



REQUEST FOR BID (RFB) & BIDDER'S ACKNOWLEDGEMENT

RFB TITLE:

**REPAIR, INSPECTION, AND SERVICE OF
FIRE EXTINGUISHERS, FIRE ALARMS, FIRE
PUMPS SYSTEMS, AND SPRINKLER SYSTEMS
FOR OKALOOSA COUNTY AIRPORTS AND
FACILITY MAINTENANCE**

RFB NUMBER:

FM/AP 04-15

RFB OPENING DATE & TIME:

October 29, 2014 3:30 P.M. CT

MANDATORY PRE-BID MEETING:

October 23, 2014 9:00 A.M CT

NOTE: BIDS RECEIVED AFTER THE BID OPENING DATE & TIME WILL NOT BE CONSIDERED.

Okaloosa County, Florida solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this RFB are incorporated into your response. A bid will not be accepted unless all conditions have been met. All bids must have an authorized signature in the space provided below. All bids must be sealed and received by the Okaloosa County Clerk of Court by the "RFB Opening Date & Time" referenced above. The official clock for the purpose of receiving bids is located in the Clerk of Court, Brackin Building Conference & Training Room, #305 located at 302 N. Wilson St, Crestview, FL 32536 . All envelopes containing sealed bids must reference the "RFB Title", "RFB Number" and the "RFB Opening Date & Time". Okaloosa County is not responsible for lost or late delivery of bids by the U.S. Postal Service or other delivery services used by the respondent. Neither faxed nor electronically submitted bids will be accepted. Bids may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

BIDDER ACKNOWLEDGEMENT FORM BELOW MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDENT.

COMPANY NAME _____
MAILING ADDRESS _____

CITY, STATE, ZIP _____
FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): _____
TELEPHONE NUMBER: _____ EXT: _____ FAX: _____
EMAIL: _____

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A BID FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE RESPONDENT.

AUTHORIZED SIGNATURE: _____ TYPED OR PRINTED _____
NAME

TITLE: _____ DATE _____

NOTICE TO BIDDERS FM 04-15

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed bids until **3:00 p.m.** (local time) **October 29, 2014** for **REPAIR, INSPECTION, AND SERVICE OF FIRE EXTINGUISHERS, FIRE ALARMS, FIRE PUMPS SYSTEMS, AND SPRINKLER SYSTEMS FOR OKALOOSA COUNTY AIRPORTS AND FACILITY MAINTENANCE**. Pursuant to Notice to Bidders, copies of bid forms, and specifications may be obtained from the Okaloosa County Purchasing Department, 602-C North Pearl Street, Crestview, FL 32536; 850-689-5960 or they may be downloaded from our website at http://www.co.okaloosa.fl.us/dept_purchasing.html (View Current Solicitations).

At **3:30 p.m.** (local time) **October 29, 2014**, the bids will be opened and read aloud. All bids must be in sealed envelopes reflecting on the outside thereof the bidder's name and **REPAIR, INSPECTION, AND SERVICE OF FIRE EXTINGUISHERS, FIRE ALARMS, FIRE PUMPS SYSTEMS, AND SPRINKLER SYSTEMS FOR OKALOOSA COUNTY AIRPORTS AND FACILITY MAINTENANCE** to be opened at **3:00 p.m., XXXX, 2014**". The Board of County Commissioners will consider all bids properly submitted at its scheduled Bid Opening in the Conference & Training Room #305 located at 302 N. Wilson St, Crestview, FL 32536. Bids may be submitted in the Conference & Training Room #305, on the day of the bid opening or delivered to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536 prior to the bid opening. **NOTE: Crestview, FL is not a next day guaranteed delivery location by most delivery services.** Bidders using mail or delivery services assume all risks of late or non-delivery.

A mandatory pre-bid meeting will be held at 9 a.m. on October 23, 2014. The meeting will be held at the 1701 State Road 85 North, Eglin Air force Base, Fort Walton Beach, FL 32542 in the Airport Administration Building, 2nd Floor Conference Room.

There is no obligation on the part of the County to award the bid to the lowest bidder, and the County reserves the right to award the bid to the bidder submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiating agreement that is in its best interest and its decision shall be final.

Any bidder failing to mark outside of envelope as set forth herein may not be entitled to have their bid considered.

All bids should be addressed as follows:

Clerk of Circuit Court
Attn: Gary Stanford
Newman C. Brackin Bldg.
302 N. Wilson St. #203
Crestview FL 32536

Zan Fedorak
Purchasing Manager

Date

Deputy Clerk

Date

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY

Charles K. Windes, Jr., Chairman

SCOPE OF WORK:

The Okaloosa County Board of County Commissioners solicits your company to submit a bid for Repair, Inspection & Service of Fire Extinguishers, Fire Sprinkler Systems., & Hood Suppression Systems as listed in this bid request. All terms and conditions below are a part of this bid request. No bids will be accepted unless these terms and conditions have been met. Rights are reserved to reject any and all bids and to waive technicalities. Bids which are not submitted in accordance with this bid request will be rejected.

