



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

REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGMENT

POSTING DATE:
Thursday, September 30, 2021

PURCHASING CONTACT & TELEPHONE:
Travis Thrash; 850.469.6207
tthrash@ecsdfl.us

RFP TITLE:
Air Handler Preventative Maintenance and Inspection

RFP NUMBER:
#220303

RFP OPENING DATE & TIME:
Wednesday, October 20, 2021 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 (the District) 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 Proposals may not be withdrawn for a period of sixty (60) days after the opening date unless otherwise specified.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:)

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 School District of Escambia County is soliciting sealed written proposals to establish an Agreement to provide operational preventative maintenance and inspection of air handler units (AHU's) throughout the District. Attachment A contains a list of locations and quantities of AHU's. Upon mutual written agreement and approval of the School Board of Escambia County, Florida, an Agreement will be issued in one (1) year increments for up to a total of five (5) years subject to the availability of lawfully appropriated funds. As current funding for these services is set to expire in September, 2023, this Agreement may be terminated for convenience prior to or at that time. The initial term of the Agreement(s) shall be December 1, 2021 through November 30, 2022. All pricing proposed herein shall be firm throughout the first year of the Agreement.

CALENDAR OF EVENTS	
RFP Posting Date	Thursday, September 30, 2021
Deadline for Questions (See Page 5, Section II. V and Page 8, Section III. M)	Tuesday, October 5, 2021 at 4:00 p.m., CST
Answers to Questions Posted and Addendum Issued If Needed (See Page 8, Section III. M)	Thursday, October 7, 2021 at 4:00 p.m., CST
RFP Opening (See Page 1)	Wednesday, October 20, 2021 at 2:00 p.m., CST
RFP Evaluation	Tuesday, October 26, 2021 at 1:30 p.m., CST
School Board Approval	Tuesday, November 16, 2021
Agreement Start Date	Wednesday, December 1, 2021

II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Responder", "Respondent", "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 **Tuesday, October 5, 2021 at 4:00 p.m., 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>

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.
- BB. **MODIFICATIONS:** Changes to specifications, terms, and conditions must be made in writing with the mutual consent of the parties and School Board approval, if needed.

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 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 contract year. All pricing and rates proposed herein shall be firm through the first year of the contract.

For successive years, adjustments to pricing and 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 May of each year. Any requests for adjustments must be submitted in writing to the Purchasing Department no later than August 1st of each following year. Rate adjustments will not be automatic. The most recent twelve (12) month period ending June 30th will be used to compute the percentage change in CPI-U. Current year pricing **will** be retained for an additional, successive year if the CPI-U percentage change 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 September 1st.

- B. **LICENSE AND CERTIFICATION:** The successful Responder must be properly licensed, bonded, and registered to conduct business in the State of Florida. Responder shall also possess and maintain any other licensure required by any federal, state, or local laws, rules, and regulations for the purposes of completing work under this Agreement.
- C. **PRIOR EXPERIENCE:** The successful Responder shall have been actively involved in the operation of a commercial/industrial air handler maintenance and inspection service within the last five (5) years. Responder shall furnish at least three (3) references which are similar in size to the District and can verify the Responder's experience. The District may not be used as a reference.
- D. **BACKGROUND SCREENING REQUIREMENTS:** The Successful Responder will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, by certifying that the Responder and all of its employees who provide services under this Agreement 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 District in advance of the Responder providing any services on District property while students are present. Responder 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 Responder and its employees. The Responder will follow the procedures for obtaining employee background screening as outlined on the Escambia County School District Website: <http://ecsd-fl.schoolloop.com>. Responder will provide school a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Responder will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. The parties agree that in the event that Responder fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling the District to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Responder agrees to indemnify and hold harmless the District and its officers and employees from any liability in the form of physical injury, death, or property damage resulting from Responder's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. 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.

