2		
48	AHU50	AIR HANDLER UNIT AHU50	MECH RM SOUTH Z2		
49	AHU51	AIR HANDLER UNIT AHU51	MECH RM SOUTH Z2		
50	AHU52	AIR HANDLER UNIT AHU52	MECH RM WM2		
51	AHU53	AIR HANDLER UNIT AHU53	MECH RM HE CW		
52	AHU55	AIR HANDLER UNIT AHU55	TUNNEL P2		
53	AHU56	AIR HANDLER UNIT AHU56	TUNNEL P2		
54	AHU57	AIR HANDLER UNIT AHU57	TUNNEL P2		
55	AHU58	AIR HANDLER UNIT AHU58	TUNNEL P2		
56	AHU61A	AIR HANDLER UNIT 61A	LD 1		
57	AHU61B	AIR HANDLER UNIT 61B	OCCC W		
58	AHU61C	AIR HANDLER UNIT 61C	OCCC W		
59	AHU61D	AIR HANDLER UNIT 61D	OCCC W		
60	AHU62	AIR HANDLER UNIT AHU62	CHILLER P2 NEP		
61	AHU63	AIR HANDLER UNIT AHU63	MECH RM HE CW		
62	AHU64	AIR HANDLER UNIT AHU64	MECH RM HE CW		
63	AHU65	AIR HANDLER UNIT AHU65	MECH RM HE CW		
64	AHU66	AIR HANDLER UNIT AHU66	MECH RM HE CW		
65	AHU67	AIR HANDLER UNIT AHU67	MECH RM HE CW		
66	AHU68	AIR HANDLER UNIT AHU68	MECH RM HE CW		
67	AHU69	AIR HANDLER UNIT AHU69	MECH RM HE CW		
68	AHU70	AIR HANDLER UNIT AHU70	STO RM NB2.051		
69	AHU71	AIR HANDLER UNIT AHU71	HK CLOSET NH2.061		
70	AHU72	AIR HANDLER UNIT AHU72	STO RM NB2.051		
71	AHU75	AIR HANDLER UNIT AHU75	MECH RM NF3.149		
72	AHU76	AIR HANDLER UNIT AHU76	MECH RM NF3.149		
73	AHU77	AIR HANDLER UNIT AHU77	MR 323		
74	AHU78	AIR HANDLER UNIT AHU78	MR 323		
75	AHU79	AIR HANDLER UNIT AHU79	MECH RM NF2.020		
76	AHU80	AIR HANDLER UNIT AHU80	MR 324		
77	AHU 1-01	AIR HANDLER UNIT 101	MECH RM E2		
78	AHU1-02	AIR HANDLER UNIT 102	MECH RM SH4.018		
79	AHU1-05	AIR HANDLER UNIT 105	MECH RM CF2M.004		
80	AHU1-06	AIR HANDLER UNIT 106	MECH RM CF2M.004		
81	AHU1-07	AIR HANDLER UNIT 107	MECH RM CF2M.004		
82	AHU1-08	AIR HANDLER UNIT 108	MECH RM CF2M.004		
83	AHU1-09	AIR HANDLER UNIT 109	MECH RM CF2M.004		
84	AHU1-10	AIR HANDLER UNIT 110	MECH RM CF2M.004		
85	AHU1-11	AIR HANDLER UNIT 111	MECH RM CF2M.001		
86	AHU1-12	AIR HANDLER UNIT 112	OCCC W		
87	AHU1-13	AIR HANDLER UNIT 113	CATWALK NH3M.001		
88	AHU1-14	AIR HANDLER UNIT AHU114	OCCC W		
89	AHU1-15	AIR HANDLER UNIT AHU115	MECH RM WM2		
90	AHU1-16	AIR HANDLER UNIT AHU116	MECH RM CF3M.002		
91	AHU1-17	AIR HANDLER UNIT AHU117	MECH RM CF3M.002		
92	AHU1-18	AIR HANDLER UNIT AHU118	MECH RM CF3M.002		
93	AHU1-19	AIR HANDLER UNIT AHU119	MECH RM CF3M.002		
94	AHU1-20	AIR HANDLER UNIT AHU120	MECH RM CF3M.002		
95	AHU 1-21	AIR HANDLER UNIT AHU121	MECH RM CF3M.002		
96	AHU1-22	AIR HANDLER UNIT AHU1-22	MECH RM CF3M.002		
97	AHU1-23	AIR HANDLER UNIT AHU1-23	MECH RM CF3M.002		
98	AHU1-24	AIR HANDLER UNIT AHU1-24	MECH RM CF3M.002		
99	AHU1-25	AIR HANDLER UNIT AHU1-25	MECH RM CF3M.002		