The purpose of this bid is for a two (2) year contract with two (2) one year renewals to include repairs, inspections, service, materials, and parts to the repair, inspection, and service of fire extinguishers, fire alarms, fire pumps systems, and sprinkler systems for Okaloosa county airports and facility maintenance. The work includes, but it not limited to, all labor, parts, materials, equipment, tools, supervision, and transportation required to provide the required services and to keep the fire suppression agents, extinguishing systems, and fire sprinkler systems in satisfactory working condition, as specified hereinafter.

The contractor shall have been in the service business of this type for at least five (5) years. The respondent shall be licensed and certified or registered in accordance with all applicable City, County, and State laws for clean agent inspections and maintenance.

Repair, service and inspection request herein shall be upon notification by a representative of the Facility Maintenance Director, or designee, for all County facilities, and of the Airports Director, or designee, for all Airport facilities.

All services will be performed by certified personnel only and in accordance with current National Fire Protection Association (NFPA), State, Federal, and local codes. Services or repairs not covered under this agreement will not be performed without prior approval of the corresponding Director or designee.

Contractor will coordinate all inspections, maintenance, and repairs at least seven days in advance to the Department of Airports, or the Facility Maintenance for all other County premises. Contractor personnel are required to notify the corresponding Department Director/designee upon arrival and departure.

A list of fire extinguishers removed from the County/Airport premises for service must be provided to the representative on site. Extinguishers shall be checked out by serial number. If fire extinguishers are removed for service/repair like extinguishers shall be left for temporary use. Service to extinguishers will meet the following regulations: NFPA 10; NFPA 17; NFPA 17A; NFPA 12A; NFPA 12B; NFPA 25:72. Conforming to Florida Statute, upon completion of required service, a new monthly inspection tag shall be attached. Upon completion of the required service, a new monthly inspection tag conforming to Florida Statute 4121.241 shall be attached.

Kitchen fire hood suppression systems are to be inspected semi-annually with fusible links replaced at time of inspections. Testing results and fuse links to be given to the corresponding Director. Hood system extinguisher cylinders needing hydrostatic testing should be done at the time of inspections to conform to local and state fire laws.

Contractor's staff must obtain and maintain a Security Identification Display Badge for entrance to the premises of all airport facilities (see attached requirements).

Contractor must provide 24 hours a day, 7 days a week, 365 days per year contact information and is required to respond within one hour for all emergency requests.

Upon request and at no charge other than recharge costs, the respondent is to provide an annual extinguisher usage/safety class to each of the listed and future sites.

The respondent, as part of every complete semiannual test, shall survey the building and fire suppression systems and related equipment for any outstanding manufacturers' recalls or recommend repairs, upgrade or modifications. All findings shall be included as a separate part of the inspection report.

During the period of contract or any extension thereof, Okaloosa County reserves the right to add or delete specific services and/or locations at the prevailing contract prices. The contractor will be given fourteen (14) days notice of requested changes. Upon receipt of a written request from the County, the respondent will maintain additional units of same likeliness as those listed for the same service fees and on the same terms and conditions set forth herein. In the event of loss, damage, theft, or removal for service of any units, the County will immediately report the change to the respondent. The respondent will adjust the schedule and payments immediately.

The awarded contractor shall maintain the systems as specified and shall provide all labor, materials, and parts necessary to keep the systems properly maintained for correct, efficient operations at all times. All work shall be performed by a qualified technician who has all required reference materials, the proper tools and equipment, and who has the manufacturer's recommended Underwriters Laboratories (UL), listed replacement parts to perform the maintenance and repair required. Parts shall be billed with a designated percentage discount. Invoices shall include the cost for the parts with the percentage discount noted.

To maintain the operating integrity of the system, only parts made by the original manufacturer or other authorized replacement parts by the manufacturer will be an acceptable replacement. Parts are to be installed in accordance with the manufacturers' written recommendation.

The awarded respondent shall fully guarantee all workmanship and parts furnished and installed under this contract against defect for one (1) year after completion. Defects will be repaired or replaced at no charge to the County. Respondents must supply the County with all warranty information whether it be expressed or implied. All equipment, parts, and/or supplies used must be new original equipment manufacturer (OEM).

The respondent will take adequate precautions to protect all surfaces. The respondent will repair any damage caused as a result of inspection or serving of equipment including abuse, misuse, and neglect. The respondent is responsible for properly disposing of any materials removed or replaced. In addition, any areas disturbed should be restored to their original condition.

