



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

**REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGMENT**

POSTING DATE:  
**November 7, 2019**

PURCHASING CONTACT & TELEPHONE:  
**Travis Thrash 850.469.6207**  
[tthrash@escambia.k12.fl.us](mailto:tthrash@escambia.k12.fl.us)

RFP TITLE:  
**District-Wide Commercial Refrigerator & Freezer  
Preventative Maintenance & Repair**

RFP NUMBER:  
**200903**

RFP OPENING DATE & TIME:  
**December 2, 2019 2:00 PM, CENTRAL TIME**

**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 Responder. Proposals may not be withdrawn for a period of sixty (60) days after the opening date unless otherwise specified.

**THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM. AN ORIGINAL, MANUAL SIGNATURE, BY AN AUTHORIZED AGENT OF THE RESPONDER, IS REQUIRED ON THIS FORM.**

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 RESPONDER 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 RESPONDER. SIGNING THIS ACKNOWLEDGEMENT ALSO AFFIRMS THAT THE ORIGINAL REQUEST FOR PROPOSAL DOCUMENT HAS NOT BEEN ALTERED IN ANY WAY.

AUTHORIZED SIGNATURE:

TYPED OR  
PRINTED NAME:

TITLE:

DATE:

## I. INTRODUCTION & GENERAL INFORMATION

The purpose of this Request for Proposal (RFP) is to establish an agreement (the Agreement) to provide preventative maintenance and as-needed repair services for refrigerators and freezers throughout the District. Initial equipment to be maintained is listed in Attachment A – Price Proposal. The District reserves the right to award to multiple Responders (see Section IX. A. 6.). The initial term of the Agreement will be February 1, 2020 through June 30, 2020. After the initial term, successive Agreement terms shall be from July 1 through June 30. The Agreement may be renewed in one (1) year increments for up to a total of five (5) years upon mutual written agreement and approval of the School Board of Escambia County, Florida. All pricing proposed herein shall be firm throughout the first year of the Agreement.

**Proposals will only be accepted from Responders who attend the MANDATORY Pre-Proposal Conference and site visit.**

CALENDAR OF EVENTS	
RFP Posting Date	Thursday, November 7, 2019
Mandatory Pre-Proposal Conference (See Page 13, Section VIII. A.)	Wednesday, November 13, 2019 at 8:00 a.m., CST
Deadline for Questions (See Page 5, Section II. V and Pages 7 - 8, Section III. L)	Wednesday, November 20, 2019 at 4:00 p.m., CST
Answers to Questions and Any Addendums Posted By (See Pages 7 - 8, Section III. L)	Friday, November 22, 2019 at 4:00 p.m., CST
RFP Opening (See Page 1)	Monday, December 2, 2019 at 2:00 p.m., CST
RFP Evaluation	Friday, December 6, 2019 at 10:30 p.m., CST
Agreement Start Date	Saturday, February 1, 2020

## II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Responder", "Contractor", or "Vendor" as used within this Request For Proposal (RFP) refers to the person, company or organization responding to this RFP. The Responder is responsible for understanding and complying with the terms and conditions herein. The term "Parties", when used collectively, will apply to both the District and the Responder.

- 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 Responder, relating to and pursuant to this RFP will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Responder will take all necessary action, at Responder'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 Responder'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 Responder 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 Responder's risk. Such inspection, or the waiver thereof, however, will not relieve the Responder 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 Responder stop all or any part of the work for this RFP award. Upon receiving such notice, the Responder 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 Responder 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 Responder, its agents, employees, or representatives, or are arising from any Responder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School District. The Responder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School District. The Responder will, at the request of the School District, supply certificates evidencing such coverage.
- K. **RISK OF LOSS:** The Responder 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 Responder or held by the Responder 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 Responder until redelivery thereof to the School District.
- L. **LAWS AND REGULATIONS:** Responders 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. Responders 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. The parties agree that jurisdiction for the resolution of any legal issues arising out of this contract shall be solely with the Circuit Courts of Escambia County, Florida. The parties hereby waive venue in any other forum.

- M. PUBLIC ENTITY CRIMES:** A Responder, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal 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 Proposals 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 thirty-six (36) months from the date of being placed on the convicted vendor list.
- N. PATENTS:** Responders 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 solicitation, 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 Responders 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 (5%) 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 Responder, if Responder: (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 Responder for (1) those goods or services actually shipped/performed and accepted up to the date of termination, and (2) costs incurred by Responder for unfinished goods, which are specifically manufactured for the School District and which are not standard products of the Responder, 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 (2) 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 Responder, 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 Responder in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two (2) 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 Responder'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 Responder 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 Responder.

- 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. Responders 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, indicate "ALT" to reflect an alternate offering; (3) where no sample is provided with the RFP, enclose sufficient technical specification sheets and literature to enable the District to reach a preliminary evaluation; (4) agree to any request by the District for submission of a sample or to provide its product on-trial or demonstration, whichever the District may deem appropriate, at no charge to the District. The District reserves the right to determine the acceptability of any alternatives offered. **SAMPLES.** Any sample requested by this RFP or to be provided at the Responder's option, should be forwarded under separate cover to the attention of the Purchasing Office of the 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. Responders are responsible for notifying and making arrangements for pick up from the District if a return of samples is expected. All samples unclaimed for thirty (30) days will be disposed of at the discretion of the District.
- U. EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be price, quality, availability, vendor experience, references, and responsiveness. Other factors that may be used in the evaluation of Proposals received will be: (1) administrative costs incurred by the District in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Responder's past performance. 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 Responder 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, no later than **Wednesday, November 20, 2019 at 4:00 PM, CST**. Failure to do so, on the part of the Responder will constitute an acceptance by the Responder of consequent decision. An addendum to the RFP shall be issued and posted for those interpretations that may affect the eventual outcome of this solicitation. It is the Responder'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 (5) workdays prior to the opening date. The Responder 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 seventy-two (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>. 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 (1)**. Prospective Responders shall not contact any member of the Escambia County School Board, Superintendent, or staff regarding this solicitation 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. **CONTRACT TERM AND RENEWAL:** Notification of non-renewal by the Vendor must be sent in writing and received at least ninety (90) calendar days prior to the end of each agreement year. All pricing and rates proposed herein shall be firm through the first year of the Agreement.

For successive renewal years, adjustments to rates established in Attachment A, Price Proposal, will be negotiable and limited to the appropriate [Consumer Price Index for All Urban Consumers \(CPI-U\): Selected areas, all items index for South urban; Size B/C](#) as published by the US Department of Labor, Bureau of Labor Statistics in February of each year. Any requests for adjustments must be submitted in writing to the Purchasing Department no later than April 1st of each following year. Rate adjustments will not be automatic. Current year pricing **will** be retained for an additional, successive year if the CPI-U is not greater than zero percent (0%) or if the successful Vendor fails to submit a rate adjustment by the deadline. If a rate adjustment is requested, the Purchasing Department will provide notification of allowable increases, if applicable, by May 1st.

- B. **LICENSES:** Responder must be licensed and bonded to do business in Escambia County, Florida and/or the State of Florida. Responder shall also hold and maintain any licenses required to provide work under this Agreement.
- C. **BACKGROUND SCREENING REQUIREMENTS:** The successful Responder 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>. 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.
- D. **THE RESPONDER AS AN INDEPENDENT CONTRACTOR:** The Responder shall have sole control over the manner and means of providing the services performed under this Agreement.

The Responder's relationship to the District under this Agreement shall be that of an Independent Contractor. The Responder will not be considered an agent or employee of the District for any purpose.

As an Independent Contractor, the Responder is responsible for all taxes incident to payments for services herein, including without limitation, all state and federal income taxes payroll and other taxes, and Workers' Compensation.

