

	<b>ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS</b> PROCUREMENT DIVISION	Issue Date: February 14, 2019
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**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:

**INVITATION FOR BIDS #Y19-1033-PD  
DOOR INSPECTION, PREVENTATIVE MAINTENANCE REPAIR AND TESTING  
AT THE ORANGE COUNTY CONVENTION CENTER  
TERM CONTRACT**

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

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

**BID SUBMISSION DUE DATE:**

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, March 14, 2019**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

**PRE-BID CONFERENCE:**

A **Non-Mandatory Pre-Bid Conference** will be held on **Monday, February 25, 2019, 02:00 PM**, located at **Orange County Convention Center, South Building, Room S231A, 9899 International Dr., Orlando, Florida 32819**. A **Parking Pass is included as Attachment A**. Attendance is not mandatory but is encouraged.

**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 Perry Davis, Senior Purchasing Agent at [Perry.Davis@ocfl.net](mailto:Perry.Davis@ocfl.net).

**QUESTIONS:**

All questions or concerns regarding this Invitation for Bids shall be submitted by email to [Perry.Davis@ocfl.net](mailto:Perry.Davis@ocfl.net), no later than 5:00 PM **Monday, February 25, 2019** to the attention of Perry Davis, Procurement Division, referencing the IFB number.

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**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

## 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 the Procurement Division representative specified on the cover page of this Invitation for Bids. 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. **PRICE/DELIVERY**

Price(s) bid must be the price(s) for new goods, unless otherwise specified. Any bids containing modifying or “escalator” clauses will not be considered unless specifically requested in the bid specifications.

“Acceptance” as herein used means the acceptance by Orange County after the Manager, Procurement Division or authorized agent has, by inspection or test of such items, determined that they fully comply with specifications.

**Deliveries resulting from this bid are to be performed during the normal working hours of the County.** Time is of the essence and the Contractor’s delivery date must be specified and adhered to. Should the Contractor, to whom the order or contract is awarded, fail to deliver on or before the stated date, the County reserves the right to **CANCEL** the order or contract and make the purchase elsewhere, and the Contractor shall be required to compensate the County for the difference in price paid for the alternate goods. The Contractor shall be responsible for making any and all claims against carriers for missing or damage goods. Partial shipments will be acceptable unless otherwise stated.

4. **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.

5. **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.

6. **BRAND NAME OR EQUALS/DEVIATIONS**

Unless otherwise specified, the mention of a particular manufacturer's brand name or number in the specifications does not imply that this particular good is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of good that will be acceptable. Equal offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with equal offers will result in the disqualification of the bid.

The determination as to whether any alternate good or service is or is not equal shall be made solely by the County and such determination shall be final and binding upon all bidders. The County reserves the right to request and review additional information to make such a determination.

Although the County provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the County. Award may not necessarily be given to the lowest bid offered.

The Bidder shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items bid upon. Unless the bid is in response to a "Brand Name or Equal" requirement, deviations from the specifications will only be considered if requested in writing prior to the date and time specified for receipt of bids.

Deviations, if accepted, will be specifically addressed in writing via an addendum to this Invitation for Bids. Any goods or services that are not in compliance with the specifications will not be accepted.

7. **NO BID**

Where more than one item is listed, any items not bid upon shall be indicated as "NO BID".

**8. 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.

**9. 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.

**10. 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.**

**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.**

**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.**

**11. GOVERNING LAW AND VENUE**

Any and all legal actions associated with this contract will be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be in the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions will be in the Orlando Division of the U.S. Middle District of Florida.

**12. JURY WAIVER**

Each party hereto hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this agreement.

**13. ATTORNEYS' FEES AND COSTS**

The Parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this Agreement and any litigation that arises either directly, or indirectly.

**14. UNIFORM COMMERCIAL CODE**

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the Contractor and the County for any terms and conditions not specifically stated in this Invitation for Bids.

**15. 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.

**16. 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.

**17. 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.



**18. 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.

**19. BID FORMS**

All bids shall be submitted on the County's standard Bid Response Form. Modification of the Bid Response Form herein or submission of Bids on Bidder's quotation forms shall not be accepted and shall be deemed non-responsive.

**20. 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.

**21. POSTING OF RECOMMENDED AWARD AND PROTESTS**

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

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

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

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

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

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

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

**22. 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.

**23. 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.

**24. PUBLIC ENTITY CRIME**

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

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

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

**25. DRUG-FREE WORKPLACE FORM**

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

**26. 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".

**27. CONFLICT OF INTEREST FORM**

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

**28. 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.

**29. 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**
- D. **Phone Number 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.

**30. 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.

**31. PROPRIETARY/RESTRICTIVE SPECIFICATIONS**

If a prospective bidder considers the specification 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.

**32. DEVELOPMENT OR ASSISTANCE IN DEVELOPMENT OF SPECIFICATIONS/ REQUIREMENTS/ STATEMENTS OF WORK**

Firms and/or individuals that assisted in the development or drafting of the specifications, requirements, statements of work, or solicitation documents contained herein are excluded from competing for this solicitation.

This shall not be applicable to firms and/or individuals providing responses to a publicly posted Request for Information (RFI) associated with a solicitation.

**33. 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.

**34. 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.

**35. 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.

**36. 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.

**37. 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.

**38. 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.

**39. NO REPRESENTATIONS**

Each party represents that they have had the opportunity to consult with an attorney, and have carefully read and understand the scope and effect of the provisions of this Agreement. Neither party has relied upon any representations or statements made by the other party hereto which are not specifically set forth in this Agreement.

**40. SEVERABILITY**

In the event that any provision hereof becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable or void, this Agreement shall continue in full force and effect without said provision.

**41. 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 goods 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 goods under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

**42. 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.

**43. 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.

**44. 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.

**45. 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.

**46. 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 bidders 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.

**47. 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.

Equal Employment Opportunity: For any federally assisted construction contract, as defined in 41 CFR 60-1.3, the contractor, subcontractor, subrecipient shall follow all of the requirements of the Equal Opportunity Clause as stated in 41 CFR 60-1.4.

Davis-Bacon Act: For any federally assisted construction contract, in excess of two thousand dollars (\$2,000), the contractor, subcontractor, subrecipient shall comply with all of the requirements of the Davis-Bacon Act (40 U.S.C. 3141 – 3148) as supplemented by Department of Labor Regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and assisted Construction”); and the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). For a definition of “Construction” see 48 CFR 2.101.

Contract Work Hours and Safety Standards Act: For any federally assisted contract, in excess of one hundred thousand dollars (\$100,000), that involves the employment of mechanics or laborers, the contractor, subcontractor, subrecipient shall comply with all of the requirements of the Contract work Hours and Safety Standards Act (40 U.S.C. 3702 and 3704), as supplemented by Department of Labor Regulations (29 CFR Part 5).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding one hundred thousand dollars (\$100,000) must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Rights to Inventions Made Under a Contract or Agreement: For any federally assisted contract, awarded to a small business firm or nonprofit organization as defined in 37 CFR 401.2 for the performance of experimental, developmental, or research work, the contractor, subcontractor, subrecipient agrees to all of the terms in 37 CFR 401.14(a) and (b) regarding Patent Rights and The Allocation of Principal Rights.

Clean Air Act and the Federal water Pollution Control Act: For any federally assisted contract, or subgrant, in excess of one hundred and fifty thousand dollars (\$150,000), the contractor, subcontractor, subrecipient or subgrant recipient shall comply with all of the requirements of the Clean Air Act (42 U.S.C. 7401 -7671q.) and the Federal water Pollution Control Act as amended (33 U.S.C. 1251 – 1387).

Procurement of Recovered Materials:

- (1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired
  - a. Competitively within a timeframe providing for compliance with the contract performance schedule;
  - b. Meeting contract performance requirements; or
  - c. At a reasonable price.



- (2) Information about this requirement, along with a list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

Awarded Contractors are required to fully comply with all requirements outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**48. SCRUTINIZED COMPANIES**

- A. By executing this Agreement, the Contractor certifies that it is eligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes.
- B. Specifically, by executing this Agreement, the Contractor certifies that it is **not** on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.
- C. Additionally, if this Agreement is for an amount of one million dollars (\$1,000,000) or more, by executing this Agreement, the Subrecipient certifies that it is **not**:
1. On the “Scrutinized Companies with Activities in Sudan List” or the “Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List,” created pursuant to Section 215.473, Florida Statutes; and/or
  2. Engaged in business operations in Cuba or Syria.
- D. The County reserves the right to terminate this Agreement immediately should the Contractor be found to:
1. Have falsified its certification of eligibility to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statutes; and/or
  2. Have become ineligible to bid on, submit a proposal for, or enter into or renew a contract with the County for goods or services pursuant to Section 287.135, Florida Statute subsequent to entering into this Agreement with the County.
- E. If this Agreement is terminated by the County as provided in subparagraph 4(a) above, the County reserves the right to pursue any and all available legal remedies against the Contractor, including but not limited to the remedies as described in Section 287.135, Florida Statutes.
- F. If this Agreement is terminated by the County as provided in subparagraph 4(b) above, the Contractor shall be paid only for the funding-applicable work completed as of the date of the County's termination.

G. Unless explicitly stated in this Section, no other damages, fees, and/or costs may be assessed against the County for its termination of the Agreement pursuant to this Section.

