



**ORANGE COUNTY FLORIDA
PROCUREMENT DIVISION**

NOTICE IS HEREBY GIVEN that Orange County, Florida, henceforth referred to as the County is accepting sealed bids for:

**INVITATION FOR BIDS #Y20-178-KB, FIRE RESCUE APPAREL
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, January 9, 2020**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

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 Kathy Bozeman, Purchasing Agent at Kathy.Bozeman@ocfl.net.

QUESTIONS:

All questions or concerns regarding this Invitation for Bids shall be submitted by email to Kathy.Bozeman@ocfl.net, no later than 5:00 PM **Thursday, December 19, 2019** to the attention of Kathy Bozeman, 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. Consideration for modification or alteration of the documents contained in this solicitation shall be requested during the specified question 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". Note, indicating "no-bid" on an "all-or-none bid" will result in being deemed Non-Responsive.

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. 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.

15. 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 Orange County, Florida, or other specified funding source for this procurement.

16. NON-DISCRIMINATION

The County's policies of equal opportunity and non-discrimination are intended to assure equal opportunities to every person, regardless of race, religion, sex, 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 and enforced by Section 17-314 of the Orange County Code and the County's relevant Administrative Regulations. It is also the county policy that person(s) doing business with the County shall recognize and comply with this policy and that the County shall not extend public funds or resources in a manner as would encourage, perpetuate or foster discrimination. As such:

1. The Contractor shall adopt and maintain, or provide evidence to the County that Contractor has adopted and maintains, a policy of nondiscrimination as defined by Section 17-288, Orange County Code, throughout the term of this Agreement.
2. The Contractor agrees that, on written request, the Association shall permit reasonable access to all business records or employment, employment advertisement, applications forms, and other pertinent data and records, by the County, for the purpose of investigating to ascertain compliance with the non-discrimination provisions of this contract; provided, that the Contractor shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this Agreement.
3. The Contractor agrees that, if any obligations of this contract are to be performed by subcontractor(s), the provisions of subparagraphs 1 and 2 of this Section shall be incorporated into and become a part of the subcontract.

17. 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.

18. 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.

19. 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.

20. 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 County 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.

21. 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.

22. 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.

23. PUBLIC ENTITY CRIME

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

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

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

24. DRUG-FREE WORKPLACE FORM

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

25. 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".

26. CONFLICT OF INTEREST FORM

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

27. 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 Orange County, Florida. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. 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.

39. SEVERABILITY

The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependencies a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

40. 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.

41. 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.

42. 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.

43. 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.

44. 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.

45. 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/proposers should be aware that formal solicitations and the responses thereto are in the public domain. Requests for confidential treatment will not supersede the County's legal obligation to provide records to the public consistent with public records law. Bidders/proposers must cite specific, applicable legal grounds to support a request for confidential treatment, of any portion of a bid/proposal. Requests by bidders/proposers to keep entire bids/proposals confidential are generally not supported by public records laws. At a minimum, the County will disclose the successful bidder's/proposer's name, the substance of the bid/proposal, and the price.

If the bidder/proposer requests confidential treatment, bidder/proposer must submit an additional copy of the bid/proposal with the proposed confidential information redacted. This copy must include a general description of the information redacted, and shall only be redacted in the least expansive manner necessary to effectuate the requested exemption(s). In a separate attachment, bidder/proposer shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis under Florida law, including a detailed justification for exempting the information from public disclosure.

Bidder/proposer shall hold harmless and indemnify the County for all claims, actions, suits, judgments, fines, costs or damages the County may incur as a result of bidder's/proposer's request for confidential treatment of its bid/proposal. Bidder/proposer agrees and understands that the County may make copies of, and distribute, the bid/proposal without any requested redactions, to facilitate evaluation. Bidder/proposer warrants that such copying will not violate the rights of any third party.

46. SCRUTINIZED COMPANIES

A. By executing this Agreement, the Contractor/Sub-Recipient 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/Sub-Recipient 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 Contractor/Sub-Recipient 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.

47. 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, 2nd Floor, Orlando, FL 32801
ProcurementRecords@ocfl.net, 407-836-5897**

SECTION 2
SPECIAL TERMS AND CONDITIONS

SPECIAL TERMS AND CONDITIONS

1. LICENSES

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 required to complete all contractual requirements. These licenses 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 one hundred and twenty (120) 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 one hundred and twenty (120) days from the bid opening date, the Bidder may withdraw their bid or provide a written extension of their bid.

3. FLORIDA CONVICTED/SUSPENDED/DISCRIMINATORY COMPLAINTS

By submission of an offer, the respondent affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

4. AWARD

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

5. POST AWARD MEETING

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

6. F.O.B. POINT

The F.O.B. point will be a destination within State of Florida. The bid shall include all costs of packaging, transporting, delivery and unloading.

7. 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.**

8. 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.

9. CODES AND REGULATIONS

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

10. PAYMENT

Upon award of the contract the County may remit a lump-sum pre-payment of \$60,000.00 to maintain a supply of commonly ordered goods in inventory. The value of goods received and accepted for each week shall be deducted from the County's pre-payment in accordance with pricing on the bid response form. The contractor shall provide reconciliation for all goods ordered, delivered and accepted by the County on a weekly basis. The contractor shall accept orders in excess of the prepayment but shall notify the County if excess orders exceed 20% of the prepayment.

The County shall remit payment for the value of goods received and accepted and services rendered in accordance with the bid response form pricing by the submission of a properly executed invoice. Payment will be made to either establish a statement balance of \$0 or to true-up expenses and re-establish the County's pre-payment. Payment shall not be made for items on back-order until there are received and accepted.

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 Fire Rescue Supply
400 South Gaston Foster Rd.
Orlando, FL 32807
Phone (407) 254-7774

A valid reconciliation invoice shall include the following:

1. Reference to the Delivery Order
2. Delivery Dates
3. Itemization of Goods Delivered
4. Unit Prices in accordance with the Bid Response Form
5. Employee name and employee id number (Requestor)
6. Employee name and employee id number (Approver)
7. Reconciliation against any pre-payments (if Applicable)

CAUTION: Items procured by employees at their expense shall not be listed on same invoices for County account. These purchases shall also not apply to reconciliation of item allotments for the County.

Prior to the termination of this contract the County may choose to fully deplete the pre-payment through the purchase of goods/services or request a full refund for any pre-payments. Any such refunds to the County shall be made payable to the Orange County Board of County Commissioners and remitted to the address above within 14 calendar days of request.

CAUTION: 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. Such orders shall not be reconciled against the County's pre-payment account for Fire Rescue Supply.

11. INFORMATION AND DESCRIPTIVE LITERATURE

Bidders shall furnish all information requested and in the space provided on the bid form. Each Bidder offering an equal to the brand(s) specified (or if no brand is specified) shall submit with their bid, descriptive literature and/or detailed specifications covering the products offered. Reference to literature submitted with a previous bid shall not satisfy this provision. Bids which do not comply with these requirements may be rejected.

12. BRAND/MANUFACTURER REFERENCED

Reference manufacturer indicated. Goods similar in design and equal in function and performance may also be considered. Equal offers shall include descriptive literature and/or detailed specifications. Failure to include such specifications or literature for equal offers may be cause for disqualification of the bid.

13. SAMPLES/DEMONSTRATIONS

Samples of any goods for demonstration shall be furnished upon request for a quality test or comparison without cost to the County.

14. SAFETY AND PROTECTION OF PROPERTY

The Contractor shall at all times:

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

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

15. INSURANCE REQUIREMENTS

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

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

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

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

Required Coverage:

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

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.
- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 (five hundred thousand dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent
- Commercial Crime/Employee Dishonesty- with a limit of not less than \$50,000

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 Orange County, Florida.

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, Florida
c/o Procurement Division
400 E. South Street, 2nd 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>

16. CONTRACT TERM/RENEWAL

A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of two (2) years. The contract may be renewed for three (3) 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.

17. 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.

18. 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 (2 year) contract period. A price escalation/de-escalation will be considered at the time of contract renewal and at 1-year intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at www.bls.gov.

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

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

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

CPI-U Calculation Example:

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130
Divided by base period CPI	229.815

Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

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

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement Division of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the contract renewal date. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

19. 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. Orders may be placed for a blanket lump sum to establish a pre-payment. Such pre-payments are subject to reconciliation in accordance with the payment provision herein.

20. ATTACHMENTS

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

- A. Attachment A - Details
- B. Attachment B – Uniforms, Footwear, and Badges, Bands and Brass
- C. Attachment C - Sample Reports
- D. Attachment D – Item Allotment Matrix
- E. Attachment E - ISS Standards

21. 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.

22. 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. 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.

23. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES

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

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

24. BID PREFERENCE

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

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

In accordance with the Registered Service Disabled Veteran Business Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible registered prime Service Disabled Veteran bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

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

In the event of a tie between an M/WBE and a registered prime SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.

SECTION 3
SCOPE OF SERVICES

SCOPE OF SERVICES

The Contractor shall operate a uniform purchase program as described herein:

1. UNIFORM PURCHASING PROGRAM

- A. The Contractor shall be responsible to all aspects of providing a successful program to include but not limited to the following:
- a. Maintain a sufficient inventory of high quality uniform and accessory items
 - b. Receive, process and ship individual orders
 - c. Perform alterations and repairs to uniform items
 - d. Provide embroidery, screen printing, and heat pressing services
 - e. Maintain computerized transaction records by individual employee to include spending limit tracking
 - f. Utilize and maintain existing web based program and other existing internal resources to create, specifically for Orange County Fire Rescue, an ordering and tracking platform, which includes contract products, account balances and individual sizing information for each employee
 - g. Provide and operate a customer service facility to include a full fitter line and sample items, to be staffed by employees familiar with the contract
 - h. Assume responsibility for loss and damage of all items from time of shipment to customer receipt
- B. Utilizing a computerized inventory system; the Contractor shall also be responsible for tracking the following:
- a. Each employee's item allotments established as specified in Attachment D, by Orange County Fire Rescue Division Chief of Infrastructure and Asset Management or designee
 - b. All items issued
 - c. All items returned
 - d. Verification of order date/time
 - e. Shipping date/time
 - f. All repairs and alterations performed for each employee.

2. CUSTOMER SERVICE FACILITY

A. Facility Requirements

The Contractor shall be responsible for providing, at the Contractor's expense, a customer service facility. Contractor's facility shall be, at a minimum, 1,000 square feet in a location within Orange County. The service facility shall comply with all Americans with Disabilities Act (ADA) requirements in accordance with all Federal, State, and local laws, rules, and regulations. Any change in location shall require prior written approval of Orange County Fire Rescue at any time in the contract period. Facility must meet and comply with all building and health codes and all applicable Federal, State, and local laws governing the operation of the service facility. Facility shall have at least two (2) private dressing rooms. The County reserves the right to inspect the facility at any time throughout the life of the contract.

B. Facility Operation

- a. The Contractor's customer service facility must be stocked and prepared for operation within 15 business days of contract execution, unless otherwise approved by the County, with a complete run of sizing samples specified with the County having final approval. The sample uniform selections, any other uniform items added to the contract and any items approved by the designated Orange County Fire Rescue representative; shall be utilized for viewing and fitting only.
- b. Sample items will provide Orange County Fire Rescue personnel with a visual of each item as well as provide assistance in determining the appropriate sizes. If approved by the designated Orange County Fire Rescue representative, additional items may be displayed in the customer service facility. The sample uniform selections and any other uniform items added to the required list in the manner specified in the agreement between the County and the selected Contractor will be utilized for viewing and sizing only. At the County's discretion, the selected Contractor may be required to sell certain non-embellished, high turn-over items, these may be added by amendment to the bid response form.
- c. The customer service facility shall be open for service and staffed for a minimum of five (5) days per week (Monday through Friday) excluding nine (9) County holidays which are approved annually by the County Commission. Standard daily operating hours shall be from 8:00 a.m. to 4:30 p.m. at minimum. Contractor's staff shall be properly trained in order to provide all Orange County Fire Rescue employees with prompt and courteous service. The customer service facility shall provide a separate area dedicated to Orange County Fire Rescue personnel and provide prompt and courteous service to all Orange County Fire Rescue employees with information regarding alterations as well as order tracking and returns.
- d. The facility shall maintain separate and distinct areas for the servicing of the Orange County Fire Rescue uniformed personnel. No other individuals may be provided service in this area. Upon request of the Contractor the County may waive this requirement, the sole determination to approve alternate servicing conditions shall be made by the County, and such changes shall not be imposed before seeking this approval.
- e. On an as needed basis, in the event of an emergency, and upon 48 hours' notice, as requested by the Division Chief of Infrastructure and Asset Management or designated representative, the customer service facility shall be opened for additional hours. The Contractor shall provide a means, such as a cell phone, by which its representative may be contacted to facilitate operations in the event of an emergency.

3. **ACCOUNT MANAGER**

The Contractor shall employ an Account Manager dedicated to the Orange County Fire Rescue account. The assigned Account Manager shall have an in-depth knowledge of the County's contract to include provisions, list of approved items as well as have access to all manufacturers providing the product. Upon request, the Account Manager or designee shall be available to attend meetings to discuss contract or uniform issues as well as have the ability and authority to make decisions on behalf of the Contractor.

Additionally, the Account Manager or their designee shall be responsible for oversight of all initial activities to include measurement and sizing of all authorized Orange County Fire Rescue uniformed personnel as well as provide direct customer service regarding returns and/or alterations.

4. INVENTORY SYSTEM AND TRACKING REQUIREMENTS

A. System Requirements

- a. The Contractor must provide an electronic uniform tracking system. The process must have the capability to accurately track the following:
 - 1) Distribution of items
 - 2) Maintain inventory control
 - 3) Uniform repairs
 - 4) Uniform replacements
 - 5) Employee item allotment
 - 6) Approvals (Routing to Designated Orange County Individuals)
 - 7) Invoicing of items and services
 - 8) Shipping of uniform and/or accessory items
- b. The ordering website must be compatible with Internet Explorer 11.0, and shall meet Orange County ISS security requirements attached hereto as attachment D.
- c. Within the time frames set out below, the Contractor shall provide the County with a secure Website Uniform Resource Locator (URL) for application transactions. All transactions completed using the application must provide real time system updates of inventory availability, spending limit balances or item allotment limits, etc., for the each Orange County Fire Rescue employee user. The County reserves the right to access and audit the system at any time throughout the contract term.
- d. Security and accounting measures needed to properly control the distribution of uniform items to eligible Orange County Fire Rescue employees will be the sole responsibility of the Contractor.
- e. The Contractor's tracking process shall have the capability to maintain information on each authorized Orange County Fire Rescue employee including, but not limited to:
 - 1) Employee's available balance of the items allotted versus the items that have been issued
 - 2) Employee's ID number (6 digit number assigned by the County)
 - 3) Employee's Badge Number (4 digit alphanumeric assigned by the County)
 - 4) Assigned location
 - 5) Years of Service
 - 6) Team Assignments
 - 7) Rank/classification
 - 8) EMS level (EMT or Paramedic)

- f. Additionally, the system shall provide reports listing Orange County Fire Rescue employee orders to include, but not limit to:
- 1) List of ordered and shipped items
 - 2) Order date
 - 3) Item description and product number
 - 4) Size
 - 5) Quantity ordered
 - 6) Price per item
 - 7) Shipment date
 - 8) Shipment information to include Orange County Fire Rescue employee name and address
 - 9) Backorders and/or incomplete orders
 - 10) Process time from the placement of order through shipment release
 - 11) Repairs performed
 - 12) Replacement requests

5. EMPLOYEE ESTABLISHED ITEM ALLOTMENT

- A. The County will establish the item allotment for each employee based on:
- a. Employee classification of duties
- B. Employees established item allotments may be adjusted due to:
- a. Special Assignment/Team
 - b. Increased need of uniform determined by the County designee (on a case by case basis)

6. REPORTING REQUIREMENTS

- A. The Contractor shall provide a report weekly basis in varying formats (PDF, Excel etc.), detailing a minimum of:
- 1) Individual Orange County Fire Rescue employee spending limit balances
 - 2) Statistics showing usage of uniform items and services
 - 3) Inventory levels
 - 4) Items listed on backorder with estimated fulfillment dates
 - 5) Open orders exceeding deadlines
 - 6) Item costs
 - 7) Repairs
 - 8) Up to date billing and weekly invoice statement; and
 - 9) Returns
 - 10) Approvals Tracking (routing and release from Designated Orange County Individuals)
- A. The Contractor shall provide a Proof of Delivery Report weekly along with corresponding invoice. The weekly report shall be in excel format. The County reserves the right to make changes to this report at no additional cost. See Attachment C for example.
- B. The Contractor shall provide a Back Order Report weekly. The weekly report shall be in excel format. The County reserves the right to make changes to this report at no additional cost. See Attachment C for example.

