



**Purchasing Department**

50 South Military Trail, Suite 110  
West Palm Beach, FL 33415-3199

(561) 616-6800

FAX: (561) 242-6744

[www.pbcgov.com/purchasing](http://www.pbcgov.com/purchasing)



**Palm Beach County  
Board of County  
Commissioners**

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Hal R. Valeche

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Mary Lou Berger

Melissa McKinlay

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Verdenia C. Baker

"An Equal Opportunity  
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Form L

June 3, 2020

Tyco Fire & Security (US) Management Inc  
dba Johnson Controls Fire Protection LP  
1830 Park Lane South  
Jupiter, FL 33458

TERM CONTRACT #**18008B**

Dear Vendor:

This is to inform you that Palm Beach County Board of County Commissioners ("County") is entering into a Term Contract with your company for NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF AIRPORT WATER BASED FIRE PROTECTION SYSTEMS based on:

☒ **RENEWAL OF CONTRACT** based on SOLICITATION #18-008/KP in accordance with all original terms, conditions, specifications and prices with no deviation.

The term of this contract is 10/05/2020 through 10/04/2021, and has an estimated dollar value of \$150,000.

If applicable, Vendor shall maintain all insurance coverage(s) throughout the entire term of the contract, including any renewals or extensions thereof.

County User Departments will issue individual "Delivery Orders" against this contract as your authorization to deliver. The original invoice must be sent to the address on the Delivery Order ("DO") and must reference the DO number (e.g., DO 680 XY030305000000001111). A copy of the invoice may be sent to the County User Department. Invoices submitted on carbon paper shall not be accepted. In order for the County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the Vendor's bid/quote/response must be exactly the same as it appears on the invoice and in the County's VSS system that can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Failure to comply with the foregoing may result in a delay in processing payment.

If you have any questions, please contact Holly Skeen, Buyer at [hskeen@pbcgov.org](mailto:hskeen@pbcgov.org).

Sincerely,

Kristen A. Monnett  
Acting Director

c: **Uriah McCalla, Airports  
File**



# AMENDMENT # 1

Dated: July 18, 2018

PALM BEACH COUNTY PURCHASING DEPARTMENT  
50 SOUTH MILITARY TRAIL, SUITE 110  
WEST PALM BEACH, FLORIDA 33415-3199

BID #: 18-008/KP

TITLE: NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR  
OF AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT

**SUBMISSION**

DATE: AUGUST 9, 2018

- REFERENCE BID PAGE 16, SPECIFICATIONS, LOCATION OF SITES AND EQUIPMENT,  
1. PALM BEACH INTERNATIONAL AIRPORT, h) GA CUSTOMS (3,960 sq. ft.); delete in its  
entirety.
- DELETE EXISTING BID RESPONSE PAGES 20 AND 21, AND REPLACE WITH ATTACHED  
REVISED BID RESPONSE PAGES 20 AND 21.

NOTE: This executed amendment shall be signed and returned with your bid response. Failure  
to return the completed revised bid response page, shall result in rejection of your bid.

\_\_\_\_\_  
COMPANY NAME

Kerry L. Parker  
KERRY L. PARKER, BUYER

\_\_\_\_\_  
SIGNATURE / DATE

Tammy Smith  
TAMMY SMITH, PURCHASING MANAGER



**\*\*REVISED – JULY 18, 2018\*\***  
**BID RESPONSE**  
**IFB #18-008/KP**

**NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF  
 AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT**

ITEM NO.	LOCATION/DESCRIPTION	TOTAL OFFER
21.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - North County Airport Fire Hydrants, 11600 Aviation Road, West Palm Beach, FL, as specified herein. Twenty-nine (29)	\$ _____
22.	Five-Year NFPA Testing, North County Airport Fire Hydrants, 11600 Aviation Road, West Palm Beach, FL, as specified herein. Twenty-nine (29)	\$ _____

23.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - North County Airport Fire Pump, Controller and Jockey Pump, 11600 Aviation Road, West Palm Beach, FL, as specified herein.	\$ _____
24.	Five-Year NFPA Testing, North County Airport Fire Pump, Controller and Jockey Pump, 11600 Aviation Road, West Palm Beach, FL, as specified herein.	\$ _____

25.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification – Pahokee Airport - 3800 State Road 715, Pahokee, FL, Fire Hydrants, as specified herein. Two (2)	\$ _____
26.	Five-Year NFPA Testing, 3800 State Road 715, Pahokee, FL, Fire Hydrants, as specified herein. Two (2)	\$ _____

27.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification – Lantana Airport - 2633 Lantana Road, Lake Worth, FL, Fire Hydrants, as specified herein. Eleven (11)	\$ _____
28.	Five-Year NFPA Testing, 2633 Lantana Road, Lake Worth, FL, Fire Hydrants, as specified herein. Eleven (11)	\$ _____

29.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification – Fire Station #81, Palm Beach International Airport – Automatic Fire Sprinkler System, as specified herein.	\$ _____
30.	Five-Year NFPA Testing, Fire Station #81 – Automatic Fire Sprinkler System, as specified herein.	\$ _____

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Continued...