- E. CONFLICT OF INTEREST:** The Responder affirms that, to the best of its knowledge, there exists no actual or potential conflict between the Independent Contractor's family, business, or financial interests and its services under this Agreement; and, in event of change in either its private interests or services under this Agreement, the Responder will raise with the District any questions regarding possible conflict of interest which may arise as a result of such change.
- F. COMPLIANCE WITH LAWS:** The Responder agrees to comply with all applicable laws, statutes, regulations, rulings, or enactments of any governmental authority. The Responder shall obtain from third parties, including State and local governments, all licenses and permissions necessary for the performance of the work.
- G. GOVERNING LAWS:** This Agreement is to be governed and construed in accordance with the laws of the State of Florida. The parties agree that jurisdiction for the resolution of any legal issues arising out of this contract shall be solely with the Circuit Courts of Escambia County, Florida. The parties hereby waive venue in any other forum.
- H. EXAMINATION OF RECORDS:** The Responder agrees that the District, the Comptroller General of the United States of America and/or the Inspector General of the Federal Sponsoring Agency, and the Auditor General of the State of Florida or their duly authorized representatives shall have access to, and the right to examine, any directly pertinent books, papers, and records of the Responder involving transactions related to this Agreement until the expiration of five (5) years after final payment under this Agreement or such longer period as required by law.
- I. EX PARTE COMMUNICATION:**

  - 1. Ex parte communication, whether verbal or written, by any potential Responders or representatives of any potential Responders 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 Responders' offer.
  - 2. Ex parte communication whether verbal or written, by any potential Responders or representative of any potential Responders to this solicitation with District Board members is also prohibited and will result in the rejection/disqualification of the Responders' offer.
  - 3. Any current meetings the Responder has with District staff and administration, or instructional personnel, shall at no time include any conversation regarding the RFP.
- J. COVENANT AGAINST CONTINGENT FEES:** The Responder warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an Agreement or understanding for a commission, percentage, brokerage, or contingency fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Independent Contractor for purposes of securing business. For breach or violation of this warranty, the District shall have the right to annul this Agreement without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
- K. INVOICING AND PAYMENTS:** Upon completion of work, a detailed invoice must be submitted to the Food Services Department, Attention: Director of Food Services, 30 East Texar Drive, Pensacola, FL 32503. All invoices must reference the District's purchase order number. Invoices will **not** be approved for payment until the work has been inspected and accepted by the designee of the Food Services Department.
- L. COMMUNICATION AND QUESTIONS:** Due to time constraints, it is recommended Responders send any questions they may have regarding this solicitation to the designated Purchasing Agent

below using a method that can be tracked (email, certified mail, overnight courier, etc.); email is preferred. The deadline for submitting questions concerning this RFP is **Wednesday, November 20, 2019 at 4:00 PM, CST**.

All changes in the specifications contained within this RFP will be made by Addendum. All Addendums concerning this RFP will be posted to the Purchasing Department's webpage located at <http://ecsd-fl.schoolloop.com/purchasing/bids>. It is the sole responsibility of each Responder to contact the Purchasing Agent responsible for this solicitation or visit the District's website to determine if any Addendums have been issued in order to obtain said Addendum(s). Any applicable Addendums and/or responses to questions received will be posted to the Purchasing Department's Current Bid Activity webpage by **Friday, November 22, 2019 at 4:00 PM, CST**.

In order for the Escambia County School District (the District) to ensure fair and equal treatment of all participating Responders, the below named individual is the District's only designated representative for this RFP. Responders shall contact this representative for all information regarding this RFP. **Responders who contact any other District employee, staff, or Board members regarding this RFP are subject to disqualification from participating in this solicitation.**

Travis Thrash, Purchasing Agent  
Purchasing Department  
Escambia County School District  
75 N. Pace Blvd.  
Pensacola, FL 32505  
Email: [tthrash@escambia.k12.fl.us](mailto:tthrash@escambia.k12.fl.us)

- M. FORCE MAJEURE:** A "Force Majeure Event" is defined as fire, flood, earthquake, acts of God, wars, riots, civil unrest, vandalism, acts of terrorism, or any other similar cause beyond the reasonable control of either Party (the District or the Responder) which make it illegal, impossible, or unreasonable for the Party to perform as originally contracted under this Agreement. Force Majeure does not apply where the non-performing Party is at fault in failing to prevent or causing the default or delay or if the default or delay cannot reasonably be circumvented by the non-performing Party through the use of alternate sources, workaround plans, or other means. In the event that a Force Majeure Event prevents the Responder from executing its responsibilities under this Agreement, the Responder must immediately notify the District. The District will not hold the Responder in default of this Agreement if the Responder's non-performance is directly caused by a Force Majeure Event. A strike, lockout, or labor dispute shall not constitute a Force Majeure Event and shall not excuse the Responder from its obligations under this Agreement.
- N. PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES:** In accordance with Chapters 215 and 287, Florida Statutes, the District is prohibited from, or limited in its ability to, contract with companies on the Scrutinized Companies lists created pursuant to Ch. 215, Florida Statutes. This includes companies with activities in Sudan, with activities in the Iran Petroleum Sector, and/or companies which boycott Israel. "Companies" is defined to include "all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations that exists for the purpose of making profit." By submitting a response to this solicitation, a respondent certifies that it and all related entities of respondent as defined above are not on such Scrutinized Companies lists. The respondent is specifically required to complete the State of Florida Vendor Certification Regarding Scrutinized Companies Lists form included within this solicitation. Any multi-year agreement award resulting from this solicitation shall further require the awarded vendor to recertify prior to each renewal of the agreement that it and its related entities are not on statutory Scrutinized Companies lists. The School Board (or District) may terminate any agreement resulting from this solicitation if the vendor or a related entity as defined above is found to have submitted a false certification or been placed on a statutory Scrutinized Companies list. Notwithstanding the preceding, the District reserves the right to and may permit a company on such lists to be eligible for, bid on, submit a proposal for, or enter into or renew a contract, should the District determine, on a case-by-case basis and in its sole discretion, that the conditions set forth in Section 287.135(4) are met.

**O. ADDITIONAL FEDERAL REQUIREMENTS:** While not provided as separate certifications in this RFP, by signing this Proposal, the signatory attests to the applicable certification provisions listed below:

1. Title VI of Civil Rights Act of 1964, as amended, USDA regulations implementing Title IX of the Education Amendments, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, 7 C.F.R. Parts 15, 15a and 15b, and FNS Instruction 113-1, Civil Rights Compliance and Enforcement-Nutrition Programs and Activities, and any additions or amendments.
2. The Clean Air Act (42 U.S.C. § 7401 et seq.), the Clean Water Act (33 U.S.C. § 1311–1330, § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1.1 et seq.).
3. Certification Regarding Lobbying pursuant to 31 U.S.C. 1352 (Appendix A: 7 C.F.R. Part 3018).
4. Disclosure of Lobbying Activities pursuant to 31 U.S.C. 1352 (Appendix A: 7 C.F.R. Part 3018).
5. Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871).
6. Contract Work Hours and Safety Standards Act (29 C.F.R. Part 5). 9
7. Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and Department of Labor Regulation (41 C.F.R. Chapter 60).
8. Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3).
9. Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
10. The vendor is subject to the provisions of Section 2209d of Title 7 of the United States Code due to the use of federal funds for the food service program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
11. Rights to Inventions Made Under a Contract or Agreement (2 CFR 200.326 Appendix II (F)).
12. Procurement of Recovered Materials and Solid Waste Act (2 CFR 200.322).
13. Breach of Contract [2 CFR Appendix II to Part 200 (b)].
14. Byrd Anti-Lobbying [2 CFR 200.326 Appendix II (J)].

Minority/Disabled Service Veteran Suppliers are encouraged to register with the Florida Department of Management Services Office of Supplier Diversity at: <https://osd.dms.myflorida.com>

**P. MISCELLANEOUS:**

1. The District will not be liable for any cost incurred in the preparation of Proposals.
2. The submission of a Proposal shall be prima facie evidence that the Responder has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
3. The Responder shall furnish the District such additional information as the District may reasonably require.
4. The District will not be liable for any costs not included in the Proposal and subsequent contracted-for-costs.

5. The District reserves the right to reject any and all Proposals, and the right, in its sole discretion, to accept the Proposal it considers most favorable to the District's interests. The District further reserves the right to reject all Proposals and to seek new Proposals when such a procedure is reasonable and in the best interest of the District.
6. The District reserves the right to waive any of the conditions or criteria set forth in this RFP.
7. The contract cannot be assigned to a subcontractor without the prior written approval of the District.
8. The District reserves the right to purchase unlimited quantities of services under this Agreement for any facility operated by the District.
9. The District reserves the right, in its sole discretion, to increase and/or decrease the frequency of any services provided under this Agreement.
10. The District reserves the right, in its sole discretion, to add and/or remove equipment to or from this Agreement.

#### **IV. SPECIFICATIONS AND SCOPE OF WORK OR SERVICES**

The Responder shall supply all labor, materials, equipment, and other supplies necessary to perform inspection, maintenance, and repair of commercial refrigerator and freezer systems as described in this section and assigned by the District's Food Services Department. The awarded Responder shall coordinate all work with the Food Services Department or designee. The awarded Responder's employees must be badged by the Escambia County School District or through the State of Florida.