- C. At any time, the County may request additional reports on the purchase of uniforms.
- D. All reports as described in the agreement will be provided to the County at no additional charge.

7. CUSTOMER SUPPORT REQUIREMENTS

- A. The Contractor shall establish a local or toll-free telephone inquiry line throughout the life of the contract to handle program inquiries and requests for supplies. In case of emergency, a designated employee of the Contractor must be available to open and operate the Customer Service Facility and must be available at all times by either cellphone or other means designated in the agreement.
- B. The Contractor shall develop and maintain a standard operating manual setting out a general design and standard operating procedure that is mutually agreeable to both parties. The manual shall include, but is not limit to, sections defining individual account tracking procedures, inventory control procedures, daily management, inspection procedures, and repair procedures. The manual shall serve as a point of reference and guide for the Orange County Fire Rescue and the Contractor's personnel to review operations requirements. An electronic version of the manual will also be posted online for use by Orange County Fire Rescue personnel.

8. REPAIR, REPLACEMENT, AND ALTERATION REQUIREMENTS

- A. The Contractor shall provide repair and alterations at a facility located within the limits of Orange County Fire Rescue and approved by Orange County Fire Rescue. Minor alterations and repairs to a uniform item of clothing shall be completed within forty-eight (48) hours from the time, as reflected on a claim ticket that an Orange County Fire Rescue employee leaves the uniform item at the designated facility for alteration or repair. Minor alterations and repairs shall mean in-seam and out-seam repairs and alterations, button or zipper replacement, affixing stripes, patches and braids, and trim replacement or other minor repairs approved by Orange County Fire Rescue. All other repairs must be available for pick up at the designated facility within three (3) business days.

9. WARRANTY OF DELIVERED UNIFORM ITEM

- A. The Contractor warrants that for a period of one (1) year after acceptance and delivery of each uniform item, the uniform item and its component parts shall be free from defects in material and workmanship and shall perform to standard or exceed specifications set out in the agreement. If the manufacturer's warranty for any uniform item is in excess of one (1) year, then that specified warranty period shall apply to that covered uniform item. Delivery will commence upon receipt by an employee of an authorized uniform item. Warranty will be void if the county employee neglects, abuses or alters the item(s), or does not follow care instructions.
- B. The Contractor shall repair, or at the County's discretion, replace any defective uniform item at no additional charge. The Contractor shall provide and bear all costs required to meet its obligations under this warranty.

- C. The Contractor warrants that for a period of one (1) year after acceptance of repairs, embroidery and tailoring, that the repair, embroidery and tailoring to the uniform item or its component parts will be free from defects in material and workmanship, and that the uniform item will perform in its intended use.

10. ORDER PROCESSING AND DELIVERY REQUIREMENTS

- A. The Contractor shall process and deliver orders within the time frames below:

Type of Item	Days to Receive Order
Non-Embellished Goods	5 business days
Embellished Goods	10 business days
Out-sized garments	30 business days
Special order & drop ship items	30 business days

- B. The County reserves the right to transition from single approver (Orange County Fire Rescue Supply) to multiple approver (Orange County Fire Rescue employee).
- C. The Contractor shall transition login accounts within 30 days of notice by Orange County Fire Rescue.
- D. The delivery time frame should be expressed as the time between the online submittal of an order and the time the uniform item is delivered to the employee or designated receiving facility.
- E. The contractor shall provide confirmation via signature of an Orange County Fire Rescue employee for pick up and/or delivery.
- F. The county shall not be obligated to pay for any uniform item purchases that exceed the Orange County Fire Rescue employee established item allotment.
- G. Employees may procure approved items in this contact once they have reached their allotment limit. Employee will incur all cost beyond established item allotment, unless approved by Orange County Fire Rescue Supply, on a case by case basis.
 - 1. Procurement of non-approved items will be solely funded by the employee.
- H. Items in “Attachment B” may only be ordered by the Division Chief of Infrastructure and Asset Management or designee.
- I. Notifications shall be sent to Orange County Fire Rescue Supply personnel authorized to place orders. Unless otherwise approved by the County, notifications shall be in the form of emails confirming the following: orders received, shipment of orders, delivery of orders and any backorders or partial order shipments with due date.

11. INVENTORY CHANGES

With respect to items that contain the ORANGE COUNTY FIRE RESCUE logo, if the County chooses to change specifications on any such item or to substitute/delete any such item, the County agrees to purchase the Contractor’s remaining inventory.

12. QUALITY CONTROL

- A. The Contractor shall establish a Quality Control Program set forth below to ensure quality is performed on uniform items by the Contractor hereunder. The program shall include, but will not be limited to the following:
- 1) An inspection system covering all goods and services furnished by the Contractor
 - 2) A checklist for use in reviewing performance during inspections
 - 3) Inspection Reports regarding embellishment quality must be signed and include details regarding results of each inspection as well as documentation of all corrective action(s) taken. Each report shall be made available to the County upon twenty-four (24) hours written request
 - 4) The Contractor shall be responsible for all work performed to ensure compliance with the quality requirements of this agreement.

13. PRICE SCHEDULE

- A. Uniform pricing shall include Embroidery, Screen Print and Heat Press applications in the price of each applicable item.
- B. The unit price shall include the item's cost to the Contractor, shipping, and all other overhead costs associated with complying to the terms of the contract. No other charges will be allowed.
- C. Expedited shipping costs may be allowable with the County's expressed authorization, these shall be at cost.
- D. The Contractor shall not charge the County or employee for returned items to the Contractor's facility to include but not limited to return fees, re-stocking fees, and re-shipping fees.
- E. When any contracted uniform item is returned to the Contractor due to the Contractor's error, the Contractor will incur all shipping costs in connection with the return and reshipment of the applicable item. If the County employee made an error in ordering any contracted items, the employee may return to the Contractor's facility or may incur the shipping cost for return and reshipment of items. Shipping costs will be at shipping vendors (UPS, FedEx, and USPS) standard rate.

14. SIZING

The Contractor shall furnish a variety of apparel in industry standard sizes which includes, but is not limit to: even and odd waist size pants with finished lengths fit; shirt neck half sizes with even and odd sized sleeve lengths; hats in one-eighth sized increments, half and full shoe sizes in all widths; even and odd sized jackets and coats, and even sized belts. If special requests are made for sizes outside the manufacturer's normal size range and the manufacturer agrees to produce the item(s) requested, longer lead times and/or additional charges may apply. The Contractor shall submit documentation that reflects any longer lead time and/or additional charges. The Contractor shall make the standard manufacturing sizes, including, but not limit to, outsizes of the apparel to meet the needs of the County. The Contractor shall provide female sizes when available.

15. MINIMUM INVENTORY REQUIREMENTS.

The Contractor shall provide inventory of each item of apparel in industry standard sizes to meet the agreed upon time stated herein for all items including, but not limited to, items to be replaced at employee's expense. The Contractor shall provide inventory balances upon request by the County for all contracted items with one (1) week notification.

16. TRAINING

- A. The Contractor shall provide an on-line training/instruction component that shall be:
- 1) In two (2) formats, written and video based
 - 2) Provide direction on the navigation and ordering process of online system
 - 3) Accessed by employees via an online system or Orange County Fire Rescue Learning Management System

17. AUTHORIZED SALES

- A. Any and all items with the County logo/emblem may be displayed by the Contractor in the customer service facility. Only authorized Orange County Fire Rescue employees may procure County logo/emblem items.
- B. Authorized County employees will only be allowed to procure County approved uniform items as permitted in Attachment B.
- C. Items procured by employees at their expense shall not be listed on same invoices for County account. These items shall also not apply to reconciliation of item allotments.**

18. USE OF OCFRD LOGO / INSIGNIA

- A. The Contractor agrees to limit the use of OCFRD Logo and/or Insignia to the following:
- a. Used on the County login webpage
 - b. For display only in store front located within Orange County
 - c. Authorized uniforms for sales to County employees

The County logo shall not be used in any fashion that conveys the County's endorsement of the Contractor's establishment.

ITEMS WITH ORANGE COUNTY FIRE RESCUE LOGOS WILL ONLY BE DELIVERED TO THE CONTRACTOR FACILITY OR ORANGE COUNTY FIRE RESCUE SUPPLY FACILITY. ONLY ITEMS WITHOUT ANY IDENTIFIABLE ORANGE COUNTY FIRE RESCUE LOGO MAY BE DELIVERED/SHIPPED DIRECTLY TO ORANGE COUNTY FIRE RESCUE EMPLOYEES.

**ATTACHMENT A
UNIFORM SPECIFICATIONS**

1. REQUIREMENTS

Orange County requires first/top quality uniforms. Seconds or irregulars shall not be accepted.

2. SCREEN PRINTING/EMBROIDERY

A. Unit prices bid shall include any and all cost for applicable screen printing as indicated in each individual specification listed herein, including any and all possible set-up fees. All screen printing shall consist of no less than two passes of paint to assure County desired quality.

B. All direct embroidery shall be of high quality appearance for the life of the garment and made with colorfast thread and shall be included in item's bid price.

There shall be no additional charge for any and all artwork required throughout the life of this contract.

3. MEASUREMENTS

A. All measurements (fabric percentages, weights, etc.) stated herein shall be approximate.

4. FINISHING AND PRESSING

All seams shall be surged or finished to prevent fabric unraveling. All stress points and openings shall be bar tacked. All loose threads shall be removed. All garments shall be pressed completely and properly with pant side seam, inseam and seat seam pressed open.

5. MINIMUM SIZES

A. Pants shall be available in men's sizes: Regular rise 20-50 (even sizes only above 38), Short rise 28-40 (even sizes only), and in women's sizes: even sizes from size 6-28, even waist sizes from 26"-42", hip measurements 37"-53" and maternity sizes as needed.

B. All T-shirts, polo shirts, coats, jackets, and sweaters shall be available in x-small through 4x-large.

NOTE: All sizes shall be recognized USA industry standard adult sizes only.

6. HEMMING/ALTERATIONS

Pants and skirts shall be shipped hemmed. Any and all type of alterations shall be included in the cost of the garment and shall be provided by the Contractor upon request. The Contractor shall also provide alteration service for existing uniforms on an as needed basis.

7. SIZE, FABRIC AND CARE LABELS

All garments shall have a permanently attached and readable label stating manufacturer's name, style number, and size. Shirt label shall state neck size and sleeve length, pant label shall state waist and inseam size, coat/jacket label shall state overall size. All garments shall also have a permanently attached and readable care label stating fabric content and complete care instructions.

8. CONTRACTOR'S RETAIL OUTLET

- A. The retail outlet shall be open no less than five (5) days per week and (8) hours each day between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday, excluding nine (9) County holidays which are approved annually by the County Commission, to provide reasonable periods of time for Fire Rescue Department personnel to be fitted and issued items authorized. This is the Contractor's sole responsibility and the County will not provide office space to meet this requirement.
- B. Contractor shall be responsible for making sure that only authorized employees purchase contracted items as specified herein.
- C. Upon delivery, all orders shall be carefully pressed, folded in a neat manner and individually packaged by employee name at no additional cost. Name of employee shall appear in bold letters on the front of each package.

ATTACHMENT B UNIFORMS

1. PATCHES

It shall be the Contractor's responsibility to supply and professionally sew on all patches, sleeve bands and hash marks as needed for each respective garment. All patches, sleeve bands, and hash marks shall be of high quality appearance for the life of the garment and made with colorfast thread. Unit price shall include any and all cost for affixing patches, sleeve bands, and hash marks to respective garments. All patches, sleeve bands, and hash marks shall be available no later than thirty (30) calendar days after award of contract. See Exhibit A for examples of items 1 and 2. Items 3 through 14 shall be typical industry patches, sleeve bands and hash marks.

Item 1 – O.C.F.R.D. Patch

Item 2 – Explorer Patch

Item 3 – Paramedic Patch

Item 4 – EMT Patch

Item 5 – Metallic ½" Sleeve band (gold & silver)

Item 6 - Hash Mark with one mark

Item 7 - Hash Mark with two marks

Item 8 - Hash Mark with three marks

Item 9 - Hash Mark with four marks

Item 10 - Hash Mark with five marks

Item 11 - Hash Mark with six marks

Item 12 – Hash Mark with seven marks

Item 13 - Hash Mark with eight marks

Item 14 – Maltese emblem (gold & silver)

2. NECK TIE

Samuel Broome or approved equivalent as specified herein.

Item 15 - Men's Neck Tie – Model 90001, 3" x 18" clip-on

Item 16 - Men's Neck Tie – Model 90019, 3" x 20" clip-on

Item 17 - Men's Neck Tie – Model 90072, 3" x 57" neck tie with buttonholes

Item 18 - Men's Neck Tie – Model 90087, 3" x 61" neck tie with buttonholes

Item 19 - Women's Neck Tie – Model 90156, crossover style with covered snap

Minimum Colors/Fabric: Dark navy blue 100% lint free woven textured polyester.

3. SECURITY STYLE SHIRT

Items 20 through 22 – Men's Long Sleeve Security Shirt

Items 23 through 25 – Men's Short Sleeve Security Shirt

Items 26 and 27 – Women's Long Sleeve Security Shirt

Items 28 and 29 – Women's Short Sleeve Security Shirt

Men's – Horace Small 1114/Horace Small 1116 Model (white – long sleeve), (medium blue – long sleeve), HS1210/HS1212 (white – short sleeve), (medium blue – short sleeve) or approved equivalent as specified herein.

Women's – HS1167/HS1169 Model (white – long sleeve), (medium blue – long sleeve), HS1268/HS1270 (white – short sleeve) (medium blue – short sleeve) or approved equivalent as specified herein.

- a. Minimum Colors: White, Medium Blue.
- b. Fabric: Shall be permanent press, 65% polyester/35% cotton, 4.25 oz. per square yard, poplin weave.
- c. Design: Traditional style security style shirt with badge tab, sewn-increases, scalloped pocket flaps and large box-pleated pockets, heavy duty interlining in collars, epaulets, pocket flaps and cuffs.
- d. Patches: O.C.F.R.D. patch shall be sewn on left sleeve, EMT or Paramedic patch on right sleeve. Communication, Reserve or Explorer rockers sewn on as needed, as well as, hash marks on long sleeve shirts.

4. WORK DRESS UNIFORM PANT (Not Class A)

Items 30 through 32 – Men’s Dress Uniform Pant

Items 33 through 35 – Women’s Dress Uniform Pant

Men’s Horace Small 2331 and Women’s HS2432 or approved equivalent as specified herein.

- a. Minimum Colors: Dark Navy
- b. Fabric: 75% polyester/ 25% worsted wool, 11 ½-12 oz. per linear yard.
- c. Designs: Traditional dress uniform style pant with plain front, quarter top front pockets, watch pocket, two back pockets, 2” waistband, 1” belt loops, and permanent crease in front and rear pant legs.

5. CLASS A UNIFORM DRESS PANTS, SKIRT AND COAT

Items 36 through 38 – Men’s Class A Uniform Dress Pant

Items 39 through 41 – Women’s Class A Uniform Dress Pant

Men’s Flying Cross 32278 and Women’s Flying Cross 35291 or approved equivalent as specified herein. Shall match Uniform Dress Coat below.

- a. Minimum Colors: Dark Navy Blue
- b. Fabric: 55% polyester/45% wool
- c. Design: Traditional formal dress uniform style pant, plain front, quarter top front pockets, watch pocket, two back pockets, 2” waistband, 1” belt loops, and permanent crease in front and rear pant legs.

Items 42 and 43 – Women’s Class A Uniform Dress Skirt

Women’s Flying Cross 38033 or approved equivalent as specified herein. Shall match Women’s Dress Coat below.

- a. Minimum Colors: Dark Navy Blue
- b. Fabric: 100% Performance Poly
- c. Design: Fully lined 4 panel skirt design with pockets on each side, 1 ½ wide waistband ¾ belt loops, zipper closure in back front and back darts for flattering fit.