**49. FORCE MAJEURE**

1. The Contractor shall not be held responsible for any delay and/or failure in performance of any part of this contract to the extent such delay or failure is caused by explosion, war, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond the Contractor's control so long as the Contractor's delay is not caused by the Contractor's own fault or negligence. That notwithstanding, the Contractor shall notify the County in writing within twenty-four(24) hours after the beginning of any such cause that would affect its performance hereunder and the County reserves the right the request additional information that supports the validity of the Contractor's Force Majeure claim. Failure to notify the County in a timely manner of any claim of Force Majeure made pursuant to this section is cause for termination of this contract.
2. If the Contractor's performance is delayed pursuant to this section for a period exceeding \_seven (7) calendar days from the date the County receives the required Force Majeure notice, the County shall have the right to terminate this contract thereafter and shall only be liable to the Contractor for any work performed and validated (if required for payment hereunder) prior to the date of the County's contract termination.
3. If the Contractor's performance is delayed pursuant to this section, the County may, upon written request of the Contractor, agree to equitably adjust the provisions of this contract, including price, performance, and delivery, as may be affected by such delay. However, this provision shall not be interpreted to limit the County's right to terminate for convenience.

**50. PUBLIC RECORDS COMPLIANCE (APPLICABLE FOR SERVICE CONTRACTS)**

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, 2<sup>nd</sup> Floor, Orlando, FL 32801  
[ProcurementRecords@ocfl.net](mailto:ProcurementRecords@ocfl.net), 407-836-5897**

**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

## SPECIAL TERMS AND CONDITIONS

### 1. 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.

### 2. 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.

### 3. AWARD

Award shall be made on an all-or-none total estimated bid basis to the lowest responsive and responsible Bidder.

### 4. POST AWARD MEETING

Within **seven (7)** days after receipt of notification of award of bid, Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

### 5. PERFORMANCE

**Timely performance is of the essence in the award of this Invitation for Bids.** Performance shall be no later than **seven (7)** calendar days from receipt of delivery order. 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.

### 6. 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.

**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.**

**7. AS SPECIFIED**

All goods delivered shall meet the specifications herein. Goods delivered not as specified shall be returned at no expense by Orange County. The County may return, for full credit, any unused goods received which fail to meet the County's performance standards. Replacement goods meeting specifications shall be submitted within a reasonable time after rejection of the non-conforming goods.

**8. 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.

**9. SAFETY REGULATIONS**

Equipment shall meet all State and Federal safety regulations.

**10. CODES AND REGULATIONS**

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

**11. PAYMENT**

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

Orange County Convention Center  
Attn: Procurement Coordinator  
PO Box 691509  
Orlando Fl. 32869-1509  
Phone (407) 685-5701

A valid invoice shall include the following:

1. Reference to the Delivery Order/ Purchase Order Number
2. Delivery Dates/ Service Dates
3. Itemization of Goods Delivered/ Services Rendered
4. Unit Prices in accordance with the Bid Response Form

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.

**12. EQUIPMENT/SERVICE**

- A. The scope of these specifications is to insure the delivery of a complete unit ready for operation. Omission of any essential detail from these specifications does not relieve the Contractor from furnishing a complete unit.
- B. All equipment shall be new, or current manufacture in production at the time of bid opening and carry standard warranties. The Contractor shall service all equipment prior to delivery.

- C. Bids shall be considered only on equipment which can, on short notice, be serviced and maintained by the Contractor. At the time of bid opening, the Bidder shall be an authorized dealer, distributor, and/or representative of the manufacturer for the brand/model being bid. For the purposes of this solicitation, dealer, distributor, and/or representative means a firm or person that owns, operates, or maintains a store, warehouse, or other establishment in which materials, supplies, parts, articles, or equipment of the general character described in the specifications are bought, kept in stock and sold commercially or to the general public in the usual course of business. The Bidder shall maintain a normal supply of repair parts and be equipped with personnel and facilities to provide such service as necessary to keep the equipment in operation with a minimum of delay. Failure to meet these requirements, in the County's sole opinion, may be cause for rejection.

**13. WARRANTY**

The Contractor shall fully warrant all equipment furnished hereunder against defect in materials and/or workmanship for a period of twelve (12) months 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 their repair facility at no cost to the County. All warranty provisions of the Uniform Commercial Code shall additionally apply.

**14. DEBRIS**

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

**15. SAFETY AND PROTECTION OF PROPERTY**

The Contractor shall at all times:

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



- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

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

## 16. INSURANCE REQUIREMENTS

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

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

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

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

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 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 \$1,000,000 (one million 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 \$500,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

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

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

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

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

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance

with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

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

Additional insurance guidelines and sample certificates can be found on the County's Vendor Services website:

<http://www.orangecountyfl.net/Portals/0/Library/vendor%20services/docs/InsuranceRequirementsFAQ.pdf>

**17. 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.
- 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.

**18. PRICING**

The County requires a firm price for the entire contract period. Invoices shall be reviewed to confirm compliance with contract pricing. Failure to hold prices firm shall be grounds for immediate termination of the contract.

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

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

The original contract prices shall be firm for the entirety of the initial (3 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](http://www.bls.gov).

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

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

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

**CPI-U Calculation Example:**

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130
Divided by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. If approved, the price adjustment shall become effective on the contract renewal date. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement

Division of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the contract renewal date. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

**20. METHOD OF ORDERING**

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

**21. ATTACHMENTS**

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

- A. Parking Pass
- B. List of Doors

**22. 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.**

**23. PERSONNEL**

- A. The CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.
- B. All of the services required hereafter shall be performed by the CONTRACTOR or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.
- C. By execution of this contract, the Contractor hereby certifies that key personnel assigned to provide the required services have not been, and shall not be, changed or altered without prior written approval by the County. The County shall have seventy two (72) hours to review any request made by the Contractor for any

change, alteration, or substitution of staff. The Contractor shall ensure that such substituted staff members are of substantially the same qualifications as those approved by the County at the time of contract award and create no conflicts of interest between the Contractor and the County.

- D. The CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. The COUNTY may require, in writing, that the CONTRACTOR remove from this contract any employee the COUNTY deems incompetent, careless, or otherwise objectionable.

**24. 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.

**25. 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.**

**SECTION 3**  
**SPECIFICATIONS / SCOPE OF SERVICES**

## SCOPE OF SERVICES

### DOOR MAINTENANCE SCOPE OF SERVICES

#### A. GENERAL INTRODUCTION (ALL ITEMS)

This contract shall be a full service maintenance agreement to provide all labor, materials, supplies, equipment, test equipment and tools for complete door and frame inspection & preventative maintenance, repair, testing and sale of parts for Orange County Convention Center (hereinafter referred to as OCCC).

#### B. GENERAL REQUIREMENTS (ALL ITEMS)

1. OCCC shall have no responsibility for loss or damage of personal protective equipment, materials, supplies, tools, test equipment or parts left at work site.
2. Work performed under this agreement shall be accomplished during OCCC standard work hours of Monday through Friday, 6AM to 6PM, if OCCC show schedule permits. Due to the nature of the OCCC show and setup schedule, it may be necessary to work hours that do not interfere with OCCC. Non-Standard hours are Monday through Friday, 6:01 PM to 6:00 am, Weekends (all hours), and County Holidays. Work shall be coordinated with OCCC's Facility Operations Manager or designee to schedule the activity. OCCC shall not be billed if unscheduled work is attempted and OCCC activity limits access to doors.
3. The Contractor shall provide emergency repair services 24 hours a day 7 days a week as requested by the Facility Operations Manager or designee.
4. All lubricants used by the Contractor shall comply with the specifications for lubrications recommended by the original equipment manufacturer of the particular door equipment to be lubricated. Lubricants and other environmentally controlled substances shall be disposed off property by Contractor as required by the applicable law and environmental regulations when Contractor leaves OCCC property at end of Contractor's work day.
5. When work is requested, the Contractor shall not start repairs until receiving the express authorization of the Facility Operations Manager or designee. Performance of work without this authorization may result in non-payment for services.

#### C. CONTRACTOR PERSONNEL (ALL ITEMS)

1. The Contractor shall ensure that all employees assigned to this contract are legal US citizens or possess proof of eligibility from the United States Immigration and Naturalization Service to be employed in the United States.
2. All of Contractors employees shall be able to communicate in the English language and be able to identify and understand all signs and notices in and/or around the OCCC.
3. Contractor shall perform all of its obligations and functions in a professional and business-like manner. While working on OCCC property, all of the Contractor's employees shall wear neat-appearing uniforms and footwear that meets OSHA requirements.



4. The Contractor shall promptly remove any employee whose performance or behavior OCCC finds unsatisfactory.
5. The Contractor shall instruct its personnel that they may not solicit or accept any gratuities for any reason from tenants, customers or other persons at the OCCC. The Contractor shall ensure that all articles found by its employees on OCCC premises are turned over to the OCCC Facility Maintenance representative.
6. A valid Florida driver's license (Commercial Driver's License, if applicable) will be required of all personnel operating motor vehicles or motorized equipment on roadways in or around OCCC property. Each of the Contractor's motor vehicles brought onto OCCC property shall have the Contractor's business name and/or logo prominently displayed on both front doors of such vehicle.
7. Contractor shall provide a completed 5 year employee background check each contract year for any employee working at OCCC before starting any work to include:
  - a. Identification Verification
  - b. Selective Service Status (registered/unregistered)
  - c. FDLE Automated Criminal Record
  - d. Clerk of Courts by County of Residence Employment Verification
  - e. DMV by State of residence
  - f. Military Service Verification
  - g. Professional License & Certification Check
  - h. Drug Screen-Five Panel to include:
    1. Amphetamines
    2. Cocaine Metabolites
    3. Marijuana Metabolites
    4. Opiate Metabolites
    5. Phencyclidine
8. OCCC will provide access badge ID that must be worn by repair technicians at all times.
9. The Contractor shall maintain a minimum of two (2) full time repair technicians to ensure multiple failures or problems are corrected in a timely manner. Trainees or helpers shall not be assigned to the OCCC. If qualified, Contractor's owner, manager or supervisor may also serve as a repair technician.
10. The Contractor shall provide resumes for the employees upon demand. OCCC reserves the right to request documentation verifying training, experience and or certification prior to accepting personnel.
11. The Contractor shall not use employees of any temporary help-type employment agency to supplement his work force at OCCC buildings for any reason. Only Contractor employees shall be used to perform the required services of this contract unless otherwise approved, in writing, by the OCCC Facility Maintenance representative.

