



**THE ESCAMBIA COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT
75 NORTH PACE BLVD.
PENSACOLA, FL 32505**

REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGEMENT

POSTING DATE:

November 10, 2014

PURCHASING CONTACT & TELEPHONE:

Allison Watson (850) 469- 6210

RFP TITLE:

Dispensing System for Toilet Tissue and Hand Towels

RFP NUMBER:

#151602

RFP OPENING DATE & TIME:

Monday, November 24, 2014 1:30 pm CST

NOTE: PROPOSALS RECEIVED AFTER THE RFP OPENING DATE AND TIME WILL NOT BE ACCEPTED.

The School District of Escambia County, Florida, solicits your company to submit a proposal on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. Proposals will not be accepted unless all conditions have been met. All proposals must have an authorized signature in the space provided below. All proposals must be sealed and received in the School District's Purchasing Office at 75 North Pace Blvd., Pensacola, Florida, 32505 by the "RFP Opening Date & Time referenced above. All envelopes containing sealed proposals must reference the "RFP Title", "RFP Number" and the "RFP Opening Date & Time". The School District is not responsible for lost or late delivery of Proposals by the U.S. Postal Service or other delivery services used by the Bidder. Proposals may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER: (EXT:) FACSIMILE NUMBER:

EMAIL:

HOW DID YOU FIND OUT ABOUT THIS RFP? SCHOOL DISTRICT WEBSITE___ BIDNET___ DEMAND STAR___ PRIME VENDOR___
OTHER___ (PLEASE SPECIFY_____)

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A PROPOSAL 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 RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE BIDDER.

AUTHORIZED SIGNATURE:

TYPED OR
PRINTED NAME:

TITLE:

DATE:

I. INTRODUCTION & GENERAL INFORMATION

The Escambia County School District (the District) is soliciting proposals for a five-year agreement for a dispensing system for toilet tissue and hand towels for buildings/portables throughout the entire District which serves approximately 40,000 students at over fifty (50) locations. The initial installation of all dispensers shall be completed within ninety (90) days of contract award. The awarded Bidder shall bear all costs needed for the installation of dispensers. Subsequent purchases of paper products shall be on an "as needed" basis. The initial term of the agreement will be effective from December 20, 2014 through December 19, 2015 and renewed annually for four (4) additional one (1) year periods upon mutual consent and approval by the Escambia County School Board.

FOR ALTERNATE SAMPLE PRODUCT EVALUATION: Bidders shall submit one (1) hand towel dispenser, one (1) toilet tissue dispenser, and one (1) case of toilet tissue paper and hand towels with product literature for alternate brand in accordance with RFP specifications. **Ship to: ECSD, 75 North Pace Blvd., Purchasing Dept., Attn: Allison Watson, Pensacola, FL 32505 to be received by close of business on Tuesday, November 18th . Refer to Section III- Special Conditions, Paragraph L.****

II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Bidder" as used within this Request For Proposal (RFP) refers to the person, company or organization responding to this RFP. The Bidder is responsible for understanding and complying with the terms and conditions herein.

- A. **GENERAL:** Upon an RFP award, the terms and conditions of this RFP or any portion thereof, may upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect). Subject to the mutual consent of the parties, the pricing, terms and conditions of this RFP, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. **RFP OPENING AND FORM:** Proposal openings will be public on the date and time specified on the Proposal Acknowledgement form. All proposals received after the time indicated will be rejected as non-responsive and retained by the District. Proposals by Email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the Proposals only; details concerning pricing or the offering will not be announced. All proposals submitted shall become public record upon an announcement of a recommended award or thirty (30) days after the opening date whichever occurs first. To protect any confidential information contained in their Proposal, companies must invoke the exemptions to disclosure provided by law in response to the RFP, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- C. **WARRANTY:** All goods and services furnished by the Bidder, relating to and pursuant to this RFP will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Bidder will take all necessary action, at Bidder's expense, to correct such breach in the most expeditious manner possible.
- D. **PRICING:** All pricing submitted will include all packaging, handling, shipping charges, and delivery to any point within Escambia County, Florida to a secure area or inside delivery. The School Board is exempt and does not pay Federal Excise and State of Florida Sales taxes.
- E. **TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Bidder's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.