Items 44 and 45 – Men’s Class A Uniform Dress Coat

Flying Cross 34892 or approved equivalent as specified herein. Shall match Uniform Dress Pant above.

- a. Minimum Colors: Navy Blue
- b. Fabric: 55% polyester/ 45% wool, 13.5-14 oz., with rayon satin lining. Color fast and treated to resist perspiration.
- c. Design: Semi-fitted style, double breasted with 6-button front, notched lapels and epaulets, plain style front with darts, patch pockets with flaps, 2 lower cut-in pocket with flaps and a badge tab on left above pocket. The shoulders shall have pads and sleeve heads. Body and sleeves shall be fully lined.

Items 46 and 47 – Women’s Class A Uniform Dress Coat

Flying Cross Breasted Women’s Service Dress Blue Coat 4800SDC or approved equivalent as specified herein. Shall match items 36A and 36B above- Women’s Dress Shirts.

- a. Minimum Colors: Navy Blue
- b. Fabric: 55% Polyester / 45% Wool, with rayon satin lining. Color fast and treated to resist perspiration.
- c. Design: Single Breasted, 4 buttons gold or silver, fully lined with peak lapels classic fit and a badge tab.

6. TRU SPEC DRESS PANTS

Items 48 through 50 – Men’s Tru Spec Classic Pant-DN 1187/1192 Tru-Spec 24-7 Series Classic Pants or approved equivalent as specified herein.

- a. Minimum Colors: Navy Blue
- b. Fabric: 6.5 oz. rip-stop fabric/65% polyester / 35% cotton treated with Teflon
- c. Design: Engineered dimensional fit, comfort fit slider waistband, two accessory/knife pockets, two zippered thigh pockets built into the side seams, two side seam pockets covered by vertical zippers are built into the front pockets, 24-7 series bellowed rear pockets, front pockets are 8” deep, YKK brass zipper hardware, and custom TRU-SPEC original Prym snap.

7. WORK PANT

Items 51 through 53 – Men’s Work Pant - Fabric: 65% polyester/35% cotton twill blend, 7.8 oz. per sq. yd post cured finish or approved equivalent as specified herein.

Items 54 through 56 – Women’s Work Pant - Fabric: 65% polyester/35% cotton twill blend, 7.8 oz. per sq. yd post cured finish or approved equivalent as specified herein.

Men’s Blend – HS2361, Women’s Blend – HS2434, Men’s Cotton – HORACE SMALL, and Women’s Cotton – HORACE SMALL or approved equivalent as specified herein (see note concerning maternity pants below).

- a. Minimum Colors: Navy Blue
- b. Design: Pant shall have a plain front with no peg at the hips or baggy seat, two-quarter top front pockets, two hip pockets, 1 ¾” waistband and ¾” belt loops. **Pants shall also be available in maternity pants or adaptable to maternity pants by Contractor.**

8. **CONVERTIBLE JACKET with NAMETAPE**

Items 57 through 61

Frontline F1003BK Duty Jacket or approved equivalent as specified herein.

- a. Minimum Colors: Shell - navy, permanent lining – navy or black, removable liner – navy or black.
- b. Fabric: The outer shell shall be two ply air texturized 100% nylon. The fabric shall be finished with a Teflon™ fluorocarbon water and stain repellent finish.
- c. The permanent body lining shall be black 100% nylon taffeta, waterproof and breathable.
- d. The liner shall be black 100% nylon 70 denier.
- e. Design: The jacket shall have storm collar with 2-way zip-to-top of collar, two dual compartment patch pockets, side opening hand warmer pockets, side zippers with adjustable stretch tabs, shoulder straps and badge tab, zip-out liner, knit expansion at armhole, snap-secured sleeves.
- f. Patches: O.C.F.R.D. patch shall be sewn on left sleeve, EMT or Paramedic patch on right sleeve.

In addition, nametape with Velcro and two lines of embroidery (employee title and name) shall be affixed to each jacket.

9. **V-NECK ALL-AMERICAN MILITARY SWEATER**

Items 62 through 64 – Sweater with options as listed below

Items 65 through 67 – Sweater without options

Flying Cross 00700 or approved equivalent as specified herein.

- a. Minimum Colors: Police Blue
- b. Fabric: 20% worsted wool/ 80% acrylic fiber yarn engineered for easy care and comfort with extraordinary low piling, 5/8” wide cotton woven re-enforcement tape, and 65% polyester/35% cotton, twill weave, weight 8 oz. per sq. yd. elbow and shoulder patch fabric.
- c. **Options: Epaulets with Velcro closure, badge tab, name patch.**
- d. Patches: Name and rank patch shall be sewn on right side of sweater breast area. This patch shall have navy blue edging and background with name and rank embroidered in either gold or silver thread. Embroidered badge patch, in either gold or silver to match Blackinton B38 badge, shall be sewn on left breast.

10. **FORMAL DRESS CAP**

Item 68

Keystone R8 Blue Bell Crown and R8B Bell Black Velvet (244) style or approved equivalent as specified herein.

- a. Minimum Colors: White and Navy Blue
- b. Style: Bell Crown cut with gilt oak leaves denoting rank
- c. Gold & Silver FD removable button and hat band
- d. Black felt band.
- e. S-15 visor for Officers Rank

11. NON-DRESS CAP

Item 69

PerfectFIT WPL 285 Perfect Flex w/ Sandwich Visor style or approved equivalent as specified herein.

- a. Visor: Navy Blue and Red
- b. Embroider Front: Orange County Fire
 - 1. Line 1: ORANGE (white)
 - 2. Line 2: FIRE (red & larger font)
 - 3. Line 3: COUNTY (white)

12. MAINTENANCE WORK UNIFORM

Items 70 through 72 - Short Sleeve Maintenance Work Shirts as listed below

Items 73 through 75 - Long Sleeve Maintenance Work Shirts

Red Cap SP24NV – Short Sleeve and SP14NV – Long Sleeve or approved equivalent as specified herein.

- a. Minimum Colors: Midnight Blue
- b. Fabric: 65% polyester/35% cotton blend
- c. Patches/Embroidery: O.C.F.R.D. patch shall be sewn on both sleeves, OCFRD Vehicle Maintenance or OCFRD Facilities Maintenance embroidered in white thread above left pocket, and employee's first name embroidered in white thread above right pocket.

Item 76 – 77 – Maintenance Winter Work Jacket

Red Kap JT 22 Slash Pocket Jacket Navy or approved equivalent as specified herein.

- a. Patches: O.C.F.R.D. patch shall be sewn on both sleeves

13. ON CALL WORK UNIFORM

Items 78 - 79 - Golf Shirt – Jerseys 437M or approved equivalent as specified herein.

- a. Fabric: 50% cotton/50% polyester, 5.6 ounce
- b. Design: 2 button placket with pearlized buttons
- d. Minimum Colors: Maroon
- c. Minimum Sizes: Adult X-Small through Adult XXXX-Large (to include Tall)

Orange County Fire Rescue emblem (30,000 stitches) shall be directly embroidered on the left breast. Solid color golf shirts in red, royal blue, or navy shall have white thread color on customization. Solid color golf shirts in white shall have royal blue or navy thread. All threads shall be compatible with the shirt fabric to prevent the material and emblem from bunching.

14. BIKE PATROL UNIFORM

Item 80 - 81 – HI-VIS SS Polo Blauer or approved equivalent as specified herein.

- a. Minimum Color: High Visible Yellow
- b. Fabric: 100% polyester, Lightweight, moisture wicking polyester and mesh combine to ensure breathability and quick dry comfort, Mesh side panels for breathability and a professional fit, 3MTM Scotchlite™ comfort trim provides breathability for comfort in warm weather.

- c. Quarter zip front, knit collar and cuffs, centered mic tab, and extra-long tail stays tucked in.

Item 82-83 – Blauer’s FlexForce Zip-Off Bike Pants 8822z or approved equivalent as specified herein.

- a. Minimum Color: Dark Navy
- b. Fabric: 100% polyester
- c. Removable zip-off legs for all season wear, Adjustable taper hem for wear on bike or over boots, Zippered thigh pockets with divided compartments

15. HONOR GUARD UNIFORM

Items 84 through 86 – Men’s Tru Spec 24-7 Series Lightweight Tactical Pants 1061 or approved equivalent as specified herein.

- a. Minimum Colors: Navy Blue
- b. Fabric: 6.5 oz. ripstop fabric/65% polyester / 35% cotton
- c. Minimum Color: Navy

Items 87 - 90 - Tee Shirt - Short Sleeve – Port & Co PC380 or approved equivalent as specified herein.

- a. Fabric: Rapid dry 100% polyester
- b. Design: Tag-free label, Hemmed Cuff
- c. Minimum Colors: Navy, Black
- d. Minimum Sizes: Adult Small through Adult XXXX-Large (to include Tall)

Items 91 - 92 - Golf Shirt –Ultra Club Cool Polo 8210 or approved equivalent as specified herein.

- a. Fabric: 100% polyester mesh pique, 4.4 ounce
- b. Design: 3 button placket with dyed to match buttons
- c. Minimum Colors: Black and White
- d. Minimum Sizes: Adult X-Small through Adult XXXX-Large (to include Tall)

Orange County Fire Rescue emblem (30,000 stitches) shall be directly embroidered on the left breast. Right breast shall have 2 lines in gold thread embroidered: Line 1: “Honor Guard” Line 2: First initial and last name of personnel. Solid color golf shirts in black shall have white thread color on customization. Solid color golf shirts in white shall have royal blue or navy thread. All threads shall be compatible with the shirt fabric to prevent the material and emblem from bunching.

Item 93 – Honor Guard Oxford Style Shoe

- a. Manufacturer: Bates High Gloss Duty Oxford E22141/E22741 or approval equivalent as specified herein.
- b. Color: Black
- c. Styles: soft toed oxford style shoe with high gloss uppers, breathable lining, oil-resistant rubberlon outsole.

16. CASUAL WEAR

Items 94 - 97 - Golf Shirt - Port Authority Signature Polo K455/K455LS or approved equivalent as specified herein.

- a. Fabric: Rapid dry 60% cotton/40% polyester baby pique, 5.6 ounce
- b. Design: 3 button placket with pearlized buttons, hemmed sleeve, double needle stitching, side vents
- c. Minimum Colors: Red, Royal Blue, Navy, and White
- d. Minimum Sizes: Adult X-Small through Adult XXXX-Large (to include Tall)

Orange County Fire Rescue emblem (30,000 stitches) shall be directly embroidered on the left breast. Right breast shall have 2 lines embroidered: Line 1: Rank Line 2: First initial and last name of personnel. (White thread for all shirts, exception White shirts {Officers} shall be gold thread)

Solid color golf shirts in red, royal blue, or navy shall have white thread color on customization. Solid color golf shirts in white shall have royal blue or navy thread. All threads shall be compatible with the shirt fabric to prevent the material and emblem from bunching.

Items 98 - 101 - Tee Shirt - Short Sleeve - Haines Heavyweight 5280 or approved equivalent as specified herein.

- a. Fabric: 100% preshrunk cotton, 5.2 ounce Additional percentage variation as needed per color
- b. Design: Double-needle stitched hemmed sleeves and bottom, taping shoulder to shoulder
- c. Print: White and Gray shirts shall have Navy print, all others White print
- d. Minimum Colors: White, Gray, Navy, Red, Green
- e. Minimum Sizes: Adult Small through Adult XXXX-Large (to include Tall)

One color screening printing as follows:

Imprint on back

Line 1: OCFRD (Large print)

Line 2: Duty Respect Integrity

Line 3: EXPLORER (Large print) {for Green Shirts only}

Imprint on front – Logo on left breast and rank on right breast

Imprint on right sleeve – reverse US flag

Imprint on left sleeve – ISO logo

Items 102 - 105 - Tee Shirt - Short Sleeve – Next Level N6210 or approved equivalent as specified herein.

- a. Fabric: Rapid dry 60% cotton/40% polyester
- b. Design: Ribbed crew neck, lay flat collar, contemporary fit
- c. Print: White and Gray shirts shall have Navy print, all others White print
- d. Minimum Colors: White, Gray, Navy, Red, Green
- e. Minimum Sizes: Adult Small through Adult XXXX-Large (to include Tall)

One color screening printing as follows:

Imprint on back

Line 1: OCFRD (Large print)

Line 2: Duty Respect Integrity

Line 3: EXPLORER (Large print) {for Green Shirts only}

Imprint on front – Logo on left breast and rank on right breast

Imprint on right sleeve – reverse US flag

Imprint on left sleeve – ISO logo

Items 106 - 109 - Tee Shirt - Long Sleeve - Haines Heavyweight 5286 or approved equivalent as specified herein.

- a. Fabric: 100% preshrunk cotton, 5.2 ounce Additional percentage variation as needed per
- b. color
- c. Design: Double-needle stitched hemmed sleeves and bottom, taping shoulder to shoulder
- d. Print: White and Gray shirts shall have Navy print, all others White print
- e. Minimum Colors: White, Gray, Navy, Red, Green
- f. Minimum Sizes: Adult Small through Adult XXXX-Large (to include Tall)

One color screening printing as follows:

Imprint on back

Line 1: OCFRD (Large print)

Line 2: Duty Respect Integrity

Line 3: EXPLORER (Large print) {for Green Shirts only}

Imprint on front – Logo on left breast and rank on right breast

Items 110 - 113 - Tee Shirt - Long Sleeve - Next Level N8400 or approved equivalent as specified herein.

- a. Fabric: Rapid dry 50% cotton/50% polyester
- b. Design: Ribbed crew neck, lay flat collar, contemporary fit
- c. Print: White and Gray shirts shall have Navy print, all others White print
- d. Minimum Colors: White, Gray, Navy, Red, Green
- e. Minimum Sizes: Adult Small through Adult XXXX-Large (to include Tall)

One color screening printing as follows:

Imprint on back

Line 1: OCFRD (Large print)

Line 2: Duty Respect Integrity

Line 3: EXPLORER (Large print) {for Green Shirts only}

Imprint on front – Logo on left breast and rank on right breast

Items 114 - 117 - Sweatshirt – Jerzees NuBlend 562M/562W or approved equivalent as specified herein.

- a. Fabric: 50% cotton/50% polyester 8 ounce low pill fleece
- b. Design: Ribbed crew neck collar, cuffs and waistband, and cover seamed neck, shoulders, waistband and armholes
- c. Minimum Colors: Navy
- d. Minimum Sizes: Adult Small through Adult XXXX-Large

One color screening printing as follows:

Imprint on back

Line 1: OCFRD (Large print)

Line 2: Duty Respect Integrity

Imprint on front – Logo on left breast

Items 118 - 121 - Sweatpants – Jerzees NuBlend 973M or approved equivalent as specified herein.

- a. Fabric: 50% cotton/50% polyester 8 ounce low pill fleece
- b. Design: Two-needle covered elastic waistband with drawstring and elastic cuffs.
No pockets.
- c. Minimum Colors: Navy
- d. Minimum Sizes: Adult Small through Adult XXX-Large

One color screening printing as follows:

Imprint on – Logo on left pant leg

NOTE: ITEMS 114 THROUGH 121 (SWEATSHIRTS AND SWEATPANTS) ABOVE– ONLY THOSE BIDS MATCHING IN BOTH FABRIC AND COLOR SHALL BE ACCEPTED.

Items 122 – 125 - Mesh Gym Shorts with Pockets - Augusta 803 or approved equivalent as specified herein.

- a. Fabric: 100% Polyester Mesh
- b. Design: 9 “Inseam Full Athletic Multic – Needle waistband with draw cord
- c. Minimum Colors: Navy
- d. Minimum Sizes: Adult Small through Adult XXX-Large

One color screening printing as follows:

Imprint on – Logo on left pant leg

Note: Print will be Navy Blue in color on White, Gray and Red clothes
Print will be White in color on Navy and Green clothes

17. ALTERATIONS

Item 126 - Contractor shall provide alteration services for existing uniforms on an as needed basis at an hourly rate.

18. BADGES, BANDS AND BRASS

Finishes for Lot 2 - All references to gold shall be, at a minimum, electroplate (deposit of 22 karat plus fine gold over brass) in quality. All references to silver shall be a Rhodium finish. All references to enamel shall be a hard enamel finish.

BADGES, SHIRT

Item 127 – Blackinton B96 in Gold, Gold Electroplated with State Seal or approved equivalent as specified herein.