**D. PARKING (ALL ITEMS)**

The OCCC Facility Operations Manager or designee shall identify locations where Contractor vehicle parking is available. If there is a cost associated with parking, that cost shall be paid by the Contractor or Contractor's employee. OCCC will not be responsible for any damage to Contractor or Contractor's employees' vehicles while parked on OCCC property. Vehicles towed from OCCC property will be at the expense of the Contractor or Contractor's employee.

**E. SCOPE OF SERVICE**

**A. West Building 90 Minute Doors, ADA Doors, Automatic Sensor Doors, Delayed-Egress Doors, Sliding Glass Doors, Smoke Evacuation Doors, and the North/South Building Motorized Smoke Evacuation Doors and ADA doors.**

1. Within ten (10) calendar days of contract award, the Contractor shall submit for approval to the Facility Operations Manager or Designee, a maintenance schedule and the estimated hours for inspection & preventative maintenance to be performed for each door listed in Lot 1 Door Inventory (Attachment A). The door manufacturer's manuals and instructions shall be used for all inspection & preventative maintenance and repairs. Following review of the Contractor's schedule, the Facility Operations Manager or Designee shall advise the Contractor, in writing, of the approval or disapproval of such schedules and modifications necessary for the schedules to be approved. The Contractor shall modify its schedules accordingly and submit revised schedules within seven (7) calendar days following receipt of the Facility Operations Manager or Designee comments to the Contractor's initial schedules. The Facility Operations Manager or Designee must expressly authorize any subsequent modifications or changes to the approved schedules, in writing.
2. In addition to door, frame, glass and hardware, Contractor shall be responsible for system components, such as pneumatic door operators, pneumatic tubing, air regulators, solenoid valves and desiccant air dryers. If pneumatic or electrical control wiring and cables require more than routine maintenance, Contractor shall notify OCCC Facility Operations Manager or Design.
3. As conditions warrant, the Contractor may be called to replace broken glass for doors listed to include board-ups with plywood until replacement glass is available. Contractor shall use a board-up technique that shall not damage the door or glass frame and may use a subcontractor that is licensed and bonded.
4. The Contractor shall complete scheduled inspection & preventative maintenance on all doors listed in Lot 1 Door Inventory (Attachment A) within ninety (90) calendar days of execution of the contract.
5. Emergency service calls require a repair technician to be on property and check in with Security within two (2) hours of the OCCC Facility Operations Manager or Designee placing a call, and before noon the next day for non-critical repairs. The Contractor shall provide an after-hours phone number which will be answered by someone of authority to dispatch repair technicians.

6. To maximize the effectiveness of this program, a door file shall be established by the Contractor at the Contractor's facility. This file shall contain the following data:
  - a) A detailed map that indicates the physical location of all doors listed in Lot 1 Door Inventory (Attachment A). This will simplify communications when requesting repair services.
  - b) Specific information shall be maintained in the Contractor's file on all doors. Manufacturer, serial number, size, type; and similar important data in the file will allow prompt response of personnel and equipment to properly perform service on the equipment.
  - c) Copies of all Work Orders and paperwork shall be given to the OCCC Operations Manager or Designee.
7. Before leaving OCCC for the day, the Contractor's technicians shall document in writing the findings of each inspection & preventative maintenance, repair or test performed for each door serviced and sign the report as certification of services provided. This written report shall be given to the OCCC Facility Operations Manager or designee.
8. The Contractor shall affix a small label indicating the date and type of service performed. The location of the label on the doors shall be on the hinged edge of the door out of sight when the door is closed.
9. The Contractor shall communicate in writing to the OCCC Facility Operations Manager or Designee as soon as practicable of any defect or condition that may adversely affect the proper operation of any door that cannot be repaired before leaving OCCC for the day.
10. During the course of the contract, OCCC reserves the right to add or delete doors and be billed or credited the unit price bid by Contractor on the Bid Response Sheet for type of door being added or deleted.

**B. ADDITIONAL WORK**

Items needing repair or replacement found during the course of inspection & preventative maintenance or damages called in by the OCCC Facility Operations Manager or Designee as additional work.

1. As conditions warrant, the Contractor may be called to repair or replace any door at OCCC to include board-ups with plywood. Contractor shall use a board-up technique that will not damage the door and/or glass frame and may use a subcontractor that is licensed and bonded. Subcontractor charges shall be billed at cost to OCCC, per Bid Response Form.
2. In addition to door, frame and hardware, Contractor is responsible for handicap electro-hydraulic and pneumatic door operators, wiring, pneumatic tubing, pneumatic system control box and control wiring up to the handicap door push button.

3. It is the Contractor's responsibility to provide locksmith services. This can be subcontracted to a licensed and bonded locksmith. These charges shall be billed to the OCCC at cost, per Bid Response Form.
4. The Contractor shall affix a small label indicating date of repair. The location of the label shall be on the hinged edge of the door out of sight when the door is closed or in the center of a hatch. The Contractor shall communicate in writing to the OCCC Facility Operations Management or Designee as soon as practicable of any defect or condition that may adversely affect the proper operation of any door or hatch which cannot be repaired before leaving OCCC for the day. In all cases, before leaving OCCC for the day, the Contractor shall submit a vendor work order indicating what repairs were done and if additional work is needed. Contractor shall also put a copy in the Contractors file.
5. Emergency service calls require a repair technician to be on property and check in with Security within four (4) hours of the OCCC Facility Operations Manager or Designee placing a call, and before noon the next day for non-critical repairs. Contractor shall provide an after-hours phone number which shall be answered by someone of authority to dispatch repair technicians.
6. When a UL certified fire rated door/frame or any part of its appurtenances is damaged, the Contractor shall strive to make repairs with parts obtained from the door's manufacturer, when available, in-order to maintain the door UL certification. Temporary repairs can be made with available parts until approved parts are received.
7. Where a door, frame or any part of its appurtenances is damaged to the extent that it could impair the door's proper emergency function, the Contractor shall strive to make repairs or to replace with parts obtained from the door's manufacturer, when available, in-order to maintain the door UL certification. Temporary repairs can be made with available parts until approved parts are received. Upon completion of repairs, the door shall be tested to ensure emergency operation and closing.
8. When door frame replacement is necessary, Contractor may subcontract work to a company that has specialized tools and equipment for door frame installation and replacement.

**C. BILLING CONDITIONS**

1. OCCC will issue Delivery Orders for inspection & preventative maintenance, labor for additional work, parts and equipment rental. The Contractor shall reference the Contract Number and the appropriate Delivery Order number on all of its invoices.
2. OCCC shall only be billed at the normal working hours pay rate for inspection & preventative maintenance.
3. When additional work is requested by OCCC, the Contractor shall provide a detailed written estimate for the work to the OCCC Facility Operations Manager or Designee. The Contractor shall not start repairs until receiving the express authorization of this representative. Performance of work without authorization may lead to non-payment for services.

4. Parts, materials used for repairs and/or replacements shall be billed at the Contractor's cost plus the markup submitted by Contractor on the Bid Response Form.
5. Invoices submitted for additional work shall itemize each billable item by contract item number on Bid Response Form. The Contractor shall also submit a copy of invoices for parts used and subcontractor services. Technician's service receipt shall indicate the date, time, unit number and nature of service performed. An authorized representative of OCCC must sign a Service receipt at the time additional work is performed. Failure to obtain an authorized signature may result in denial of payment for the work covered by the service receipt.
6. **The Contractor shall submit a quarterly invoice to OCCC for payment after completion of all inspection and preventative maintenance.** OCCC will verify against the invoice and issue payment in accordance with the contract.
7. The Contractor shall invoice OCCC separately from inspection and preventative maintenance for as needed additional work repairs upon completion and acceptance of services. Additional invoicing requirements are listed below:

#### **INVOICING REQUIREMENTS**

- A. Upon delivery and acceptance of service, all supporting documentation shall be submitted with a properly executed invoice to the applicable Fiscal Department. The Contractor shall reference the contract number and the corresponding Purchase/Delivery Order number on all invoices. Line items on invoices shall correspond with delivery order line items, unless otherwise agreed to by County in writing.  
  
**At a minimum, an invoice shall contain the following information:**
  - Purchase/Delivery order number;
  - Date of services
  - Labor category and supporting documentation (work order, service tickets)
  - Line items per the delivery order
  - Service location
- B. Emergency and "as-needed" services/work shall be invoiced separately. Invoices shall itemize labor per contract pricing.
- C. The Contractor shall provide a copy of the work order and service ticket with the invoice for verification of actual labor hours used on the job. Only properly documented on-site time will be compensated.
- D. The County shall review invoices for required information. The County shall have the authority to reject an invoice based on improper invoice format.
- E. Contractor shall not invoice the County for any services not accepted by the County. Should the County receive such invoices, they shall be rejected.
- F. Unless otherwise authorized by the corresponding department in writing, providing invoices and back-up documentation via e-mail and/or fax is not allowed.

- G. The Contractor shall submit monthly statements of unpaid invoices to each department ordering services under this contract.