- A. Conduct thorough inspections and perform Preventative Maintenance (PM) for the equipment listed in Attachment A – Price Proposal per the scheduled services requirements of Attachment B – Scheduled Inspection & Maintenance Services. The Responder shall adhere to the manufacturer's recommended maintenance schedule if service requirements therein are more stringent than those listed in Attachment B. In the event that Responder's inspection uncovers an issue which necessitates repairs, Responder shall provide a designated Food Services Representative with a quote detailing the nature of the problem, the corrective action needed, the cost of the necessary repairs, and the estimated duration of the work. Prior to the commencement of any repair work, the quote **must be approved** by the Director of Food Services or designee. See Section IV. E, below, for definitions of different types of repairs.
- B. **The Responder shall be solely responsible for any and all damages sustained to District property resulting from action by the Responder, its employees, or subcontractors. Responder shall ensure that power supplies are properly disconnected and locked/tagged out where and when appropriate.**
- C. Responder shall use manufacturer-recommended chemical cleaners in the recommended manner for all relevant maintenance and repairs. If the manufacturer does not recommend a specific type of cleaner, then Responder shall take care to ensure that any cleaners used are appropriate for the application and are used properly. If damage to any component of any unit maintained or repaired under this agreement is caused by improper use of cleaners, use of inappropriate cleaners, or any other improper conduct by the Responder, then the Responder shall be responsible for the replacement of the damaged component at no cost to the District. Components damaged by the Responder must be replaced within three (3) days of notification of the damage from the District. In the event that the Responder fails to replace the damaged component(s) within the time allotted and the District contracts a third-party vendor to complete the replacement, the Responder shall reimburse the District for any charges submitted by the third-party vendor within thirty (30) days of the date upon which the District provides the Responder with the third-party vendor's invoice.
- D. Responder shall complete a Site Visit Report after each PM visit or repair visit stating the work which was completed. Site Visit Reports must be approved and signed by a designee of the Food Services Department to verify that the information provided is accurate. Site Visit Reports must

be submitted to the Food Services Department within five (5) business days following completion of the work.

- E.** Responder shall provide Standard Repair Services, On-Call Emergency Repair Services, and Force Majeure Repair Services as defined below. Responder shall provide hourly bill rates, a discount off of the Manufacturer's Suggested Retail Price (MSRP) for all parts and materials used to repair or replace equipment/systems, a maximum shop supplies fee per repair request, and any minimum hour requirements per visit as part of their Price Proposal (see Attachment A). The hourly bill rates, MSRP discount for, maximum shop supplies fee per repair request, and minimum hour requirements per visit shall apply to all repairs provided under this Agreement. Hourly bill rates shall be billable in fifteen (15) minute increments. Billing shall commence at the time of check in by Responder's personnel at a District facility's front office. The awarded Responder shall provide a local or toll-free telephone number for On-Call emergency service and Force Majeure Repair requests.
- 1.** Standard Repair Services: Standard Repair Services are defined as any repair services initiated by Responder's inspections. These services shall be performed by the awarded Responder on an as-needed basis upon notification from the District that the Responder's quote has been approved. All standard repairs shall begin within twenty-four (24) hours of request for service from the District and shall be completed as required to bring the system back to proper operation. Standard repairs will be provided during normal working hours of the facility where the equipment is located.
  - 2.** On-Call Emergency Repair Services: On-Call Emergency Repair Services are defined as any repair not initiated by an inspection and not caused by a Force Majeure event. (See Section III. M.) The awarded Responder shall have at least one (1) certified technician available for on-call emergency repair service on a twenty-four (24) hour per day, three hundred sixty-five (365) day per year basis. On-call Emergency Repair Services may be provided outside of the normal working hours of the facility where the equipment is located. On-Call Emergency Repair Services shall be provided within four (4) hours of request by the District.
  - 3.** Force Majeure Repair Services: The District expects to be considered "first priority" after a Force Majeure event. Force Majeure Repair Services are defined as any repair cause by a Force Majeure event. (See Section III. M.) Responder shall have a technician on site within four (4) hours of request by the District.

In the event that the awarded Responder does not meet the time requirements listed above, the awarded Responder shall reimburse the District for any difference in cost between Responder's hourly rates and the hourly rates charged for of any repair services procured by the District through a third party, along with any difference in the cost of parts installed by the third party. The Responder shall provide any reimbursement due to the District within thirty (30) days of the date upon which the District provides the Responder with the third-party vendor's invoice. All repairs shall be performed in accordance with the Manufacturer's specifications and warranty.

- F.** Responder shall maintain access to a full stock of equipment and supply parts for maintenance and repair as needed.
- G.** The Responder shall maintain an Escambia County, FL office or an office with a toll-free number staffed with administrative personnel able to respond to all communication, inquiries, and requests from the District.
- H.** Responder shall maintain a clean work area. All non-hazardous, work-related trash materials shall be properly disposed of. All hazardous materials and/or chemical waste shall be disposed in accordance with EPA guidelines. District dumpsters shall **not** be used for disposal unless authorized by the Director of Food Services or designee.
- I.** Responder shall notify a designated Food Services Department representative prior to their arrival to a District facility. Upon arrival, Responder shall check in with the school's office personnel. Upon completion of work and prior to departure, Responder shall check out with the school's

office personnel and notify the designated Food Services Department representative that work has been completed.

- J. Responder may not assign any work related to this Agreement to a subcontractor without prior written approval from the Director of Food Services. Any subcontractor employed by the Responder to perform work under this Agreement must meet all qualifications set forth in this RFP.

## V. QUESTIONNAIRE AND RESPONSE

Responder shall provide the information requested in this section by completing Attachment B – Response to Questionnaire and submitting it in the manner prescribed in Section VIII.C (see Pages 14 - 15).

### A. COMPANY BACKGROUND AND EXPERIENCE (MAXIMUM – 30 POINTS):

1. **Company Biography (Maximum – 8 Points):** Provide a brief company biography, limited to two (2) pages, to include: general information on the company, the location of Corporate headquarters, number of branch offices, and the location of the office from which the work for the District would be performed. State the number of years of experience in maintaining and repairing commercial refrigerators and freezers. Responder must have at least three (3) years of experience to be considered for award.
2. **Company Structure (Maximum – 15 Points):** The Responder must be capable of efficiently and successfully serving all of the locations listed in this Agreement. To assist in the evaluation of the size and expertise of the Responder's staff, please provide the following information:
  - a. State the number of full-time, certified technicians employed by the Responder who will provide service to the District under this Agreement.
  - b. State the names of those technicians as well as their years of experience in maintaining this type of equipment.
  - c. Each technician must have completed factory training course(s) with the manufacturer of the equipment to be maintained and must possess current certification to maintain said equipment. List the current certifications as specified for each of the technicians and submit a copy of the current certifications for each technician.
  - d. Provide an organizational chart indicating the reporting and supervision structure for the technicians.
  - e. Will the Responder require the use of a subcontractor to provide the level of service requested in this RFP to all of the locations listed in Attachment A? If the use of subcontractors is needed to perform services, then please provide a one (1) page explanation of how and when subcontractors will be utilized.
3. **Site Visit Report (Maximum – 5 Points):** Provide your proposed template for the Site Visit Report (see Pages 10 - 11, Section IV. D.).
4. **Emergency Contact Information (Maximum – 2 Points):** Provide contact information for after-hours emergency calls.

### B. REFERENCES (MAXIMUM – 10 POINTS):

Provide a list of references for which you have performed similar services as proposed in this RFP. References should be from at least three (3) different entities similar in size to the District. The reference list shall include: the client's name, address, contact name, phone number, email address (if available), type and model of equipment maintained, and the length of time that your company has held a contract for services with the reference. By providing the reference information, you are authorizing the District to contact the reference to ask questions and obtain information relative to your performance. Past performance with the District may also be considered in this section.

## VI. PRICE PROPOSAL (MAXIMUM – 60 POINTS)

In a separate sealed envelope, provide a completed Attachment A – Price Proposal for the services described in Section IV – Specifications and Scope of Work or Services. No pricing will be given consideration until all Proposals are evaluated based on qualification items in the above Section V – Questionnaire and Response.

## VII. EVALUATION CRITERIA

Points will be awarded based on the responses in each proposal received. The number of points in parenthesis is the total potential points for award. Points awarded by each member of the evaluation committee will be averaged to determine the total quantity of points awarded in each of the below categories. The District may award one (1) or multiple Responders based on the top three (3) highest scores.

### A. QUESTIONNAIRE AND RESPONSE (40 POINTS):

1. Responses to each paragraph in Section V. A. shall be awarded some number of points up to the maximum number stated. A possible total of thirty (30) points will be available for this section.
2. The evaluation committee will determine a score for Section V. B. based on a combination of past performance with the District and the responses provided by the Responder's references. A possible total of ten (10) points will be available for this section.

**B. PRICE PROPOSAL (60 POINTS):** The maximum total points will be awarded to the Responder with the most responsive and competitive Price Proposal. All other Responders will be awarded less than the total maximum points based on their comparison to the most responsive and competitive Price Proposal.

Lack of a response for any item above will result in zero (0) points for that item. All attachments shall be clearly marked and reference the appropriate item. Additional information may be submitted by the Responder; however, the evaluation committee shall be solely responsible for determining the weight such information will be assigned, if any. Responses received which do not contain ALL items listed in this section may be considered non-responsive at the sole discretion of the District. The Agreement will be awarded to the Responder deemed to be, overall, the most responsive and capable to meet and perform according to the RFP specifications and scope of work or services.

## VIII. PREPARATION AND SUBMISSION REQUIREMENTS

Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the District.