K. 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.

L. INVOICING AND PAYMENTS: Upon completion of authorized work, a detailed invoice must be submitted to the Maintenance Department, Attention: Assistant Director of Maintenance, 30 East Texar Drive, Pensacola, Florida 32503. Invoices may be emailed with the written consent of the Maintenance Department. The awarded Responder shall invoice in accordance with the District's purchase order. Invoices shall be detailed and itemized, and shall include, at minimum, the District's respective purchase order number, the RFP number noted on Page 1 of this Agreement, the air handler for which services are being invoiced, and the cost for each air handler listed. Each invoice shall include a copy of the completed, corresponding Field Service Report as described in Section IV. C. on Page 13. Invoices will **not** be approved for payment unless they comply with the requirements of this section and the work has been inspected and approved by the designee of the Maintenance Department.

M. COMMUNICATION AND QUESTIONS: Due to time constraints, it is recommended Responders send any questions 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 **Tuesday, October 5, 2021 at 4:00 p.m., CST.**

All changes in the specifications contained within this RFP will be made by Addendum. Any Addendum 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 Addendum has been issued in order to obtain said Addendum. Any applicable Addendum and/or responses to questions received will be posted to the Purchasing Department's Current Bid Activity webpage by **Thursday, October 7, 2021 at 4:00 p.m., 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@ecsdfl.us
Phone: 850-469-6207

N. 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, except to the extent that the non-performing Party is at fault in failing to prevent or causing the default or delay and provided that 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.

O. 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 (Attachment H) 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.

P. E-VERIFY: Contractor hereby certifies compliance with the following:

Pursuant to § 448.095(2) Florida Statutes (2020), Contractor shall register with and use the E-Verify system operated by the United States Department of Homeland Security to verify the work authorization status of all new employees hired by Contractor prior to entering into a Contract involving labor or providing goods or services to the Escambia County School District (ECSD) or Escambia County School Board (ECSB). The Contractor is specifically required to complete the State of Florida Vendor Certification Regarding E-Verify (Attachment I) form included within this solicitation. ECSD or ECSB may request or require evidence of registration with E-Verify. Contractor shall also include in any related subcontracts a requirement that subcontractors performing labor or providing goods or services for ECSD or ECSB on its behalf, register with and use the E-Verify system to verify the work authorization status of all new employees hired by the subcontractor while performing labor or providing goods or services for ECSD or ECSB. Additionally, Contractor shall include in any related subcontracts a requirement that subcontractors performing labor or providing goods or services for ECSD or ECSB on its behalf provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with any unauthorized alien as defined in 8 U.S.C. § 1324a(h)(3). Contractor shall maintain a copy of such affidavit for the duration of its contract with ECSD or ECSB and will furnish a copy of such affidavit as may be required or requested. Further, it is understood and accepted that a Contract may be terminated for failure to comply with the requirements of § 448.095 Florida Statutes and the Contractor shall be ineligible for award for a period of at least one (1) year.

Q. FEDERAL GRANTS TERMS AND CONDITIONS: For any agreement that involves, receives or utilizes Federal Grants funding, the following terms and conditions shall be considered a part of the agreement and the Contractor accepts and acknowledges that it is and will continue to be in compliance with said terms and conditions for the term of the agreement:

RECOVERED MATERIALS (2 CFR §200.322) applies to all contracts greater than \$10,000.00. Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002

include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000.00 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.00; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

ENERGY EFFICIENCY/ CONSERVATION (42 U.S.C. 6201) Contractor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

DEBARMENT AND SUSPENSION Contractor certifies that it complies fully with the Federal Debarment Certification regarding debarment suspension, ineligibility and voluntary exclusion in accordance with 2 CFR part 180 that implement Executive Orders 12549 and 12689. Furthermore, Contractor certifies 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.

EQUAL EMPLOYMENT OPPORTUNITY During the performance of this agreement, the contractor agrees as follows:

- a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- b) The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a Record Retention and access requirements to all records. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. Both parties acknowledge that the contractor does not participate in any relationships with labor unions.

- e) The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g) In the event of the contractor's noncompliance with the nondiscrimination clauses of this agreement or with any of such rules, regulations, or orders, this agreement may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h) The contractor will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874 AND 40 U.S.C. 276C) The Contractor certifies that it is, and will continue to be, for the term of this agreement in compliance with the Copeland "Anti- Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non - Federal entity must report all suspected or reported violations to the Federal awarding agency.