100	AHU2-01	AIR HANDLER UNIT AHU201	MECH RM CF4.010		
101	AHU2-02	AIR HANDLER UNIT AHU202	MECH RM CF4.010		
102	AHU2-03	AIR HANDLER UNIT AHU203	MECH RM CF4.010		
103	AHU2-04	AIR HANDLER UNIT AHU204	MECH RM CF4.010		
104	AHU2-05	AIR HANDLER UNIT AHU205	MECH RM CF4.010		
105	AHU2-06	AIR HANDLER UNIT AHU206	MECH RM CF4.010		
106	AHU3-01	AIR HANDLER UNIT AHU301	MECH RM CB3.018		
107	AHU3-02	AIR HANDLER UNIT AHU302	MECH RM CB3.018		
108	AHU3-03	AIR HANDLER UNIT AHU303	MECH RM CB3.018		
109	AHU3-04	AIR HANDLER UNIT AHU304	MECH RM CB3.018		
110	AHU3-05	AIR HANDLER UNIT AHU305	MECH RM CB3.018		
111	AHU3-06	AIR HANDLER UNIT AHU306	MECH RM CB3.018		
112	AHU3-07	AIR HANDLER UNIT AHU 3-07	MECH RM CB3.018		
113	AHU3-08	AIR HANDLER UNIT AHU308	MECH RM CB3.018		
114	AHU3-09	AIR HANDLER UNIT AHU309	MECH RM CB3.018		
115	AHU3-10	AIR HANDLER UNIT AHU310	MECH RM CB3.018		
116	AHU3-11	AIR HANDLER UNIT AHU311	MECH RM CB3.018		
117	AHU3-12	AIR HANDLER UNIT AHU31-2	MECH RM CB3.028		
118	AHU3-13	AIR HANDLER UNIT AHU313	MECH RM CB3.028		
119	AHU3-14	AIR HANDLER UNIT AHU314	MECH RM CB3.028		
120	AHU3-15	AIR HANDLER UNIT AHU315	MECH RM CB3.028		
121	AHU3-16	AIR HANDLER UNIT AHU316	MECH RM CB3.028		
122	AHU3-17	AIR HANDLER UNIT AHU317	MECH RM CB3.028		
123	AHU3-18	AIR HANDLER UNIT AHU318	MECH RM CB3.028		
124	AHU3-19	AIR HANDLER UNIT AHU319	MECH RM CB3.028		
125	AHU3-20	AIR HANDLER UNIT AHU320	MECH RM CB3.028		
126	AHU3-21	AIR HANDLER UNIT AHU321	MECH RM CB3.028		
127	AHU3-22	AIR HANDLER UNIT AHU322	MECH RM CB3.028		
128	AHU3-23	AIR HANDLER UNIT AHU323	MECH RM CB3.028		
129	AHU3-24	AIR HANDLER UNIT AHU324	MECH RM CB3.028		
130	AHU3-25	AIR HANDLER UNIT AHU325	MECH RM CB3.028		
131	AHU3-26	AIR HANDLER UNIT AHU326	MECH RM CB3.028		
132	AHU3-27	AIR HANDLER UNIT AHU327	MECH RM CB3.028		
133	AHU3-28	AIR HANDLER UNIT 3--28	MECH RM CB 3.018		
134	AHU3-29	AIR HANDLER UNIT 3--29	MECH RM CB 3.018		
135	AHU3-30	AIR HANDLER UNIT 3--30	MECH RM CB 3.028		
136	AHU4-01	AIR HANDLER UNIT AHU401	MECH RM CH4M.007		
137	AHU4-02	AIR HANDLER UNIT AHU404	MECH RM CH4M.005		
138	AHU4-03	AIR HANDLER UNIT AHU403	MECH RM CH4M.004		
139	AHU4-04	AIR HANDLER UNIT AHU404	MECH RM CH4M.002		