### A. MANDATORY PRE-PROPOSAL CONFERENCE:

There will be a **Mandatory** Pre-Proposal Conference held at the District's J.E. Hall Center located at 30 East Texar Dr. Pensacola, Florida 32503 on **Wednesday, November 13, 2019 from 8:00 AM to 11:30 AM, Central Time in the Maintenance Conference Room**. Roughly thirty (30) minutes shall be taken at the beginning of the conference to review the Request For Proposal (RFP). A site visit at three (3) locations which house equipment representative of all of the equipment to be covered under this Agreement will immediately follow the RFP review. During the site visits, Responder shall exercise due diligence in identifying all relevant information required to generate a complete proposal for the services requested herein. The Responder(s) may choose to return to the sites individually for a second inspection. If electing to do so, the Responder must make an appointment with the Food Services Department, or designee, who shall be present at all times during these individual inspections. The Responder(s) may not disconnect any gauges, wiring, etc. from the units.

Proposals will **only** be accepted from Responders who attend the **MANDATORY** Pre-Proposal Conference and site visits. Due to limited space, the maximum number of attendees from one (1) entity will be limited to two (2).

**B. QUESTIONS:**

Questions shall be submitted in writing following the Mandatory Pre-Proposal Conference and subsequent school site visits.

Due to time constraints, it is recommended that Responders send questions using a method that can be tracked (email, certified mail, overnight courier, etc.); email is preferred. All communication shall be addressed per Pages 7 - 8, Section III. L. The deadline for submitting questions concerning this RFP is **Wednesday, November 20, 2019 at 4:00 PM, CST**. All changes in the specifications contained within this RFP will be made by Addendum. All Addendums concerning this RFP will be posted to the Purchasing Department's webpage located at:

<http://ecsd-fl.schoolloop.com/purchasing/bids>

It is the sole responsibility of each Responder to visit the District's website to determine if any Addendum(s) have been issued in order to obtain said Addendum(s). Any applicable Addendum(s) and/or responses to questions received will be posted by **Friday, November 22, 2019 at 4:00 PM, CST**.

**C. SUBMISSION REQUIREMENTS:** All documents listed below must be returned in their entirety. **Failure to return all pages of the entire document or any of the items listed below may result in your Proposal not being accepted.** Once accepted, all originals and any copies of Proposals become the sole property of the District and may be retained or disposed of by the District in any manner which the District deems fit. Modifications or alterations to this RFP document are prohibited and will result in the rejection of your Proposal.

1. **The entire RFP document (Pages 1 - 47) must be returned when offering.** The signature on the first page must be an original signature. No fax or email documents will be accepted. In the event that the Responder makes an error on entering any information and enters a correction, the Responder must initial the change(s). Any Proposal submitted with strike over or white out corrections that are not initialed will be rejected as a non-responsive Proposal.
2. **Return your original Proposal and three (3) copies.** The copy must be a photocopy of your original Proposal and there shall be no difference in the RFP document or attached enclosures. Any difference or failure to include RFP attachments in both sets may cause your Proposal to be rejected. **Please mark copy "COPY". RFP documents may be printed double-sided with left margin, book-style binding.** Your original Proposal and your three copies, excluding your Price Proposal, must be submitted in a sealed envelope which must be clearly labeled "**RFP #200903 – DISTRICT-WIDE COMMERCIAL REFRIGERATOR & FREEZER PREVENTATIVE MAINTENANCE & REPAIR**" on the outside of the package.
3. Copy of Responder's current business license.
4. **Price Proposal:** This form must be completed **in its entirety** and signed in the space provided. Original Price Proposals and three (3) photocopies must be provided in a **separate, sealed envelope** which must be clearly labeled "**PRICE PROPOSAL; RFP #200903 – DISTRICT-WIDE COMMERCIAL REFRIGERATOR & FREEZER PREVENTATIVE MAINTENANCE & REPAIR.**" Please ensure that your company's name is notated where indicated on each page of your Price Proposal. Failure to return this form will result in your Proposal not being accepted. Refer to Attachment A.
5. **Response to Questionnaire:** The following items must be completed per Attachment C and included with Responder's Proposal. Responder's company name should be listed on each page of Attachment C and any additional attachments, and the form must be signed in the space provided. Failure to return this form and all of the requested items will result in your Proposal not being accepted.
  - i. **Company Background and Experience:** This item must be completed per Section V.A. (See Page 12).
  - ii. **References:** This item must be completed per Section V.B. (See Page 12).

6. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:** This form must be completed in its entirety, signed, and returned with the Responder's Proposal. Failure to return this form will result in your Proposal not being accepted. Refer to Attachment D.
7. **Escambia School District Risk Management Addendum:** This form must be initialed and returned with the Responder's Proposal. Refer to Attachment E. Contractor shall furnish proof of the required insurance by certificate of insurance prior to the start of any work.
8. **Escambia School District Public Records Addendum:** This form must be initialed and returned with the Responder's Proposal. Refer to Attachment F.
9. **Drug Free Workplace:** This form while not required, will be a determining factor in award between two Proposals equal in price, quality, and service. If submitting, this form must be signed and returned with the Responder's Proposal. Refer to Attachment G.
10. **Vendor Certification Regarding Scrutinized Companies Lists:** This form must be completed in its entirety, signed, and returned with the Responder's Proposal. Refer to Attachment H.
11. **USDA Certificate of Independent Price Determination:** This form must be completed in its entirety, signed, and returned with the Responder's Proposal. Failure to return this form will result in your Proposal not being accepted. Refer to Attachment I.
12. **Non-Collusion Affidavit:** This form must be completed in its entirety, signed, and returned with the Responder's Proposal. Failure to return this form will result in your Proposal not being accepted. Refer to Attachment J.

A Submission Checklist has been provided in Attachment K (Page 47) to assist Responders in ensuring that their respective Proposal includes all of the required documents and attachments. **All Proposals and pricing must be received no later than Monday, December 2, 2019 at 2:00 PM, CST.** When utilizing the US Mail service or other delivery methods, it is recommended that the Responder use a method of delivery that can be tracked (certified mail, overnight courier, etc.). The Responder is responsible for the timely delivery of the full Proposal to the following address:

Escambia County School District  
Purchasing Department  
Attention: Travis Thrash, RFP #200903  
75 N. Pace Blvd.  
Pensacola, FL 32505

Any Proposal received after the stated time and date or delivered to any other location will not be considered but will be retained by the District.

## IX. EVALUATION AND AWARD

### A. PROPOSAL EVALUATION PROCESS:

1. Proposals are received and publicly opened. Only names of Responders are read at this time.
2. An Evaluation Committee will review, convene, and evaluate all Proposals submitted based on the factors set forth in the RFP. Purchasing personnel will participate in an administrative and advisory capacity only.
3. The Evaluation Committee reserves the right to interview any or all Responders and to require a formal presentation with the key people who will administer and be assigned to work on the contract before recommendation of award. This interview is to be based upon the written Proposal received. The District will not be liable for any costs incurred by the Responder in connection with such interviews (i.e., travel, accommodations, etc.).
4. All Proposals will be evaluated in accordance with the evaluation criteria specified in this

document. Information derived by investigation and overall due diligence of District staff will be considered. Based on the Proposals received, the District may elect to proceed based on any of the following options, but will not necessarily be limited only to these options: (1) Award to the best initial Proposal without any further discussion or negotiation; (2) Negotiate with the highest ranked Responder; or, (3) Allow the top ranked Responders to make oral presentations.

5. Responders are advised to provide their best offer with the initial Proposal because the District reserves the right to award a Contract based on initial Proposals without further discussion or negotiation.
6. The District reserves the right, in its sole discretion, to award to the highest rated Responder or to up to the top three (3) Responders based upon the quantities of points awarded by the evaluation committee. In the event of award to multiple Responders, the District shall, in its sole discretion, assign locations listed in Attachment A to each awarded Responder.
7. The District, in its sole discretion, will select the Proposal(s) most advantageous to the District. The District reserves the right to negotiate out unacceptable clauses or restrictions incorporated within an otherwise acceptable Proposal. In the event that a mutually acceptable contract between the District and the selected Responder(s) cannot be successfully negotiated and executed, the District reserves the right to discontinue negotiations with such Responder(s) and to negotiate and execute a Contract with the next-ranked Responder(s).
8. The District reserves all rights, in its sole discretion, not to issue an award to any Responders, to cancel this RFP at any time, to reissue this RFP for any reason, or a combination of any or all of the above. The District will not be liable to any Responder for any costs incurred in connection with this RFP as a result of any of the above stated actions taken by the District.
9. The Purchasing Department will prepare and submit a recommendation agenda item to the Superintendent of Schools, Escambia County, Florida. The Superintendent will then recommend the award(s) to the School Board. The School Board will then approve or reject the recommendation.