R. 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 Proposer 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 Proposer 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 to add and/or remove air handlers covered under this Agreement at the sole discretion of the District.

IV. SPECIFICATIONS AND SCOPE OF WORK

Responder shall supply all labor, materials, equipment, and other supplies necessary to ensure the proper and reliable operation of air handler units covered under this Agreement. To that end, Responder shall provide scheduled inspection and maintenance services for each air handler unit at all locations listed in Attachment A: "Price Proposal" in accordance with the following specifications. Responder shall be responsible for replacing heating, ventilation, and air conditioning (HVAC) air filters; however, Responder shall not be responsible for purchasing and providing HVAC air filters unless the filter needed is of a non-standard size which is not carried by the District's Central Warehouse. In that instance, Responder shall purchase and install the needed filter, notify the Maintenance Department at the time of purchase, and note the non-standard filter purchase, including filter size, on the Field Service Report described in Section IV.C. The District will provide all other necessary HVAC air filters which are stocked at the Central Warehouse. The Responder's employees must be badged by the Escambia County School District or through the State of Florida prior to entering District property.

A. INSPECTION AND MAINTENANCE SCHEDULE: Responder shall provide inspection and routine maintenance services as described in Section IV. B. for all AHU's at each location listed in Attachment A in accordance with the schedule provided in Attachment B. Specific dates for all inspections shall be coordinated with the Maintenance Department or designee. Responder shall pick up the necessary HVAC air filter(s) for the location(s) to be serviced from the District's Central Warehouse prior to the date on which the filter(s) are to be changed. Responder shall schedule pick up of all filters with the Maintenance Department. The Maintenance Department will requisition the filters as-needed to ensure that they are ready for pickup. Responder is responsible for mechanical room key check-out and return (if needed), reporting to the Main Office of each school or facility prior to start of work and immediately prior to leaving District property, and ensuring employees display security badges while working. Responder's employees shall be in Responder's company uniform with District security badges conspicuously displayed when on District property.

The location of each AHU, filter sizes and quantities, and belt sizes and quantities are listed by facility name in the supplementary spreadsheet titled "AHU Location, Filter, and Belt Information" available for download at <https://ecsd-fl.schoolloop.com/purchasing/bids>. Some filter and belt information in the spreadsheet may be inaccurate. Therefore, upon Responder's first visit to each facility, Responder shall tour the facility with the Director of Maintenance's designee to ensure Responder's knowledge of the location of each AHU and determine the correct sizes and quantities of each AHU's filter(s) and belt(s). Responder shall record this information for all future inspection and maintenance visits and report the information to the Assistant Director of Maintenance. Responder's Field Service Reports, as described in Section IV. C., shall reflect accurate filter and belt sizes and quantities.

B. SCOPE OF INSPECTIONS AND MAINTENANCE SERVICES: Responder shall complete the following services for each AHU during scheduled inspection and maintenance sessions and note the services performed, the overall condition of the unit, and any discrepancies in the respective Field Service Report as described in Section IV. C.:

Filter Replacements: Replace all one (1)-inch HVAC air filters on a monthly basis and all others on a quarterly basis. HVAC air filters must be changed as scheduled, even if they do not exhibit soilage or wear.

Other Maintenance: The following services must be performed for each AHU on either a monthly, quarterly, or semi-annual basis.

Monthly Services:

- Replace all one (1)-inch HVAC air filters.
- Perform an operational inspection of the unit.
- Upon Responder's initial visit to each location, Responder shall clean condensation drain pans and lines. During future visits, Responder shall check drain pans and lines for soilage or debris and clean them out as-needed.
- Check belt wear, alignment, and tension and adjust as-needed.
- Check for visible water, refrigerant, and/or oil leaks.
- Add manufacturer-recommended quantity of air conditioner pan tablets

Quarterly Services:

- Replace all non-one (1)-inch HVAC air filters.
- Complete all monthly services.
- Lubricate motor bearings and blower bearings.