- F. **TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School District upon receipt and acceptance at the destination indicated herein. Until acceptance, the Bidder retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School District will not accept collect freight charges. (3) No premium carriers will be used for the School District's account without prior written consent of the Director of Purchasing.
- G. **PACKING:** All shipments will include an itemized list of each package's content, and reference the School District's Purchase Order Number. No charges will be allowed for cartage or packing unless agreed upon by the School District prior to shipment.
- H. **INSPECTIONS AND TESTING:** The School District will have the right to expedite, inspect and test any of the goods or work covered by this RFP. All goods or services are subject to the School District's inspection and approval upon arrival or completion. If rejected, they will be held for disposal at the Bidder's risk. Such inspection, or the waiver thereof, however, will not relieve the Bidder from full responsibility for furnishing goods or work conforming to the requirements of this RFP or the RFP Specifications, and will not prejudice any claim, right, or privilege the School District may have because of the use of defective or unsatisfactory goods or work.
- I. **STOP WORK ORDER:** The School District may at any time by written notice to the Bidder stop all or any part of the work for this RFP award. Upon receiving such notice, the Bidder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the RFP terms and conditions.
- J. **INSURANCE AND INDEMNIFICATION:** The Bidder agrees to indemnify and save harmless the School District, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Bidder, its agents, employees, or representatives, or are arising from any Bidder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School District. The Bidder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School District. The Bidder will, at the request of the School District, supply certificates evidencing such coverage.
- K. **RISK OF LOSS:** The Bidder assumes the following risks: (1) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage to any property received by the Bidder or held by the Bidder or its suppliers for the account of the School District, until such property has been delivered to the School District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School District, from the time of shipment thereof to Bidder until redelivery thereof to the School District.
- L. **LAWS AND REGULATIONS:** Bidders will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, and the rules and regulations promulgated under these Acts. Bidders agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age or national origin.

All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida.

- M. **PUBLIC ENTITY CRIMES:** A Bidder, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to 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 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 Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- N. **PATENTS:** Bidders agree to indemnify and save harmless the School District, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this bid, and will assume the defense of any and all suits and will pay all costs and expenses thereto.
- O. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Bidders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent or more of the company.
- P. **TERMINATION: DEFAULT.** The School District may terminate all or any part of a subsequent award by giving notice of default to Bidder, if Bidder: (1) refuses or fails to deliver the goods or services within the time specified; (2) fails to comply with any of the provisions of this RFP or so fails to make progress as to endanger performances, hereunder, or; (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the School District's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination. **CONVENIENCE.** The School District may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for convenience, the School District's sole obligations will be to reimburse Bidder for (1) those goods or services actually shipped/performed and accepted up to the date of termination, and (2) costs incurred by Bidder for unfinished goods, which are specifically manufactured for the School District and which are not standard products of the Bidder, as of the date of termination, and a reasonable profit thereon. In no event is the School District responsible for loss of anticipated profit nor will reimbursement exceed the RFP value.
- Q. **DRUG-FREE WORKPLACE:** Whenever two or more RFPs are equal with respect to price, quality, and service, an RFP received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida Statutes, will be given preference in the award process.
- R. **PERFORMANCE:** In an effort to reduce the cost of doing business with the School District, and unless indicated elsewhere, no bid or performance bond is required. However, upon award and subsequent default by Bidder, the School District reserves the right to pursue any or all of the following remedies: (1) to accept the next lowest available RFP price or to purchase materials or services on the open market, and to charge the original awardees for the difference in cost via a deduction to any outstanding or future obligations; (2) the Bidder in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two years; (3) any other remedy available to the School District in tort or law.
- S. **AUDIT AND INSPECTION:** The District or its representative reserves the right to inspect and/or audit all the Bidder's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Bidder to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Bidder.