**At a minimum, the statement shall contain the following information:**

- Statement date
- Invoice numbers
- Invoice dates
- Invoice total or unpaid balance if different from invoice total
- Delivery order number corresponding to each invoice listed
- Balance carry forward
- Cumulative outstanding balance

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

**D. NON-PERFORMANCE**

1. Services shall be considered unacceptable when any one or more of the following conditions exist:
  - a) Inspection & preventative maintenance were not performed in strict accordance with the manufacturer's maintenance manual and instructions.
  - b) Inspection & preventative maintenance were not performed within ten (10) calendar days of the scheduled date for door specified. This will be waived by OCCC if the scheduled due date is conflicted by an emergency.
  - c) Contractor failed to respond to emergency service calls within two (2) hours of the OCCC Facility Operations Manager or Designee placing a call or before noon the next day for non-critical repairs.
  - d) Installation of non-manufacturer approved parts for permanent repairs.
2. In the event of non-performance of inspection & preventative maintenance or additional work by the Contractor, OCCC's Facility Operations Manager or Designee shall have the right to exercise one of the following options:
  - a) Notify the Contractor of non-performance and allow Contractor to correct such item of non-performance within a two (2) hour timeframe. Although the timeframe for making corrections generally will occur outside of the Contractor's normal working hours, the Contractor shall not receive any further compensation. OCCC shall make no deductions for such item if it is properly corrected.
  - b) OCCC shall correct the item of non-performance by any means it deems necessary. Costs incurred by OCCC for the correction with OCCC employees shall be deducted from payments made to the Contractor at the rate established per the OCCC rate sheet. If the work has to be done by another Contractor, that cost will be deducted at the rate charged by the requested Contractor.
  - c) OCCC shall allow the non-performance to remain uncorrected by the Contractor, but deduct the value of the services from payments to the Contractor.

**SECTION 4**  
**BID SUBMISSION REQUIREMENTS AND DOCUMENTATION**

**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.**

**STATEMENT OF NO-BID**

The Procurement Division is committed to continuously improve its processes and our goal is to receive maximum participation from the vendor community. If your firm chooses not to participate in responding to this solicitation please email [Perry.Davis@ocfl.net](mailto:Perry.Davis@ocfl.net), referencing the IFB number, and briefly explain why the decision was made to not participate.

**SUBMITTAL LABEL:**

All submittals, should use the hard-copy label below and place on front of their outermost sealed envelope/package.

**DO NOT OPEN - SEALED RESPONSES - DO NOT OPEN  
RESERVED FOR PUBLIC BID OPENING**

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

Contact Name: \_\_\_\_\_

Contact Phone/ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**CONTACT: Perry Davis**  
**IFB NUMBER: Y19-1033**  
**TITLE: Door Inspection, Preventative Maintenance Repair and Testing  
at the Orange County Convention Center**

**BID DUE DATE: Thursday March 14,  
2019** \_\_\_\_\_

**DELIVER TO:**  
ORANGE COUNTY PROCUREMENT DIVISION  
INTERNAL OPERATIONS CENTRE II  
400 E. SOUTH STREET, 2ND FLOOR  
ORLANDO, FL 32801.



## QUALIFICATION OF BIDDERS

### **PRE-BID CONFERENCE:**

[ ] 1. **NON-MANDATORY PRE-BID CONFERENCE**

All interested parties are invited to attend a **Pre-Bid Conference** on **Monday, February 25, 2019, 02:00 PM** located at **Orange County Convention Center, South Building, Room S231A, 9899 International Dr., Orlando, Florida 32819. A Parking Pass is included as Attachment A.**

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.

### **BID PACKAGE REQUIREMENTS:**

This bid will be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. Failure to submit the below 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.

The Bidder shall submit the following information with the bid:

- [ ] 1. List and provide 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.
  
- [ ] 2. Proof, in the form of a business tax receipt, a copy of the Contractor/Business license in the state of Florida, a current Occupational License from a County or Municipality in the State of Florida, or any other incorporation document that demonstrates that the company has been in business providing door services for at least the last five (5) years.
  
- [ ] 3. List of personnel contemplated to perform the work, supervisors by name and title including resumes and job description. The supervisor shall have a minimum of three (3) years verifiable experience and repair personnel a minimum of two (2) years verifiable experience working on the types of doors listed in Lots 1 and or 2. Contractor shall submit resumes for each position as follows:
  - Supervisor-----one each
  - Repair Technician----two each

- 4. Copies of all applicable licenses
- 5. Bid Response Form
- 6. Authorized Signatories/Negotiators
- 7. Drug-Free Workplace
- 8. Schedule of Sub-contracting
- 9. Conflict/Non-Conflict of Interest Form
- 10. E-Verification Certification
- 11. Current W9
- 12. Relationship Disclosure Form
- 13. Orange County Specific Project Expenditure Report.
- 14. Agent Authorization Form (if Applicable)
- 15. Leased Employee Affidavit (if Applicable)
- 16. Information for determining Joint Venture Eligibility
- 17. Contract Y19-1033, Counterpart (1), signed without exception to terms and conditions. Counteroffers shall not be allowed.

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

**BID RESPONSE FORM  
IFB #Y19-1033-PD**

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

**West Building 90 Minute Doors, ADA Doors, Automatic Sensor Doors, Delayed-Egress Doors, Sliding Glass Doors, Smoke Evacuation Doors, and the North/South Building Motorized Smoke Evacuation Doors and ADA doors.**

ITEM	DESCRIPTION	ESTIMATED QUANTITY OF DOORS		UNIT	TOTAL	TOTAL
				PRICE PER QUARTER	YEARLY PRICE	ESTIMATED BID
1.	West Building 90 Minute Doors, Preventative Maintenance	16 doors	X	\$ _____ X 4 = \$ _____	X 3 =	\$ _____
2.	West Building ADA Doors, Preventative Maintenance	55 doors	X	\$ _____ X 4 = \$ _____	X 3 =	\$ _____
3.	West Building Automatic Sensor Doors, Preventative Maintenance	6 doors	X	\$ _____ X 4 = \$ _____	X 3 =	\$ _____
4.	West Building Delayed Egress Doors, Preventative Maintenance	23 doors	X	\$ _____ X 4 = \$ _____	X 3 =	\$ _____
5.	West Building Sliding Glass Doors, Preventative Maintenance	16 doors	X	\$ _____ X 4 = \$ _____	X 3 =	\$ _____
6.	West Building Smoke Evacuation Doors, Preventative Maintenance	76 doors	X	\$ _____ X 4 = \$ _____	X 3 =	\$ _____
7.	North/South Building Smoke Evacuation Doors, Preventative Maintenance	114 doors	X	\$ _____ X 4 = \$ _____	X 3 =	\$ _____
8.	North/South Building ADA Hanicap Doors, Preventative Maintenance	52 doors	X	\$ _____ X 4 = \$ _____	X 3 =	\$ _____

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

**Additional Work or Repairs**

		<b>ESTIMATED ANNUAL HOURS</b>		<b>HOURLY RATE</b>		<b>YEARLY BID</b>	<b>CONTRACT YEARS</b>	<b>TOTAL ESTIMATED BID</b>
9.	Additional Work or Repairs Standard Work Hours	800 hrs	x	\$_____	=	\$_____	X 3=	\$_____
10.	Additional Work or Repairs Non-standard work hours	300 hrs	x	\$_____	=	\$_____	X3=	\$_____

**ADDITIONAL PARTS**

<b><u>Item #</u></b>	<b><u>Description</u></b>	<b><u>Estimated Dollar Amount</u></b>	<b><u>Percentage</u></b>	<b><u>Total</u></b>	<b><u>Total Estimated Bid</u></b>
11.	Parts Actual Cost With percentage <b>Mark-up or mark-down</b> for parts Over the actual cost (documentation required).	\$175,000	X _____ %	= \$_____	X 3Yrs = \$_____
			<input type="checkbox"/> Markup		
			<input type="checkbox"/> Mark Down		

**BIDDER SHALL SELECT MARK-UP OR MARK-DOWN**

**Example: If the mark-up is 10% your total should be  
175,000.00 X 1.10 = \$192,500.00 x 3years = \$577,500**

**OR**

**If the mark-down is 10% your total should be  
175,000.00 X .90 = \$157,500.00 x 3 years = \$472,500**

12.	Unforeseen Expenses (Shipping, Permits, Sales Tax, Subcontractors, etc. – At Cost)=	\$10,000.00	X 3years =	\$30,000.00	Estimated Total <u>Bid</u>
-----	--	-------------	------------	-------------	----------------------------------

**TOTAL ESTIMATED BID ALL ITEMS**      \$ \_\_\_\_\_

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

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

Performance shall be not later than seven (7) calendar days After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for Bids may be directed to Perry Davis, Senior Purchasing Agent, at [Perry.Davis@ocfl.net](mailto:Perry.Davis@ocfl.net)

**THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:**

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

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

TIN#: \_\_\_\_\_ D-U-N-S® # \_\_\_\_\_

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

\_\_\_\_\_  
(County) (State) (Zip Code)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

**ACKNOWLEDGEMENT OF ADDENDA**

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to specifications, 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 \_\_\_\_\_



## REFERENCES

List three (3) clients during the past three (3) years for which you provided a comparable amount of goods or services substantially similar to those specified in the solicitation in the spaces provided below. Provide the Company name, contact person, address, email address, telephone number, and date services were performed, as described.

1. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of goods or 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 goods or 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 goods or services provided: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of  
Contract: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## LIST OF PERSONNEL

1. Name: \_\_\_\_\_

Position: \_\_\_\_\_

2. Name: \_\_\_\_\_

Position: \_\_\_\_\_

3. Name: \_\_\_\_\_

Position: \_\_\_\_\_

4. Name: \_\_\_\_\_

Position: \_\_\_\_\_

5. Name: \_\_\_\_\_

Position: \_\_\_\_\_

6. Name: \_\_\_\_\_

Position: \_\_\_\_\_

7. Name: \_\_\_\_\_

Position: \_\_\_\_\_

8. Name: \_\_\_\_\_

Position: \_\_\_\_\_

9. Name: \_\_\_\_\_

Position: \_\_\_\_\_

10. Name: \_\_\_\_\_

Position: \_\_\_\_\_

11. Name: \_\_\_\_\_

Position: \_\_\_\_\_

## 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. Y19-1033-PD**

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

<b>Name Of Subcontractor</b>	<b>Address</b>	<b>Type of Work to be Performed</b>	<b>Percent and dollar amount of Contract Amount to be Subcontracted</b>

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

**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

**CHECK ONE**

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

**OR**

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

**LITIGATION STATEMENT**

**CHECK ONE**

[ ] The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[ ] The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

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

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

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

\_\_\_\_\_  
TITLE

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

## E VERIFICATION CERTIFICATION

Contract No.Y19-1033-PD

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.Y19-1033-PD, Door Inspection, Preventative Maintenance Repair and Testing at 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 BIDDER**

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):

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---

Business Phone: (     ) \_\_\_\_\_

Facsimile:           (     ) \_\_\_\_\_

**Part II**

IS THE BIDDER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ YES \_\_\_ NO

IS THE MAYOR OR ANY MEMBER OF THE BCC THE BIDDER'S EMPLOYEE?

\_\_\_ YES \_\_\_ NO

IS THE BIDDER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ YES \_\_\_ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

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(Use additional sheets of paper if necessary)



**Part III**

**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

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

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

\_\_\_\_\_  
Date

Printed Name and Title of Person completing this form:

\_\_\_\_\_

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

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

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

(Notary Seal)

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

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

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

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

**WHAT IS THE RELATIONSHIP DISCLOSURE FORM?**

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

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

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

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

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

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

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

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

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

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

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other

business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

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

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

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

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

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

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

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

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

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

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

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

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

**CONCLUSION:**

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

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

**ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT**

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

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

**Part I**

**Please complete all of the following:**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

**Part II**

**Expenditures:**

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- 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;
- 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), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, Contractors, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under \$50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditure	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
		<b>TOTAL EXPENDED THIS REPORT</b>	\$

**Part III**

**Original signature and notarization required**

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

\_\_\_\_\_  
Date

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

Printed Name and Title of Person completing this form:

\_\_\_\_\_

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

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

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

(Notary Seal)

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

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

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

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

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

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

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

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

**WHO NEEDS TO FILE THE SPR?**

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

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

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

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

**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: \_\_\_\_\_

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY**

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

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

1. Name of joint venture: \_\_\_\_\_

2. Address of joint venture: \_\_\_\_\_

3. Phone number of joint venture: \_\_\_\_\_

4. Identify the firms which comprise the joint venture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Describe the role of the MWBE / Labor Surplus Area(LSA) Firm (if applicable) in the joint venture: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 2**

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

(a) Profit and loss sharing:

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(b) Capital contributions, including equipment:

---

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(c) Other applicable ownership interests:

---

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

(a) Financial decisions: \_\_\_\_\_

(b) Management decisions, such as:

(1) Estimating:

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(2) Marketing and sales:

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(3) Hiring and firing of management personnel:

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**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 3**

(4) Purchasing of major items or supplies:

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(c) Supervision of field operations:

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

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

**AFFIDAVIT**

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

Name of Firm: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 4**

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

**AFFIDAVIT**

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

Notary Public \_\_\_\_\_  
Commission Expires \_\_\_\_\_

(Seal)

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

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

Notary Public \_\_\_\_\_  
Commission Expires \_\_\_\_\_

(Seal)





**CONTRACT NO. Y19-1033**

**Door Inspection, Preventative Maintenance Repair and Testing at the Orange County Convention Center**

This contract is not valid unless bilaterally executed. Subject to mutual agreement the Orange County Board of County Commissioners hereby enters into a contract subject to the following:

1. Ordering against Contract:
  - A. Unless otherwise specified in the Invitation for Bids, the County will place orders by issuance of a numbered Delivery Order against this contract. Each Delivery Order will specify the quantity, description and location for deliver.
  - B. The obligations of Orange County under this contract are subject to need and availability of funds lawfully appropriated for its purpose by the Board of County Commissioners or other funding source as specified in the terms and conditions.

2. Taxes:

The County has the following tax exemption certificates assigned.

- A. Certificate of Registry No. 59-70-004K for tax free transactions under Chapter 32, Internal Revenue Code;
- B. Florida Sales and Use Tax Exemption Certificate No. 85-8012622266C-0.

3. Invoicing:

- A. Invoices must be submitted, in duplicate, referencing this contract number and the Delivery Order to:

Orange County Convention Center  
Attn: Procurement Coordinator  
PO Box 691509  
Orlando, FL 32801

- B. Invoices against this contract are authorized only at the prices stated in your bid response, unless otherwise provided in the Invitation for Bids.

4. Counterpart (1):

Bidder's Irrevocable Offer and Acceptance

- A. The Bidder hereby submits an irrevocable offer in response to **Invitation for Bids No. Y19-1033, Door Inspection, Preventative Maintenance Repair and Testing at the Orange County Convention Center - Term Contract**, subject to all general terms and conditions and special terms and conditions therein without exception.
- B. All requirements contained in any addenda to the solicitation for this procurement are part of and hereby incorporated into this contract.
- C. Debarment, Suspension, Ineligibility and Voluntary Exclusion  
By executing Counterpart (1) the Bidder affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

\_\_\_\_\_  
(COMPANY NAME)

BY: \_\_\_\_\_ (Authorized Signatory)  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

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

NOTICES: \_\_\_\_\_ (Address)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State Zip)  
\_\_\_\_\_  
(Phone)  
\_\_\_\_\_  
(Email)

5. Counterparts. This Agreement may be executed in two identical counterparts, all of which shall be considered one and the same agreement and shall become effective when both counterparts have been signed by each party and delivered to the other party.

Counterpart (1) shall be executed by the bidder and included in the sealed bid response.

Counterpart (2) may be executed by the County Procurement Division to formalize Acceptance of Bidders Offer and Contract Award.

6. Counterpart (2):  
Orange County Board of County Commissioners Acceptance of Bidder's Offer and Contract Award
- A. The County's acceptance of the Quoter's offer in response to our **Invitation for Bids No. Y191033, Door Inspection, Preventaive Maintenance Repair and Testing at the Orange County Convention Center - Term Contract.**
  - B. This contract is effective **EFFECTIVE DATE**, and shall remain in effect through **EXPIRATION DATE**.
  - C. The estimated contract award for the initial term of the contract is  
  
\$ \_\_\_\_\_
  - D. This is a term contract for the time period specified in the referenced Invitation for Bids, for the products/services covered by this contract. The County is not obligated to purchase any minimum amount of products or services, unless otherwise stipulated in the Invitation for Bids. The bidder is granted authorization to proceed to perform services upon receipt of duly executed Delivery Order.
  - E. This contract may be renewed upon mutual agreement as provided in the Invitation for Bids. Any amendments to this contract must be in writing and signed by both parties. Such amendment(s) must be signed by the representative of the Orange County Procurement Division to be valid, binding, and enforceable.
  - D. This contract may be cancelled or terminated as provided for in the Invitation for Bids.

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

BY: \_\_\_\_\_  
Name, Title  
Procurement Division

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

**NOTICES: PROCUREMENT DIVISION  
INTERNAL OPERATIONS CENTRE II  
400 EAST SOUTH STREET, 2<sup>ND</sup> FLOOR  
ORLANDO, FLORIDA 32801  
(407) 836- 5635**



# PARKING PASS

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

**PRE-BID MEETING FOR Y19-1033-PD  
DOOR INSPECTION, PREVENTATIVE MAINTENANCE, REPAIR AND  
TESTING AT THE OCC**

**OCCC SOUTH CONCOURSE, CONFERENCE ROOM S231A, 9899  
INTERNATIONAL DRIVE, ORLANDO FL**

**VALID ONLY ON FEBRUARY 25, 2019  
AT 2:00 P.M.**

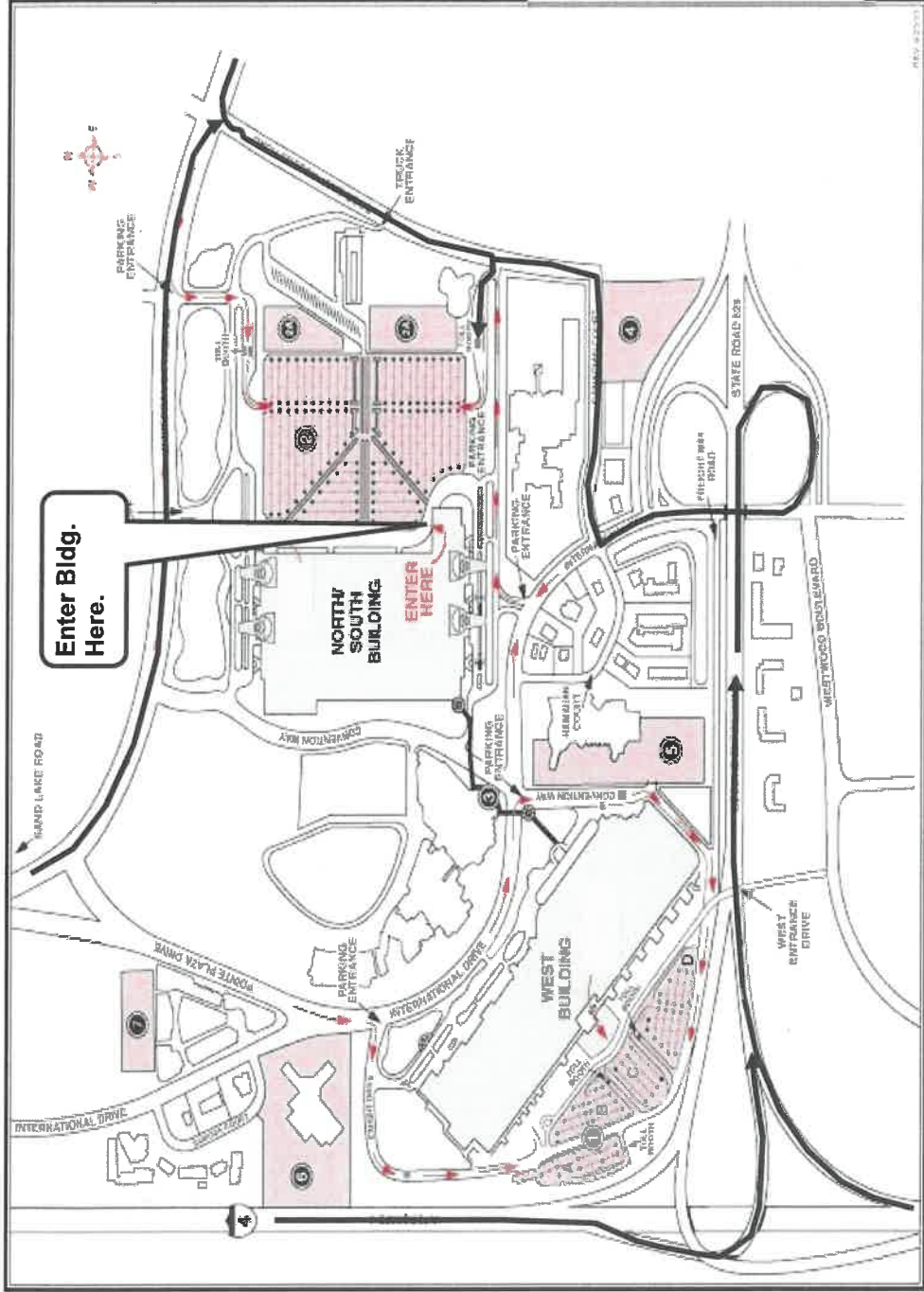
**PLEASE PLACE THIS ON THE DASH OF YOUR VEHICLE  
AFTER PASSING THROUGH THE TOLL BOOTH.**