140	AHU4-05	AIR HANDLER UNIT AHU405	MECH RM CH4M.005		
141	AHU4-06	AIR HANDLER UNIT AHU406	MECH RM CH4M.004		
142	AHU5-01	AIR HANDLER UNIT AHU501	MECH RM CF2.1-22		
143	AHU5-02	AIR HANDLER UNIT AHU502	MECH RM CF2.1-22		
144	AHU5-03	AIR HANDLER UNIT AHU503	MECH RM CF2.1-22		
145	AHU5-04	AIR HANDLER UNIT AHU504	MECH RM CF2.201		
146	AHU5-05	AIR HANDLER UNIT AHU505	MECH RM CF2.201		
147	AHU5-06	AIR HANDLER UNIT AHU506	MECH RM CF2.197		
148	AHU5-07	AIR HANDLER UNIT AHU507	MECH RM CF2.201		
149	AHU5-08	AIR HANDLER UNIT AHU508	MECH RM CF2.172		
150	AHU5-09	AIR HANDLER UNIT AHU509	MECH RM CF2.172		
151	AHU5-10	AIR HANDLER UNIT AHU510	MECH RM CF2.13		
152	AHU5-11	AIR HANDLER UNIT AHU511	MECH RM CF2.13		
153	AHU5-12	AIR HANDLER UNIT AHU51-2	MECH RM CF2.13		
154	AHU5-13	AIR HANDLER UNIT AHU513	MECH RM CH3.004		
155	AHU5-14	AIR HANDLER UNIT AHU514	MECH RM CF30.25		
156	AHU5-15	AIR HANDLER UNIT AHU515	MECH RM CF4.093		
157	AHU5-16	AIR HANDLER UNIT AHU516	MECH RM CF30.25		
158	AHU5-17	AIR HANDLER UNIT AHU517	MECH RM CF3.154		
159	AHU5-18	AIR HANDLER UNIT AHU518	MECH RM CF3.154		
160	AHU5-19	AIR HANDLER UNIT AHU519	MECH RM CF4.017		
161	AHU5-20	AIR HANDLER UNIT AHU520	MECH RM CF3.154		
162	AHU5-21	AIR HANDLER UNIT AHU521	MECH RM CF4.093		
163	AHU5-22	AIR HANDLER UNIT AHU522	MECH RM CF4.093		
164	AHU5-23	AIR HANDLER UNIT AHU523	MECH RM CF4.093		
165	AHU5-24	AIR HANDLER UNIT AHU524	MECH RM CF3.154		
166	AHU5-25	AIR HANDLER UNIT AHU525	MECH RM CF2.13		
167	AHU5-26	AIR HANDLER UNIT AHU526	MECH RM CF2.197		
168	AHU1-80	AIR HANDLER UNIT AHU180	MECH RM SH1.006		
169	AHU2-80	AIR HANDLER UNIT AHU280	MECH RM SH1.006		
170	AHU3-80	AIR HANDLER UNIT AHU380	MECH RM SH1.025		
171	AHU4-80	AIR HANDLER UNIT AHU480	MECH RM SH1.023		
172	AHU5-80	AIR HANDLER UNIT AHU580	MECH RM SH1.016		
173	AHU6-80	AIR HANDLER UNIT AHU680	MECH RM SH1.016		
174	AHU1-82	AIR HANDLER UNIT AHU182	MECH RM SH1.006		
175	AHU2-82	AIR HANDLER UNIT AHU282	MECH RM SF1.043		
176	AHU3-82	AIR HANDLER UNIT AHU382	MECH RM SF1.047		
177	AHU4-82	AIR HANDLER UNIT AHU482	MECH RM SF1.047		
178	AHU1-111	AIR HANDLER UNIT 1111	MECH RM SF2M.002		
179	AHU2-111	AIR HANDLER UNIT AHU2111	MECH RM SF2M.002		