- T. **SAMPLES AND BRAND NAMES: BRAND NAMES.** Specifications referencing specific brand names and models are used to reflect the kind and type of quality in materials and workmanship, and the corresponding level of performance the School District expects to receive as a minimum. Bidders offering equivalents or superior products to the brand/model referenced will: (1) reference on the RFP in the space provided the manufacturer's name, brand name, model and/or part number; (2) next to the price Bidder will indicate "ALT" to reflect an alternate offering; (3) where no sample is provided with the RFP, Bidders will enclose sufficient technical specification sheets and literature to enable the School District to reach a preliminary evaluation; (4) the School District may request and Bidder agrees to submit a sample or to provide its product on-trial or demonstration, whichever the School District may deem appropriate, at no charge to the District; (5) the School District shall have sole discretion in determining the acceptability of any alternatives offered. **SAMPLES.** Any sample requested by this RFP or to be provided at the Bidder's option, should be forwarded under separate cover to the attention of the Purchasing Office of the School District. The package or envelope will reference the RFP Number, RFP Title, and RFP Item Number and clearly marked "Samples". All samples will be provided free of charge, including transportation charges. Bidders are responsible for notifying and making arrangements for pick up from the School District if a return of samples is expected. All samples unclaimed for thirty (30) days will be disposed of at the discretion of the School District.
- U. **EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be price, quality, availability, and responsiveness. Other factors that may be used in the evaluation of this bid will be: (1) administrative costs incurred by the School District in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Bidder's past performance; (4) Other factors as specified in Section III- Special Conditions. The School District reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any proposal in its entirety or in part, and to waive minor irregularities if the proposal is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The School District has sole discretion in determining testing and evaluation methods. The School District may consider in conjunction to any award hereunder, those products, services and, prices available to them through contracts from state, federal, and local government agencies or other school districts within the State of Florida.
- V. **CLARIFICATIONS AND INTERPRETATIONS:** The School District reserves the right to allow for clarification of questionable entries, and for the Bidder to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the RFP Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven workdays prior to the opening date of the proposals. Failure to do so, on the part of the bidder will constitute an acceptance by the bidder of consequent decision. An addendum to the RFP shall be issued and posted for those interpretations that may affect the eventual outcome of this bid. It is the bidder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the RFP. Therefore oral statements given before the RFP opening date will not be binding. The School District will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be posted to the School District's Purchasing website address at <http://ecsd-fl.schoolloop.com/purchasing/bids> at least five workdays prior to the opening date. The bidder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their proposal.
- W. **RFP TABULATIONS, RECOMMENDATIONS, AND PROTEST:** RFP tabulations with award recommendations are posted for 72 hours in the Purchasing Office and are also posted to the School District's Purchasing website address at ["http://ecsd-fl.schoolloop.com/purchasing/bids"](http://ecsd-fl.schoolloop.com/purchasing/bids). Failure to file a protest within the time prescribed in Section 120.57(3) Florida State Statutes will constitute a waiver of proceedings under Chapter 120, Florida State Statutes and School Board Rules. RFP tabulations, recommendations or notices will not be automatically mailed.

- X. **CONTACT:** All questions for additional information regarding this RFP **must be directed to the designated Purchasing Agent noted on page one.** Prospective Bidders shall not contact any member of the Escambia County School Board, Superintendent, or staff regarding this bid prior to posting of the final tabulation and award recommendation on the website and in the Purchasing Office. **Any such contact shall be cause for rejection of your proposal.**
- Y. **PROPOSAL PREPARATION COSTS:** Neither the School District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this proposal.
- Z. **AGREEMENT FORM:** All subsequent agreements as a result of an award hereunder, shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.
- AA. **ADDITIONAL TERMS AND CONDITIONS:** The School District reserves the right to reject offers containing terms and/or conditions contradictory to those requested in this solicitation.

III. SPECIAL CONDITIONS These "SPECIAL CONDITIONS" are in addition to or supplement Section II GENERAL TERMS AND CONDITIONS. In the event of a conflict these SPECIAL CONDITIONS shall have precedence.

A. INDEMNIFICATION: Save and hold harmless, pay on behalf of, protect, defend, and indemnify the School Board, (including the Superintendent of Schools, the School District, their officers, agents, and employees) from and against any demand, claim, suit, loss, expense, or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of any person arising out of , or in any way related to, any negligent or wrongful action or inaction of the Signer (including its sub-contractors, officers, agents, and employees) in the performance or intended performance of this agreement, or the negligent or wrongful operation of any program, which is the subject of, or is related to the performance of this agreement, or any breach of this agreement by Signer (including its sub-contractors, officers, agents, and employees). The obligations of the Signer pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Signer.