Item 128 – Blackinton B96 in Silver, Rhodium with State Seal or approved equivalent as specified herein.

No substitutes accepted due to desired uniformity. Florida Seal in center as follows:

- a. Lieutenant – Gold
- b. Captain - Gold
- c. Battalion Chief - Gold
- d. Assistant Chief – Gold
- e. Division Chief - Gold
- f. Deputy Chief - Gold
- g. Chief - Gold
- h. Firefighter - Silver
- i. Engineer – Silver
- j. Paramedic - Silver
- k. Communications Dispatcher I and II – Silver
- l. Communications Supervisor – Gold
- m. Chaplain – Gold
- n. P.I.O - Gold
- o. Fire Inspector – Silver
- p. Plans Examiner – Silver
- q. Fire Marshal – Gold
- r. Assistant Fire Marshal –Gold

Item 129 – Blackinton B2647IN – Honor Guard – Gold – Firefighter Scramble seal

COLLAR BRASS

Blackinton - **BRAND SPECIFIC**

- Item 130 – 1 Bugle, A2876 – Gold**
- Item 131 - 2 Bugles side by side, A2875 – Gold**
- Item 132 – 2 Bugles crossed, A2874 – Gold**
- Item 133 – 3 Bugles crossed, A2873 – Gold**
- Item 134 – 4 Bugles crossed, A2880 – Gold**
- Item 135 – 5 Bugles crossed, A2871 – Gold**
- Item 136 – A4216 – Engineer – Rhodium**
- Item 137 – A2886 – Firefighter – Rhodium**
- Item 138 – A5598 – Paramedic – 3/16” Cutout Plain – Silver**
- Item 139 – O.C. – 1/2” Die Stock - Silver - Pair**
- Item 140 – F.D. – 1/2” Die Stock - Silver – Pair**
- Item 141 – O.C. – 1/2” Die Stock – Gold – Pair**
- Item 142 – F.D. – 1/2” Die Stock – Gold – Pair**
- Item 143 - O.F.M. – 5/16” Die Stock – Gold and Silver**

19. HAT BADGES

Blackinton - **BRAND SPECIFIC**

- Item 144 – A2327 Firefighter – Silver**
- Item 145 - A6864 Engineer – Silver**
- Item 146 - A2912 Lieutenant – Gold**
- Item 147 - A175 Captain – Gold**
- Item 148 - A2911 Battalion Chief- Gold**
- Item 149 - A2910 Assistant Chief – Gold**

- Item 150 – B803 Division Chief – Gold – State of Florida seal**
- Item 151 - B803 Deputy Chief – Gold – State of Florida seal**
- Item 152 - B803 Fire Chief – Gold – State of Florida seal**
- Item 153 - A2889 Communication - Gold & Silver**
- Item 154 – B803 – Honor Guard – Gold – Firefighter Scramble seal**

20. HAT BANDS AND BUTTONS

Midway, Waterbury or approved equivalent as specified herein. The hat band goes across the front half of the dress uniform hat and is held on by two buttons, one on each end.

- Item 155 – Midway EM 486 Snake Style Hat Band – Gold**
- Item 156 – Midway EM 485 Snake Style Hat Band – Silver**
- Item 157 – Waterbury 20968-24-95G Hat Button – Gold**
- Item 158 – Waterbury 29868-24-05S Hat Button – Silver**

21. FOOTWEAR

Item 159 - Oxford Style Shoe

- a. Manufacturer: Thorogood Plain Toe Oxford 834-6905 or approval equivalent as specified herein.
- b. Color: Black
- c. Styles: oxford style shoe with leather upper, comfortable lining, removable high cushioned insole, fiberglass shank, slip resistant and non-marking dual density polyurethane outsole, ISO 9001 and Postal certified.

Item 160 –Oxford Style Shoe

- a. Manufacturer: Bates Lites Black High Gloss Oxford E00942 or approval equivalent as specified herein.
- b. Color: Black
- c. Styles: soft toed oxford style shoe with high gloss synthetic uppers, breathable lining, removable cushioned insole, oil-resistant polyurethane outsole.

22. SOFT- TOED FOOTWEAR

To better service the Fire Rescue Department, supplier shall provide one or more complete manufacturing lines of soft-toed footwear. All soft-toed footwear listed on each manufacturer bid by Contractor shall be made available.

Approved upgraded footwear (Item 167 through 171) will have a flat rate per set paid for by Orange County Fire Rescue with remaining costs to be paid by employee.

In the event that the manufacturer ceases production of selected boots, supplier shall provide a list of boots/shoes matching previous authorized selection to Orange County Fire Rescue representative for selection of replacement footwear

Item 161 – 5.11 Company Boot 2.0 or approved equivalent as specified herein.

- a. Manufacturer: 5.11 Model: 12032
- b. Color: Black
- c. Size: All available in regular and wide

Item 162 – Belleville High Shine Zip Boot or approved equivalent as specified herein.

- a. Manufacturer: Belleville Model: TR908Z-WP
- b. Color: Black
- c. Size: All available in regular and wide

Item 163 – Reebok Tactical Oxford Shoe (Administrative personnel only) or approved equivalent as specified herein.

- a. Manufacturer: Reebok Model: RB8105
- b. Color: Black
- c. Size: All available in regular and wide

Item 164 – Reebok Sublite Tactical Boot or approved equivalent as specified herein.

- a. Manufacturer: Reebok Model: RB8605
- b. Color: Black
- c. Size: All available in regular and wide

Item 165 – Ridge 8” Momentum Boot or approved equivalent as specified herein.

- a. Manufacturer: Ridge Model: 5008
- b. Color: Black
- c. Size: All available in regular and wide

Item 166 – Thorogood 8” Side Zipper Work Boot or approved equivalent as specified herein.

- a. Manufacturer: Thorogood Model: 834-6888
- b. Color: Black
- c. Size: All available in regular and wide

ITEM 167 – 171 ARE ALL SOFT- TOED FOOTWEAR (UPGRADE)

Item 167 Bates Raide Waterproof Side Zip Boot or approved equivalent as specified herein.

- a. Manufacturer: Bates Model: E05148
- b. Color: Black
- c. Size: All available in regular and wide

Item 168 Haix Airpower R2 or approved equivalent as specified herein.

- a. Manufacturer: Haix Model: 605109
- b. Color: Black
- c. Size: All available in regular and wide

Item 169 Haix Airpower XR1 or approved equivalent as specified herein.

- a. Manufacturer: Haix Model: 605113
- b. Color: Black
- c. Size: All available in regular and wide

Item 170 Haix Airpower XR2 or approved equivalent as specified herein.

- a. Manufacturer: Haix Model: 605118
- b. Color: Black
- c. Size: All available in regular and wide

Item 171 Thorogood 10” Softstreets Station Boot or approved equivalent as specified herein.

- a. Manufacturer: Thorogood Model: 834-6211
- b. Color: Black
- c. Size: All available in regular and wide

23. STOCK ITEMS

The Contractor shall stock, at a minimum, the following contracted items in the amount listed:

Patches

OCFRD	700
Paramedic	400
EMT	400
Explorer	100

Badges

Chief	5
Deputy Chief	5
Division Chief	5
Assistant Chief	5
Battalion Chief	10
Captain	10
Lieutenant	25
Engineer	50
Firefighter	150
PIO	5

Collar Brass

Chief	20
Deputy Chief	20
Division Chief	20
Assistant Chief	30
Battalion Chief	50
Captain	100
Lieutenant	200
Engineer	200
Firefighter	500
Paramedic	100
Communication	50
O.C. – Gold	100
F.D. - Gold	100
O.C. – Silver	100
F.D. – Silver	100

Apparel

Tee Shirts Short Sleeve (assorted sizes, ranks, and colors)	1000
Tee Shirts Long Sleeve (assorted sizes, ranks, and colors)	800
Polo Shirts Short Sleeve (assorted colors)	300
Polo Shirts Long Sleeve (assorted colors)	200
Sweatshirts (assorted sizes)	300
Sweatpants (assorted sizes)	200
Shorts (assorted sizes)	300
Ball caps (assorted adjustable and fitted sizes)	150

NOTE: Contractor shall not be required to re-stock any item during the last three (3) months of any resulting contract. The County commits to purchasing all remaining stocked items at final contract expiration as long as the total for each item does not exceed the required stock amount less any amount purchased during the last three (3) month time period.

EMBROIDERED LOGO



EIGHT COLORS TOTAL

Borders – Gold

Orange County Fire Rescue letters – white

Leaves and stem – green

Orange – orange

Fire – orange center with red tips

1981 Florida letters – black

Background of center circle – light gray

Medical Symbol – royal blue star, black staff, gold snake

Blue background fully embroidered under Orange County Fire Rescue white lettering. This logo is approximately 30,000 stitches.

PATCH SIZE: (3.7"W x 4"H)



Left leg-
4" wide
1 color -
white base







LIEUTENANT

OCFRD
DUTY RESPECT INTEGRITY

ATTACHMENT C SAMPLE REPORTS

Exceeds Delivery Times

No.	Ordered By	Date Ordered	Item Open & Exceeds Delivery Time	Date Of	Days Unfilled	Estimated Fill Day	Date Shipped
1	Ed Green, Supervisor	3/1/2019	3 pr. Tru Spec Pants Size 40	4/15/2019	46 Days	4/18/2019	Still Open
2	San Reed, FF	3/1/2019	2 Dress Pants Size 38	4/1/2019	32 Days	4/5/2019	4/7/2019
3	Sample	Sample	Sample	Sample	Sample	Sample	Sample
4							
5							
6							

Report will be in Excel Format and serves as an example of data needed.

Proof of Delivery

No.	Ordered By	Items Requested	Date Ordered	Shipped Date	Tracking No.	Method Shipment	Shipped To Location	Signed Received
1	Ed Green, Supervisor	3 (3XL) Polo 4 (3XL) White Tee Shirts Supervisor	3/1/2019	3/4/2019	2EAT123456789	U.S. Mail	Store Front Company Address	Ed Green
2	San Reed, FF	2 Dress Pants Size 38	3/1/2019	3/4/2019	UAB4567	Fed Ex	123 Superman Lane Orlando FL 32807	San Reed
3	Robert Johnson, Slt. Clerk	3 pr. Tru Spec Pants Size 40	3/5/2019	3/7/2019	GEU1234	UPS	400 Gaston Foster Pk Supply Orlando, FL 328087	Robert Johnson
4	Sample		Sample	Sample	Sample	Sample	Sample	Sample
5								
6								

Report shall be in Excel Format and serves as an example of data needed.

ATTACHMENT D ITEM ALLOTMENT MATRIX

56 Hour Field Personnel		New Recruits		Dispatchers		Recruitment Officers		Reserves	
Uniforms		Protective Clothing		Uniforms		Uniform		Uniform	
Items	Amount	Item	Amount	Items	Amount	Items	Amount	Items	Amount
BADGE, SHIRT	2	BAG, SCBA MASK	1	BADGE, SHIRT	1	ASCOT	2	BADGE, SHIRT	1
BRASS, COLLAR(SET)	2	BAGS, GEAR (SET)	2	CAP, BALL	1	BADGE, SHIRT	2	BRASS, COLLAR, BY RANK	1
BRASS, COLLAR, OC/FD	1	BOOTS, BUNKER	1	NAME TAG	2	BELT, PATEN LEATHER	1	CAP, BALL	1
CAP, BALL	1	COATS, BUNKER	2	PANTS, DRESS	2	BRASS, COLLAR, OC/FR	1	SHIRT BADGE	1
HAT BADGE	1	GLOVES	1	PANTS, SWEAT	1	HAT BADGE	1	NAME TAG	1
*COAT, DRESS	1	GOOGLE, WILDLAND	1	PANTS, WORK	5	HAT, DRESS	1	PANTS, DRESS	1
HAT, DRESS	1	HELMET	1	SHIRTS, GOLF	4	JACKET, POLY, 100%	1	PANTS, SWEAT	1
NAME TAG	2	HELMET, WILDLAND	1	SHIRT, LS **(WHITE OR BLUE)	1	LANYARD (DOUBLE W/PIPING)	1	PANTS, WORK	2
PANTS, DRESS	1	HOOD, NOMEX	1	SHIRT, SS **(WHITE OR BLUE)	3	LANYARD, FLORIDA-VC	1	SHIRT, GOLF	2
PANTS, SWEATS	2	NAME, BUNKER COAT	1	SHIRT, SWEAT	2	NAME TAG	2	SHIRT, LS **(WHITE OR BLUE)	1
PANTS, WORK	3 or 4	P.A.S. TAGS (SET)	1	SHIRTS, TEE	5	PANTS, DRESS, POLY, 100%	2	SHIRT, SS **(WHITE OR BLUE)	2
SHIRT, GOLF	4	PANTS, BUNKER	2	SHOES/VOUCHER	1	PANTS, DRESS, POLLY, 100% W/RED STRIPED	2	SHIRT, SWEAT	2
SHIRT, LS **(WHITE OR BLUE)	1	PANTS, WILDLAND	1	SHORTS, GYM	2	SHIRT, LS **(WHITE OR BLUE)	2	SHIRT, TEE	3
SHIRT, SS **(WHITE OR BLUE)	3	SCBA MASK	1	TIE	2	SHOES, GLASS/VOUCHER	2	SHORTS, GYM	1
SHIRT, SWEAT	2	COATS, WILDLAND	1	WINTER JACKET	1	SHOULDER BRAID, GOLD	1	TIE	1
SHIRT, TEE	5	SUSPENDERS	1	Honor Guard		WINTER JACKET	1	ISSUE BY INCENTIVE (AUTHORIZED)	
SHOES/VOUCHER	1	UNIFORMS		Uniforms		TIE TACK-PIN	1	CLASS "A" UNIFORM	1
SHORTS, GYM	2	BADGE, SHIRTS	2	Item	Amount	TIE, NECK (CLIP ON)	1	WINTER JACKET	1
TIE	1	BRASS, COLLAR (SET)	2	ASCOT	2	Vehicle Maintenance			
WINTER JACKET	1	BRASS, COLLAR, OC/FR	1	BADGE, SHIRT	2	Uniforms			
MISCELLANEOUS		CAP, BALL	1	BELT, PATEN LEATHER	1	Item	Amount		
GLASS & STRING, SAFETY	1	HAT BADGE	1	BRASS, COLLAR, OC/FR	1	CAP, BALL	1		
POUCH, GLOVE	1	COAT, DRESS, CLASS "A"	1	HAT BADGE	1	JACKET, IKE	1		
		HAT, DRESS	1	HAT COBER-VC	1	PANTS, WORK	7		
Inspectors		NAME TAG	2	HAT, DRESS	1	SHIRT, GOLF	4		
Uniforms		PANTS, DRESS, CLASS "A"	1	HAT, DRESS, WHITE	1	SHIRT, LS DARK BLUE	1		
Items	Amount	PANTS, SWEAT	2	JACKET, POLY, 100%	1	SHIRT, SS DARK BLUE	7		
BADGE, SHIRT	2	PANTS, WORK	3 or 4	LANYARD(DOUBLE W/PIPING)	2	SHIRT, SWEAT	2		
BRASS, COLLAR (SET)	2	SHIRT, GOLF	4	LANYARD, FLORIDA-VC	2	SHIRT, TEE	7		
BRASS, COLLAR, OC/FD	1	SHIRT, LS	1	NAME TAG	2	WINTER JACKET	1		
CAP, BALL	1	SHIRT, SS	3	PANTS, DRESS, POLY, 100%	2	SHOES/VOUCHER	2		
HAT BADGE	1	SHIRT, SWEAT	2	PANTS, DRESS, POLLY, 100% W/RED STRIPED	2	Mail Courier			
HAT, DRESS	1	SHIRT, TEE (GRAY)	5	SHIRT, LS WHITE, POLY, 100%	2	Uniforms			
NAME TAG	2	SHOES/VOUCHER	1	SHIRT, POLO, W/NAVY	2	Item	Amount		
PANTS, WORK/DRESS	5	SHORTS, GYM	2	SHOES, GLOSS/VOUCHER	1	CAP, BALL	1		
SHIRT, GOLF	4	TIE	2	SHOULDER BRAID, GOLD	1	PANTS, WORK	5		
SHIRT, LS WHITE	5	WINTER JACKET	1	TIE	3	SHIRTS, SS BLUE	5		
SHIRT, SS WHITE	5	VELCRO NAME TAGE	1	TIE TACK-PIN	1	SHIRT, SWEAT	2		
SHIRT SWEAT	2	MISCELLANEOUS		TIE, NECK (CLIP ON)	2	SHIRTS, TEE	5		
SHIRTS, TEE	5	GLASSES & STRING, SAFETY	1	Supply		SHOES/VOUCHER	1		
SHOES/VOUCHER	1	POUCH, GLOVE	1	Uniforms		WINTER JACKET	1		
SHORTS, GYM	2	OCFRD CAR DECALS	2	Item	Amount				
TIE	1	RESCUE STRAP	1	CAP, BALL	1	**(WHITE OR BLUE)			
WINTER JACKET	1			PANTS, WORK	5	**(WHITE OR BLUE)~DISPATCHERS~			
MISCELLANEOUS				SHIRT, SWEAT	2	*SHIRT, SS, DARK BLUE			
GLASS & STRING, SAFETY	1			SHIRTS, TEE	5				
				SHIRT, GOLF	3				
				SHOES/VOUCHER	1				
				WINTER JACKET	1				

SECTION 4
BID SUBMISSION REQUIREMENTS AND DOCUMENTATION

IMPORTANT NOTE:

Modification or alteration of the documents contained in this solicitation or the contract resulting from this solicitation **shall only be made upon receipt of prior written consent of the County.**
(See: General Terms and Conditions, Article 2, Questions Regarding this Solicitation)

Bidders are cautioned, when completing your bid, do not attach any forms which may contain deviations from the County's scope of services/specification, terms and conditions or fee schedule as these may conflict with those listed in the County's bid documents(s). Unauthorized modifications or alterations and/or 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 Kathy.Bozeman@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: **Kathy Bozeman**
IFB NUMBER: **Y20-178-KB**
TITLE: **Fire Rescue Apparel**

BID DUE DATE: _____

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

QUALIFICATION OF BIDDERS

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. It is recommended to use the list below as a checklist for your bid submittal:

- [] 1. Reference Documentation Form
(Required)

Bidder shall complete the attached Reference Documentation Form. References shall be for work **substantially similar in scope and magnitude** satisfactorily completed and shall validate the following capabilities and experience:

1. Bidder shall have satisfactorily provided and delivered uniforms to include, embroidery, badges, patches, and shoes to agencies with a minimum of 500 personnel or greater.