**Orange  
County  
Convention  
Center  
Complex**

**From Bee Line via  
Universal Blvd.**

**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 room on your right is S231 (Administration Annex). Proceed through the door, and S231A will be directly through the next set of doors.
- From Bee Line West Bound:** Exit onto Universal Boulevard and turn right (Northbound). Travel approximately 3/4 mile and turn left onto Tradeshow Blvd. and proceed to the South Toll Booths (on your right). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first room on your right is S231 (Administration Annex).
- From Sandlake Rd:** Turn left on to Universal Boulevard and travel approximately 1 1/2 miles, past the new North/South Building, and turn right onto Tradeshow Blvd. Proceed to the South Toll Booths (on your right). Proceed to the side of the lot nearest the South end of the building and enter at level 2. The first room on your right is S231 (Administration Annex). Proceed through the door, and S231A will be directly through the next set of doors.

# Attachment B

West 90 Minute Doors			
New #	Old #	Location	Type of Door
255-90MIN-1	NF 2.068A L	Next to W224D	90 Minute Door
255-90MIN-2	NF 2.068A R	Next to W224D	90 Minute Door
255-90MIN-3	NF 2.068B L	Next to W224D	90 Minute Door
255-90MIN-4	NF 2.068B R	Next to W224D	90 Minute Door
255-90MIN-5	NF 2.068C R	Next to W224D	90 Minute Door
255-90MIN-6	NF 2.068C L	Next to W224D	90 Minute Door
255-90MIN-7	NF 2.068D R	Next to W224D	90 Minute Door
255-90MIN-8	NF 2.068D L	Next to W224D	90 Minute Door
353-90MIN-3	300SWO-3	Next to Gary Sain Café (South Crossover)	90 Minute Door
353-90MIN-4	300SWO-4	Next to Gary Sain Café (South Crossover)	90 Minute Door
353-90MIN-5	300SWO-5	Next to Gary Sain Café (South Crossover)	90 Minute Door
353-90MIN-6	300SWO-6	Next to Gary Sain Café (South Crossover)	90 Minute Door
353-90MIN-7	300NWO-7	Next to Gary Sain Café (North Crossover)	90 Minute Door
353-90MIN-8	300NWO-8	Next to Gary Sain Café (North Crossover)	90 Minute Door
353-90MIN-9	300NWO-9	Next to Gary Sain Café (North Crossover)	90 Minute Door
353-90MIN-10	300NWO-10	Next to Gary Sain Café (North Crossover)	90 Minute Door

*\*(4) 90 Minute Doors are listed on the ADA list\**

Total # of Doors = 16
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West ADA Doors			
New #	Old #	Location	Type of Door
151PG-5	100PG-1	Employee Parking Garage Behind Med 4	ADA
151PG-6	100PG-2	Employee Parking Garage Behind Med 4	ADA
151PD-29	100E-29	Front of A Registration	ADA
151PD-30	100E-30	Front of A Registration	ADA
151PD-53	CF 1.001D L	Front of A/B Lobby	ADA / Smoke Evacuation
151PD-54	CF 1.001D R	Front of A/B Lobby	ADA / Smoke Evacuation
152PD-7	CF 1.084D L	Front of B Registration	ADA / Smoke Evacuation
152PD-8	CF 1.084D R	Front of B Registration	ADA / Smoke Evacuation
251PD-5	200SL-5	Front of Hall A1 / Rosen Center Bridge	ADA
251PD-6	200SL-6	Front of Hall A1 / Rosen Center Bridge	ADA
252PD-2	CF 2.001B L	Oversight Pedestrian Connection Bridge (Hyatt) Level 2 Into West Building	ADA
252PD-3	CF 2.001B R	Oversight Pedestrian Connection Bridge (Hyatt) Level 2 Into West Building	ADA
252PD-11	CF 2.001G L	Oversight Pedestrian Connection Bridge (Hyatt) Level 2 Next to Hub 1	ADA

252PD-12	CF 2.001G R	Oversight Pedestrian Connection Bridge (Hyatt) Level 2 Next to Hub 1	ADA
253PD-5	200CL-5	Front of Central Lobby	ADA / Smoke Evacuation
253PD-6	200CL-6	Front of Central Lobby	ADA / Smoke Evacuation
253WEPD-1	CW 2.201J L	Front of Westwood Lobby Entrance	ADA
253WEPD-2	CW 2.201J R	Front of Westwood Lobby Entrance	ADA
253WEPD-8	CW 2.201E L	Front of Westwood Lobby Entrance	ADA
253WEPD-9	CW 2.201E R	Front of Westwood Lobby Entrance	ADA
253WEPD-15	CW 2.201B L	Front of Westwood Lobby Entrance	ADA
253WEPD-16	CW 2.201B R	Front of Westwood Lobby Entrance	ADA
254PD-1	200DL-1	Front of D1 Lobby	ADA
254PD-2	200DL-2	Front of D1 Lobby	ADA
255PD-9	NF 2.006F L	Front of D/E Registration	ADA
255PD-10	NF 2.006F R	Front of D/E Registration	ADA
255PD-21	NF 2.100A L	Front of E/F Lobby	ADA
255PD-22	NF 2.100A R	Front of E/F Lobby	ADA
256PD-7	NF 2.100P L	Front of Hall F3	ADA
256PD-8	NF 2.100P R	Front of Hall F3	ADA
353PD-3	No #	International (Hyatt Bridge)	ADA
353PD-4	No #	International (Hyatt Bridge)	ADA
356PD-5	No #	Gary Sain Memorial Skybridge (Rosen Plaza)	ADA
356PD-6	No #	Gary Sain Memorial Skybridge (Rosen Plaza)	ADA
320TheaterE-11	320AU-10	Chapin Theater Level 3 Exterior Front Entrance Door	ADA
320TheaterE-12	320AU-9	Chapin Theater Level 3 Exterior Front Entrance Door	ADA
353-90MIN-1	300SWO-1	Next to Gary Sain Café (South Crossover)	ADA / 90 Minute Door
353-90MIN-2	300SWO-2	Next to Gary Sain Café (South Crossover)	ADA / 90 Minute Door
353-90MIN-11	300NWO-11	Next to Gary Sain Café (North Crossover)	ADA / 90 Minute Door
353-90MIN-12	300NWO-12	Next to Gary Sain Café (North Crossover)	ADA / 90 Minute Door
353-GD-8	CW 3.307E R	West Entrance (South Crossover)	ADA / Glass Door
353-GD-9	CW 3.307E L	West Entrance (South Crossover)	ADA / Glass Door
353-GD-10	CW 3.306A R	West Entrance (North Crossover)	ADA / Glass Door
353-GD-11	CW 3.306A L	West Entrance (North Crossover)	ADA / Glass Door
151CR-100Rotunda-1	100-41	Front Entrance Doors to 100 Meeting Rooms	ADA
151CR-100Rotunda-31	100-57	Doors in Front of 100 Meeting Rooms from Rotunda	ADA
151CR-100Rotunda-32	100-56	Doors in Front of 100 Meeting Rooms from Rotunda	ADA

453CR-SWalkover-1	CW 4.407A R	Corridor from South Walkover. Leads to West Main Kitchen	ADA
453CR-SWalkover-2	CW 4.407A L	Corridor from South Walkover. Leads to West Main Kitchen	ADA
453CR-NWalkover-1	CW 4.406A R	Corridor from North Walkover. Leads to West Main Kitchen	ADA
453CR-NWalkover-2	CW 4.406A L	Corridor from North Walkover. Leads to West Main Kitchen	ADA
351CR-W307-3	CF 3.002 L	Corridor Behind Meeting Room W307	ADA
351CR-W307-4	CF 3.002 R	Corridor Behind Meeting Room W307	ADA
352CR-W308-1	No #	Corridor Behind Meeting Room W308	ADA
352CR-W308-2	No #	Corridor Behind Meeting Room W308	ADA