Semi-Annual Services:

- Complete all monthly and quarterly services.
- Replace all belts. Belts must be replaced as scheduled, even if they do not exhibit signs of wear.

- C. FIELD SERVICE REPORTS:** The awarded Responder shall submit to the Maintenance Department one (1) Field Service Report per air handler listed in Attachment A for each scheduled inspection and maintenance visit. A single monthly report per location is acceptable; however, a single report which includes all AHU's serviced during the month must be itemized and must include clear and detailed sections for each unit. Service reports shall be printed or provided electronically, not handwritten, and include, at minimum, the service date, a list of the services provided (including sizes and quantities of filter(s) and belt(s) changed), an overall description of the condition of the unit, and any discrepancies noted. Field Service Reports shall also describe any potential need for repair of the unit. Service reports shall be attached to all related invoices. At the District's sole discretion, the awarded Responder may be required to meet with the District's Maintenance Department once per month to review these reports and highlight any outstanding issues.
- D. MODIFICATIONS TO AGREEMENT:** The District may, in its sole discretion, add or remove air handler units covered under this Agreement at any time throughout the Agreement's term. Upon the District's request to add a new location/system to the Agreement, Responder shall provide the District with pricing for the inspection and maintenance services described in Sections IV. A. and IV. B. for the new unit. The pricing provided shall be based on pricing established in Attachment A for a location with similar unit types and quantities.
- E. DAMAGES:** Responder shall be solely responsible for all damages to District property incurred as a result of any action by the Responder, its employees, or subcontractors related to performance of duties under this Agreement.
- F. PERMITS AND FEES:** Responder shall obtain all permits and incur fees as required by the current federal, state, and local laws and regulations. Throughout the duration of this Agreement, the Responder shall maintain proper equipment, permits, and licensure as required by current laws and regulations. Any required licenses and permits will be provided to the District if requested.
- G. JOB SITE CLEANLINESS & SAFETY:** Responder shall maintain a clean and safe work environment at all times when providing services under this Agreement. The District will not be

responsible for any of the Responder's tools or equipment left unattended or unsecured at the work site.

- H. **FORM AND FORMAT FOR ELECTRONIC DOCUMENTS:** All invoices and/or Field Service Reports sent electronically from the Responder shall be printable, and shall be in Portable Document Format (PDF).

V. QUESTIONNAIRE AND RESPONSE

Responder shall provide the information requested in this section by completing Attachment C – Response Questionnaire and submitting it in the manner prescribed in Section VIII. B. on Pages 15 – 17.

A. COMPANY BACKGROUND AND EXPERIENCE:

1. Provide a brief company biography, limited to two (2) pages, to include: general information on the company, number of years of experience with operational preventative maintenance and inspection of air handler units, number of employees, the location of Corporate headquarters and number of branch offices, and the location of the office from which the work for the District would be performed.
2. Responder must assign to the District a minimum of six (6) qualified technicians. State the names of the technicians who will be providing service under this Agreement as well as their years of experience in providing air handler unit inspection and maintenance services.
3. Provide a copy of Responder's organizational chart, indicating the reporting structure of your personnel.
4. Provide primary and secondary emergency contact information.

B. REFERENCES:

Provide a list of references for whom you have provided services similar to those outlined in this RFP. The District may not be used as one of the three required references. References must be from at least three (3) different entities which are similar in size to the District. The reference list shall include: the client's name and address, contact name, phone number, email address, type of services provided, 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 with said reference. Responder should notify the references named in this section that they may be contacted by the District. The District may also consider Responder's past performance as a District vendor, if applicable, when evaluating this section.

VI. PRICE PROPOSAL

In a **separate, sealed envelope**, provide your completed Attachment A - Price Proposal for the services described in Section IV – Specifications and Scope of Work. No pricing will be given consideration until all proposals are evaluated based on qualification items in Section V.A. through V.B.

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 shall be averaged to determine the total quantity of points awarded in each of the below categories.

A. QUESTIONNAIRE AND RESPONSE (40 POINTS):

1. Responses to each paragraph in Section V. A. shall be awarded a maximum quantity of points as listed below. A possible total of twenty-five (25) points will be available for this section.