- [] 2. Bidder shall provide a written statement on its letterhead affirming the firm has adequate experience, staff, resources, facilities and equipment, required to successfully perform the work in accordance scope of services herein. Written statement shall confirm retail location or proposed retail location in Orange County Florida.
(Required)

NOTE: The County reserves the right to inspect bidder facilities to ensure compliance with the scope of services herein.

- [] 3. Bidder shall provide a written statement on its letterhead affirming the firm shall comply with Information Systems and Services Standards (Attachment E)
(Required)

NOTE: The County reserves the right to request 30-days accesses to review and test the Bidder's electronic account management system to ensure compliance with the scope of services herein.

- [] 4. Bid Response Form
(Required)

NOTE: Each Bidder offering an equal to the brand(s) specified (or if no brand is specified) shall submit with their bid, descriptive literature and/or detailed specifications covering the products offered. Reference to literature submitted with a previous bid shall not satisfy this provision. Bids which do not comply with these requirements may be rejected.

- [] 5. Acknowledgement of Addenda
(Required if Applicable)

- [] 6. Authorized Signatories/Negotiators
(Required)

- [] 7. Drug-Free Workplace
(Required)

- [] 8. Schedule of Sub-contracting
(Required if Applicable)

- [] 9. Conflict/Non-Conflict of Interest Form
(Required)

- [] 10. E-Verification Certification
(Required)

- [] 11. Current W9
(Required)

- [] 12. Relationship Disclosure Form
(Required to be Submitted and Notarized)

- [] 13. Orange County Specific Project Expenditure Report.
(Required to be Submitted and Notarized)

- [] 14. Agent Authorization Form **(Submit if Applicable)**

- [] 15. Leased Employee Affidavit **(Submit if Applicable)**

- [] 16. Information for determining Joint Venture Eligibility (if Applicable)
(Submit if Applicable)

- [] 17. Contract Y20-178, Counterpart (1), signed without exception to terms and conditions. Counteroffers shall not be allowed.
(Required)

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

**BID RESPONSE FORM
IFB #Y20-178-KB**

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.

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY			UNIT PRICE	EXTENDED PRICE
<u>PATCHES</u>						
1	O.C.F.R.D. Patch	5000	ea.	x	\$ _____/ea.	= \$ _____
2	Explorer Patch	500	ea.	x	\$ _____/ea.	= \$ _____
3	Paramedic Patch	2000	ea.	x	\$ _____/ea.	= \$ _____
4	EMT Patch	2000	ea.	x	\$ _____/ea.	= \$ _____
5	Metallic 1/2" Sleeve Band (gold & silver)	300	ea.	x	\$ _____/ea.	= \$ _____
6	Hash Mark with one mark	300	ea.	x	\$ _____/ea.	= \$ _____
7	Hash Mark with two marks	300	ea.	x	\$ _____/ea.	= \$ _____
8	Hash Mark with three marks	200	ea.	x	\$ _____/ea.	= \$ _____
9	Hash Mark with four marks	200	ea.	x	\$ _____/ea.	= \$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED PRICE
		QUANTITY			PRICE		
10	Hash Mark with five marks	200	ea.	x	\$ _____/ea.	=	\$ _____
11	Hash Mark with six marks	100	ea.	x	\$ _____/ea.	=	\$ _____
12	Hash Mark with seven marks	100	ea.	x	\$ _____/ea.	=	\$ _____
13	Hash Mark with eight marks	25	ea.	x	\$ _____/ea.	=	\$ _____
14	Maltese emblem (gold & silver)	300	ea.	x	\$ _____/ea.	=	\$ _____
<u>NECK TIE</u>							
15	Men's Neck Tie – 3" x 18" clip-on _____ Manufacture/Model #	100	ea.	x	\$ _____/ea.	=	\$ _____
16	Men's Neck Tie – 3" x 20" clip-on _____ Manufacture/Model #	125	ea.	x	\$ _____/ea.	=	\$ _____
17	Men's Neck Tie – 3" x 57" w/button holes _____ Manufacture/Model #	300	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED
		QUANTITY			PRICE	PRICE	
18	Men's Neck Tie – 3" x 61" w/button holes _____ Manufacture/Model #	400	ea.	x	\$_____/ea.	=	\$_____
19	Women's Neck Tie – Crossover w/ covered snap _____ Manufacture/Model #	100	ea.	x	\$_____/ea.	=	\$_____
<u>SECURITY STYLE SHIRT</u>							
20	Men's Long Sleeve Security Shirt all sizes through 18 ½ _____ Manufacture/Model #	600	ea.	x	\$_____/ea.	=	\$_____
21	Men's Long Sleeve Security Shirt Size 19 - 19 ½ _____ Manufacture/Model #	200	ea.	x	\$_____/ea.	=	\$_____
22	Men's Long Sleeve Security Shirt size 20 and up _____ Manufacture/Model #	20	ea.	x	\$_____/ea.	=	\$_____
23	Men's Short Sleeve Security Shirt all sizes through 18 ½ _____ Manufacture/Model #	1200	ea.	x	\$_____/ea.	=	\$_____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED
		QUANTITY			PRICE	PRICE	
24	Men's Short Sleeve Security Shirt sizes 19 through 19 ½ _____ Manufacture/Model #	300	ea.	x	\$ _____/ea.	=	\$ _____
25	Men's Short Sleeve Security Shirt size 20 and up _____ Manufacture/Model #	100	ea.	x	\$ _____/ea.	=	\$ _____
26	Women's Long Sleeve Security Shirt XS through X-Large _____ Manufacture/Model #	200	ea.	x	\$ _____/ea.	=	\$ _____
27	Women's Long Sleeve Security Shirt XX-Large _____ Manufacture/Model #	50	ea.	x	\$ _____/ea.	=	\$ _____
28	Women's Long Sleeve Security Shirt XS through X-Large _____ Manufacture/Model #	300	ea.	x	\$ _____/ea.	=	\$ _____
29	Women's Long Sleeve Security Shirt XX-Large _____ Manufacture/Model #	100	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY			UNIT PRICE		EXTENDED PRICE
<u>WORK DRESS UNIFORM PANT (Not Class A)</u>							
30	Men's Dress Uniform Pant (Not Class A) all sizes through 42 _____ Manufacture/Model #	300	ea.	x	\$ _____/ea.	=	\$ _____
31	Men's Dress Uniform Pant (Not Class A) sizes 44 through 46 _____ Manufacture/Model #	100	ea.	x	\$ _____/ea.	=	\$ _____
32	Men's Dress Uniform Pant (Not Class A) sizes 48 and up _____ Manufacture/Model #	50	ea.	x	\$ _____/ea.	=	\$ _____
33	Women's Dress Uniform Pant (Not Class A) all sizes through 18 _____ Manufacture/Model #	100	ea.	x	\$ _____/ea.	=	\$ _____
34	Women's Dress Uniform Pant (Not Class A) sizes 20 and 22 _____ Manufacture/Model #	50	ea.	x	\$ _____/ea.	=	\$ _____
35	Women's Dress Uniform Pant (Not Class A) sizes 24 and up _____ Manufacture/Model #	20	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY			UNIT PRICE	=	EXTENDED PRICE
CLASS A UNIFORM DRESS PANTS, SKIRT AND COAT							
36	Men's Class A Uniform Dress Pant all sizes through 42 _____ Manufacture/Model #	300	ea.	x	\$ _____/ea.	=	\$ _____
37	Men's Class A Uniform Dress Pant sizes 44 through 46 _____ Manufacture/Model #	50	ea.	x	\$ _____/ea.	=	\$ _____
38	Men's Class A Uniform Dress Pant sizes 48 and up _____ Manufacture/Model #	15	ea.	x	\$ _____/ea.	=	\$ _____
39	Women's Class A Uniform Dress Pant all sizes through 18 _____ Manufacture/Model #	20	ea.	x	\$ _____/ea.	=	\$ _____
40	Women's Class A Uniform Dress Pant sizes 20 and 22 _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____
41	Women's Class A Uniform Dress Pant sizes 24 and up _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED
		QUANTITY			PRICE	PRICE	
42	Women's Class A Uniform Dress Skirt all sizes through 18 _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____
43	Women's Class A Uniform Dress Skirt sizes 20 and 22 _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____
44	Men's Class A Uniform Dress Coat all sizes through 46 _____ Manufacture/Model #	200	ea.	x	\$ _____/ea.	=	\$ _____
45	Men's Class A Uniform Dress Coat sizes 48 and up _____ Manufacture/Model #	50	ea.	x	\$ _____/ea.	=	\$ _____
46	Women's Class A Uniform Dress Coat all sizes through 18 _____ Manufacture/Model #	30	ea.	x	\$ _____/ea.	=	\$ _____
47	Women's Class A Uniform Dress Coat sizes 20 and 22 _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED ANNUAL QUANTITY</u>			<u>UNIT PRICE</u>		<u>EXTENDED PRICE</u>
<u>TRU SPEC DRESS PANTS</u>							
48	Men's Tru Spec 1187/1192 all sizes through 42 _____ Manufacture/Model #	3000	ea.	x	\$ _____/ea.	=	\$ _____
49	Men's Tru Spec 1187/1192 sizes 44 and 50 _____ Manufacture/Model #	300	ea.	x	\$ _____/ea.	=	\$ _____
50	Men's Tru Spec 1187/1192 sizes 50 and up _____ Manufacture/Model #	50	ea.	x	\$ _____/ea.	=	\$ _____
<u>WORK PANT</u>							
51	Men's Work Pant – 65/35 Twill Blend all sizes through 42 _____ Manufacture/Model #	1500	ea.	x	\$ _____/ea.	=	\$ _____
52	Men's Work Pant – 65/35 Twill Blend sizes 44 and 46 _____ Manufacture/Model #	200	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED	
		QUANTITY			PRICE		PRICE	
53	Men's Work Pant – 65/35 Twill Blend sizes 48 and up _____ Manufacture/Model #	50	ea.	x	\$_____ /ea.	=	\$_____	
54	Women's Work Pant – 65/35 Twill Blend all sizes through 18 _____ Manufacture/Model #	200	ea.	x	\$_____ /ea.	=	\$_____	
55	Women's Work Pant – 65/35 Twill Blend sizes 20 and 22 _____ Manufacture/Model #	50	ea.	x	\$_____ /ea.	=	\$_____	
56	Women's Work Pant – 65/35 Twill Blend size 24 and up _____ Manufacture/Model #	30	ea.	x	\$_____ /ea.	=	\$_____	
<u>VERTIBLE JACKET with NAMETAPE</u>								
57	Convertible Jacket with Nametape all sizes through XL _____ Manufacture/Model #	350	ea.	x	\$_____ /ea.	=	\$_____	
58	Convertible Jacket with Nametape size XXL _____ Manufacture/Model #	150	ea.	x	\$_____ /ea.	=	\$_____	

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY			UNIT PRICE	EXTENDED PRICE	
59	Convertible Jacket with Nametape size XXXL _____ Manufacture/Model #	50	ea.	x	\$/ea.	=	\$
60	Convertible Jacket with Nametape size XXXXL and up _____ Manufacture/Model #	20	ea.	x	\$/ea.	=	\$
61	Convertible Jacket with Nametape size XXXXXL _____ Manufacture/Model #	20	ea.	x	\$/ea.	=	\$
<u>V-NECK ALL-AMERICAN MILITARY SWEATER</u>							
62	Sweater with options (epaulets with Velcro closure, badge tab, name patch) all sizes through XXL _____ Manufacture/Model #	25	ea.	x	\$/ea.	=	\$
63	Sweater with options (epaulets with Velcro closure, badge tab, name patch) size XXXL _____ Manufacture/Model #	15	ea.	x	\$/ea.	=	\$