Total Doors = 55

#### West Automatic Sensor Doors

New #	Old #	Location	Type of Door
151CR-Tunnel-27	No #	Corridor in Main Tunnel Between Central Receiving & Fac. Ops Attic Storage	Automatic Sensor
151CR-Tunnel-28	No #	Corridor in Main Tunnel Between Central Receiving & Fac. Ops Attic Storage	Automatic Sensor
355CR-W330-5	No #	Corridor Behind Meeting Room W330 In Front of the Freight Elevators	Automatic Sensor
355CR-W330-6	No #	Corridor Behind Meeting Room W330 In Front of the Freight Elevators	Automatic Sensor
355CR-W330-9	No #	Corridor Behind Meeting Room W330 In Front of the Freight Elevators	Automatic Sensor
355CR-W330-10	No #	Corridor Behind Meeting Room W330 In Front of the Freight Elevators	Automatic Sensor
Total # of Doors = 6			

#### West Delayed-Egress Doors

New Stair #	New Door #	Old Door # / Old Stair #	Location	Type
Stair 37	251ST37-1	200A-S1 / 200A	Leads into hall A1 Next to restroom 211	Delayed-Egress
Stair 38	251ST38-1	No # / 200B	Leads into hall A1 Next to restroom 211	Delayed-Egress
Stair 39	251ST39-1	No # / 200C	Leads into hall A1 Next to restroom 211	Delayed-Egress
Stair 39	351ST39-1	300C-S1 / 200C	Leads into Lecture Hall	Delayed-Egress
Stair 40	251ST40-1	200D-S1 / 200D	Leads into hall A1 Next to restroom 211	Delayed-Egress
Stair 41	251ST41-1	No # / 100A	Leads into hall A2	Delayed-Egress
Stair 42	251ST42-1	No # / 100B	Leads into hall A2	Delayed-Egress
Stair 43	251ST43-1	No # / 101A	Leads to Hall A2	Delayed-Egress



Stair 44	251ST44-1	200S-8 / 101B	Leads to Hall A2	Delayed-Egress
Stair 45	251ST45-1	200S-10 / 102A	Leads into Hall A3	Delayed-Egress
Stair 46	251ST46-1	200S-12 / 102B	Leads into hall A3	Delayed-Egress
Stair 47	251ST47-1	200S-14 / 103A	Leads to Hall A3	Delayed-Egress
Stair 48	251ST48-1	200S-16 / 103B	Leads to Hall A3	Delayed-Egress
Stair 49	251ST49-1	200S-18 / 104A	Leads into hall A4	Delayed-Egress
Stair 50	251ST50-1	200S-20 / 104B	Leads into hall A4	Delayed-Egress
Stair 52	252ST52-1	CF 2.208B / 120B	Leads into hall B1	Delayed-Egress
Stair 53	252ST53-1	200S-22 / CF 2.208A / 120A	Leads into hall B1	Delayed-Egress
Stair 54	252ST54-1	200S-23 / CF 2.209B / 119B	Leads to hall B2	Delayed-Egress
Stair 55	252ST55-1	209S-24 / CF 2.209A / 119A	Leads to hall B2	Delayed-Egress
Stair 56	252ST56-1	200S-25 / CF 2.210B / 118B	Leads to hall B3	Delayed-Egress
Stair 57	252ST57-1	200S-26 / 118A	Leads to hall B3	Delayed-Egress
Stair 58	252ST58-1	200S-27 / SF 2.111B / 117B	Leads to hall B4	Delayed-Egress
Stair 59	252ST59-1	200S-28 / SF 2.111A / 117A	Leads to hall B4	Delayed-Egress
Total Doors = 23				

### West Sliding Glass Doors

New #	Old #	Location	Type of Door
252-SGD-1	200COB-8	Between Hall B4 and C	Sliding Glass Door
252-SGD-2	200COB-7	Between Hall B4 and C	Sliding Glass Door
252-SGD-3	200COB-2	Between Hall B4 and C	Sliding Glass Door
252-SGD-4	200COB-1	Between Hall B4 and C	Sliding Glass Door
254-SGD-1	NF 2.038B L	Next to Admin 220	Sliding Glass Door
254-SGD-2	NF 2.038B R	Next to Admin 220	Sliding Glass Door
254-SGD-3	No #	Next to Admin 220	Sliding Glass Door
254-SGD-4	No #	Next to Admin 220	Sliding Glass Door
254-SGD-5	NF 2.006X L	Between Hall D1 and D2	Sliding Glass Door
254-SGD-6	NF 2.006X R	Between Hall D1 and D2	Sliding Glass Door
254-SGD-7	NF 2.006S L	Between Hall D1 and D2	Sliding Glass Door
254-SGD-8	NF 2.006S R	Between Hall D1 and D2	Sliding Glass Door
255-SGD-1	NF 2.162A L	Next to E/F Lobby Café	Sliding Glass Door
255-SGD-2	NF 2.162A R	Next to E/F Lobby Café	Sliding Glass Door
255-SGD-3	NF 2.162F L	Next to E/F Lobby Café	Sliding Glass Door
255-SGD-4	NF 2.162F R	Next to E/F Lobby Café	Sliding Glass Door
Total # of Doors = 16			

### West Smoke Evacuation Doors

New #	Old #	Location	Type of Door
151PD-47	CF 1.001A L	Front of A/B Lobby	Smoke-Evacuation
151PD-48	CF 1.001A R	Front of A/B Lobby	Smoke-Evacuation
151PD-49	CF 1.001B L	Front of A/B Lobby	Smoke-Evacuation
151PD-50	CF 1.001B R	Front of A/B Lobby	Smoke-Evacuation
151PD-51	CF 1.001C L	Front of A/B Lobby	Smoke-Evacuation
151PD-52	CF 1.001C R	Front of A/B Lobby	Smoke-Evacuation
151PD-55	CF 1.001E L	Front of A/B Lobby	Smoke-Evacuation
151PD-56	CF 1.001E R	Front of A/B Lobby	Smoke-Evacuation
151PD-57	CF 1.001F L	Front of A/B Lobby	Smoke-Evacuation
151PD-58	CF 1.001F R	Front of A/B Lobby	Smoke-Evacuation

151PD-59	CF 1.001G L	Front of A/B Lobby	Smoke-Evacuation
151PD-60	CF 1.001G R	Front of A/B Lobby	Smoke-Evacuation
151PD-61	CF 1.001H L	Front of A/B Lobby	Smoke-Evacuation
151PD-62	CF 1.001H R	Front of A/B Lobby	Smoke-Evacuation
152PD-9	CF 1.084E L	Front of B Registration	Smoke-Evacuation
152PD-10	CF 1.084E R	Front of B Registration	Smoke-Evacuation
152PD-11	CF 1.084F L	Front of B Registration	Smoke-Evacuation
152PD-12	CF 1.084F R	Front of B Registration	Smoke-Evacuation
152PD-13	CF 1.084G L	Front of B Registration	Smoke-Evacuation
152PD-14	CF 1.084G R	Front of B Registration	Smoke-Evacuation
152PD-15	CF 1.084H L	Front of B Registration	Smoke-Evacuation
152PD-16	CF 1.084H R	Front of B Registration	Smoke-Evacuation
253PD-1	200CL-1	Front of Central Lobby	Smoke-Evacuation
253PD-2	200CL-2	Front of Central Lobby	Smoke-Evacuation
253PD-3	200CL-3	Front of Central Lobby	Smoke-Evacuation
253PD-4	200CL-4	Front of Central Lobby	Smoke-Evacuation
253PD-7	200CL-7	Front of Central Lobby	Smoke-Evacuation
253PD-8	200CL-8	Front of Central Lobby	Smoke-Evacuation
253PD-9	200CL-9	Front of Central Lobby	Smoke-Evacuation
253PD-10	200CL-10	Front of Central Lobby	Smoke-Evacuation
253PD-11	200CL-11	Front of Central Lobby	Smoke-Evacuation
253PD-12	200CL-12	Front of Central Lobby	Smoke-Evacuation
253PD-13	200CL-13	Front of Central Lobby	Smoke-Evacuation
253PD-14	200CL-14	Front of Central Lobby	Smoke-Evacuation
253PD-15	200CL-15	Front of Central Lobby	Smoke-Evacuation
253PD-16	200CL-16	Front of Central Lobby	Smoke-Evacuation
253PD-17	200CL-17	Front of Central Lobby	Smoke-Evacuation
253PD-18	200CL-18	Front of Central Lobby	Smoke-Evacuation
253PD-19	200CL-19	Front of Central Lobby	Smoke-Evacuation
253PD-20	200CL-20	Front of Central Lobby	Smoke-Evacuation
253PD-21	200CL-21	Front of Central Lobby	Smoke-Evacuation
253PD-22	200CL-22	Front of Central Lobby	Smoke-Evacuation
253PD-23	200CL-23	Front of Central Lobby	Smoke-Evacuation
253PD-24	200CL-24	Front of Central Lobby	Smoke-Evacuation
253PD-25	200CL-25	Front of Central Lobby	Smoke-Evacuation
253PD-26	200CL-26	Front of Central Lobby	Smoke-Evacuation
253PD-27	200CL-27	Front of Central Lobby	Smoke-Evacuation
253PD-28	200CL-28	Front of Central Lobby	Smoke-Evacuation
253PD-29	200CL-29	Front of Central Lobby	Smoke-Evacuation
253PD-30	200CL-30	Front of Central Lobby	Smoke-Evacuation
253PD-31	200CL-31	Front of Central Lobby	Smoke-Evacuation
253PD-32	200CL-32	Front of Central Lobby	Smoke-Evacuation
253PD-33	200CL-33	Front of Central Lobby	Smoke-Evacuation
253PD-34	200CL-34	Front of Central Lobby	Smoke-Evacuation
253PD-35	200CL-35	Front of Central Lobby	Smoke-Evacuation
253PD-36	200CL-36	Front of Central Lobby	Smoke-Evacuation
253PD-37	200CL-37	Front of Central Lobby	Smoke-Evacuation
253PD-38	200CL-38	Front of Central Lobby	Smoke-Evacuation
253PD-43	200CL-43	Front of Central Lobby	Smoke-Evacuation