The following is a list of Okaloosa County Facilities Fire Extinguisher and Fire Sprinkler Inspections information:

A. County Premises – Vary according to Inspection

1. Annual/Semi Annual Inspections:

- Ansul Wet Chemical Fire System at County Jail Kitchen Hoods-Crestview
- Pyro-Chem Dry Chemical Paint Spray Booth System at North County Road Department – Crestview

- Ansul Dry Chemical Fire System at the South County Haz-Mat Storage Facility – Fort Walton Beach (Ready Ave)
- Halon Fire System at the County Micro Film Storage Facility – Crestview
- Emerald Coast Conference Center Kitchen Hoods – Okaloosa Island
- Health Department (2 each) FM200 Systems – Crestview (James Lee Blvd)
- Health Department (2 each) FM200 Systems – Fort Walton Beach (221 Hospital Dr)
- Fiber Hub (1 each) – Crestview (602 North Pearl St)
- Fiber Hub (1 each) – Shalimar (1B 9th Ave)
- EOC Building FM 400 Systems – Niceville (NWFSTC Campus)
- Ansul Dry Chemical Fire System at the Haz-Mat Trailer – Fort Walton Beach (Ready Ave Yard)

2. Annual Fire Alarm Inspections:

- Crestview locations: Health Department, Courthouse, County Jail, Water and Sewer Maintenance Building, Brackin Building, Clerks Record Storage (both locations), Fiber Hub (Pearl Street)
- Fort Walton Beach locations: Health Department, Courthouse Annex Extension, Water and Sewer Administrative Building, Coordinated Transportation, EMS Supply Building, Water and Sewer Pump Station, Arbennie Pritchett Sewer Plant
- Okaloosa Island locations: Tourist Development Center, Emerald Coast Convention Center, EMS/Sherriff Building
- Destin location: EMS Station
- Shalimar location: Fiber Hub (State Attorney Office)

3. Fire Line and Domestic Backflow Inspections:

- County Jail (4 units)
- Clerk Records – Old Bethel (2 units)
- Courthouse – Crestview (1 unit)
- EMS Building – Fort Walton Beach (1 unit)
- Health Department – Crestview (3 units)
- Health Department – Fort Walton Beach (2 units)
- Road Department – Crestview (1 unit)
- Brackin Building – Crestview (1 unit)
- Sherriff Office – Crestview (1 unit)
- Crestview Manor (1 unit)
- County Coordinated Transportation – Fort Walton Beach (2 units)
- Emerald Coast Convention Center – Okaloosa Island (2 units)
- Courthouse Annex Extension – Fort Walton Beach (1 unit)
- Water and Sewer Administrative Building – Fort Walton Beach (1 unit)

4. Annual and Quarterly Fire Sprinkler Inspections:

- County Clerk Records Storage (Old Bethel) – Crestview
- Water and Sewer Building – Fort Walton Beach
- County Health Department – Crestview
- County Health Department – Fort Walton Beach
- County Jail – Crestview
- EMS and Sherriff Building – Okaloosa Island
- EMS Station – Destin
- Emerald Coast Convention Center – Okaloosa Island

- EMS Supply Building – Fort Walton Beach
- Courthouse Annex Extension – Fort Walton Beach
- Water and Sewer Maintenance Building – Crestview
- Coordinated Transportation Building – Fort Walton Beach

5. Annual Fire Alarm and Duress Monitoring:

- Tourist Development Center - Okaloosa Island
- Health Department – Crestview
- Health Department – Fort Walton Beach
- Courthouse – Crestview
- Water and Sewer Pump Building – Fort Walton Beach
- Water and Sewer Building – Fort Walton Beach
- Coordinated Transportation Building – Fort Walton Beach
- Clerks Record Storage – Both Crestview locations
- Arbennie Prichett Sewer Plant – Fort Walton Beach
- EMS Supply Building – Fort Walton Beach
- Pre-Trial Services – Crestview Manor, Crestview
- Emerald Coast Convention Center – Okaloosa Island
- Courthouse Annex Extension – Fort Walton Beach

6. Fire Pump Inspections:

- Courthouse Annex Extension – Fort Walton Beach

Additional locations may be added to the contract as approved by the County.

The list of the Okaloosa County System of Airports locations are as follows:

- The Northwest Florida Regional Airport (VPS), Valparaiso
- Bob Sikes Airport (CEW), Crestview
- Destin/Fort Walton Airport (DTS), Fort Walton Beach

Additional locations may be added to the contract as approved by the County.

The following list of inspections will be required:

Annual/Semi-Annual/Quarterly Inspections:

- All fire extinguishers are to be inspected on an annual basis.
- All kitchen hood suppression systems are to be inspected semi-annually.
- All fire sprinkler systems are to be inspected annually and quarterly.
- Annual, Semiannual, and Quarterly Inspections
- Annual Fire Alarm Inspections
- Fire Line and Domestic Backflow Inspections
- Annual Fire Alarm and Duress Monitoring
- Fire Pumps Inspections Weekly

Airport Facilities Fire Extinguisher Inspections:

| | | |
|---|-----|-------------------|
| 4 | ABC | 150 pound wheeled |
| 1 | BC | 50 pound |

| | | |
|-----|-----|-----------|
| 2 | ABC | 15 pound |
| 2 | BC | 15 pound |
| 1 | ABC | 13 pound |
| 115 | ABC | 10 pound |
| 2 | ABC | 2.5 pound |

Additional Fire System items may be added to the contract when a written proposal is submitted by the contractor and approved by the County.