- a. Company Biography (8 Points)
 - b. Technicians (12 Points)
 - c. Organizational Chart (2 Points)
 - d. Emergency Contact Information (3 Points)
2. The evaluation committee will determine the 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 fifteen (15) 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 competitive Price Proposal. All other Responders will be awarded less than the total maximum points based on their comparison to the most 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 in accordance with the RFP specifications and scope of work.

VIII. PREPARATION AND SUBMISSION REQUIREMENTS

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

A. QUESTIONS:

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 Page 8, Section III. M. The deadline for submitting questions concerning this RFP is **Tuesday, October 5, 2021 at 4:00 PM, CST**. All changes in the specifications contained within this RFP will be made by Addendum. Any Addendum 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 an Addendum has been issued in order to obtain said Addendum. Any applicable Addendum and/or responses to questions received will be posted by **Thursday, October 7, 2021 at 4:00 PM, CST**.

- B. SUBMISSION REQUIREMENTS:** All documents listed below must be returned in their entirety. No fax or email documents will be accepted. **Failure to return 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. 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

1. **The signature page (Page 1) must be signed and returned to signify a valid Proposal.** The signature must be an original, manual signature. Failure to return this form will result in your Proposal not being accepted.
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 #220303 – AIR HANDLER PREVENTATIVE MAINTENANCE AND INSPECTION**” on the outside of the package.

3. **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 # 220303 – AIR HANDLER PREVENTATIVE MAINTENANCE AND INSPECTION.**” 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.
4. **Response 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 14).
 - ii. **References:** This item must be completed per Section V.B. (See Page 14).
5. Copies of Responder’s active State of Florida Business license and Responder’s registration with the Florida Secretary of State. These documents must be current. Pending licenses will not be accepted.
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 Public Records Addendum:** This form must be initialed and returned with the Responder’s Proposal. Refer to Attachment E.
8. **Escambia School District Risk Management Addendum:** This form must be initialed and returned with the Responder’s Proposal. Refer to Attachment F. Contractor shall furnish proof of the required insurance by certificate of insurance prior to the start of any work.
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. **Vendor Certification Regarding E-Verify:** This form must be completed in its entirety, signed, and returned with the Responder’s Proposal. Refer to Attachment I.

A Submission Checklist has been provided in Attachment J (Page 32) 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 Wednesday, October 20, 2021 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 #220303
75 North 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 Proposers 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 Proposers 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 Proposer 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 Proposer; or, (3) Allow the top ranked Proposers to make oral presentations.
5. Proposers 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 Proposal most advantageous to the District in its sole discretion will be selected. 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 Proposer(s) cannot be successfully negotiated and executed, the District reserves the right to discontinue negotiations with such Proposer(s) and to negotiate and execute a Contract with the next-ranked Proposer(s).
7. The District reserves all rights, in its sole discretion, not to issue an award to any Proposers, 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 Proposer for any costs incurred in connection with this RFP as a result of any of the above stated actions taken by the District.
8. 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 Proposers(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 Proposers 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 Proposers. If an agreement cannot be reached with the highest rated Proposer(s), the District reserves the right to negotiate and recommend award to the next highest ranked Proposer or subsequent Proposer(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.

RESPONDER'S COMPANY NAME: _____

**ATTACHMENT A
Price Proposal**

Complete the following table by entering the price for each inspection and maintenance interval at each location below. The Total Annual Price Per Location must then be calculated and entered by adding together the cost of eight (8) monthly visits, two (2) quarterly visits, and two (2) semi-annual visits. Inspection and maintenance pricing shall be all inclusive for the services described in Section IV. on Pages 12 - 14. Specific services to be performed at each interval are listed in Section IV. B. on Page 13. After filling in the Total Annual Service Price for each location, enter the summation of each of those columns in the Overall Total Annual Cost field. Finally, sign and date where provided.