B. REQUIRED INSURANCE:

1. The successful Bidder agrees to maintain, in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of general liability and auto liability insurance in an amount not less than \$1,000,000 with an Insurance company rated not lower than "A" by A.M. Best and Company. The School Board shall be named as an additional insured. The policy and evidence of such insurance shall be endorsed so as to provide coverage for all liability hereby contractually assumed by the Supplier and a copy thereof shall be delivered to the District before beginning performance of this agreement. Such insurance shall not be subject to cancellation, non-renewal, reduction in policy limits or other adverse change in coverage, except with forty-five (45) days prior written notice to the School Board, which notice shall be given by U.S. Certified Mail with return receipt requested to the undersigned. No other form of notification shall relieve the insurance company, or its agents, or representatives of responsibility.
2. If this agreement involves performance by officers, employees, agents or sub-contractors of the Supplier, the Supplier shall also maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of workers' compensation insurance in the amount required by Florida State Statutes Chapter 440, and Employer Legal Liability Insurance in the amount of \$100,000.00.

C. PRICE ESCALATION: All pricing and rate schedules proposed herein shall be firm through December 19, 2015. Adjustments to pricing will be negotiable and limited to the CPI-W Index for Urban SE United States. Increases are not automatic and must be submitted in writing to Ms. Allison Watson, Purchasing Department, 75 N. Pace Blvd., Pensacola, FL 32505, by October 1 of every year to become effective on

the anniversary date of the contract - December 20. Increases may not exceed the percentage increase for the most current 12-month CPI index indicated above or 5% whichever is less. **Any price decrease effectuated during the contract period either by reason of market change or on the part of the contractor to other customers shall be passed onto the Escambia County School District.**

- D. INSTALLATION & REMOVAL:** The awarded Bidder shall complete the initial installation of all dispensers within 90 days of contract award. The awarded Bidder shall bear all costs needed for the dispenser installation. The Installation shall be scheduled and coordinated with the District Custodial Dept. In the event that is necessary to terminate this contract, the Bidder agrees that the schedule for the removal of non-District owned dispensers from District property will be determined and coordinated with the District Custodial Department. The Bidder will provide certification that all dispensers are in compliance with any and all requirements of the Americans with Disabilities Act. The Bidder is responsible for ensuring all dispensers are in correct operational condition at all times. The Bidder shall remove defective dispensers and install replacements at no cost to the District. Dispensers will also be installed in new construction buildings/portables at no cost to the District. Dispensers shall not be installed or removed from District property without written approval from the Assistant Director of Custodial Services.
- E. DISPENSER REPLACEMENT STOCK:** The Bidder shall provide twenty-four (24) units of each type of dispenser for replacement of non-operating units to the District Central Warehouse. **These stock units will be replaced on an exchange basis at no cost to the District.** Bidder shall provide on-hand dispenser inventory list.
- F. OWNERSHIP OF DISPENSERS:** The dispensers shall remain the property of the Bidder and shall be returned to the Bidder at the end of the contract if the District does not renew for an additional term.
- G. SAFETY:** The Bidder and its employees are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. The Bidder shall be held responsible for the safety of its employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
- H. DELIVERY REQUIREMENTS:** The Bidder shall delivery all items which may be requested during the contract term in accordance with the terms and conditions of this proposal. In the event that the awarded Bidder can not provide any item for any reason, it will be the Bidder's responsibility to temporarily supply another item of equivalent quality at contract prices as an emergency measure, subject to prior approval by the Asst. Director of Custodial Services and Purchasing Department. Determination of equivalency of the item shall be the responsibility of the District whose decision shall be final. Delivery shall be made within seventy-two **(72) hours** to the designated "ship to" address specified on each order. If requested by Bidder, sufficient time, not to exceed thirty (30) days from the notice of award, will be allowed to acquire adequate stock after award is made.
- I. ORDER QUANTITY:** Annual usages are estimated. Actual purchases may vary. The District will not incur any penalties for not attaining estimated quantities. No orders shall be shipped without a purchase order or District Visa purchasing card.
- J. PRODUCT SUBSTITUTION:** Unless approved by the Asst. Director of Custodial Services, no product substitutions will be permitted. All unauthorized products will be returned at no expense to the District. The Bidder will be required to delivered items meeting specifications or be held in default in accordance with General Conditions- #P, Page 4 of this proposal. If a product/dispenser change is required due to a mandated health-related situation or becomes discontinued, the Bidder shall provide the new product/dispensers. Any price adjustments must be submitted in writing with supporting documentation from the manufacturer.
- K. PRODUCT LABELS:** Labels shall be affixed to products as required by any or all State and Federal Statutes or regulations.