Contractor will provide hours defined as “over time” which will be charged at a different hourly rate than standard working hours.

Contractor will send all original invoices to Okaloosa County Finance, 302 N Wilson Street, Suite 203, Crestview, FL 32536 and a copy to the Northwest Florida Regional Airport, Accounts Payable, 1701 State Road 85 North, Eglin AFB, FL 32542-1498 for all Airport Systems invoices. Facility Maintenance invoice copies will be sent to Facility Maintenance, 5489 Old Bethel Road, Crestview, Florida, 32536.

GENERAL SERVICES INSURANCE REQUIREMENTS

REVISED: 09/22/14

BONDING REQUIREMENTS

Performance Bond required. Amount of performance bond will be 100% of the contract price.

RESPONDENT'S INSURANCE

1. The RESPONDENT shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Management Manager or designee.
2. All insurance policies shall be with insurers licensed to do business in the State of Florida.
3. All insurance shall include the interest of all entities names in and its respective agents, consultants, servants and employees of each and all other interests as may be reasonably required by Okaloosa County as Additional Insured. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. The County of Okaloosa shall be listed as Additional Insured by policy endorsement on all insurance contracts applicable to this Agreement except Workers' Compensation and Professional Liability.
5. The County of Okaloosa shall be furnished proof of coverage by certificates of insurance (COI) and endorsements for every applicable insurance contract required by this Agreement. The COI's and policy endorsements must be delivered to the County Representative not less than ten (10) days prior to the commencement of any and all contractual agreements between the County of Okaloosa and the RESPONDENT.
6. The County shall retain the right to reject all insurance contracts that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the RESPONDENT.
7. The insurance definition of Insured or Additional Insured shall include Subcontractor, Sub-subcontractor, and any associated or subsidiary companies of the RESPONDENT, which are involved, and which is a part of the contract.
8. The County reserves the right at any time to require the RESPONDENT to provide certified copies of any insurance policies to document the insurance coverage specified in this Agreement.

9. The designation of RESPONDENT shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
10. All policies shall be written so that the County will be notified of cancellation or restrictive amendments at least thirty (30) days prior to the effective date of such cancellation or amendment. Such notice shall be given directly to the County Representative.

WORKERS' COMPENSATION INSURANCE

1. The RESPONDENT shall secure and maintain during the life of this agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County of Okaloosa, the RESPONDENT shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished the County of Okaloosa not less than ten (10) days prior to the commencement of any and all sub-contractual agreements which have been approved by the County of Okaloosa.
2. Such insurance shall comply with the Florida Workers' Compensation Law.
3. No class of employee, including the RESPONDENT himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

BUSINESS AUTOMOBILE AND COMMERCIAL GENERAL LIABILITY INSURANCE

1. The RESPONDENT shall maintain Business Automobile Liability insurance coverage throughout the life of this Agreement. The insurance shall include Owned, Non-owned & Hired Motor Vehicle coverage.
2. The RESPONDENT shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures. The coverage shall include both On-and Off-Premises Operations, Contractual Liability, and Broad Form Property Damage.
3. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claim-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the RESPONDENT shall notify the County representative in writing. The RESPONDENT shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
4. Commercial General Liability coverage shall be endorsed to include the following:
 - 1.) Premises – Operation Liability
 - 2.) Occurrence Bodily Injury and Property Damage Liability

- 3.) Independent Respondent's Liability
 - 4.) Completed Operations and Products Liability
5. RESPONDENT shall agree to keep in continuous force Commercial General Liability coverage including Completed Operations and Products Liability for two (2) years beyond acceptance of project.

LIMITS OF LIABILITY

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

| | <u>LIMIT</u> |
|-----------------------------------------------------------------|----------------------------------------------------------|
| 1. Worker's Compensation | |
| 1.) State | Statutory |
| 2.) Employer's Liability | \$100,000 each accident |
| 2. Business Automobile & Commercial General Liability Insurance | \$1,000,000 each occurrence (A combined single limit) |
| 3. Personal and Advertising Injury | \$250,000 |
| 4. Professional Liability | \$1,000,000 each occurrence (A combined single limit) |

NOTICE OF CLAIMS OR LITIGATION

The RESPONDENT agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the RESPONDENT's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the RESPONDENT becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

INDEMNIFICATION & HOLD HARMLESS

To the fullest extent permitted by law, RESPONDENT shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the RESPONDENT and other persons employed or utilized by the RESPONDENT in the performance of this contract.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.