LOCATION	STREET ADDRESS	AREA #	QUANTITY OF AHU'S PER LOCATION	PRICE PER INSPECTION AND MAINTENANCE INTERVAL			
				MONTHLY	QUARTERLY	SEMI-ANNUAL	TOTAL ANNUAL PRICE PER LOCATION
A. K. Suter Elementary School	501 Pickens Ave	C	13				
Bailey Middle School	4110 Bauer Rd	D	32				
Bellview Elementary School	4425 Bellview Ave	B	53				
Bellview Middle School	6201 Mobile Hwy	B	70				
Beulah Elementary School	6201 Helms Rd	B	88				
Beulah Middle School	6001 W. Nine Mile Rd	B	30				
Blue Angels Elementary School	1551 Dog Track Rd	D	81				
Booker T. Washington High School	6000 College Pkwy	C	34				
Bratt Elementary School	5721 N Hwy 99	E	43				
Brentwood Elementary School	4820 N Palafox St	B	44				
Brown Barge Middle School	201 E Hancock Ln	B	20				
C. A. Weis Elementary School	2701 North Q St	C	41				
Central Warehouse	51 E Texar Dr	B	3				
Cordova Park Elementary School	2250 Semur Rd	C	61				
ECSD Center for Health & Wellness	915 East Fairfield Drive	B	4				
Ensley Elementary School	501 East Johnson Ave	A	54				
Ernest Ward Middle School	7650 Highway 97	E	22				
Escambia High School	1310 N 65th Ave	D	81				
Escambia Westgate	10050 Ashton Brosnaham Rd	A	36				
Ferry Pass Elementary School	8310 N Davis Hwy	A	54				

RESPONDER'S COMPANY NAME: _____

LOCATION	STREET ADDRESS	AREA #	QUANTITY OF AHU'S PER LOCATION	PRICE PER INSPECTION AND MAINTENANCE INTERVAL			
				MONTHLY	QUARTERLY	SEMI-ANNUAL	TOTAL ANNUAL PRICE PER LOCATION
Ferry Pass Middle School	8355 Yancey Ave	A	64				
George Stone Technical College	2400 Longleaf Dr	B	38				
Global Learning Academy	100 N P St	D	15				
Hellen Caro Elementary School	12551 Meadson Rd	D	26				
Holm Elementary School	6101 Lanier Drive	C	26				
Hope Horizon at Judy Andrews	129 North Merritt Street	D	1				
J. E. Hall Center, Annex, ESE, Transportation	30 E Texar Dr	B	50				
J. M. Tate High School	1771 Tate Rd	A	98				
Jim Allen Elementary School	1051 Hwy 95A North	A	58				
Kingsfield Elementary School	900 W. Kingsfield Rd	A	20				
Lincoln Park Elementary School	7600 Kershaw St	A	18				
Lipscomb Elementary School	10200 Ashton Brosnaham Rd	A	83				
Longleaf Elementary School	2600 Longleaf Dr	B	27				
McArthur Elementary School	330 E Ten Mile Rd	A	28				
Molino Park Elementary School	899 Hwy 97	E	69				
Montclair Elementary School	820 Massachusetts Ave	B	49				
Myrtle Grove Elementary School	6115 Lillian Hwy	D	52				
N. B. Cook Elementary School	1310 N 12th Ave	C	8				
Navy Point Elementary School	1321 Patton Dr	D	40				
Northview High School	4100 W Hwy 4	E	12				
O. J. Semmes Elementary School	1250 Texar Dr	C	48				
Oakcrest Elementary School	1820 N Hollywood Ave	D	57				
Pensacola High School	500 W Maxwell St	C	121				
Pine Forest High School	2500 Longleaf Dr	B	62				
Pine Meadow Elementary School	10001 Omar Ave	A	63				
Pleasant Grove Elementary School	3000 Owen Bell Ln	D	48				
Ransom Middle School	1000 W Kingsfield Rd	A	29				