253PD-44	200CL-44	Front of Central Lobby	Smoke-Evacuation
255PD-25	NF 2.100C L	Front of E/F Lobby	Smoke-Evacuation
255PD-26	NF 2.100C R	Front of E/F Lobby	Smoke-Evacuation
255PD-27	NF 2.100D L	Front of E/F Lobby	Smoke-Evacuation
255PD-28	NF 2.100D R	Front of E/F Lobby	Smoke-Evacuation
255PD-29	NF 2.100E L	Front of E/F Lobby	Smoke-Evacuation
255PD-30	NF 2.100E R	Front of E/F Lobby	Smoke-Evacuation
255PD-31	NF 2.100F L	Front of E/F Lobby	Smoke-Evacuation
255PD-32	NF 2.100F R	Front of E/F Lobby	Smoke-Evacuation
255PD-33	NF 2.100G L	Front of E/F Lobby	Smoke-Evacuation
255PD-34	NF 2.100G R	Front of E/F Lobby	Smoke-Evacuation
255PD-35	NF 2.100H L	Front of E/F Lobby	Smoke-Evacuation
255PD-36	NF 2.100H R	Front of E/F Lobby	Smoke-Evacuation
255PD-37	NF 2.100I L	Front of E/F Lobby	Smoke-Evacuation
255PD-38	NF 2.100I R	Front of E/F Lobby	Smoke-Evacuation
255PD-39	NF 2.100J L	Front of E/F Lobby	Smoke-Evacuation
255PD-40	NF 2.100J R	Front of E/F Lobby	Smoke-Evacuation

*\*(6) Smoke Evacuation Doors are on the ADA list\**

Total # of Doors = 76
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<b>North/South Motorized Smoke Evacuation Doors Exhibit Floor</b>
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<b>Door Number</b>	<b>Single or Double leaves</b>	<b>Location</b>	
105-S/HA-38	Single	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-39	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-40	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-41	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-42	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-43	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-44	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-45	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-46	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-47	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-48	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-49	Single	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-50	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-51	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-52	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-53	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-54	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-55	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-56	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-57	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-58	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-59	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-60	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-61	*****	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-62	Single	South "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-63	Double	South "A" Exhibit Floor West Wall	Smoke-Evacuation



101-NHA-44	Double	North "A" Exhibit Floor West Wall	Smoke-Evacuation
101-NHA-43	*****	North "A" Exhibit Floor West Wall	Smoke-Evacuation
101-NHA-42	Double	North "A" Exhibit Floor West Wall	Smoke-Evacuation
101-NHA-41	*****	North "A" Exhibit Floor West Wall	Smoke-Evacuation
101-NHA-40	Double	North "A" Exhibit Floor West Wall	Smoke-Evacuation
101-NHA-39	*****	North "A" Exhibit Floor West Wall	Smoke-Evacuation
101-NHA-38	Single	North "A" Exhibit Floor West Wall	Smoke-Evacuation
105-S/HA-14	Double	South "A" Exhibit Floor South Hall	Smoke-Evacuation
105-S/HA-15	*****	South "A" Exhibit Floor South Hall	Smoke-Evacuation
105-S/HA-16	Double	South "A" Exhibit Floor South Hall	Smoke-Evacuation
105-S/HA-17	*****	South "A" Exhibit Floor South Hall	Smoke-Evacuation
105-S/HA-18	Double	South "A" Exhibit Floor South Hall	Smoke-Evacuation
105-S/HA-19	*****	South "A" Exhibit Floor South Hall	Smoke-Evacuation
105-S/HA-20	Double	South "A" Exhibit Floor South Hall	Smoke-Evacuation
105-S/HA-21	*****	South "A" Exhibit Floor South Hall	Smoke-Evacuation
106-S/HB-19	Double	South "B" Exhibit Floor South Hall	Smoke-Evacuation
106-S/HB-20	*****	South "B" Exhibit Floor South Hall	Smoke-Evacuation
106-S/HB-21	Double	South "B" Exhibit Floor South Hall	Smoke-Evacuation
106-S/HB-22	*****	South "B" Exhibit Floor South Hall	Smoke-Evacuation
106-S/HB-23	Double	South "B" Exhibit Floor South Hall	Smoke-Evacuation
106-S/HB-24	*****	South "B" Exhibit Floor South Hall	Smoke-Evacuation
106-S/HB-25	Double	South "B" Exhibit Floor South Hall	Smoke-Evacuation
106-S/HB-26	*****	South "B" Exhibit Floor South Hall	Smoke-Evacuation
102-N/HB-19	Double	North "A" Exhibit Floor North Hall	Smoke-Evacuation
102-N/HB-20	*****	North "A" Exhibit Floor North Hall	Smoke-Evacuation
102-N/HB-21	Double	North "A" Exhibit Floor North Hall	Smoke-Evacuation
102-N/HB-22	*****	North "A" Exhibit Floor North Hall	Smoke-Evacuation
102-N/HB-23	Double	North "A" Exhibit Floor North Hall	Smoke-Evacuation
102-N/HB-24	*****	North "A" Exhibit Floor North Hall	Smoke-Evacuation
102-N/HB-25	Double	North "A" Exhibit Floor North Hall	Smoke-Evacuation
102-N/HB-26	*****	North "A" Exhibit Floor North Hall	Smoke-Evacuation
101-NHA-21	Double	North "B" Exhibit Floor North Hall	Smoke-Evacuation
101-NHA-20	*****	North "B" Exhibit Floor North Hall	Smoke-Evacuation
101-NHA-19	Double	North "B" Exhibit Floor North Hall	Smoke-Evacuation
101-NHA-18	*****	North "B" Exhibit Floor North Hall	Smoke-Evacuation
101-NHA-17	Double	North "B" Exhibit Floor North Hall	Smoke-Evacuation
101-NHA-16	*****	North "B" Exhibit Floor North Hall	Smoke-Evacuation
101-NHA-15	Double	North "B" Exhibit Floor North Hall	Smoke-Evacuation
101-NHA-14	*****	North "B" Exhibit Floor North Hall	Smoke-Evacuation
Total # of Doors = 114			

**North/South Building ADA Handicap Doors rev 1.2**

Door Number	Architectural	Single or Double leaves	Location
DAN-A16	1-108a	Single	NW Mid Truck Dock HC Door
DAN-B18	1-112r	Double	NW Truck Dock HC Door
DAN-B19	*****	*****	*****
DAN-A15	1-112i	Single	NW Truck Dock HC Door
DAN-A24	1-112u	Single	N Cent Truck Dock Door

101-N HA-35	1-120a	Single	NW Exhibit HC Door
101-N HA-21	1-130a	Double	NW Mid Exhibit HC Door
101-N HA-20	*****	*****	*****
FRD-101-(N/HA)-2	1-137h	Double	101 – N/HA HC Door
*****	*****	*****	*****
101-N HA-13	1-137a	Single	N Exhibit Cent HC Door
FRD-102-(N/HB)-2	1-124i	Double	102 - N/HA HC Door
*****	*****	*****	*****
FRD-101-490	1-142b	Double	Kitch Service Corr Door HC Door
*****	*****	*****	*****
DAN-B10	2-105a	Single	NE Mid Truck Dock HC Door
102-N/HB-18	2-113a	Single	NE Exhibit HC Door
102-N/HB-26	2-124a	Double	NE Mid Exhibit HC Door
102-N/HB-25	*****	*****	*****
NCBP-HC	1-201a	Double	NW Conc Mid Perim Door HC Door
*****	*****	*****	*****
FRD-N201-433	1-252a	Double	MW Back Corridor HC Door
*****	*****	*****	*****
NWCP-HC	1-265c	Double	NW Conc Entrance HC Door
*****	*****	*****	*****
NCBP-HC	2-201a	Double	NE Conc Mid Perimeter HC Door
*****	*****	*****	*****
NECP-HC	2-203a	Double	NE Perimeter HC Door
*****	*****	*****	*****
105-S/HA-22	5-112i	Single	SW Exhibit HC Door
105-S/HA-14	5-122f	Double	SW Exhibit Mid HC Door
105-S/HA-15	*****	*****	*****
106-S/HB-27	5-127o	Single	S Exhibit Center HC Door
DAS-B2	5-130dd	Single	SE Truck Dock HC Door
DAS-A9	5-130o	Single	SW Truck Dock HC Door
DAS-B32	5-138r	Double	S Truck Dock Cent HC Door
DAS-B31	*****	Double	*****
DAS-A1	5-134e	Single	SW Mid Truck Doc HC Door
106-S/HB-19	6-104f	Double	SE Mid Exhibit HC Door
106-S/HB-20	*****	*****	*****
106-S/HB-18	6-114c	Single	SE Exhibit HC Door
DAS-B22	6-144e	Single	SE Mid Truck Dock HC Door
SCAP-HC	5-201g	Double	SW Conc Mid Perim Door
*****	*****	*****	*****
SWP-HC	5-259c	Double	SW Conc HC Door
*****	*****	*****	*****
SCBP-HC	6-201g	Double	SW Conc Mid Perim Door
*****	*****	*****	*****
SEP-HC	6-238a	Double	SE Conc Perim Door
*****	*****	*****	*****
HILTON-HC	????	Double	SW Conc Hilton HC
*****	*****	*****	SW Conc Hilton HC

Total # of Doors = 52