CERTIFICATE OF INSURANCE

- 1. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Okaloosa County prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 602-C North Pearl Street, Crestview, Florida, 32536.

2. All policies shall expressly require 30 days written notice to Okaloosa County at the address set out above, or the cancellations of material alterations of such policies, and the Certificates of Insurance, shall so provide.
3. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject all deductible/SIR above \$10,000. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs).
4. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the RESPONDENT's full responsibility. In particular, the RESPONDENT shall afford full coverage as specified herein to entities listed as Additional Insured.
5. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the RESPONDENT has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

GENERAL TERMS

Any type of insurance or increase of limits of liability not described above which, the RESPONDENT required for its own protection or on account of statute shall be its own responsibility and at its own expense.

The carrying of the insurance described shall in no way be interpreted as relieving the RESPONDENT of any responsibility under this contract.

Should the RESPONDENT engage a subcontractor or sub-subcontractor, the same conditions will apply under this agreement to each subcontractor and sub-subcontractor.

The RESPONDENT hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the RESPONDENT under all the foregoing policies of insurance.

UMBRELLA INSURANCE

The RESPONDENT shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this agreement.

GENERAL SERVICES SPECIAL BID CONDITIONS

1. **PROJECT DESCRIPTION** – The purpose and intent of this invitation to bid is to select repair, inspection, and service of fire extinguishers, fire alarms, fire pumps systems, and sprinkler systems for Okaloosa County Airports and Facility Maintenance.

2. PRE-BID ACTIVITY

A. **Mandatory Pre-Bid Meeting** – A mandatory pre-bid meeting will be held at the Purchasing Office, 602-C North Pearl Street, Crestview, Florida on **October 23, 2014 at 9:00** A.M. to provide an opportunity for respondents to discuss the bid.

B. **Addendum** - Except as provided in this section, respondents are prohibited from contacting or lobbying the County, County Administrator, any Commissioners, or County staff, and Review Committee, or any other person authorized on behalf of the County related or involved with the solicitation. Any inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue must be directed in writing to, by US mail or email to:

Okaloosa County Purchasing Department
602 C North Pearl Street
Crestview, FL 32536
Email: jallen@co.okaloosa.fl.us
(850)689-5960

All questions or inquiries must be received no later than seven (7) calendar days prior to the bid closing date. Any addenda or other modification to the bid documents will be issued by the County five (5) days prior to the date and time of bid closing, as a written addenda distributed to all prospective bidders by posting to the Florida Online Bid System (Florida Purchasing Group). To access the Florida Online Bid System go to: www.floridabidsystem.com.

Such written addenda or modification shall be part of the bid documents and shall be binding upon each respondent. Each respondent is required to acknowledge receipt of any and all addenda in writing and submit with their bid. No respondent may rely upon any verbal modification or interpretation.

3. **PREPARATION OF BID** – The bid form is included with the bidding documents. Additional copies may be obtained from the County. The respondent shall submit an original and two (2) copies of the bid form.

All blanks on the bid form shall be completed by printing in ink or by typewriter in both words and numbers with the amounts extended, totaled and the bid signed. A bid price shall be indicated for each section, bid item, alternative, adjustment unit price item, and unit price item listed therein, or the words “No Bid”, “No Change”, or “Not Applicable” entered. No changes shall be made to the phraseology of the form or in the items mentioned therein. In case of any discrepancy between the written amount and the figures, the written amount shall govern. Any bid may be rejected which contains any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for which shall in any manner fail to conform to the conditions of public notice inviting bids.

A bid by corporation shall be executed in the corporate name by the president or a vice president or other corporate officer who has legal authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary.

A bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature). The official address of the partnership shall be shown below the signature.

A bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.

A bid by an individual shall show the respondent's name and official address.

A bid by a joint venture shall be executed by each joint venture in the manner indicated on the bid form. The official address of the joint venture must be shown below the signature.

All signatures shall be in blue ink. All names shall be typed or printed below the signature.

The bid shall contain an acknowledgement of receipt of all Addenda, the numbers of which shall be filled in on the form. The address and telephone # for communications regarding the bid shall be shown.

If the respondent is an out-of-state corporation, the bid shall contain evidence of respondent's authority and qualification to do business as an out-of-state corporation in the State of Florida in accordance with Article 3. Respondent shall state contractor license # for the State of Florida shall also be shown on the bid form. Contractor shall be licensed in accordance with the requirements of Chapter 489 of the Florida Statutes.