180	AHU3-111	AIR HANDLER UNIT AHU3111	MECH RM SF2M.002		
181	AHU4-111	AIR HANDLER UNIT AHU4111	MECH RM SF2M.002		
182	AHU5-111	AIR HANDLER UNIT AHU5111	MECH RM SF2M.002		
183	AHU6-111	AIR HANDLER UNIT AHU6111	MECH RM SF2M.002		
184	AHU7-111	AIR HANDLER UNIT AHU7111	MECH RM SF2M.002		
185	AHU1-122	AIR HANDLER UNIT 1122	MECH RM SB3.001		
186	AHU2-122	AIR HANDLER UNIT AHU21-22	MECH RM SB3.001		
187	AHU3-122	AIR HANDLER UNIT AHU31-22	MECH RM SB3.003		
188	AHU4-122	AIR HANDLER UNIT AHU41-22	MECH RM SB3.003		
189	AHU5-122	AIR HANDLER UNIT AHU51-22	MECH RM SB3.005		
190	AHU6-122	AIR HANDLER UNIT AHU61-22	MECH RM SB3.005		
191	AHU7-122	AIR HANDLER UNIT AHU71-22	MECH RM SB3.005		
192	AHU8-122	AIR HANDLER UNIT AHU81-22	MECH RM SB3.005		
193	AHU9-122	AIR HANDLER UNIT AHU91-22	MECH RM SB3.005		
194	AHU10-122	AIR HANDLER UNIT 10122	MECH RM SB3.005		
195	AHU11-122	AIR HANDLER UNIT 11122	MECH RM SB3.003		
196	AHU12-122	AIR HANDLER UNIT AHU12122	MECH RM SB3.001		
197	AHU1-134	AIR HANDLER UNIT 1134	MECH RM SF3M.001		
198	AHU2-134	AIR HANDLER UNIT AHU2134	MECH RM SF3M.001		
199	AHU3-134	AIR HANDLER UNIT AHU3134	MECH RM SF3M.001		
200	AHU4-134	AIR HANDLER UNIT AHU4134	MECH RM SF3M.001		
201	AHU5-134	AIR HANDLER UNIT AHU5134	MECH RM SF3M.001		
202	AHU6-134	AIR HANDLER UNIT AHU6134	MECH RM SF3M.001		
203	AHU7-134	AIR HANDLER UNIT AHU7134	MECH RM SF3M.001		
204	AHU8-134	AIR HANDLER UNIT AHU8134	MECH RM SF3M.001		
205	AHU9-134	AIR HANDLER UNIT AHU9134	MECH RM SF3M.001		
206	AHU1-145	AIR HANDLER UNIT AHU1145	MECH RM SH4.018		
207	AHU2-145	AIR HANDLER UNIT AHU2145	MECH RM SH4.018		
208	AHU3-145	AIR HANDLER UNIT AHU3145	MECH RM SF4.015		
209	AHU4-145	AIR HANDLER UNIT AHU4145	MECH RM SF4.015		
210	AHU5-145	AIR HANDLER UNIT AHU5145	MECH RM SF4.010		
211	AHU6-145	AIR HANDLER UNIT AHU6145	MECH RM SF4.010		
212	AHU7-145	AIR HANDLER UNIT AHU7145	MECH RM SF4.003		
213	AHU8-145	AIR HANDLER UNIT AHU8145	MECH RM SF4.003		
214	AHU9-145	AIR HANDLER UNIT AHU9145	MECH RM SF4.008		
215	AHU10-145	AIR HANDLER UNIT 10145	MECH RM SH4.018		
216	AHU11-145	AIR HANDLER UNIT 11145	MECH RM SB3.003		
217	AHU12-145	AIR HANDLER UNIT AHU12145	MECH RM SF4.015		