**B. DISTRICT'S RIGHTS AND RESERVATIONS:**

1. The District reserves the right to accept or reject any or all Proposals.
2. The District reserves the right to waive any irregularities and technicalities and may at its sole discretion request clarification or other information to evaluate any or all Proposals.
3. The District reserves the right, before awarding the Contract, to require Responder(s) to submit additional evidence of qualifications or any other information the District may deem necessary.
4. The District reserves the right, prior to its Board approval, to cancel the RFP or portions thereof, without liability to any Responders or the District.
5. The District reserves the right to: (1) accept the Proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the District; and (2) the District reserves the right to reject any and/or all items proposed.
6. The District reserves the right to further negotiate any Proposal, including price, with the highest rated Responders. If an agreement cannot be reached with the highest rated Responder(s), the District reserves the right to negotiate and recommend award to the next highest ranked Responder or subsequent Responder(s) until an agreement is reached.

**X. DISPUTE**

Any person or company whose substantial interests are directly and adversely affected by the award or intended award of a bid, RFP, or contract may file a protest in accordance with the rules set forth herein.

- A. The District reserves the right to reject all Proposals submitted and re-solicit at any time during the solicitation process.
- B. Solicitation award recommendations and tabulations will be posted for seventy-two (72) hours in the Purchasing and Business Services Department and on its website. Failure to file a "Notice of Protest" during this seventy-two (72) hour period, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under School Board Rule and Florida Statutes. It is the Contractor's responsibility to insure timely filing and receipt of protest by the Purchasing and Business Services Department.
- C. Within ten (10) days, not including Saturdays, Sundays and state holidays, of filing the Notice of Protest, the Protester shall file a formal written protest with the Purchasing and Business Services Office. The formal written protest shall state with particularity the facts and law on which the protest is based. At the time of filing the formal written protest, the Protester shall post a Protest Bond to defray the costs incurred by the Board in considering the protest. The Bond, payable to the Board, shall be in the amount equal to five percent (5%) of the estimated amount of the contract or ten thousand dollars (\$10,000.00), whichever is greater, not to exceed twenty-five thousand dollars (\$25,000.00).
  - 1. The Protest Bond shall be in the form of a surety bond, cash, or certified funds, and shall be conditioned upon payment of all costs and charges which may be incurred by the Board in considering the protest if the Board prevails. In the event the Protest is withdrawn prior to a formal hearing or the Protester prevails as determined by the findings of an independent Hearing Officer, the Bond will be refunded to the Protester.
  - 2. Failure to file the Notice of Protest, formal written protest, and/or Protest Bond within the time permitted shall constitute a waiver of proceedings under Board Rules and Florida Statutes. The Protester has the responsibility to insure timely filing of the Notice of Protest, formal written protest and/or Protest Bond and receipt of same by the Purchasing and Business Services Office.
- D. Communications shall continue between the Protester and the Purchasing and Business Services Department and/or their legal counsel for seven (7) days, not including Saturdays, Sundays and state holidays from filing the formal written protest in an effort to mutually resolve the protest. The Parties may mutually extend the seven (7) workday time period. If the subject of a protest is not resolved by mutual agreement within seven (7) days, excluding Saturdays, Sundays, and state holidays, after receipt of the formal written protest, the Board shall refer the protest to the Florida Division of Administrative Hearings (DOAH).
- E. The Florida Division of Administrative Hearings (DOAH) will assign an Administrative Law Judge (ALJ) to serve as an impartial Hearing Officer. A date, time and location will be set for an administrative hearing within thirty (30) days.
  - 1. The Parties shall arrange to have all witnesses and evidence present at the time and place of hearing. Subpoenas will be issued by the ALJ upon request of the Parties. All Parties have the right to present oral argument and to cross-examine opposing witnesses. All Parties have the right to be represented by counsel or other qualified representative, in accordance with Florida Administrative Code Rule 28-106.106. Failure to appear at this hearing may be grounds for closure of the file without further proceedings.
  - 2. The ALJ shall render his findings of fact and ruling of law. Each Party shall be allowed ten (10) days in which to submit written exceptions to the recommended order. A final order shall be submitted within thirty (30) days of the entry of the recommended order to the School Board to be adopted for resolution and disposition of the protest.
  - 3. If the Protester prevails, the Board shall return the Protest Bond to the Protester.

If the Board prevails, the Protester will submit payment for all costs and charges, such as ALJ and court reporter fees. Each Party will be responsible for their own attorney fees regardless of the findings of the ALJ. Upon settlement of all cost and charges, the Protest Bond will be returned to the Protester.

**ATTACHMENT A  
PRICE PROPOSAL**

Responder shall complete this section by entering their pricing for the services described in Section IV – SPECIFICATIONS AND SCOPE OF WORK OR SERVICES (Pages 10 – 12). The table below must be completed by entering Responder's rates for Quarterly Visits and Semiannual Visits for inspection and preventative maintenance at each location, as well as the Annual Total Per Location. Responder shall also enter hourly labor rates for the respective classifications of repairs, the percentage discount off of the Manufacturer's Suggested Retail Price (MSRP) for parts and materials used to repair or replace equipment/systems, the maximum shop supplies fee per repair request, and any minimum hour requirements per repair visit.

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
1.	Oakcrest Elementary School 1820 N. Hollywood Blvd. Pensacola, FL 32505	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: ADT130AJ Serial: D00G01868 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Bohn Model: LET160BJ Serial: D00C02644 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HeatCraft Model: MOS015H23C Serial: T00G015H23C Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: MOSOSOE63CF Serial: T00G00609 Location: Interior</p>			
2.	Warrington Elementary School 220 N. Navy Blvd. Pensacola, FL 32507	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: MO5040263C Serial: T04D04298 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Bohn Model: LET2OGBK Serial: D04C08852 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Unknown Model: Unknown Serial: Unknown Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Larkin/HeatCraft Model: LCA690AB Serial: T10C13184 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
3.	Warrington Middle School 450 S. Old Corry Field Rd. Pensacola, FL 32507	<p><b>Condensing Unit – Freezer/Cooler Dual Unit</b> Brand: RDT Model: ZS1-3 Serial: 0806-2 347 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LET200CK Serial: D08O01087 Location: Interior</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: ADT130AJ Serial: D08E03104 Location: Interior</p>			
4.	Global Learning Academy 100 N. P St. Pensacola, FL 32505	<p><b>Condensing Unit – Freezer/Cooler Dual Unit</b> Brand: RDT Model: ZS1-2 Serial: 11-03-2-4798 Location: Roof</p> <p><b>Evaporator - Freezer</b> Brand: Bohn/HeatCraft Model: LET180BEK Serial: T11B16172 Location: Interior</p> <p><b>Evaporator - Cooler</b> Brand: Bohn/HeatCraft Model: ADT120AEK Serial: T11C12909 Location: Interior</p>			
5.	Brentwood Elementary School 4820 N. Palafox St. Pensacola, FL 32505	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: LZT045LC6 Serial: T16A06005 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Larkin Model: Unknown Serial: Unknown Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HeatCraft Model: KAGA-0150-TAC-204 Serial: ET01F05489 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Bohn Model: ADT130AJ Serial: DX1B02425 Location: Ground</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
6.	West Florida High School 150 E. Burgess Rd. Pensacola, FL 32503	<p><b>Condensing Unit – Freezer/Cooler Dual Unit</b> Brand: RDT Model: ZS1-2 Serial: 18-10-2-21327 Location: Roof</p> <p><b>Evaporator - Freezer</b> Brand: RDT Model: LET180BEK Serial: T18D17781 Location: Interior</p> <p><b>Evaporator - Cooler</b> Brand: RDT Model: ADT156AEK Serial: T18J08542 Location: Interior</p>			
7.	Brown Barge Middle School 201 E. Hancock Ln. Pensacola, FL 32506	<p><b>Condensing Unit - Freezer</b> Brand: OPTYMA Model: HC2C0200UWF3000 Serial: 114N6405 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Peerless of America Model: PLP1500 Serial: 103687 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HeatCraft Model: RHT08116CF Serial: T16R10684 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Bohn Model: Unknown Serial: Unknown Location: Interior</p>			
8.	Navy Point Elementary School 1321 Patton Dr. Pensacola, FL 32507	<p><b>Condensing Unit – Freezer/Cooler Dual Unit</b> Brand: Cold Zone Model: CZ6S2A Serial: L02169756 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Cold Zone Model: AE56-201B Serial: L02169756-0701 Location: Interior</p> <p><b>Evaporator - Cooler</b> Brand: Cold Zone Model: AA28-134B Serial: L02169756-0301 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
9.	Hellen Caro Elementary School 12551 Meadson Rd. Pensacola, FL 32506	<p><b>Condensing Unit - Freezer</b> Brand: A1 Compressor Model: LWS-032E-TAC Serial: 66934 Location: Roof</p> <p><b>Evaporator - Freezer</b> Brand: Chandler Model: FLC1200M33 Serial: WVA08148 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Tecumseh Model: AH313RT-169-P2 Serial: AHA-7511AXF Location: Roof</p> <p><b>Evaporator - Cooler</b> Brand: Chandler Model: RLC1050M11 Serial: WVA12347 Location: Interior</p>			
10.	Pleasant Grove Elementary School 3000 Owen Bell Ln. Pensacola, FL 32507	<p><b>Condensing Unit - Freezer</b> Brand: Copeland Model: FJAL-B301-CFV-010 Serial: 07A21884U Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Larkin Model: LCE694BB Serial: D07401884 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Tecumseh Model: AJA4492YXDXC Serial: 04H0808119457 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Bohn Model: ADT0700V Serial: TP15805 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
11.	Jim Bailey Middle School 4110 Bauer Rd. Pensacola, FL 32506	<p><b>Condensing Unit - Freezer</b> Brand: Heat Transfer Products Model: HTLD8L44-E Serial: W06E33822106001 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Cold Zone Model: AE66-245B Serial: B9585003-071 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: A1 Compressor Copeland Model: ERF1-0310-TAC Serial: 52092 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Cold Zone Model: AA56-245B Serial: B9585003-031 Location: Interior</p>			
12.	Pine Forest High School 2500 Longleaf Dr. Pensacola, FL 32526	<p><b>Condensing Unit - Freezer</b> Brand: Bohn Model: M0S015H23CF Serial: T01F02873 Location: Mechanical Room Exterior</p> <p><b>Evaporator - Freezer</b> Brand: Bohn Model: ADT130AJ Serial: D01D10298 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Bohn Model: Unknown Serial: Unknown Location: Mechanical Room Exterior</p> <p><b>Evaporator - Cooler</b> Brand: Bohn Model: LET160BJ Serial: Unknown Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
13.	Success Academy 7045 Wymart Rd. Pensacola, FL 32526	<p><b>Condensing Unit – Freezer/Cooler Dual Unit</b> Brand: Cold Zone Model: ETHN-1 Serial: F01 78313 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Cold Zone Model: AA36-1453 Serial: E0178313-0401 Location: Interior</p> <p><b>Evaporator - Cooler</b> Brand: Cold Zone Model: AE56-210B Serial: E0178313-0801 Location: Interior</p>			
14.	Longleaf Elementary School 2600 Longleaf Dr. Pensacola, FL 32526	<p><b>Condensing Unit - Freezer</b> Brand: Larkin Model: LHT010X6C Serial: T13F12486 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Larkin Model: LCA690AHB Serial: T13F12567 Location: Outside Thermo Box</p> <p><b>Condensing Unit - Cooler</b> Brand: Larkin Model: LHT031I6c Serial: T13F12565 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Larkin Model: LCE6120BHB Serial: T13F11928 Location: Outside Thermo Box</p>			
15.	Kingsfield Elementary School 900 W. Kingsfield Rd. Cantonment, FL 32533	<p><b>Condensing Unit – Freezer/Cooler Dual Unit</b> Brand: RDT Model: ZS1-2 Serial: 18-3-2-18797 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: RDT Model: LET200BEK Serial: T17H1638 Location: Interior</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft/RDT Model: ADT156AEK Serial: T17K15046 Location: Interior</p>			