- L. ALTERNATE PRODUCTS:** The District pre-approves products prior to bid. Offering any product not listed as approved in this document is an alternate bid. Bidders may bid an equivalent product in lieu of the items approved. An alternate product will only be accepted if a sample is provided to the District in the time and manner stated within this document. The District shall have sole discretion in accepting or rejecting a vendor's alternate product. If approved, the alternate product bid for that item will be added to the approved product list and will be accepted for potential award for this and future solicitations. For larger and or more expensive items, vendors may send detailed specifications, including but not limited to, photos or drawings and the full manufacturer's warranty in place of the sample, providing a request is made in writing to the Purchasing Agent listed on Page 1 of this document.

If bidding an alternative brand/number other than as specified, or if no brand/number is specified, a sample must be submitted with your bid. Samples shall be sent to: ECSD, Purchasing Dept., 75 North Pace Blvd., Pensacola, FL 32505. Samples must be received by close of business day on **Tuesday, November 18.**

All samples must be properly labeled with manufacturer's label, bid item number, and name of vendor submitting sample. Material Safety Data Sheets are required for chemical cleaning solutions.

- M. DEBRIS REMOVAL:** The Bidder shall be responsible for the prompt removal of all debris resulting from delivery, assembly, removal, or installation.
- N. LOCAL OFFICE:** The Bidder shall maintain a local, staffed office within the Escambia County, Florida area.
- O. BUSINESS LICENSE AND BONDING:** Bidders shall be licensed and bonded in the State of Florida. Bidders shall include a copy of their FL business license with their proposal response.
- P. THIRD PARTY AGREEMENT:** The Bidder shall extend the awarded bid pricing to vendor(s) contracted by the District to perform cleaning services. Bidder is also responsible for dispenser installation, removal, and replacement services at outsourced school/dept. locations.
- Q. DOCUMENTATION AND REQUIRED ENCLOSURES:** Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions: This form (located on the last page of the bid document) must be signed and returned with the bid. **Failure To Return This Form May Result In Your Proposal Not Being Accepted.**
- R. BACKGROUND AND SCREENING REQUIREMENTS:** Vendor will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, by certifying that the vendor and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to the school in advance of the vendor providing any services on campus while students are present. The vendor will bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to vendor and its employees. The vendor will follow the procedures for obtaining employee background screening as outlined on the Escambia County School District Website: <http://ecsd-fl.schoolloop.com>. Vendor will provide school a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Vendor will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. The parties agree that in the event that vendor fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling school to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Vendor agrees to indemnify and hold harmless school, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from vendor's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

- S. FLORIDA'S PUBLIC RECORDS LAW:** Respondent shall comply with Florida's Public Records Law. Specifically, Respondent agrees that it will:
1. Keep and maintain public records that ordinarily and necessarily would be required by the District in order to perform the services performed by Vendor under the Agreement.
 2. Provide the public with access to such public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statute, or as otherwise provided by law.
 3. Ensure that public records that are exempt or that are confidential and exempt from public records requirement are not disclosed except as authorized by law.
 4. Meet all requirements for retaining public records and transfer to the District, at no cost, all public records in possession of Vendor upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.
 5. The failure of the Vendor to comply with the provisions set forth shall constitute a default and breach.
- T. EX PARTE COMMUNICATION:**
1. Ex parte communication, whether verbal or written, by any potential Bidders or representatives of any potential Bidders to this solicitation with District personnel involved with or related to this RFP, other than as expressly designated in this document, is strictly prohibited. Violation of this restriction may result in the rejection/disqualification of the Bidders' offer.
 2. Ex parte communication whether verbal or written, by any potential Bidders or representative of any potential Bidders to this solicitation with District Board members is also prohibited and will result in the rejection/disqualification of the Bidders' offer.
 3. **Any current contractor meetings with District staff and administration, or instructional personnel shall at no time include any conversation regarding the RFP.**
 4. **Questions regarding RFP must be directed to the Purchasing Agent listed on page one within the timeframe provided for clarifications and interpretations under letter V, General Terms and Conditions (Section II, page 5).**
- U. FLORIDA PREFERENCE:** Pursuant to 287.084 Florida Statute, award recommendations shall make appropriate adjustments to pricing when considering solicitations from Proposers having a principal place of business outside the State of Florida. All Proposers must complete and sign and submit the "Bidder's Statement of Principal Place of Business", Attachment A with the response to this solicitation. Failure to comply shall be considered non-responsive to the terms of this solicitation. Refer to <http://www.leg.state.fl.us/Statutes/index.cfm> for additional information regarding this Statute.