4. **INTEGRITY OF BID DOCUMENTS** - Respondents shall use the original Bid Sheet provided by the Purchasing Department and enter information only in the spaces where a response is requested. Respondents may use an attachment as an addendum to the Bid Sheet if sufficient space is not available on the original form for the respondent to enter a complete response. Any modifications or alterations to the original bid documents by the respondent, whether intentional or otherwise, will constitute grounds for rejection of a bid. Any such modifications or alterations that a respondent wishes to propose must be clearly stated in the respondent's proposal response and presented in the form of an addendum to the original bid documents.
5. **SUBMITTAL OF BID** – A bid shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or invitation to bid and shall be enclosed in an opaque sealed envelope plainly marked with the project title (and, if applicable, the designated portion of the project for which the bid is submitted), the name and address of the respondent, and shall be accompanied by the bid security and other required documents.

Note: Crestview is not a next day delivery site for overnight carriers.

6. **MODIFICATION & WITHDRAWAL OF BID** - A bid may be notified or withdrawn by an appropriate document duly executed in the manner that a bid must be executed and delivered to the place where bids are to be submitted prior to the date and time for the opening of bids.

If within 24 hours after bids are opened any respondent files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material substantial mistake in the preparation of its bid, that respondent may withdraw its bid, and the bid security will be returned. Thereafter, if the work is rebid, that respondent will be disqualified from 1) further bidding on the work, and 2) doing any work on the contract, either as a subcontractor or in any other capacity.

7. **BID OPENING INFORMATION** – Bids will be opened at the time and place indicated in the advertisement or invitation to bid and unless obviously non-responsive, read aloud publicly. It is the respondent's responsibility to assure that his bid is delivered at the proper time and place. Offers by telegram, facsimile, or telephone are **NOT** acceptable.

Note: Crestview, Florida is “not a next day guaranteed delivery location” by delivery services.

8. **BID TABULATION SHEET** – Any respondent interested in receiving a copy of the bid tabulation sheet **must** enclose a stamped self-addressed envelope with their bid.
9. **BIDS TO REMAIN SUBJECT TO ACCEPTANCE** – All bids will remain subject to acceptance or rejection for sixty (60) calendar days after the day of the bid opening, but the County may, in its sole discretion, release any bid and return the bid security prior to the end of this period.
10. **IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.

11. **CONDITIONAL & INCOMPLETE BIDS** - Okaloosa County specifically reserves the right to reject any conditional bid and will normally reject those bids which make it impossible to determine the true amount of the bid.
12. **BID PRICE** – The bid price shall include all equipment, labor, materials, permit(s), freight, taxes, required insurance, Public Liability, Property Damage and Workers' Compensation, etc. to cover the finished work called for.
13. **ADDITION/DELETION OF ITEM** – The County reserves the right to add or delete any item from this bid or resulting contract when deemed to be in the County's best interest.
14. **SPECIFICATION EXCEPTIONS** – Specifications are based on the most current literature available. Respondent shall clearly list any change in the manufacturer's specifications which conflict with the bid specifications. Respondent must also explain any deviation from the bid specification in writing, as a foot note on the applicable bid page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their bid. Failure of the respondent to comply with these provisions will result in

respondents being held responsible for all costs required to bring the equipment in compliance with contract specifications.

15. **APPLICABLE LAWS & REGULATIONS** – The respondent’s attention is directed to the fact that all applicable Federal and State laws, County and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the project shall apply to the bid throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.

16. **DISQUALIFICATION OF RESPONDENTS** - Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:
 - A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
 - B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
 - C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
 - D. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
 - E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
 - F. Default under previous contract.
 - G. Listing of the respondent by the Federal Government on its barred/suspended vendor list.

17. **AWARD OF CONTRACT** -
 - A. **Okaloosa County Review** - All respondents should be advised that Okaloosa County designated Staff will review all bids and will participate in the Recommendation to Award.
 - B. The County will award the bid to the lowest respondent, and the County reserves the right to award the bid to the respondent submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of the County, and to reject any and all bids or to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiated agreement that is in its best interest and its decision shall be final.
 - C. Okaloosa County reserves the right to waive any informalities or reject any and all bids, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this bid and to accept the bid that in its judgment will best serve the interest of the County.
 - D. Okaloosa County specifically reserves the right to reject any conditional bids and will normally reject those which made it impossible to determine the true amount of the bid. Each item must be bid separately and no attempt is to be made to tie any item or items to any other item or items.