**RESPONDER'S COMPANY NAME:**

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
16.	George Stone Technical College 2400 Longleaf Dr. Pensacola, FL 32526	<p><b>Condensing Unit - Freezer</b> Brand: Bohn Model: M0H031L63CF Serial: T12H17855 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Bohn Model: LET120BEWM06TKK Serial: T12K07879 Location: Outside Thermo Box</p> <p><b>Condensing Unit - Cooler</b> Brand: Bohn Model: M0H010X63CFM Serial: T12K04763 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Bohn Model: ADT090AEWMC8TKK Serial: T12K14824 Location: Outside Thermo Box</p>			
17.	Ensley Elementary School 501 E. Johnson Ave. Pensacola, FL 32514	<p><b>Condensing Unit - Freezer</b> Brand: Dan Foss Model: HCHC0100UWD000N Serial: 114N2332 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Peerless of America Model: PLP900 Serial: 104064 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HTP Model: HL0500L44-E Serial: E09F47629932002 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HTP Model: HRE481958-09 Serial: E-25542004560085 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
18.	Lincoln Park Elementary School 7600 Kershaw St. Pensacola, FL 32534	<p><b>Condensing Unit - Freezer</b> Brand: HTP Model: HLH125M44-E Serial: E12G00619325001001 Location: Roof</p> <p><b>Evaporator - Freezer</b> Brand: HTP Model: WT420-LW0-48 Serial: E1208618L13001003 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HTP Model: HL0500L44-E Serial: E08644005102001 Location: Roof</p> <p><b>Evaporator - Cooler</b> Brand: HTP Model: HTE601630 Serial: WWD042X246 Location: Interior</p>			
19.	Ferry Pass Middle School 8355 Yancey Ave. Pensacola, FL 32514	<p><b>Condensing Unit - Freezer</b> Brand: HTP Model: HL0600L44-E Serial: W07F38991408005 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HTP Model: HTE56-210B-D Serial: W07D38279526001 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HeatCraft Model: BST020M6C Serial: T18C17775 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: ADT156AK Serial: T16M10166 Location: Interior</p>			

RESPONDER'S COMPANY NAME:

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
20.	Ferry Pass Elementary School 8310 N. Davis Hwy. Pensacola, FL 32514	<p><b>Condensing Unit - Freezer</b> Brand: Unknown Model: Unknown Serial: Unknown Location: Roof</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: ADT130AEK Serial: T11D12108 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Unknown Model: Unknown Serial: Unknown Location: Roof</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: LET180BEK Serial: T11G09060 Location: Interior</p>			
21.	Jim Allen Elementary School 1051 Hwy. 95A North Cantonment, FL 32533	<p><b>Condensing Unit - Freezer</b> Brand: IceKold Model: DLD6L44-E Serial: E15H00728339001001 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: IceKold Model: HTE66-280B-DP Serial: E15H00728339002001 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Dan Foss Model: HCZ0200UWF300Q Serial: 0124822AM0512 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Peerless of America Model: PLP1600 Serial: 10388 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
22.	J. M. Tate High School 1771 Tate Rd. Cantonment, FL 32533	<p><b>Condensing Unit – Small Freezer</b> Brand: ColdZone/Copeland Model: LAHA-032E-TAC-800 Serial: ET16F64582R Location: Ground</p> <p><b>Evaporator – Small Freezer</b> Brand: Cold Zone Model: AE36-120B Serial: C00928-0601 Location: Interior</p> <p><b>Condensing Unit – Large Freezer</b> Brand: ColdZone/Copeland Model: 2DF3-030E-TF-200 Serial: ET99K00786S Location: Ground</p> <p><b>Evaporator – Large Freezer</b> Brand: Cold Zone Model: AE46-185B Serial: C009287-0501 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: ColdZone/Copeland Model: KAKA-020E-TAC-800 Serial: ET16G60777R Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: LSC156AK Serial: T18A21307 Location: Interior</p>			
23.	Ransom Middle School 1000 W. Kingsfield Rd. Cantonment, FL 32533	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: CST030L6CF Serial: T17H17170 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LSF160BK Serial: T19A19338 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Tecumseh Model: AWG4520EXTHG Serial: F290723142 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Tecumseh Model: CP1250-PLP Serial: 74153 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
24.	Beulah Middle School 6001 W. Nine Mile Rd. Pensacola, FL 32526	<p><b>Condensing Unit – Freezer/Cooler Dual Unit</b> Brand: RDT Model: ZS1-2 Serial: 17-11-2-18864 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: ADT156AEK Serial: T17K10423 Location: Interior</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: LET-200CEK Serial: T16F18108 Location: Interior</p>			
25.	O. J. Semmes Elementary School 1250 E. Texar Dr., Pensacola, FL 32503	<p><b>Condensing Unit - Freezer</b> Brand: Copelametric Model: LACA-031A-TAC Serial: 995 66033 Location: Roof</p> <p><b>Evaporator - Freezer</b> Brand: Bally Model: B1-300A-2 Serial: 6758984 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Bally Model: MT18JA3MUE Serial: SJ10477193 Location: Roof</p> <p><b>Evaporator - Cooler</b> Brand: Bally Model: CP1250-PLP Serial: 74106 Location: Interior</p>			
26.	Ernest Ward Middle School 7650 Hwy. 97 Walnut Hill, FL 32568	<p><b>Condensing Unit – Freezer/Cooler Dual Unit</b> Brand: RDT Model: ZS1-2 Serial: 14-8-2-15951 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LET-200BEK Serial: T14B14848 Location: Interior</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: ADT156AEK Serial: T14F16263 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
27.	Pensacola High School 500 W. Maxwell St. Pensacola, FL 32501	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: CDT0601L6C Serial: T18C15278 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LSF160BK Serial: T18B22019 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Cold Zone Model: ERCA-021E-TAC-200 Serial: CT99K02086 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Cold Zone Model: AA38-160B Serial: D0042354-0701 Location: Interior</p>			
28.	C. A. Weis Elementary School 2701 N. Q St. Pensacola, FL 32505	<p><b>Condensing Unit - Freezer</b> Brand: Copeland Model: LAHA-031E-TAC-800 Serial: 12G61296R Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LET1608K Serial: D07J04327 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Copeland Model: KAGA-0150-TAC-214 Serial: CT994000910 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Heator Model: ADT104ASWJ Serial: D99E1 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
29.	Workman Middle School 6299 Lanier Dr. Pensacola, FL 32504	<p><b>Condensing Unit - Freezer</b> Brand: Unknown – Compressor Info Model: LAHA-032E-TAC-800 Serial: 19A62912R Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LET120BJ Serial: D96E05526 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Trenton Model: TEHA020E6-HT3B-B Serial: 130310362T Location: Roof</p> <p><b>Evaporator - Cooler</b> Brand: Trenton Model: TPLP320MAS1BR6 Serial: 139324966 Location: Interior</p>			
30.	B. T. Washington High School 6000 College Pkwy. Pensacola, FL 32504	<p><b>Condensing Unit - Freezer</b> Brand: Larkin Model: LDT0300L6C Serial: T18C15246 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Larkin Model: LCE6180BWMC6B Serial: T18C15248 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Krack Model: HTST-0300HBKP Serial: C190729774 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Thermobalance Model: BA-200A-1 Serial: 14079-L3 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
31.	Reinhardt Holm Elementary School 6101 Lanier Dr. Pensacola, FL 32504	<p><b>Condensing Unit - Freezer</b> Brand: A1 Compressor Model: LWS-032E-TAC Serial: 69542 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: Cold Zone Model: Unknown Serial: Unknown Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: A1 Compressor Model: LWS-020E-TAC Serial: 69543 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: Cold Zone Model: AA36-145B Serial: E0034123-0401 Location: Interior</p>			
32.	Northview High School 4100 W. Hwy. 4 Bratt, FL 32535	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: CST030L6CF Serial: T18F25397 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LSF120BK Serial: T17J19515 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HeatCraft Model: CHTO10X6CFM Serial: T19B03323 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: LSC090AK Serial: T18FE15597 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
33.	Bratt Elementary School 5721 N. Hwy. 99 Century, FL 32535	<p><b>Condensing Unit - Freezer</b> Brand: Larkin Model: LHT025L62 Serial: T14H08360 Location: Roof</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LCE676BEWMC6B Serial: T14H10573 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Larkin Model: LHT008X6B Serial: T14H08358 Location: Roof</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: LCA672AEWMC6B Serial: T14G11319 Location: Interior</p>			
34.	Molino Park Elementary School 899 Hwy. 97 Molino, FL 32577	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: BOT0400L6C Serial: T18F03024 Location: Roof</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LET200BK Serial: T18E22645 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: BOHN/HeatCraft Model: BST020M6C Serial: T18E19851 Location: Roof</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: ADT130AK Serial: T18D17377 Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
35.	Beulah Elementary School 6201 Helms Rd. Pensacola, FL 32526	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: CST030LSCF Serial: T15D15723 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft/Bohn Model: LSF120BK Serial: T16L18461 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HeatCraft Model: CST010M6C Serial: T17F17583 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: LSC090BK Serial: T17F10501 Location: Interior</p>			
36.	Bellview Elementary School 4425 Bellview Ave. Pensacola, FL 32526	<p><b>Condensing Unit - Freezer</b> Brand: IceKold Model: KLH215L44-E Serial: E13E00650631005002 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: IceKold Model: ATE36-120B-DS Serial: E11F55857911001 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: IceKold Model: KLH125M44-E Serial: E13E0065031002001 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: IceKold Model: Unknown Serial: Unknown Location: Interior</p>			