218	AHUA01	AIR HANDLER UNIT AA01	CATWALK NH3M.005		
219	AHUA02	AIR HANDLER UNIT AA02	CATWALK NH3M.010		
220	AHUA03	AIR HANDLER UNIT AA03	CATWALK NH3M.024		
221	AHUA04	AIR HANDLER UNIT AA04	CATWALK NH3M.032		
222	AHUA05	AIR HANDLER UNIT AA05	CATWALK NH3M.041		
223	AHUA06	AIR HANDLER UNIT AA06	CATWALK NH3M.048		
224	AHUA07	AIR HANDLER UNIT AA07	CATWALK NH3M.001		
225	AHUA08	AIR HANDLER UNIT AA08	CATWALK NH3M.020		
226	AHUA09	AIR HANDLER UNIT AA09	CATWALK NH3M.029		
227	AHUA10	AIR HANDLER UNIT AA010	CATWALK NH3M.038		
228	AHUA11	AIR HANDLER UNIT AA011	CATWALK NH3M.046		
229	AHUA12	AIR HANDLER UNIT AA01-2 T	CATWALK NH3M.051		
230	AHUA011	AIR HANDLER UNIT A011	MECH RM P1L2.5		
231	AHUA012	AIR HANDLER UNIT A01-2	MECH RM P1L2.5		
232	AHUA013	AIR HANDLER UNIT A013	MECH RM NB3.001		
233	AHUA014	AIR HANDLER UNIT A014	MECH RM NB3.003		
234	AHUA021	AIR HANDLER UNIT A021	HK CLOSET NB2.021		
235	AHUA031	AIR HANDLER UNIT A031	HK CLOSET NB2.033		
236	AHUA032	AIR HANDLER UNIT A032	STO RM NB2.041		
237	AHUA033	AIR HANDLER UNIT A033	MECH RM NB3.038		
238	AHUA051	AIR HANDLER UNIT A051	MECH RM P1		
239	AHUA101	AIR HANDLER UNIT A101	MECH RM		
240	AHUA111	AIR HANDLER UNIT A111	MECH RM NF2.052		
241	AHUA112	AIR HANDLER UNIT A11-2	MECH RM NF2.053		
242	AHUA113	AIR HANDLER UNIT A113	CATWALK NH3M.020		
243	AHUA121	AIR HANDLER UNIT A1-21	MECH RM NF2.063		
244	AHUA122	AIR HANDLER UNIT A1-22	OCCC W		
245	AHUA123	AIR HANDLER UNIT A1-23	CATWALK NH3M.051		
246	AHUA124	AIR HANDLER UNIT A1-24	MECH RM NF3.066		
247	AHUA131	AIR HANDLER UNIT A131	MECH RM P1L2.5		
248	AHUA132	AIR HANDLER UNIT A132	MECH RM P1L2.5		
249	AHUA133	AIR HANDLER UNIT A133	MECH RM P1L2.5		
250	AHUA134	AIR HANDLER UNIT A134	MECH RM P1L2.5		
251	AHUA141	AIR HANDLER UNIT A141	MECH RM P1L23A		
252	AHUA142	AIR HANDLER UNIT A142	MECH RM P1L23A		
253	AHUA143	AIR HANDLER UNIT A143	MECH RM P1L23A		
254	AHUA144	AIR HANDLER UNIT A144	MECH RM P1L23A		
255	AHUA145	AIR HANDLER UNIT A145	MECH RM P1L23A		
256	AHUA146	AIR HANDLER UNIT A146	MECH RM P1L23A		
257	AHUA147	AIR HANDLER UNIT A147	MECH RM P1L23A		
258	AHUA148	AIR HANDLER UNIT A148	MECH RM P1L23A		
259	AHUCP01	AIR HANDLER UNIT AHUCP01	MECH RM CB1.056		