18. **WARRANTY** – (The warranty will be in the name of Okaloosa County) Warranty work specified herein is for a minimum of two (2) years from delivery against defects in materials and in labor and workmanship. State the manufacturer’s warranty with your bid.
19. **PAYMENTS** – The respondent shall be paid upon submission of invoices and approval of acceptance by Okaloosa County Board of County Commissioners, Finance Office, 302 N. Wilson St., #203, Crestview FL 32536. The prices stipulated herein for articles delivered and accepted. Invoices must show Contract #.
20. **DISCRIMINATION** - An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
21. **PUBLIC ENTITY CRIME INFORMATION** - Pursuant to Florida Statute 287.133, a respondent may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
22. **CONFLICT OF INTEREST** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies. Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.
- Note: For respondent’s convenience, this certification form is enclosed and is made a part of the bid package.**
23. **RECYCLED CONTENT INFORMATION** - In support of the Florida Waste Management Law, respondents are encouraged to supply with their bid any information available regarding recycled material content in the products bid. The County is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.) and the percentage of recycled material contained in the product. The County also requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.
- Note: For respondent’s convenience, this certification form is enclosed and is made a part of the bid package.**
24. **LOCAL PREFERENCE** - Okaloosa County reserves the right to grant a preference to in-county respondents only when bids are received from firms located in states, counties, municipalities or other political subdivisions which offer preference to respondents located in such political subdivisions. The amount of preference given to local respondents will be the same as that given by the state, county, municipality or other political subdivisions in which a respondent is located. If the political subdivision in which a respondent is located offers a preference to its local firms, that respondent must plainly state the extent of such preference to include the amount and type preference offers. Any respondent failing

to indicate such preference will be removed from the County bid list and any and all bids from that firm will be rejected.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.

25. **REORGANIZATION OR BANKRUPTCY PROCEEDINGS** – Bids will not be considered from vendors who are currently involved in official financial reorganization or bankruptcy proceedings.
26. **INVESTIGATION OF RESPONDENT** – The County may make such investigations, as it deems necessary to determine the stability of the respondent to perform the work and that there is no conflict of interest as it relates to the project. The respondent shall furnish to the Owner any additional information and financial data for this purpose as the County may request.
27. **AUTHORITY TO PIGGYBACK** - All respondents submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all governmental agencies under the same conditions, for the same contract price, and for the same effective period as this bid, should the respondent feel it is in their best interest to do so.

Each governmental agency desiring to accept these bids and make an award thereof shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this bid.

This agreement in no way restricts or interferes with the right of any governmental agency to bid any or all items.

28. **NO CONTACT CLAUSE** - The Okaloosa County Board of County Commissioners have established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award.

Note: For proposer's convenience, this certification form is enclosed and is made a part of the bid package.

29. **REVIEW OF PROCUREMENT DOCUMENTS** - Per Florida Statute 119.071 (2) 2 sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) (Inspection and copying of public records) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.
30. **COMPLIANCE WITH FLORIDA STATUTE 119.071** - The RESPONDENT shall comply with all the provisions of section 119.071, Florida Statutes relating to the public records which requires, among other things, that the RESPONDENT: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for

retaining public records and transfer, at no cost, to the public agency all public records in possession of the respondent upon termination of the contract.

- 31. PROTECTION OF RESIDENT WORKERS** – The Okaloosa County Board of County Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verifications. The respondent shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. Okaloosa County reserves the right to request documentation showing compliance with the requirements.

Respondents doing construction business with Okaloosa County are required to use the Federal Government Department of Homeland Security’s website and use the E-Verify Employment Eligibility Verifications System to confirm eligibility of all employees to work in the United States.

- 32. SUSPENSION OR TERMINATION BY OWNER FOR CONVENIENCE** - Owner may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as Owner may determine, or to terminate all or a portion of the Contract for Owner’s convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If Owner orders a suspension, the Contract price and Contract time shall be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by another cause for which Respondent is responsible; or that an equitable adjustment is made or denied under another provision of this Contract.

- 33. FAILURE OF PERFORMANCE/DELIVERY** - In case of default by the respondent or respondent after award of bid, the County after due notice (oral or written) may procure the necessary supplies or services from other sources and hold the respondent responsible for difference in cost incurred. Continuous instances of default shall result in cancellation of the contract and removal of the respondent from the bid list for duration of one year, at the option of County officials.

- 34. AUDIT** - If required, respondent shall permit an authorized, independent audit agency to inspect all data and records of respondent relating to its performance and its subcontracts under this contract from the date of the contract through and until the expiration of contract.

- 35. EQUAL EMPLOYMENT OPPORTUNITY; NON DISCRIMINATION** – Respondent will not discriminate against any employee or an applicant for employment because of race, color, religion, gender, sexual orientation, national origin, age, familial status or handicap.

- 36. NON-COLLUSION** – Per Florida Statute 838.22, respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful or wrongful act, or any act which may result in an unfair advantage over other respondents.

- 37. UNAUTHORIZED ALIENS/PATRIOT’S ACT** – The knowing employment by respondent or its subcontractors of any alien not authorized to work by the immigration laws is prohibited and shall be a

default of the contract. In the event that the respondent is notified or becomes aware of such default, the respondent shall take steps as are necessary to terminate said employment with 24 hours of notification or actual knowledge that an alien is being employed. Respondent's failure to take such steps as are necessary to terminate the employment of any said alien within 24 hours of notification or actual knowledge that an alien is being employed shall be grounds for immediate termination of the contract. Respondent shall take all commercially reasonable precautions to ensure that it and its subcontractors do not employ persons who are not authorized to work by the immigration laws.