IV. SCOPE OF WORK OR SERVICES

The District will enter into an agreement of up to five (5) years for a dispensing system for toilet tissue and hand towels for buildings/portables throughout the entire District which serves approximately 40,000 students at over fifty (50) locations. The initial installation of all dispensers shall be completed within ninety (90) days of contract award. The awarded Bidder shall bear all costs needed for the installation of dispensers. Subsequent purchases of paper products shall be on an "as needed" basis. The initial term of the agreement will be effective from December 20, 2014 through December 19, 2015 and renewed annually for four (4) additional one (1) year periods upon mutual consent and approval by the Escambia County School Board.

V. QUESTIONNAIRE AND RESPONSE

The Bidder will complete the information requested in this section. **Your proposal will discuss the following in the sequence listed below.**

A. COMPANY PROFILE: Bidders shall present a company profile to include:

- Overview about the company
- Ownership

- Primary focus of business dealings
- Years in business (Include location of local business office)
- Number of total employees (List separately actual number of employees and supervisors)
- If needed, provide a list of subcontractors and/or other resources which will be used to complete the installation for the Escambia County School District.
- List at least three business references (other than the Escambia County School District) from current or previous customers receiving similar services. Preference desired for similar size/volume and/or school or government applications. All references listed must include contact person, phone number, estimated dollar volume and dates of business relationship.
- Provide a contact person and phone number for normal working hours. For emergencies, nights and weekends, the Bidder shall designate a contact person or have a voice mail paging system service or an answering service. A call back to the District shall be returned within thirty (30) minutes of the original call.

B. PRODUCT SPECIFICATIONS: TOILET TISSUE

- 1.) Brand Name: Bay West Ecosoft Green Seal or Approved Equal
Item #61990

- Recycled; double ply; sheet size: 3-3/4" x 4"; 36 rolls per case. Approximate weight: 24 lbs.

General:

- Toilet tissue offered must contain a minimum of 20% post-consumer wastepaper.
- Toilet tissue shall be clean, soft, and shall be reasonably free from visible wood splinters, specks, holes, tears, wrinkles, or other imperfections.
- Toilet tissue shall be uniform in color and trimmed with clean smooth edges.
- Toilet tissue shall have no disagreeable, unpleasant odor either wet or dry.
- Toilet tissue shall be wound evenly and tightly on a round paperboard core sufficiently rigid to prevent collapse under ordinary conditions.

C. PRODUCT SPECIFICATIONS: HAND TOWELS

- 1.) Brand Name: Bay West Ecosoft Green Seal Certified or Approved Equal
Item #31400

- Recycled; Natural White, Roll Towel; Width Size: 8.0; 6 rolls per case
- Approximate weight: 27 lbs., 800 ft. linear ft. per roll

General:

- Hand towels offered must contain a minimum of 40% post-consumer waste.
- The hand towels furnished shall possess a good absorbing rate and the capacity for total absorption and have a high wet strength.
- Hand towels shall be reasonably soft and have a pleasant "feel" and not become slimy when wet.
- Hand towels shall also be comfortable in use and easy on the skin. Hand towels shall not disintegrate easily in use.
- Hand towels shall be of good formation and shall have no disagreeable, unpleasant odor either wet or dry.

D. PRODUCT SPECIFICATIONS: DISPENSERS

All dispensers must be free of multiple moving parts, easy to load and tamper resistant. Dispensers must be ADA compliant and feature a locking mechanism to prevent theft of product. All dispensers must have a lifetime guarantee. All dispensers must maximize hygiene and control contamination of product. All dispensers must have the technology to provide controlled usage and cost savings. All dispensers must also have a translucent type cover to allow service staff to see "at a glance" service levels of products.

Toilet Tissue Dispenser: Must be made of durable ABS plastic withstanding high capacity usage for three rolls.

Hand Towel Dispenser: Must be made of durable ABS plastic, with no double feeding allowed. The District prefers a non-electrical, hand free towel dispenser with a side hinge door. The dispenser automatically advances the hand towel without requiring a lever to be pulled or push a button. When the roll in use is consumed by ¾ of the total quantity, a new roll can be loaded and will not advance until the current roll is completely utilized.