260	AHUCP02	AIR HANDLER UNIT AHUCP02	MECH RM CB1.056			
261	AHUCP03	AIR HANDLER UNIT AHUCP03	MECH RM CB1.056			
262	AHUCP04	AIR HANDLER UNIT AHUCP04	EQ RM SB1.010			
263	AHUCP05	AIR HANDLER UNIT AHUCP05	MECH RM CB1.056			
264	AHUW004	AIR HANDLER UNIT WE-004	MECH RM CB3.028			
265	AHUWE-001	AIR HANDLER UNIT WE-001	MECH RM 211			
266	AHUWE-002	AIR HANDLER UNIT WE-002	MECH RM 216			
267	AHUWE-003	AIR HANDLER UNIT WE-003	MECH RM 216			
268	AHUWE-005	AIR HANDLER UNIT WE-005	WALKOVER CF3.092C			
269	AHUWE-006	AIR HANDLER UNIT WE-006	WALKOVER CF3.092C			



The Center of Hospitality,



PARKING PASS

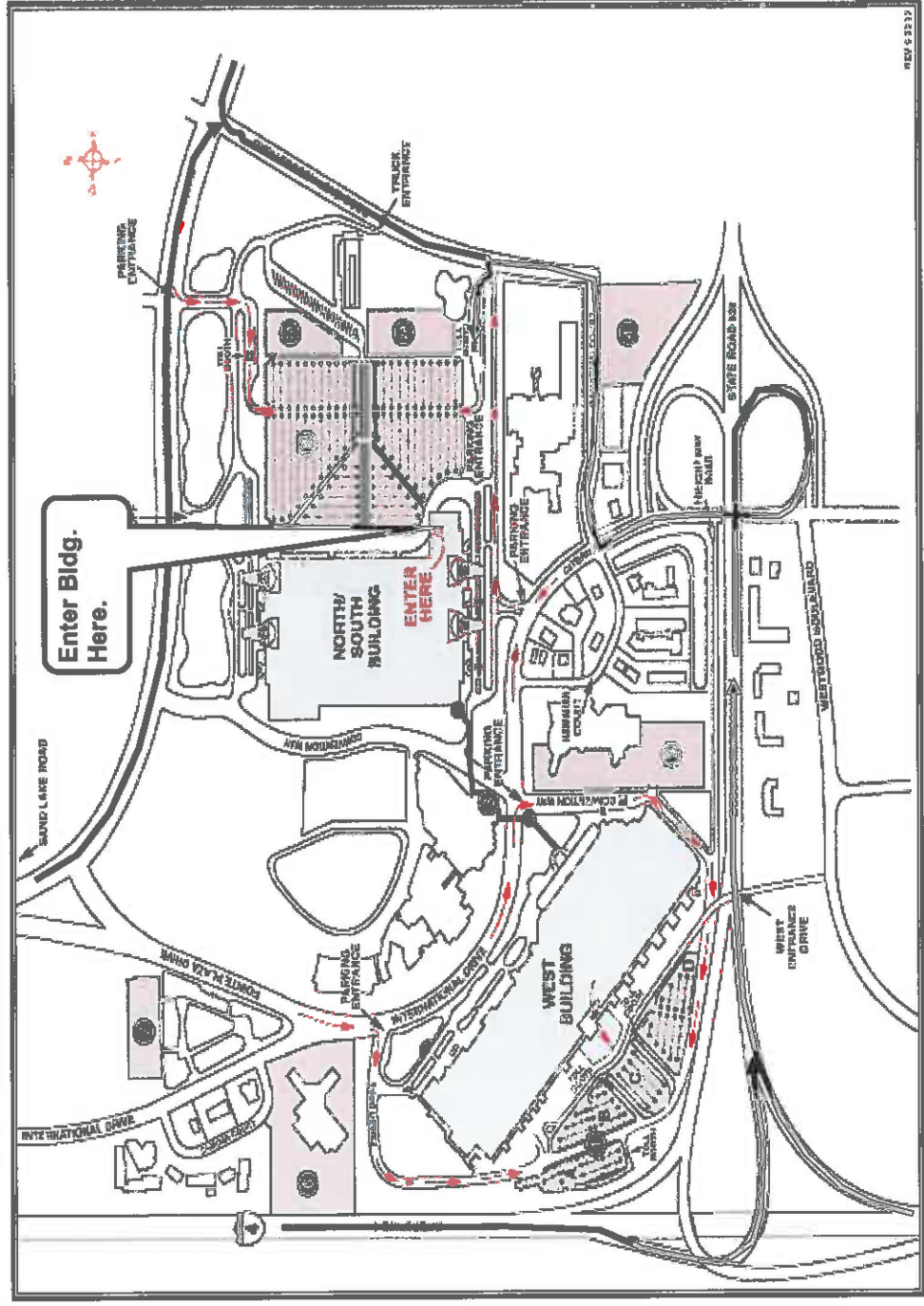
**THIS PASS ALLOWS THE BEARER TO FREE PARKING
WHILE ATTENDING THE FOLLOWING EVENT:**

**MEETING IN SOUTH CONCOURSE, MEETING ROOM S230H
FOR THE PREBID MEETING FOR IFB HVAC PREVENTATIVE
MAINTENANCE, REPAIRS, REPLACEMENTS AT OCCC.**

**VALID ONLY ON DECEMBER 5, 2017
AT 1:30 PM.**

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

From Sandlake Rd.



From I-4: Exit onto the B-line, 528 East, toward the airport. Exit on the International Dr. exit and turn right onto International Drive. At the second traffic light, turn right onto Destination Parkway and follow it around to the rear of the N/S parking facility. Enter the parking lot (on your left) in the first set of Toll Booths (South side). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first meeting room on your right is S230H..

From Bee Line West Bound: Exit onto Universal Boulevard and turn right (Northbound). Travel approximately 3/4 mile and turn left onto Tradeshow Blvd. and proceed to the South Toll Booths (on your right). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first meeting room on your right is S230H.

From Sandlake Rd: Turn left on to Universal Boulevard and travel approximately 1 1/2 miles, past the new North/South Building, and turn right onto Tradeshow Blvd. Proceed to the South Toll Booths (on your right). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first meeting room on your right is S230H.