38. The following documents are to be submitted with the bid packet:

- A. Drug-Free Workplace Certification Form
- B. Conflict of Interest
- C. Federal E-Verify
- D. No Contact Clause Form
- E. Recycled Content
- F. Indemnification and Hold Harmless
- G. Local Preference Data Sheet
- H. Company Data
- I. Addendum Acknowledgement
- J. Bid Sheet

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED RESPONDENT CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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 and 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 quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, 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 Chapter 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, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____
(Typed or Printed)

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO.: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all respondents/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either “yes” (a county employee, elected official, or agency is also associated with your business), or “no”. If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

ADDRESS: _____

PHONE NO. _____

E-MAIL _____

DATE _____

FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Proposer hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the COUNTY upon request.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO.: _____

NO CONTACT CLAUSE

The Board of County Commissioners have established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department.

The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective respondents/proposers and members of the Board of County Commissioners the County Administrator or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **MUST** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Manager or an appointed representative. It shall be the Purchasing Manager decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the proposer from consideration during the selection process.

All proposers must agree to comply with this policy by signing the following statement and including it with their submittal.

I _____ representing _____
Signature Company Name

On this _____ day of _____, 2014 hereby agree to abide by the County's "No Contact Clause" and understand violation of this policy shall result in disqualification of my proposal/submittal.

RECYCLED CONTENT FORM

RECYCLED CONTENT INFORMATION

1. Is the material in the above: Virgin _____ or Recycled _____ (Check the applicable blank). If recycled, what percentage _____%.

Product Description: _____

2. Is your product packaged and/or shipped in material containing recycled content?

Yes _____ No _____

Specify: _____

3. Is your product recyclable after it has reached its intended end use?

Yes _____ No _____

Specify: _____

The above is not applicable if there is only a personal service involved with no product involvement.

Name of Respondent: _____

E-Mail: _____

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Bidder's Company Name

Authorized Signature – Manual

Physical Address

Authorized Signature – Typed

Mailing Address

Title

Phone Number

FAX Number

Cellular Number

After-Hours Number(s)

Date

LOCAL PREFERENCE DATA SHEET

Refer to Special Bid Condition

Does the state, county, municipality or political subdivision in which your firm is located offer a preference to their local bidders? (If your firm is located in Okaloosa County, you will check “NO.”) If “YES,” list below the extent of such preference.

YES _____

NO _____

Bidder’s Company Name

Authorized Signature – Manual

Authorized Signature – Typed

COMPANY DATA

Physical Address & Phone #:

Proposer's Company Name:

Physical Address:

Contact Person (Typed-Printed):

Phone #:

Cell #:

Federal ID or SS #:

Proposer's License #:

Fax #:

Emergency #'s After Hours,
Weekends & Holidays:

ADDENDUM ACKNOWLEDGEMENT

Acknowledgment is hereby made of the following addenda (identified by number) received since issuance of solicitation:

| <u>ADDENDUM NO.</u> | <u>DATE</u> |
|----------------------------|--------------------|
| | |
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NOTE: Prior to submitting the response to this solicitation, it is the responsibility of the respondent to confirm if any addenda have been issued. If such addenda have been issued, acknowledge receipt by noting number(s) and date(s) above.

BID SHEET

Bid Number: AP/FM 04-15

Respondent agrees to perform all work described in the specification for the following amount: **Quantities and locations are subject to change; therefore all billing shall be based on the awarded unit prices.**

County Premises – Vary according to Inspection

1. \$_____ Annual \$_____ Semi Annual Inspections
2. \$_____ Annual Fire Alarm Inspections:
3. \$_____ Fire Line and Domestic Backflow Inspections:
4. \$_____ Annual \$_____ Quarterly Fire Sprinkler Inspections
5. \$_____ Annual Fire Alarm and Duress Monitoring:
6. \$_____ Fire Pump Inspections

Facilities Fire Extinguisher Inspections

- | | | |
|-------------|-----|-------------------|
| 7. \$_____ | ABC | 150 pound wheeled |
| 8. \$_____ | BC | 50 pound |
| 9. \$_____ | ABC | 15 pound |
| 10. \$_____ | BC | 15 pound |
| 11. \$_____ | ABC | 13 pound |
| 12. \$_____ | ABC | 10 pound |
| 13. \$_____ | ABC | 2.5 pound |

Hourly rate for repairs performed in addition to maintenance of fire extinguishers, fire alarms, fire pump systems, and sprinkler systems. \$_____

Over-time rate \$_____

Mark down percentage for all parts \$_____

Remarks:

Anti-collusion statement: The below signed respondent has not divulged to, discussed with, or compared his bid with other respondents and has not colluded with any other respondent or parties to bid whatever. Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s)

Respondent's Company Name

Authorized Signature

Authorized Signature – Printed

Address

Title

Phone Number

Federal ID/Social Security Number

Email Address