E. ALTERNATE SAMPLE PRODUCT EVALUATION:

Bidders shall submit one (1) hand towel dispenser, one (1) toilet tissue dispenser, and one (1) case of toilet tissue paper and hand towels with product literature for alternate brand in accordance with RFP specifications. **Ship to: ECSD, 75 North Pace Blvd., Purchasing Dept., Attn: Allison Watson, Pensacola, FL 32505 by the close of business on Tuesday, November 18.**

F. PRICING AND INSTALLATION:

1.) Item: Bay West Ecosoft Green Seal Toilet Tissue #61990 or Approved Equal

Estimated Annual Usage: 3300 cases

Price Per Case: \$ _____ Total Cost: \$ _____

Manufacturer/Brand Number: _____

2.) Item: Bay West Ecosoft Green Seal Certified Hand Towels #31400 or Approved Equal

Estimated Annual Usage: 4600 cases

Price Per Case: \$ _____ Total Cost: \$ _____

Manufacturer/Brand Number: _____

3.) Item: Bay West OptiServ Hands-Free Paper Towel Dispenser #86500 or Approved Equal
(Bidder shall bear all costs needed for dispenser installation)

Color: Black Translucent

Manufacturer/Brand Number: _____

- 4.) Item: Bay West Revolution 3-Roll Toilet Tissue Dispenser #80300 or Approved Equal
(Bidder shall bear all costs needed for dispenser installation)

Color: Black Translucent

Manufacturer/Brand Number: _____

Estimated Installation Start Date For All Dispensers: _____

VI. EVALUATION CRITERIA AND AWARD

This RFP shall be evaluated based on the responses to Section V - Questionnaire and Response. Each response shall be reviewed by an evaluation committee and awarded points. The best response will receive the highest number of points for that response with all other responses receiving an amount less than the maximum. The Bidder that scores the highest points will be recommended for award.

- 1. Company Profile, Experience, and References. (20 Points)**
- 2. Price. (50 Points)**
- 3. Dispenser System Quality (30 Points)**

REQUIRED DOCUMENTS NEEDED FOR RFP AWARD CONSIDERATION:

- A. **Signed** Proposal Document (pages 1-16) with Completed Questionnaire and Response and Three Additional Copies marked "COPY". All signatures required must be original - no fax or email documents will be accepted.
- B. State of Florida Business License
- C. Three Business References (Other Than Escambia County School District)
- D. **Signed** Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Page 14-15)
- E. Inventory List of On-Hand Replacement Dispensers For Toilet Tissue and Hand Towels
- F. **Signed** Bidder's Statement of Principal Place of Business – Attachment A (Page 16)
- G. **Signed** Drug Free Workplace Form, if applicable (Page 13)

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids that are equal with respect to price, quality, and service are received by the State or by any political subdivision 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. Established procedures for processing tie bids will be followed if none of the tied vendors have 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 bid 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 bid, the employees 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 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 this section.

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

Vendor's Signature _____

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions,” without modification of all lower tier covered transactions and in all solicitations for lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS
(To be completed by each Bidder)

Name of bidder: _____

Identify the state in which the bidder has its principal place of business: _____

Identify the political subdivision (outside of Florida) in which bidder has its principal place of business:

Proceed as follow: IF your principal place of business above is located within the State of Florida, the Proposer may sign below and attach to your solicitation. No further action is required. IF your principal place of business is outside of the State of Florida the following must be completed by an attorney and returned with your solicitation. Failure to comply shall be considered to be non-responsive to this solicitation.

OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES
(To be completed by the Attorney for an Out-of-State Bidder)

NOTICE: Section 287.084(2), Fla. Stat., provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Fla. Stat.

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES
(Please Select One)

_____ The bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

_____ The bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES
(Please Select One)

_____ The bidder's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

_____ The bidder's principal place of business is in the political subdivision of _____ and the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

Signature of out-of-state bidder's attorney: _____

Printed name of out-of-state bidder's attorney: _____

Address of out-of-state bidder's attorney: _____

Telephone Number of out-of-state bidder's attorney: (_____) _____ - _____

Email address of out-of-state bidder's attorney: _____

Attorney's states of bar admission: _____

Proposer's Printed Name: _____ Signature: _____