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED			UNIT		EXTENDED
		QUANTITY			PRICE	PRICE	
64	Sweater with options (epaulets with Velcro closure, badge tab, name patch) size XXXXL and up _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____
65	Sweater without options all sizes through XXL _____ Manufacture/Model #	20	ea.	x	\$ _____/ea.	=	\$ _____
66	Sweater without options size XXXL _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____
67	Sweater without options size XXXXL and up _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____
68	Formal Dress Cap _____ Manufacture/Model #	100	ea.	x	\$ _____/ea.	=	\$ _____
69	Non Formal Dress Cap _____ Manufacture/Model #	300	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY			UNIT PRICE	EXTENDED PRICE	
MAINTENANCE WORK UNIFORM							
70	Short Sleeve Maintenance Work Shirts all sizes through XXL _____ Manufacture/Model #	150	ea.	x	\$_____/ea.	=	\$_____
71	Short Sleeve Maintenance Work Shirts size XXXL _____ Manufacture/Model #	50	ea.	x	\$_____/ea.	=	\$_____
72	Short Sleeve Maintenance Work Shirts size XXXXL and up _____ Manufacture/Model #	20	ea.	x	\$_____/ea.	=	\$_____
73	Long Sleeve Maintenance Work Shirts all sizes through XXL _____ Manufacture/Model #	100	ea.	x	\$_____/ea.	=	\$_____
74	Long Sleeve Maintenance Work Shirts size XXXL _____ Manufacture/Model #	20	ea.	x	\$_____/ea.	=	\$_____
75	Long Sleeve Maintenance Work Shirts size XXXXL and up _____ Manufacture/Model #	20	ea.	x	\$_____/ea.	=	\$_____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	MULTIPLIER	UNIT PRICE	=	EXTENDED PRICE
76	Maintenance Winter Work Jacket all sizes through XL _____ Manufacture/Model #	30	ea.	x	\$/ea.	=	\$ _____
77	Maintenance Winter Work Jacket size XXL and up _____ Manufacture/Model #	20	ea.	x	\$/ea.	=	\$ _____
<u>ON CALL WORK UNIFORM</u>							
78	Golf Shirt – Jerzees 437M all sizes through XXL _____ Manufacture/Model #	330	ea.	x	\$/ea.	=	\$ _____
79	Golf Shirt – Jerzees 437M XXXL through XXXXL _____ Manufacture/Model #	25	ea.	x	\$/ea.	=	\$ _____
<u>BIKE PATROL UNIFORM</u>							
80	Hi Vis SS Polo-Blauer all sizes through XL _____ Manufacture/Model #	30	ea.	x	\$/ea.	=	\$ _____
81	Hi Vis SS Polo-Blauer size XXL _____ Manufacture/Model #	30	ea.	x	\$/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED
		QUANTITY			PRICE	PRICE	
82	Blauer Pants with zip off legs 8822z all sizes through 42 _____ Manufacture/Model #	30	ea.	x	\$ _____/ea.	=	\$ _____
83	Blauer Pants with zip off legs 8822z sizes 44 and 46 _____ Manufacture/Model #	30	ea.	x	\$ _____/ea.	=	\$ _____
<u>HONOR GUARD UNIFORM</u>							
84	Men's Tru Spec 24-7 Series Lightweight Tactical Pants 1061 all sizes through 42 _____ Manufacture/Model #	40	ea.	x	\$ _____/ea.	=	\$ _____
85	Men's Tru Spec 24-7 Series Lightweight Tactical Pants 1061 sizes 44 and 46 _____ Manufacture/Model #	30	ea.	x	\$ _____/ea.	=	\$ _____
86	Men's Tru Spec 24-7 Series Lightweight Tactical Pants 1061 sizes 48 and up _____ Manufacture/Model #	10	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED
		QUANTITY			PRICE	PRICE	
87	Tee Shirt - Short Sleeve – Port & Co PC380 all sizes through XL _____ Manufacture/Model #	40	ea.	x	\$_____ /ea.	=	\$_____
88	Tee Shirt - Short Sleeve – Port & Co PC380 sizes XXL – XXXL _____ Manufacture/Model #	15	ea.	x	\$_____ /ea.	=	\$_____
90	Tee Shirt - Short Sleeve – Port & Co PC380 sizes XXXXL _____ Manufacture/Model #	10	ea.	x	\$_____ /ea.	=	\$_____
91	Golf Shirt –Ultra Club Cool Polo 8210 all sizes through XL _____ Manufacture/Model #	40	ea.	x	\$_____ /ea.	=	\$_____
92	Golf Shirt –Ultra Club Cool Polo 8210 sizes XXL-XXXXL _____ Manufacture/Model #	10	ea.	x	\$_____ /ea.	=	\$_____
93	Honor Guard Oxford Style Shoe _____ Manufacture/Model #	20	ea.	x	\$_____ /ea.	=	\$_____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT PRICE	EXTENDED PRICE
		QUANTITY				
CASUAL WEAR						
94	Polo / Golf Shirt - Short Sleeve K455 all sizes through XL _____ Manufacture/Model #	3500	ea.	x	\$ _____/ea.	= \$ _____
95	Polo / Golf Shirt - Short Sleeve K455 sizes XXL – XXXXL _____ Manufacture/Model #	1200	ea.	x	\$ _____/ea.	= \$ _____
96	Polo / Golf Shirt - Long Sleeve K455LS all sizes through XL _____ Manufacture/Model #	2000	ea.	x	\$ _____/ea.	= \$ _____
97	Polo / Golf Shirt - Long Sleeve K455LS sizes XXL – XXXXL _____ Manufacture/Model #	1200	ea.	x	\$ _____/ea.	= \$ _____
98	Tee Shirts - Short Sleeve 5280 all sizes through XL _____ Manufacture/Model #	7000	ea.	x	\$ _____/ea.	= \$ _____
99	Tee Shirts - Short Sleeve 5280 size XXL	2000	ea.	X	\$ _____/ea.	= \$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED	
		QUANTITY			PRICE		PRICE	
100	Tee Shirts - Short Sleeve 5280 size XXXL _____ Manufacture/Model #	500	ea.	x	\$_____ /ea.	=	\$_____	
101	Tee Shirts - Short Sleeve 5280 sizes XXXXL and up _____ Manufacture/Model #	50	ea.	x	\$_____ /ea.	=	\$_____	
102	Tee Shirts - Short Sleeve N6210 all sizes through XL _____ Manufacture/Model #	50	ea.	x	\$_____ /ea.	=	\$_____	
103	Tee Shirts - Short Sleeve N6210 size XXL _____ Manufacture/Model #	50	ea.	x	\$_____ /ea.	=	\$_____	
104	Tee Shirts - Short Sleeve N6210 size XXXL _____ Manufacture/Model #	25	ea.	x	\$_____ /ea.	=	\$_____	
105	Tee Shirts - Short Sleeve N6210 sizes XXXXL and up _____ Manufacture/Model #	25	ea.	x	\$_____ /ea.	=	\$_____	

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED	
		QUANTITY			PRICE		PRICE	
106	Tee Shirts - Long Sleeve 5286 all sizes through XL _____ Manufacture/Model #	3500	ea.	x	\$_____/ea.	=	\$_____	
107	Tee Shirts - Long Sleeve 5286 size XXL _____ Manufacture/Model #	600	ea.	x	\$_____/ea.	=	\$_____	
108	Tee Shirts - Long Sleeve 5286 size XXXL _____ Manufacture/Model #	300	ea.	x	\$_____/ea.	=	\$_____	
109	Tee Shirts - Long Sleeve 5286 sizes XXXXL and up _____ Manufacture/Model #	50	ea.	x	\$_____/ea.	=	\$_____	
110	Tee Shirts - Long Sleeve N8400 all sizes through XL _____ Manufacture/Model #	30	ea.	x	\$_____/ea.	=	\$_____	
111	Tee Shirts - Long Sleeve N8400 size XXL _____ Manufacture/Model #	30	ea.	x	\$_____/ea.	=	\$_____	

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED PRICE
		QUANTITY			PRICE		
112	Tee Shirts - Long Sleeve N8400 size XXXL _____ Manufacture/Model #	25	ea.	x	\$_____ /ea.	=	\$_____
113	Tee Shirts - Long Sleeve N8400 sizes XXXXL and up _____ Manufacture/Model #	25	ea.	x	\$_____ /ea.	=	\$_____
114	Sweatshirts all sizes through XL _____ Manufacture/Model #	1000	ea.	x	\$_____ /ea.	=	\$_____
115	Sweatshirts size XXL _____ Manufacture/Model #	500	ea.	x	\$_____ /ea.	=	\$_____
116	Sweatshirts size XXXL _____ Manufacture/Model #	200	ea.	x	\$_____ /ea.	=	\$_____
117	Sweatshirts sizes XXXXL and up _____ Manufacture/Model #	100	ea.	x	\$_____ /ea.	=	\$_____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED PRICE
		QUANTITY			PRICE		
118	Sweatpants all sizes through XL _____ Manufacture/Model #	1000	ea.	x	\$_____ /ea.	=	\$_____
119	Sweatpants size XXL _____ Manufacture/Model #	300	ea.	x	\$_____ /ea.	=	\$_____
120	Sweatpants size XXXL _____ Manufacture/Model #	100	ea.	x	\$_____ /ea.	=	\$_____
121	Sweatpants sizes XXXXL and up _____ Manufacture/Model #	75	ea.	x	\$_____ /ea.	=	\$_____
122	Mesh Gym Shorts w/ pockets all sizes through XL _____ Manufacture/Model #	2400	ea.	x	\$_____ /ea.	=	\$_____
123	Mesh Gym Shorts w/ pockets size XXL _____ Manufacture/Model #	100	ea.	x	\$_____ /ea.	=	\$_____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED PRICE
		QUANTITY			PRICE		
124	Mesh Gym Shorts w/ pockets size XXXXL _____ Manufacture/Model #	400	ea.	x	\$_____/ea.	=	\$_____
125	Mesh Gym Shorts w/ pockets sizes XXXXL and up _____ Manufacture/Model #	100	ea.	x	\$_____/ea.	=	\$_____
126	Hourly Alteration Fee	225	ea.	x	\$_____/ea.	=	\$_____
<u>BADGES, BANDS AND BRASS</u>							
<p>Finishes - All references to gold shall be, at a minimum, electroplate (deposit of 22 karat plus fine gold over brass) in quality. All references to silver shall be a Rhodium finish. All references to enamel shall be a hard enamel finish.</p>							
<u>BADGES, SHIRT</u>							
127	Blackinton B96 in Gold _____ Manufacture/Model #	300	ea.	x	\$_____/ea.	=	\$_____
128	Blackinton B96 in Silver _____ Manufacture/Model #	300	ea.	x	\$_____/ea.	=	\$_____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED PRICE
		QUANTITY			PRICE		
129	Blackinton B26471N - Honor Guard – Gold Manufacture/Model # _____	20	ea.	x	\$ _____/ea.	=	\$ _____
<u>COLLAR BRASS</u>							
130	1 Bugle, Blackinton A2876 – Gold	200	ea.	x	\$ _____/ea.	=	\$ _____
131	2 Bugles side by side, Blackinton A2875 – Gold	100	ea.	x	\$ _____/ea.	=	\$ _____
132	2 Bugles crossed, Blackinton A2874 – Gold	100	ea.	x	\$ _____/ea.	=	\$ _____
133	3 Bugles crossed, Blackinton A2873 – Gold	50	ea.	x	\$ _____/ea.	=	\$ _____
134	4 Bugles crossed, Blackinton A2880 – Gold	40	ea.	x	\$ _____/ea.	=	\$ _____
135	5 Bugles crossed, Blackinton A2871 – Gold	15	ea.	x	\$ _____/ea.	=	\$ _____
136	Blackinton A4216 – Engineer – Rhodium	200	ea.	x	\$ _____/ea.	=	\$ _____
137	Blackinton A2886 – Firefighter - Rhodium	400	ea.	x	\$ _____/ea.	=	\$ _____
138	Blackinton A5598 - Paramedic 3/16" Cutout Plain – Silver	200	ea.	x	\$ _____/ea.	=	\$ _____
139	O.C. – ½" Die Stock - Silver	200	ea.	x	\$ _____/ea.	=	\$ _____
140	F.D. – ½" Die Stock - Silver	200	ea.	x	\$ _____/ea.	=	\$ _____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED	
		QUANTITY			PRICE		PRICE	
141	O.C. – ½” Die Stock - Gold	200	ea.	x	\$ _____/ea.	=	\$ _____	
142	F.D. – ½” Die Stock – Gold	200	ea.	x	\$ _____/ea.	=	\$ _____	
143	O.F.M. – 5/16” Die Stock – Gold & Silver	50	ea.	x	\$ _____/ea.	=	\$ _____	
<u>HAT BADGES</u>								
144	Blackinton A2327 Firefighter – Silver	100	ea.	x	\$ _____/ea.	=	\$ _____	
145	Blackinton A6864 Engineer – Silver	30	ea.	x	\$ _____/ea.	=	\$ _____	
146	Blackinton A2912 Lieutenant – Gold	30	ea.	x	\$ _____/ea.	=	\$ _____	
147	Blackinton A175 Captain – Gold	30	ea.	x	\$ _____/ea.	=	\$ _____	
148	Blackinton A2911 Battalion Chief – Gold	20	ea.	x	\$ _____/ea.	=	\$ _____	
149	Blackinton A2910 Assistant Chief – Gold	10	ea.	x	\$ _____/ea.	=	\$ _____	
150	Blackinton A1962 Division Chief - Gold	5	ea.	x	\$ _____/ea.	=	\$ _____	
151	Blackinton A1962 Deputy Chief - Gold	2	ea.	x	\$ _____/ea.	=	\$ _____	
152	Blackinton A2811 Fire Chief – Gold	2	ea.	x	\$ _____/ea.	=	\$ _____	

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED	
		QUANTITY			PRICE		PRICE	
153	Blackinton A28889 Communication	80	ea.	x	\$_____ /ea.	=	\$_____	
154	Blackinton B803 - Honor Guard - Gold- Firefighter Scramble Seal	20	ea.	x	\$_____ /ea.	=	\$_____	
<u>HAT BANDS AND BUTTONS</u>								
155	Snake Style Hat Band – Gold _____ Manufacture/Model #	100	ea.	x	\$_____ /ea.	=	\$_____	
156	Snake Style Hat Band – Silver _____ Manufacture/Model #	200	ea.	x	\$_____ /ea.	=	\$_____	
157	Hat Button – Gold _____ Manufacture/Model #	150	ea.	x	\$_____ /ea.	=	\$_____	
158	Hat Button – Silver _____ Manufacture/Model #	150	ea.	x	\$_____ /ea.	=	\$_____	

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY		UNIT	PRICE	EXTENDED PRICE
FOOTWEAR						

To better service the Fire Rescue Department, Orange County is requesting a bid on one or more complete manufacturing lines of soft-toed footwear. All soft-toed footwear listed on each manufacturer bid by Contractor shall be made available.

159	Oxford Style Shoe – Thorogood _____ Manufacture/Model #	200	pair	x	\$_____/pair	=	\$_____
160	Honor Guard Oxford Style Shoe –Bates _____ Manufacture/Model #	120	pair	x	\$_____/pair	=	\$_____
161	5.11 Company Boot 2.0 _____ Manufacture/Model #	600	pair	x	\$_____/pair	=	\$_____
162	Belleville High Shine Zip Boot _____ Manufacture/Model #	200	pair	x	\$_____/pair	=	\$_____
163	Reebok Tactical Oxford Shoe _____ Manufacture/Model #	300	pair	x	\$_____/pair	=	\$_____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY			UNIT PRICE	=	EXTENDED PRICE
164	Reebok Sublite Tactical Boot _____ Manufacture/Model #	150	pair	x	\$_____/pair	=	\$_____
165	Ridge 8" Momentum Boot _____ Manufacture/Model #	350	pair	x	\$_____/pair	=	\$_____
166	Thorogood 8" Side Zipper Work Boot _____ Manufacture/Model #	200	pair	x	\$_____/pair	=	\$_____
<u>ITEM 167 – 171 ARE ALL SOFT- TOED FOOTWEAR (UPGRADE) as specified on pages 51 and 52</u>							
167	Bates Raide Waterproof Side Zip Boot _____ Manufacture/Model #	200	pair	x	\$_____/pair	=	\$_____
168	Haix Airpower R2 _____ Manufacture/Model #	200	pair	x	\$_____/pair	=	\$_____
169	Haix Airpower XR1 _____ Manufacture/Model #	200	pair	x	\$_____/pair	=	\$_____

Company Name

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL			UNIT		EXTENDED PRICE
		QUANTITY			PRICE		
170	Haix Airpower XR2 _____ Manufacture/Model #	200	pair	x	\$ _____/pair	=	\$ _____
171	Thorogood 10" Softstreets Station Boot _____ Manufacture/Model #	200	pair	x	\$ _____/pair	=	\$ _____
172	Expedited Shipping Fee at cost	\$100.00	ea.	X	\$ 1.00	=	\$ 100.00
TOTAL ESTIMATED BID LINES 1-172						=	\$ _____
TOTAL ESTIMATED BID LINES (1-172) \$ _____ x 2 YEARS						=	\$ _____

Company Name

Indicate if items are to be delivered:
via common carrier* ____ or Owned/Hired Vehicle ____

*If delivery will occur via common carrier, insurance requirements are not applicable. If delivery will occur via owned or hired vehicles, insurance requirements are applicable.

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.

Delivery to be as notified by Orange County. The quantity will depend upon the County's need at the time of request.

Inquiries regarding this Invitation for Bids may be directed to Kathy Bozeman, Purchasing Agent, at Kathy.Bozeman@ocfl.net

BID RESPONSE FORM - CONTINUED
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 _____

REFERENCE DOCUMENTATION FORM

List three (3) clients during the past ten (10) 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.

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: _____

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. Y20-178-KB

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

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

Company Name: _____

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

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

OR

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

LITIGATION STATEMENT

CHECK ONE

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

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

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

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

E VERIFICATION CERTIFICATION

Contract No.Y20-178-KB

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.Y20-178-KB, Work Uniforms for Fire Rescue**, 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):

Business Phone: () _____

Facsimile: () _____

Part II

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

___ YES ___ NO

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

___ YES ___ NO

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

___ YES ___ NO

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

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

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

Signature of Bidder

Date

Printed Name and Title of Person completing this form:

STATE OF _____ :
COUNTY OF _____ :

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

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

(Notary Seal)

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

Staff signature and date of receipt of form

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

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

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

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

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

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

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

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

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

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

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

HOW ARE THE KEY RELEVANT TERMS DEFINED?