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
37.	Bellview Middle School 6201 Mobile Hwy. Pensacola, Florida 32526	<p><b>Condensing Unit – Freezer</b> Brand: IceKold Model: KLH315L44-E Serial: E13E00650631005001 Location: Ground</p> <p><b>Evaporator – Freezer</b> Brand: IceKold Model: xxxx-120B-DS Serial: E13E00651195012011 Location: Interior</p> <p><b>Condensing Unit – Cooler</b> Brand: HPT Model: HLH125M44-E Serial: E13E0065006700704 Location: Ground</p> <p><b>Evaporator – Cooler</b> Brand: IceKold Model: HTA28-97B-AS Serial: E13E00651748006003 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Copeland Model: CRE1-0225-TF5-270 Serial: 95L06337H Location: Roof</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: ADT156AJ Serial: D96F08302 Location: Interior</p>			
38.	Montclair Elementary School 820 Massachusetts Ave. Pensacola, FL 32505	<p><b>Condensing Unit - Freezer</b> Brand: HeatCraft Model: KAGA-0150-TAC-204 Serial: ET00F08630 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: ADT130A1 Serial: D00G01867 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Witt Model: GES300L44-E Serial: E12K00631271001001 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: LET160BJ Serial: D00E06925 Location: Interior</p>			

RESPONDER'S COMPANY NAME:

RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
39.	L. D. McArthur Elementary School 330 E. Ten Mile Rd. Pensacola, FL 32534	<p><b>Condensing Unit - Freezer</b> Brand: Copeland Model: LAHA-032E-TAC-100 Serial: CT-99D08403 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HeatCraft Model: LSF160BK Serial: T17H24206 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: Copeland Model: KAGA-015A-TAC-800 Serial: 07K61903R Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HeatCraft Model: LCS104AK Serial: T17L17830 Location: Interior</p>			
40.	R. C. Lipscomb Elementary School 10200 Ashton Brosnaham Rd. Pensacola, Florida 32534	<p><b>Condensing Unit - Freezer</b> Brand: HTP Model: HLH215L44-E Serial: E11K57408403008 Location: Ground</p> <p><b>Evaporator - Freezer</b> Brand: HTP Model: HTE36-120-B-DS Serial: E11K57407382011 Location: Interior</p> <p><b>Condensing Unit - Cooler</b> Brand: HTP Model: HLH151M44-E Serial: E11J56887507003 Location: Ground</p> <p><b>Evaporator - Cooler</b> Brand: HTP Model: HTA28-106B-AS Serial: E11HS646A6020 Location: Interior</p>			

**RESPONDER'S COMPANY NAME:**

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RFP Item #	Location	Item Description	Cost of Each Quarterly Visit (Two (2) per Year)	Cost of Each Semiannual Visit (Two (2) per Year)	Annual Total Per Location
41.	Pine Meadow Elementary School 10001 Omar Ave. Pensacola, FL 32534	<b>Condensing Unit - Freezer</b> Brand: Copeland Model: FJAL-B301-TCF-010 Serial: 06H31537B Location: Ground  <b>Evaporator - Freezer</b> Brand: Bohn Model: LET0901V Serial: DNI-3353 Location: Interior  <b>Condensing Unit - Cooler</b> Brand: OPTYMA Model: HCHC0100UWD000N Serial: 0158216AM2913 Location: Ground  <b>Evaporator - Cooler</b> Brand: Peerless of America Model: PLP750 Serial: 104167 Location: Interior			
<b>Totals:</b>					

- 42. Hourly Rate for Standard Repair Services: \_\_\_\_\_
- 43. Hourly Rate for On-Call Emergency AND Force Majeure Repair Services: \_\_\_\_\_
- 44. Percentage (%) Discount Off MSRP for Parts: \_\_\_\_\_
- 45. Maximum Shop Supplies Fee Per Repair Visit: \_\_\_\_\_
- 46. Minimum Hour Requirements Per Visit (If Any): \_\_\_\_\_

**RESPONDER'S AUTHORIZED SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

## **ATTACHMENT B SCHEDULED INSPECTION & MAINTENANCE SERVICES**

**Quarterly Inspection and Maintenance:** To be completed during each visit.

1. Clean the Condenser coil. See Section IV.C for cleaner requirements.
2. Ensure Evaporator is defrosting properly and troubleshoot as necessary.
3. Inspect all electrical wiring and insulation and maintain or replace as necessary.
4. Inspect all piping insulation and maintain or replace as necessary.
5. Inspect refrigerant and oil levels on all equipment and adjust levels as necessary.

**Semiannual Inspection and Maintenance:** To be completed once every other visit, in addition to Quarterly Maintenance.

1. Clean the Evaporator coil and drain pan and ensure proper drainage. See Section IV.C for cleaner requirements.
2. Inspect and all electrical connections and tighten as needed.
3. Inspect contactors for proper operation and contact point deterioration and maintain as needed.
4. Inspect all fan motors and maintain as needed.
5. Tighten all fan set screws and motor mount nuts and bolts. Replace any missing hardware.
6. Ensure the control system and all safety controls are operating properly. Maintain as necessary.
7. Inspect the drain line heater for proper operation and examine for cuts and abrasions. Replace as necessary.
8. Inspect all mechanical / flare connections and tighten as needed.
9. Inspect all refrigeration piping and ensure the system is leak-free.

**ATTACHMENT C**  
**Response to Questionnaire**

**I. COMPANY BACKGROUND AND EXPERIENCE:** Refer to Section V. A.

1. **Company Biography & Experience:** Provide on separate page(s).