RESPONDER'S COMPANY NAME: _____

LOCATION	STREET ADDRESS	AREA #	QUANTITY OF AHU'S PER LOCATION	PRICE PER INSPECTION AND MAINTENANCE INTERVAL			
				MONTHLY	QUARTERLY	SEMI-ANNUAL	TOTAL ANNUAL PRICE PER LOCATION
Roy Hyatt Environmental Center	1300 Tobias Road	A	7				
Scenic Heights Elementary School	3801 Cherry Laurel Dr	C	67				
Sherwood Elementary School	501 Cherokee Trail	D	31				
Spencer Bibbs Center	2500 North 6th Avenue	C	20				
Success Academy	7045 Wymart Road	B	50				
Vernon McDaniel Building	75 N Pace Blvd	D	9				
Walnut Hill Garage	7780 Highway 97	E	1				
Warrington Elementary School	220 N Navy Blvd	D	60				
Warrington Middle School	450 S Old Corry Field Rd	D	52				
West Florida High School	150 E Burgess Road	B	47				
West Pensacola Elementary School	801 N 49th St	D	46				
Workman Middle School	6299 Lanier Dr	C	29				
OVERALL TOTAL ANNUAL COST							

RESPONDER'S AUTHORIZED SIGNATURE:

PRINTED NAME:

DATE:

ATTACHMENT B
Annual Schedule for Inspection and Preventative Maintenance

Responder shall perform the services described in Section IV. on pages 12 – 14 pursuant to the following schedule. Each location in Attachment A has an associated “Area” listed next to it. The area of each respective location dictates when services are to be performed for that location per the following table.

	CHANGE 1-INCH FILTER	ADD PAN TABLETS	CHANGE ALL OTHER FILTERS	SPRAY EVAPORATION COILS	CLEAN DRAIN PANS & CLEAR DRAIN LINES	GREASE BEARINGS	CHANGE BELTS
JANUARY	All Facilities	All Facilities	Area D	Area D	Area D	Area D	Area D
FEBRUARY	All Facilities	All Facilities	Area B & C	Area B & C	Area B & C	Area B & C	Area B & C
MARCH	All Facilities	All Facilities	Area A & E	Area A & E	Area A & E	Area A & E	Area A & E
APRIL	All Facilities	All Facilities	Area D	Area D	Area D	Area D	
MAY	All Facilities	All Facilities	Area B & C	Area B & C	Area B & C	Area B & C	
JUNE	All Facilities	All Facilities	Area A & E	Area A & E	Area A & E	Area A & E	
JULY	All Facilities	All Facilities	Area D	Area D	Area D	Area D	Area D
AUGUST	All Facilities	All Facilities	Area B & C	Area B & C	Area B & C	Area B & C	Area B & C
SEPTEMBER	All Facilities	All Facilities	Area A & E	Area A & E	Area A & E	Area A & E	Area A & E
OCTOBER	All Facilities	All Facilities	Area D	Area D	Area D	Area D	
NOVEMBER	All Facilities	All Facilities	Area B & C	Area B & C	Area B & C	Area B & C	
DECEMBER	All Facilities	All Facilities	Area A & E	Area A & E	Area A & E	Area A & E	

ATTACHMENT C
Response to Questionnaire

I. COMPANY BACKGROUND AND EXPERIENCE: Refer to Section V. A. (Page 14)

1. **Company Biography:** Provide in a separate attachment.

2. **Technicians:**

a. **Name of Technician #1:** _____ **Years of Experience:** _____

b. **Name of Technician #2:** _____ **Years of Experience:** _____

c. **Name of Technician #3:** _____ **Years of Experience:** _____

d. **Name of Technician #4:** _____ **Years of Experience:** _____

e. **Name of Technician #5:** _____ **Years of Experience:** _____

f. **Name of Technician #6:** _____ **Years of Experience:** _____

3. **Copies of Current State of Florida Business License and Registration with Florida Secretary of State:** Provide in a separate attachment.

4. **Copy of Organizational Chart:** Provide in a separate attachment.