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

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

through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

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

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

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

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

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

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

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

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

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

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

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

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

CONCLUSION:

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

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

ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

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

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

Part I

Please complete all of the following:

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

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

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

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

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 formal written and executed 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 executed joint venture agreement provided by question 6.)

(a) Profit and loss sharing:

(b) Capital contributions, including equipment:

(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:

(2) Marketing and sales:

(3) Hiring and firing of management personnel:

INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 3

(4) Purchasing of major items or supplies:

(c) Supervision of field operations:

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

Joint venture must be properly registered with the Florida Division of Corporations before the contract award and the name of the Joint Venture must be the same name used in the 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. Y20-178
FIRE RESCUE APPAREL**

This contract is not valid unless bilaterally executed. Subject to mutual agreement Orange County, Florida, 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. Upon award of the contract the County may remit a pre-payment of \$400,000.00 to maintain a supply of commonly ordered goods. The value of goods received and accepted for each month shall be deducted from the County's pre-payment. When the pre-payment is depleted by 75% the contractor shall provide a reconciliation for all goods ordered, delivered and accepted by the County.
- B. The County shall remit payment for the value of goods received and accepted and services rendered in accordance with the bid response form pricing by the submission of a properly executed invoice. Payment will be made to either establish a balance of \$0 or true-up expenses with the County's pre-payment must be submitted, in duplicate, referencing this contract number and the Delivery Order to:

Orange County Fire Rescue Supply
400 South Gaston Foster Rd.
Orlando, FL 32807
Phone (407) 254-7774

4. Counterpart (1):
Bidder's Irrevocable Offer and Acceptance

- A. The Bidder hereby submits an irrevocable offer in response to **Invitation for Bids No. Y20-178, FIRE RESCUE APPAREL**, 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's Acceptance of Bidder's Offer and Contract Award

- A. The County's acceptance of the Bidder's offer in response to our **Invitation for Bids No. Y20-178, FIRE RESCUE APPAREL - Term Contract**.
- B. This contract is effective _____, and shall remain in effect through _____.
- 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.
- F. This contract may be cancelled or terminated as provided for in the Invitation for Bids.

ORANGE COUNTY, FLORIDA

BY: _____
Zulay Millan, Assistant Manager
Procurement Division

DATE: _____

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

Orange County, Florida,
Information Technology Standards



12/9/2019

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1.0 Introduction to Orange County IT Standards

This guide provides a framework for documenting policies, business processes, and internal controls used to effectively support the information technology (IT) resources of the government of Orange County, Florida, Board of County Commissioners (County). It explains the role of the County's Information Systems and Services (ISS) personnel in approving, ordering, delivering, and maintaining IT services and products (hardware, software, networks, security, and other IT components) for employees throughout the County. It identifies County-approved products and procedures for acquiring IT systems and services. This guide also establishes County IT standards for use by third-party vendors providing externally hosted systems to various County departments.

The goal of ISS is to build an efficient, effective, and cost-efficient operation with an excellent return on investment by delivering new technologies and a state-of-the-art network server infrastructure. ISS is dedicated to providing prompt problem resolution through the customer service of its Help Desk. ISS seeks to maintain a diverse computing environment designed to meet the requirements of all County departments, while minimizing the risk of data loss or downtime. All computer hardware and software must be approved by ISS prior to purchase.

The ISS Department is comprised of 160+ employees, who are committed to its customer relationship-building attitude. ISS provides a business approach to serving all County agencies, which together form a partnership with ISS personnel to enhance productivity and service to the community.

The following standards apply to any device approved for connection to the County IT network or in use by County employees:

- ISS personnel are responsible for ordering all new computers, software, servers, telephones, and mobile devices for use by County employees. Hardware and software orders arrive at the ISS Warehouse at 3517 Parkway Center Court, Orlando, FL 32808.
- Submit orders by opening a ticket to request the new equipment or software using the [Service Center, New Problem/Request](#) email address. Each department authorizes specific individuals, who are responsible for placing new equipment and software orders through ISS. The emails will include pertinent information about the requested item(s). If sufficient details are not included in the initial email request, ISS staff will reach out to gather necessary information for the order. A list of authorized new products for purchase begins on the following page.
- ISS Warehouse personnel are responsible for applying County asset inventory tags to computer components, as necessary, prior to installation of the equipment.
- ISS Support personnel will install all operating systems and software. At the time of installation, ISS Support personnel must receive a copy of all installation software, along with written installation instructions, and licensing documentation. ISS will not install software without proof of licensing.
- All installed computers must, at a minimum, have the following:
 - ISS-installed anti-virus software
 - Computer configuration policy control for group management of devices by Active Directory
 - Remote access only as designated by ISS (ISS prohibits the use of Virtual Network Computing [VNC] and Remote Desktop computing.)
 - ISS-approved remote monitoring and management tools
 - Only ISS personnel shall have administrative rights.
 - Hardware must be a standard supported model
- ISS Enterprise Security is responsible for ISS video service; however, deployment of video equipment on the local government network must be discussed with staff members of the Network Operations Center (NOC) prior to purchase to determine compatibility, bandwidth, network equipment requirements, and installation feasibility.
- Generally, ISS does not support multicast on the County networks, except in specific special cases.

2.0 Authorized Products for New Purchases

This section includes detailed information about products authorized for use with the County's IT Systems.

2.1 Authorized Hardware

Dell Desktop Computer

Dell OptiPlex 7070 Small Form Factor (SFF) (does **not** include monitor or Microsoft Office Software)

- Intel Core i5 Processor
- Windows 10 Professional 64-bit
- 256 GB Solid State Drive (SSD) Hard Drive
- 8 GB Random Access Memory (RAM)
- USB Keyboard and Mouse
- Display Port to DVI Adapter 6' Cable
- 3-Year Onsite Hardware warranty

Dell Precision CAD Workstation

Dell Precision T3430 SFF (does **not** include monitor or Microsoft Office Software)

- Intel Core i7-8700 Processor
- Windows 10 Professional 64-bit
- 16GB RAM
- 512GB SSD Hard Drive
- NVIDIA Quadro P1000 4GB, (4 mDP) Video
- USB Keyboard and Mouse
- 3-year Onsite Hardware warranty
- StarTech Mini DP to DP 1.2 4k 6' Cable (Included separately)

Dell Latitude Laptop

Dell Latitude 5400 Laptop (does **not** include Docking Station, Case, or Microsoft Office Software)

- Intel Core i5
- Windows 10 Professional 64-bit
- 14.0" FHD (1920 x 1080) Non-Touch Anti-Glare LCD
- 256 GB SSD Hard Drive
- 8 GB RAM (16GB Optional)
- **NO** DVD-ROM Drive
- 3-Year Absolute Resilience Protection
- 3-Years Onsite Hardware warranty
- Optional Accessories (must be explicitly requested)
 - Dell WD19TB Docking Station
 - Dell KM717 Premier Wireless Keyboard/Mouse Set
 - Pro Briefcase 15 Carrying Case
 - Backpack Case

Dell Windows Tablet (Does not include Docking Station, Case or Office Pro Software)

Dell Latitude 7200 2-in-1 Laptop

- Intel Core i5
- Windows 10 Professional 64-bit
- 12.3" FHD Touch (1920x1280) Screen
- 256 GB SSD Hard Drive
- 8 GB RAM
- Qualcomm Snapdragon X20 LTE (DW5821e)
- NO DVD-ROM Drive
- 3-Year ProSupport Plus
- 3-Year Absolute Resilience Protection
- Dell Active Pen/Stylus
- Dell Travel Keyboard
- Universal Docking Station and Targus Rugged Case (Optional Accessories)

2.2 Authorized Software for Desktops and Laptops

- Microsoft Windows 10 Pro
- Internet Explorer 11 and Google Chrome (**Note:** Browser customizations are unsupported)
- Microsoft Office 2016 Pro, Microsoft Office 2013 Pro
- All Microsoft Office applications on the same PC must have matching software versions (i.e., Project, Visio, Word, Power Point, Access, etc.).
- ISS Desktop Support must pre-approve any application requiring the use of Active X controls. At a minimum, the application must meet the following criteria:
 - It must be an .MSI file with silent installation/distribution from the command line.
 - It must install and operate without end-user administrator permissions.
- Java 1.8.25 – Only supported version of Java
- Silverlight – latest version
- Bomgar or WebEx for remote access

2.3 Authorized Network Connectivity

- AT&T Wireless AirCards
- Cisco AnyConnect VPN Client
- Hosted applications must be accessible from devices with automatically assigned network settings. (Dynamic Host Configuration Protocol (DHCP) should supply all settings. Fixed addresses are not allowed.)

For all devices joined to our domain (this also applies to “vendor supported” devices and applications):

- ISS must install the Operating System and software on the device.
- ISS must receive a copy of all software and installation instructions.
- Hardware must be a standard supported model (see also hardware section, for example Optiplex 7040, 7050, 7060).
- KACE or SCCM management client and Antivirus software must be installed.
- PGP is required on all laptops.

- The device must receive Windows updates and computer configuration changes via Active Directory policies.
- Only ISS personnel shall have administrative rights.
- VNC and Remote Desktop are not permitted.

2.4 Authorized Client Based Databases

- Oracle (network based database)
- SQL Server (network based database)

2.5 Authorized Mobile Devices

ISS personnel are responsible for placing orders for all new phones and mobile devices. Individual departments may purchase chargers, holsters, rugged cases, and other accessories, along with other office supplies. Department manager approval is required for all mobile device requests.

Conventional Phones

Legacy phone with data & texting disabled

- Kyocera DuraXE
- Sonim XP5
- LG B471 Flip (No Camera)

Android Phones

County Android phones must run Android Version 8.0 or above.

- Samsung Galaxy S9
- Samsung Galaxy S10

Tablets

- Samsung Galaxy Tab S4 (Cellular)
- Samsung Galaxy Tablet S5E (WiFi only)
- iPad (6th Generation)

2.6 Authorized Peripherals and Accessories

Black and White LaserJet Printers

- HP LaserJet Pro 404n (500 to 2,000 pages per month) < 4 users
- HP LaserJet M506dn or M507dn (5-10 people, 1,500 to 5,000 pages per month + secure printing)
- HP LaserJet M608dn (10-25 people, 5,000 to 16,000 pages/month + secure printing)

Color LaserJet Printers

- HP Color LaserJet Pro M454 (750-4,000 pages per month, small paper tray)
- HP Color Laserjet Enterprise M652dn (2,500 to 17,000 pages/month + secure printing)

HP Multi-Function Devices (MFD) (Print/Scan/Copy)

- HP MFP M428fdn (750 to 4,000 pages per month, B/W)
- HP color MFP M281fdw (1 or 2 people, occasional scanning)
- HP color MFP M479fdn (750 to 4,000 pages per month)
- HP color MFP M577dn (2,000 to 7,500 pages per month)

Specialty Printers

- Label Printers: Zebra
- Badge Printers: Fargo Model HDP6600
- Note: *Zebra printers are label printers for Pharmacies and the Fargo printers are HR printers for ID badges.*

Large Copiers (Full Sized, often leased) – Vendor Supported

- Toshiba Copiers
- Canon Copiers

Scanners (all come with Adobe Acrobat and Automatic Document Feeders [ADF])

- Fujitsu ScanSnap iX1500 (30 pages per minute [ppm], 50 sheet ADF, Connected via USB)
- Fujitsu fi-7160 (60 ppm-mono and color, 80 sheet ADF, Connected via USB)
- Fujitsu N7100 (25ppm, 50 sheet ADF, Networked)

Note: Printers must use Original Equipment Manufacturer (OEM) toner cartridges only.

Note: ISS must review and approve Desktop, Copier, and combo unit purchases used for printing from the PC. Contact SupportCenter@ocfl.net for more information and assistance.

3.0 Unsupported Products

3.1 Unsupported Hardware

- Pentium dual-core and older desktop systems, Optiplex 755, 960, 990, 9010
- Latitude D-series Laptops, Latitude E6500, E6510, E6520, E6530, E65xx
- Non-Dell PCs
- Wireless keyboards and mice (except conference rooms)
- Desktops and Laptops over 5 years old
- See also *Section 3.4, Peripherals and Accessories*.

3.2 Unsupported Software

- MS Office platforms prior to Office 2013 (including Visio & Project)
- Non MS Windows-based operating systems
- Safari Web Browser
- MS Office plug-ins or VBScripts
- Windows Applications from the Windows App Store
- Freeware
- Windows XP, Windows 8, and Windows 8.1
- Freelance
- SHL Vision & Vision Express, WIN9x/WINNT/UNIX
- Reflections

3.3 Unsupported Client Databases

- No client-based databases are supported (e.g., Microsoft Access, Filemaker Pro)

3.4 Unsupported Peripherals and Accessories

- Inkjet printers
- Printers over 7 years old
- Scanning to multiple folders per device
- Address books in scanners/copiers (users manage their own)
- Personal (non-County) mass storage devices (hard drives, thumb drives, etc.)

4.0 Prohibited Products

4.1 Prohibited Hardware

- Non MS Windows-based PCs, laptops, and tablets
- Recycled, Remanufactured, and non-OEM toner Cartridges
- Refurbished PCs
- Personal (non-County) computing equipment
- Any network (voice or data) device not operated, administered, or expressly approved by ISS
- Any internet access device not operated, administered, or expressly approved by ISS
- Donated and vendor-provided PCs that do not meet County standards

4.2 Prohibited Software

Note: This list is not all inclusive of prohibited software. If you have questions concerning a specific application, please open a ticket or contact the Desktop Support Supervisor.

- Microsoft Internet Explorer version 10 and below
- Server software is not permitted on workstations (SQL server, print servers, web server, file sharing)
- Cloud-based collaborative software (data must be stored within our datacenter).
- Personal Software (purchased for non-commercial use)
- Firefox, Opera, Vivaldi Web Browsers
- Chrome extensions
- Any Alpha, Beta, Shareware, Trialware software not operated, administered or expressly approved by ISS and Purchasing.
- Anti-virus products not operated or administered by ISS
- Personal firewall products
- Network scanning tools
- Remote access software other than that ISS explicitly authorizes
- Desktop sharing, remote control, or remote communications software such as Remote Desktop
- Web page editing tools (without prior approval)
- Software coding tools (without prior approval)
- User installed screen savers
- Games
- Third Party Desktops
- Disk Compression
- Non-Static BITMAP Backgrounds or screen savers
- iTunes or other content sharing applications
- P2P software
- MS Access Run-time Libraries

4.3 Prohibited Network Protocols

- NETBUI
- AppleTalk
- Any network (voice or data) software or service not operated, administered or expressly approved by ISS.
- Any Internet access service not operated, administered, or expressly approved by ISS.

4.4 Prohibited Peripherals and Accessories

- Portable music devices
- Webcams
- Printer sharing through a PC
- Wireless printing

5.0 Standards for In-House Servers and Server Operating Systems

The following server standards apply to all servers on the Orange County network maintained by County ISS personnel:

- Only ISS personnel shall have administrative rights to server-class devices.
- All servers shall operate in a VMWare-based virtual environment. The ISS Infrastructure Manager must approve in writing any exceptions to this rule prior to project implementation.
- Any device that cannot run in a VMWare-based virtual environment (“stand-alone”) must have hardware and software approved by ISS Infrastructure Manager prior to its connection to the County network.
- All servers will comply with ISS standard resource configurations. The ISS Infrastructure Manager must pre-approve any deviation from this standard and may incur additional costs.
- No server shall be configured as a ‘file share’. File storage shall be NAS based.
- In addition to the requirements listed above, all stand-alone devices must, at a minimum, meet the following requirements:
 - Be installed at the County Data Center (RCC)
 - Be rack-mountable
 - Only run server-class operating systems
 - Be configured for out-of-band management and have remote monitoring software installed
 - Meet ISS minimum hardware requirements including, but not limited to:
 - Dual power supplies
 - Dual NIC’s
 - Dual processors
 - Dual HBA’s
 - Dual hard drives, redundant array of independent disks (RAID) configurable for boot drive
 - Use storage area network (SAN) for attached storage devices

The following lists the default standards used for specific server operating systems:

5.1 Microsoft Windows-Based Server Requirements

In no case shall an operating system be installed that is not under current manufacturer support (typically this is N-2 for Microsoft operating systems).