2. **Company Structure:**

a. **Number of Responder's Technicians Providing Service to the District:** \_\_\_\_\_

b. **Names of Technicians and Years of Experience:** Provide on separate page(s).

c. **List and Copies of Technicians' Certifications:** Provide on separate page(s).

d. **Organizational Chart:** Provide on separate page(s).

e. **Will Responder use a subcontractor (Yes or No)?** \_\_\_\_\_

If answering "Yes" to item e. above, please provide a one (1) page explanation of how and when subcontractors will be utilized.

3. **Site Visit Report Template:** Provide on separate page.

4. **Emergency Contact Information:**

a. **Name:** \_\_\_\_\_

b. **Phone Number:** \_\_\_\_\_

**II. REFERENCES:** Refer to Section V. B.

1. **Reference #1**

a. **Company Name:** \_\_\_\_\_

b. **Address:** \_\_\_\_\_

c. **Contact Name:** \_\_\_\_\_

d. **Phone Number:** \_\_\_\_\_

e. **Email Address:** \_\_\_\_\_

f. **Type of Equipment Serviced (i.e. Make, Model, Frequency, etc.):**

\_\_\_\_\_

g. **Length of Contract:** \_\_\_\_\_

2. **Reference #2**

a. **Company Name:** \_\_\_\_\_

b. **Address:** \_\_\_\_\_

**RESPONDER'S COMPANY NAME:**

\_\_\_\_\_

- c. **Contact Name:** \_\_\_\_\_
- d. **Phone Number:** \_\_\_\_\_
- e. **Email Address:** \_\_\_\_\_
- f. **Type of Equipment Serviced (i.e. Make, Model, Frequency, etc.):**  
\_\_\_\_\_
- g. **Length of Contract:** \_\_\_\_\_

**3. Reference #3**

- a. **Company Name:** \_\_\_\_\_
- b. **Address:** \_\_\_\_\_
- c. **Contact Name:** \_\_\_\_\_
- d. **Phone Number:** \_\_\_\_\_
- e. **Email Address:** \_\_\_\_\_
- f. **Type of Equipment Serviced (i.e. Make, Model, Frequency, etc.):**  
\_\_\_\_\_
- g. **Length of Contract:** \_\_\_\_\_

**RESPONDER'S AUTHORIZED SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**ATTACHMENT D**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

**(Please read instructions below before completing Certification)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is 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.

---

ORGANIZATION NAME

SPONSOR AGREEMENT NUMBER OR PROJECT NAME

---

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

---

SIGNATURE(S)

DATE

1. By signing and submitting this form, the prospective lower tier participant is providing the certification above in accordance with these instructions.
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 which 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 form 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 form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all 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 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.

**ATTACHMENT E**  
**ESCAMBIA SCHOOL DISTRICT PUBLIC RECORDS ADDENDUM**

CONTRACTOR'S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES. Pursuant to Section 119.0701, F.S., CONTRACTOR agrees to comply with all public records laws, specifically to:

- A. Keep and maintain public records required by the School Board to perform the service.
  - 1. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies and GS7 for Public Schools. (See <http://dos.myflorida.com/library-archives/records-management/general-records-schedules>)
  - 2. Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the School Board. Contractor's records under this Agreement include but are not limited to supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.
- B. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. If a Contractor does not comply with the School Board's request for records, School Board shall enforce the provisions in accordance with the contract.
- 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 for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to School Board.
- D. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records kept electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the SCHOOL BOARD.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE SCHOOL BOARD OF ESCAMBIA COUNTY, CUSTODIAN OF PUBLIC RECORDS AT (850)469-6131, NROSS@ESCAMBIA.K12.FL.US, OR 75 NORTH PACE BLVD., PENSACOLA, FL 32505.**

A Contractor who fails to provide the public records to the School Board within a reasonable time may also be subject to penalties under Section 119.10, Florida Statutes.

Approved:



\_\_\_\_\_  
Donna Sessions Waters  
General Counsel  
Escambia County School Board  
75 North Pace Blvd.  
Pensacola, FL 32505  
02/21/2017

Initials of Each Signatory:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT F**

**ESCAMBIA SCHOOL DISTRICT RISK MANAGEMENT ADDENDUM (REGULAR)**

Anything in the foregoing agreement to the contrary notwithstanding, each Signer thereof (other than the School Board, the Superintendent of Schools, the School District, their officers, agents and employees) hereby agrees to:

**A. HOLD HARMLESS/INDEMNIFICATION AGREEMENT:**

1. 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 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 maintenance of any facility, or the operation of any program, which is the subject of, or is related to the performance of this agreement. 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. 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 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 Signer and a copy thereof shall be delivered to the undersigned 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 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 Signer, the Signer 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 Statutes Chapter, 440, and Employer Legal Liability Insurance in the amount of \$100,000.

Approved:  
Signer:

Initials of each  
Signer:



Kevin T. Windham, CFE, CSRM,  
Director-Risk Management  
Escambia School District  
75 North Pace Boulevard  
Pensacola, FL 32505

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT G**  
**DRUG FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which 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 proposal 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 proposals 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 contract 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 contract, 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 \_\_\_\_\_

**ATTACHMENT H**  
**State of Florida**  
**Vendor Certification Regarding Scrutinized Companies Lists**

Respondent Vendor Name: _____		
Vendor FEIN: _____		
Vendor's Authorized Representative Name and Title: _____		
Address: _____		
City: _____	State: _____	ZIP: _____
Phone Number: _____		
Email Address: _____		

Section 287.135, Florida Statutes prohibits or limits agencies from contracting with companies, for goods or services, that are participating in a boycott of Israel, are on the Scrutinized Companies that Boycott Israel list, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Both lists are created pursuant to Section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the sector entitled "Respondent Vendor Name" is not participating in a boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and has not been engaged in business operations in Cuba or Syria. I understand that pursuant to Section 287.135, Florida Statutes, the submission of false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: _____ AUTHORIZED SIGNATURE
Print Name and Title: _____
Date: _____

**ATTACHMENT I**  
**USDA CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

- (A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of negotiated procurement, directly or indirectly to any other offeror or to any competitor;
  - (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.
- (B) Each person signing this offer certifies that:
- (1) He or she is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
  - (2) He or she is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

In accepting this offer, the National School Lunch Program Sponsor certifies that the Sponsor's officers, employees or agents have not taken any action, which may have jeopardized the independence of the Vendor's offer to which this document is attached and referred to above.

\_\_\_\_\_  
Signature of Authorized Sponsor Representative

\_\_\_\_\_  
Date

**ATTACHMENT J  
NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

BIDDER is the

\_\_\_\_\_,  
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public (Signature)

My Commission Expires:  
\_\_\_\_\_

## Attachment K Submission Checklist

Use this checklist to ensure that you have included all required items in your Proposal. For specific submission instructions, refer to Section VIII. C. on Pages 14 – 15.

### ENVELOPE 1

- \_\_\_\_\_ Complete Proposal (Refer to Section VIII. C. on Pages 14 - 15) – **One (1), Manually-Signed Original and Three (3) Copies**
- \_\_\_\_\_ Request for Proposal (RFP) & Proposal Acknowledgement Form (Page 1)
- \_\_\_\_\_ Attachment C - Response to Questionnaire (Pages 38 - 39)
  - \_\_\_\_\_ I. Company Background and Experience (Refer to Section V. A. on Page 12)
    - \_\_\_\_\_ 1. Company Biography
    - \_\_\_\_\_ 2. Company Structure
      - \_\_\_\_\_ a. Number of Technicians
      - \_\_\_\_\_ b. Technician Names
      - \_\_\_\_\_ c. List of Certifications
      - \_\_\_\_\_ d. Copies of Certifications
      - \_\_\_\_\_ e. Organizational Chart
      - \_\_\_\_\_ f. Use of Subcontractor and Explanation (If Applicable)
    - \_\_\_\_\_ 3. Site Visit Report Template
    - \_\_\_\_\_ 4. Emergency Contact Information
  - \_\_\_\_\_ II. References (Refer to Section V. B. on Page 12)
- \_\_\_\_\_ Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (Page 40)
- \_\_\_\_\_ Attachment E - Escambia School District Public Records Addendum (Page 41)
- \_\_\_\_\_ Attachment F - Escambia School District Risk Management Addendum (Page 42)
- \_\_\_\_\_ Proof of Required Insurance (Certificate of Insurance)
- \_\_\_\_\_ Attachment G - Drug Free Workplace (Page 43)
- \_\_\_\_\_ Attachment H - Vendor Certification Regarding Scrutinized Companies Lists (Page 44)
- \_\_\_\_\_ Attachment I – USDA Certificate of Independent Price Determination (Page 45)
- \_\_\_\_\_ Attachment J – Non-Collusion Affidavit (Page 46)
- \_\_\_\_\_ State of Florida Business License (See Section VIII. C. 3.)

### ENVELOPE 2

- \_\_\_\_\_ Attachment B – Price Proposal (Refer to Section VI. on Page 13) Completed in its **ENTIRETY** – **One (1), Manually-Signed Original and Three (3) Copies** (Pages 18 - 36)