5. **Emergency Contact Information:**

a. **Primary Contact Name:** _____ **Phone Number:** _____

b. **Secondary Contact Name:** _____ **Phone Number:** _____

II. REFERENCES: Refer to Section V. B. (Page 14)

1. **Reference #1**

a. **Company Name:** _____

b. **Address:** _____

c. **Contact Name:** _____

d. **Phone Number:** _____

e. **Email Address:** _____

f. **Type of Services Provided:** _____

g. **Length of Contract:** _____

2. Reference #2

- a. Company Name: _____
- b. Address: _____
- c. Contact Name: _____
- d. Phone Number: _____
- e. Email Address: _____
- f. Type of Services Provided: _____
- g. Length of Contract: _____

3. Reference #3

- a. Company Name: _____
- b. Address: _____
- c. Contact Name: _____
- d. Phone Number: _____
- e. Email Address: _____
- f. Type of Services Provided: _____
- g. Length of Contract: _____

**RESPONDER'S AUTHORIZED
SIGNATURE:**

PRINTED NAME:

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. Section 119.0701(1)(a), F.S. defines a "contractor" as "an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2)." To the extent CONTRACTOR fits within the foregoing definition, 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, SPAYNE2@ECSDFL.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:

Initials of Each Signatory:



Ellen D. Odom, General Counsel
Escambia County, School Board
75 N. Pace Blvd., Pensacola, FL 32505
05/17/21

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: _____ RESPONDER'S AUTHORIZED SIGNATURE
Print Name and Title: _____
Date: _____

ATTACHMENT I
State of Florida
Vendor Certification Regarding E-Verify

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

Contractor hereby certifies compliance with the following:

Pursuant to § 448.095(2) Florida Statutes (2020), Contractor shall register with and use the E-Verify system operated by the United States Department of Homeland Security to verify the work authorization status of all new employees hired by Contractor prior to entering into a Contract involving labor or providing goods or services to the Escambia County School District (ECSD) or Escambia County School Board (ECSB). ECSD or ECSB may request or require evidence of registration with E-Verify. Contractor shall also include in any related subcontracts a requirement that subcontractors performing labor or providing goods or services for ECSD or ECSB on its behalf, register with and use the E-Verify system to verify the work authorization status of all new employees hired by the subcontractor while performing labor or providing goods or services for ECSD or ECSB. Additionally, Contractor shall include in any related subcontracts a requirement that subcontractors performing labor or providing goods or services for ECSD or ECSB on its behalf provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with any unauthorized alien as defined in 8 U.S.C. § 1324a(h)(3). Contractor shall maintain a copy of such affidavit for the duration of its contract with ECSD or ECSB and will furnish a copy of such affidavit as may be required or requested. Further, it is understood and accepted that a Contract may be terminated for failure to comply with the requirements of § 448.095 Florida Statutes and the Contractor shall be ineligible for award for a period of at least one (1) year.

Certified By: _____ RESPONDER'S AUTHORIZED SIGNATURE
Print Name and Title: _____
Date: _____

Attachment J 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. B. on Pages 15 – 17.

ENVELOPE 1

- _____ Complete Proposal (Refer to Section VIII. B. on Pages 15 - 17) – **One (1), Manually-Signed Original and Three (3) Copies**
 - _____ Request for Proposal (RFP) & Proposal Acknowledgement Form (Page 1)
 - _____ Company Background and Experience (Refer to Section V. A. on Page 14)
 - _____ 1. Company Biography
 - _____ 2. Technician Information on **Attachment C**
 - _____ 3. Organizational Chart
 - _____ 4. Primary and Secondary Emergency Contact Information on **Attachment C**
 - _____ State of Florida Business License and Registration with the Florida Secretary of State
 - _____ Information for Three (3) References on **Attachment C** (Refer to Section V. B. on Page 14)
 - _____ Attachment D - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (Page 26)
 - _____ Attachment E - Escambia School District Public Records Addendum (Page 27)
 - _____ Attachment F - Escambia School District Risk Management Addendum (Page 28)
 - _____ Proof of Required Insurance (Certificate of Insurance)
 - _____ Attachment G - Drug Free Workplace (Page 29)
 - _____ Attachment H - Vendor Certification Regarding Scrutinized Companies Lists (Page 30)
 - _____ Attachment I - Vendor Certification Regarding E-Verify (Page 31)

ENVELOPE 2

- _____ Attachment A - Price Proposal (Refer to Section VI. on Page 14) Completed in its **ENTIRETY** – **One (1), Manually-Signed Original and Three (3) Copies**