- The Boot partition “C Drive” shall be 40 GB (Thin Provisioned).
- The Data partition shall be 40GB to 100 GB (Thin Provisioned).
- 8 GB RAM
- The C: drive will contain only the operating systems. Databases must reside on separate servers from that of application or Web servers.
- Application, service, or vendor accounts will not be members of the domain administrator’s group.
- Application, service, or vendor accounts will not be in the local administrator’s group for any server.
- Applications must run as a service. ISS prohibits applications that require a user account to remain logged in.

5.2 Linux-Based Server Requirements

- RHEL 7 or greater, kernel 3.0 or greater, 64 bit architecture
- 40 GB Boot partition
- 4 GB memory
- Applications will **not**:
 - Have a web interface that allows users to access the system as a privileged account.
 - Run root processes.
 - Be installed in any file system that is part of root.
 - Write log files to any file system that is part of root.
 - Update root system's files during installation.
- Applications will be installed using a unique user ID and unique group ID.
- Purge application and system logs, as needed.
- Disable Telnet and the "r" commands on all Linux servers.
- .rhost file is not available.

5.3 Oracle-Based Server Requirements

- County-supported Oracle versions are: Oracle Enterprise Edition current version or 2 versions prior that is supported by Oracle.
- County-supported environment for Oracle databases is RHEL Linux.
- Database setup shall be compliant with Oracle's Optimal Flexible Architecture (OFA) file naming conventions
- Applications must be installed under separate schema not requiring Database Administrator (DBA) privileges or DBA type privileges. Applications will not require or use the Linux Oracle account.
- Applications will provide a security module to manage user IDs and permissions.
- Applications shall support Orange County's Encryption policy's weather at table space or column level for Sensitive/Protected data without impacting performance.
- Application vendors shall identify and document Sensitive/Protected data field/s as defined in Orange County Security Standards Policy.
- Application vendors shall provide all database creation scripts and any other required scripts to build, maintain, and support the database environment.
- Application vendors shall provide all documentation related to all database creation scripts and any other required scripts to build, maintain, and support the database environment.
- ISS personnel shall install databases using vendor provided scripts, initialization parameters, and any special performance related parameters.
- Oracle's Administrator (SYSADM) account must not be required for software to operate.
NOTE: If SYSADM privileges are required for installation, a County Database Administrator shall perform the installation vendor supplied scripts under the application vendor's direction.

5.4 Microsoft SQL-Based Server Requirements

- County-supported Microsoft SQL Server versions are: MS SQL Server Enterprise Edition current version or 2 versions prior that is supported by MS.
- Database installations must be on a separate server from the application executables and support files. Database installations cannot be installed to the C: drive of the Windows Server. Applications will allow the ISS Database Administrator to specify the drives and directories where the database files will reside.
- MSDE, SQL Server Express, or MS Access based software are prohibited.
- Applications must support SQL Servers Integrated Security model.
- Applications shall support Orange County's Encryption policy's weather at table space or column level for Sensitive/Protected data without impacting performance.
- Application vendors shall identify and document Sensitive/Protected data field/s as defined in Orange County Security Standards Policy.
- Applications must contain a security module to manage user ID's and permissions, with no blank or hard-coded passwords allowed.
- Applications shall support a Cluster aware environment.
- ISS prohibits use of applications that create, update, or delete of any files on the database server outside the constructs of the database engine.
- ISS prohibits use of applications that create new databases or persistent database objects as part of its operation.
- Applications shall support application database backups/restores using the County's Enterprise Backup Tool. Currently, the County standard is CommVault's Galaxy iData-Agent for SQL Server.
- Applications must provide an audit mechanism to record the date, time, and user id that last modified a given row in an application table.
- Applications must utilize database referential integrity.
- Server Administrator privileges are not permitted.

NOTE: If Server Administrator privileges are required for installation, an ISS Database Administrator shall perform the installation.

6.0 Network Systems Requirements

6.1 Protocol Node Names and Addresses

- The ONLY protocol allowed on the County Data Network is the Internet Protocol referred to as Internet Protocol (IP) or Transmission Control Protocol/Internet Protocol (TCP/IP) Version 4.
- There can be only one unique address for each node on the network. Node naming and addressing conventions will conform to the guidelines established here.
- The NOC assigns all addresses for all devices connecting to the County Network. All IP addresses must conform to R.F.C. 1918:

10.0.0.0 - 10.255.255.255/8
 172.16.0.0 - 172.31.255.255/12
 192.168.0.0 - 192.168.255.255/16

- The NOC maintains an addressing plan and uses the plan to assign addresses. The Internet Addressing Authority, a private entity, assigned a block of addresses for the County. The NOC will maintain and assign these addresses, as needed.
- Use of Registered Internet addresses on the County network is not allowed.
- All network numbers for “special function” TCP/IP networks will be assigned by the NOC.
- No INTERNET connections are allowed from any node, modem, or communications device on the network without NOC and Enterprise Security approval.
- A network-wide, shared-use Internet connection is available to all entities.
- TCP/IP DOMAIN NAME SERVERS (DNS) are an alternative to local administration and maintenance of a “hosts” file. Any Divisions, Elected Officials, or agencies wishing to use the DNS may send a list of IP addresses to be included in the DNS to the ISS Service Center, (407-836-2929 or 6-2929), which will be routed to the NOC staff.
- Entities who have dedicated network staff and wish to be assigned their own IP address space will request the assignment from the NOC through the ISS Service Center, (407-836-2929 or 6-2929). These entities will provision their own DNS and be responsible for administration of their own IP address spaces (as assigned by the NOC for the agency to administer).
- Only routed networks with at least 254 IP nodes are eligible for this option. DHCP is provided by the NOC.
- No shared device (printer, server) may use a DHCP address. Static IP addresses are available in limited amounts on request.

6.2 Bridges, Routers, and Gateways

- Routers are required at points in the network where traffic control and/or broadcast domain segmentation needs exist.
- Routers are required on all Wide Area Network connections.
- Protocol conversion is not supported on this network, as one common protocol (TCP/IP) is standard for all nodes.

6.3 Network Security

- All default accounts on all processors connected to the network will either be disabled or have the default password changed. No accounts are allowed without passwords.
- The default “privileged password” on all network electronics will be changed.
- All dial-up access must be provided through secure access servers. No direct access via dial-up lines is allowed on any type of device, processor, terminal, server, or PC connected to the network.
- The NOC provides and maintains a secure access server for Dial-up use. Contact the ISS Service Center (407-836-2929 or 6-2929) for remote access authorization by the Enterprise Security

Team.

- The requesting department will provide the hardware & software for the employee's home use, unless the employee provides their own.
- Vendor field service will have remote access through NOC provided access servers. VPN access is available for use.
- No entity on the network shall make any connection to the Internet, dial-up service, wireless provider, or wireless access-point without written permission from the ISS Enterprise Security Team and Network Operations.
- An Internet gateway is provided for all entities on the network to use.
- Any entity that directly connects their network to the Internet may not remain connected to the County network, due to security risks. If the Internet connected entity supplies, at their own expense, an acceptable Firewall between their networks and the County networks, the County network connection can resume via the Firewall provided.

Wireless Local Area Network (LAN) (Ethernet) Security

- All 802.11x wireless LANs must use a DOT1X supplicant for network admission control.
- All 802.11x clients must use VPN triple Data Encryption Standard (DES) or Advanced Encryption Standard (AES) encryption. Client authentication via RADIUS server is required. The RADIUS server is provided and administered by ISS Enterprise Security.
- All access points attached to the County network must be Lightweight Access Point (LWAP). (No stand-alone access points are permitted)

Wireless Wide Area Network (WAN) Security

- The County maintains a contract with a wireless provider. A gateway is available for connecting to the contracted wireless provider. The County prohibits access to the network using any other wireless provider.

6.4 Network Components

Transmission Media

- Fiber-optic, Category 5, 5e, and 6, and Category 3 Unshielded Twisted Pair (UTP), Shielded Twisted Pair (STP), and radio (802.11x) are all permitted for IP data communications in the network.

Transmission Methods

- Optical, metallic cable, leased data circuits (analog, digital), private (analog, digital), and wireless (802.11x) are all permitted for IP data communications in the network.

Supported LAN Types

- ETHERNET, 802.3, 10 BASE T, 100 BASE TX, 100 BASE FX, 1000 BASE xx (Gigabit), 802.11x (wireless Ethernet), 10 GIGABIT.
- Etherchannel: The only Etherchannel protocol supported by the County is 802.3ad Link Aggregation Control Protocol (LACP).

6.5 Network Circuits

- The NOC will design all WAN networks and, if required, procure leased data communications circuits from the Carrier.
- The NOC will act as the central point of contact between all entities using WAN circuits.
- The NOC will be notified by the affected entity and/or the ISS Service Center of service affecting WAN outages.
- The ISS Service Center (407-836-2929 or 6-2929) and the NOC will be responsible for coordinating successful repair of WAN circuits.
- The NOC will be responsible for ordering the disconnection and termination of leased data circuits upon notification by the customer.
- Critical LANs and/or WANs may be designed with duplicate, automatic, redundant circuits and

electronics to provide automatic recovery of data communications.

- Circuits leased by any entity (other than the County) will be managed by that entity's technical staff.
- A Remote Site is available for recovery of certain critical applications and County networks in the event of a formally declared disaster. This site is located in Tallahassee at the Northwest Regional Data Center. (NWRDC). The NWRDC is permanently connected to the County networks, and is available and operational 24 x 7 x 365.

6.6 Network Installation

- In situations where installation of network equipment by one entity may affect customers from other entities, the installation will be jointly coordinated by representatives of the NOC and the other entities.
- The NOC will design and install all LAN and WAN networks, except in special circumstance.

6.7 Network Trouble Reporting

- Customers exclusively confined to applications delivered by networks supplied by the NOC will call or e-mail the ISS Service Center (407-836-2929 or 6-2929) to report trouble, request service, and get technical advice. The ISS Service Center will screen all calls, resolve any problems it is able to resolve with ISS Service Center staff, and refer unresolved network problems to the NOC.
- Customers exclusively confined to applications on networks supplied by other entities will call that entity's network staff to report trouble, request service, and get technical advice.
- Customers on a mix of processors and networks supplied by the NOC and other entity's processors and networks will call the ISS Service Center (407-836-2929 or 6-2929) to report trouble, request service, and get technical advice.
- The NOC employs a variety of network management and troubleshooting tools and systems. These network management systems are used by the NOC staff to test, troubleshoot, and diagnose all devices attached to the network.
- All LAN equipment attached to the network must support Simple Network Management Protocol (SNMP) and/or SNMP-2. Remote Monitoring (RMON) is also allowed, but not instead of SNMP. RMON is in addition to SNMP. Older equipment not supporting these standards will be phased out. The NOC is the only organization permitted to run SNMP on network equipment.
- Network problems that can be repaired by the NOC will be scheduled in a repair queue. Repair priority is based on the severity of the problem and quantity of customers affected.
- All devices attached to the network must have at least a minimum SNMP profile entered, consisting of the entity's name, address, and technical support staff phone number(s). This will assist NOC staff in locating the network on which the equipment is located, when troubleshooting.

6.8 Network Performance Management

- The NOC is responsible for monitoring all LAN and WAN performance. This includes all SNMP and RMON.
- Only NOC staff members are allowed to run SNMP/RMON on network devices.
- The NOC will redesign networks, which sustain traffic loads that adversely affect customer interactive response times and/or reliability.
- The NOC will assist other entities with managing the performance of their networks as requested.

6.9 Network Documentation

- Each entity on the network will provide the NOC with a current diagram of network topology, equipment location, and configuration (including building address and floor location).
- The NOC will provide a diagram of the network as well as tables and listings of all physical and logical components to any approved requesting entity.

- Each entity on the network will provide on-going, updated information to the NOC reflecting components, circuits, and logical changes.
- The NOC will add this information to its diagram and database, and will provide the revised network documents to all requesting entities.

7.0 IP Telephony Standards

- The definition of IP telephony is telephones and a Private Branch Exchange (PBX) with an integral Ethernet Network Information Card (NIC) using the Internet Protocol to communicate.
- All telecom related applications must be certified under the Avaya DevConnect program and compatible with the County's current level of Avaya Communications Manager for the appropriate site.
- The Telecom Unit must approve all peripheral applications, or software, prior to purchase.
- IP phones must derive their electrical power from the CAT-5e Ethernet cable. (POE type-1, 802.af standard)
- Ethernet switches in the closets will be used to provide in-line DC power through the CAT-5e patch panels.
- All Ethernet electronics used in this configuration will have a UPS attached.
- If the IP phone has a provision to connect the desktop PC into the same Ethernet as the phone, then the IP phone must use Ethernet switch technology. Use of a hub/repeater is not allowed.
- IP phones must operate in a separate subnet from the attached PC.
- IP phone packets will be given the highest priority of all IP communications traffic on the LAN. Other non-telephony applications will have their "IP Precedence" bit modified at the Ethernet switch to conform to this standard.
- IP phone access to the network through the internet provider will use the ISS provided VPN services.
- Direct access to internal devices is prohibited.

8.0 Externally-Hosted System Standards

This information is for all vendors, networks, systems, and applications that will transmit, process, store, or handle electronic data provided by County.

8.1 Data Input and Processing

- Any use of Social Security Number information shall adhere to and abide by Florida Statutes, specifically F.S. 119.071, which provides detailed guidelines on usage of Social Security Numbers.
- The hosted application shall not have access to Social Security information.
- The hosted application shall not have access to data containing bank information.
- The hosted application shall not have nor be granted direct or indirect access to the County's Active Directory user names.
- The hosted application shall not have access to the County's internal or DMZ networks.

8.2 Data Storage and Handling

- The provider shall encrypt any data accessible from the hosted application meeting the following criteria at rest and in transit:
 - Names
 - Addresses
 - Phone numbers
 - Email addresses
 - Birth dates
 - Federal/state/local documents numbers
 - Account numbers
 - Race or religious information
 - User names
 - Passwords
 - Employee identification numbers
 - All Health Insurance Portability and Accountability Act (HIPAA) information
 - All Purchase Card Industry Data Security Standards (PCI DSS) information
- Any data, accessible from the hosted application or directly accessible from it, should be encrypted.

8.3 Transmission of Data

An encrypted tunnel must be used to transmit any data referenced above.

8.4 Disposal of Data

When no longer needed, or when data must be removed from the system, it shall be sanitized and disposed of using one of the methods listed below:

- **Sanitization** – Overwriting data previously stored on a disk or drive with a random pattern of meaningless information
- **Destruction** – Physically damaging a medium, so that it is not usable by any device that may normally be used to read information on the media, such as a computer, tape reader, audio or video player
- **Purging Data** – Using a strong magnetic device, such as a degausser, to render data unrecoverable

8.5 External Audits

- The vendor must ensure that the web hosting environment and application is secure using IT security best practices.
- The external service, system, and application must pass a yearly penetration test performed by ISS personnel.

9.0 Data Center Standards

In addition to standards outlined in 5.0, *Standards for In-House Servers and Server Operating Systems*, the following requirements apply to hardware installed in an Orange County Data Center, such as, network switches, appliances, servers, storage arrays, etc. These requirements apply to orders placed by Orange County personnel, vendor special orders, and orders placed by RCC tenants:

- Standard rack configuration is 42U
- PDU orders need network monitoring (smart PDU) for rack
- Mounting hardware for racks should be included in order
- Dual power supplies for all equipment
- Dual NIC cards for any hardware needing to connect to network

10.0 Acronyms

ADF	Automatic Document Feeder
County	Government of Orange County, Florida, Board of County Commissioners
DHCP	Dynamic Host Configuration Protocol
DNS	Domain Name Server
DVI	Digital Visual Interface
DVD+/-RW	Digital Versatile Disk-Rewritable
GB	gigabyte
ISS	Orange County Information Systems and Services
IP	Internet Protocol
IT	Information Technology
NOC	Network Operations Center
OEM	Original Equipment Manufacturer
ppm	Pages per minute
RAM	Random Access Memory
RMON	Remote Monitoring
SAN	Storage area network
SNMP	Simple Network Management Protocol
SSD	Solid State Drive
SFF	Small Form Factor
TCP/IP	Transmission Control Protocol/Internet Protocol
USB	Universal Serial Bus
WAN	Wide Area Network
VNC	Virtual Network Computing
VPN	Virtual Private Network