Firm Name: \_\_\_\_\_

**\*\*REVISED – JULY 18, 2018\*\***  
**BID RESPONSE**  
**IFB #18-008/KP**

**NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF  
AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT**

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED 12 MONTH QUANTITY	UNIT PRICE	TOTAL OFFER
31.	STANDARD HOURLY RATE FOR REPAIR SERVICES OUTSIDE THE ANNUAL PREVENTIVE MAINTENANCE, AS SPECIFIED HEREIN.	HR	1,250	\$ _____	\$ _____
<b>TOTAL OFFER:</b>					<b>\$ _____</b>

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Acknowledge Site Inspection was made, per Term #9?

YES/INITIAL \_\_\_\_\_

Acknowledge Qualification of Bidders information is included, per Term #11?

YES/INITIAL \_\_\_\_\_

Acknowledge Criminal History Records Check requirement, per Term #12?

YES/INITIAL \_\_\_\_\_

Acknowledge Materials/Parts are to be supplied at bidder's cost, per Term #16?

YES/INITIAL \_\_\_\_\_

Acknowledge Insurance requirements, per Term #26?

YES/INITIAL \_\_\_\_\_

**\* PLEASE AFFIX SIGNATURE WHERE INDICATED  
(FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR BID)**

By signature on this document, bidder acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of the County's bid solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by the County in official amendments prior to this date of submittal.

Per General Term and Condition #7, if bidder is a Joint Venture for the goods/services described herein, bidder shall, upon request of Palm Beach County, provide a copy of the Joint Venture Agreement signed by all parties.

FIRM NAME: (Enter the entire legal name of the bidding entity)

DATE:

**\* SIGNATURE:** \_\_\_\_\_

PRINT NAME:

PRINT TITLE:

ADDRESS: \_\_\_\_\_

CITY / STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE # (     )  
TOLL FREE # (     )

E-MAIL:  
FAX #: (     )

APPLICABLE  
LICENSE(S)  
NUMBER # \_\_\_\_\_

TYPE: \_\_\_\_\_

FEDERAL ID # \_\_\_\_\_





**BOARD OF COUNTY COMMISSIONERS  
NOTICE OF SOLICITATION  
IFB #18-008/KP**

**NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF  
AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT**

FOR MANDATORY SITE INSPECTION INFORMATION, SEE TERM #9 OF THIS SOLICITATION

**BID SUBMISSION DATE: AUGUST 9, 2018 AT 4:00 P.M.**

It is the responsibility of the bidder to ensure that all pages are included. Therefore, all bidders are advised to closely examine this package. Any questions regarding the completeness of this package should be immediately directed to Palm Beach County Purchasing Department at (561) 616-6800.

**BIDDERS SHALL PROVIDE A RESPONSE IN A SEALED PACKAGE OR CONTAINER SIGNED BY AN AGENT OF THE COMPANY HAVING AUTHORITY TO BIND THE COMPANY OR FIRM. FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF YOUR BID.**

Protests can be accepted only during the five (5) business day posting period.

**C A U T I O N**

In order to do business with Palm Beach County, vendors are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. As they are issued, all amendments to solicitations will be posted under the applicable solicitation on our VSS system. It is the vendor's sole responsibility to routinely check our VSS system for any amendments that may have been issued prior to the deadline for receipt of bids.

Palm Beach County shall not be responsible for the completeness of any Invitation for Bid that was not downloaded from our VSS system or obtained directly from the Purchasing Department.

**In accordance with the provisions of ADA,  
this document may be requested in an alternate format.**

**50 South Military Trail, Suite 110, West Palm Beach, FL 33415-3199  
(561) 616-6800 FAX: (561) 616-6811**

**BOARD OF COUNTY COMMISSIONERS**  
Palm Beach County  
**INVITATION FOR BID**

IFB #18-008/KP	BID TITLE: NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT	
PURCHASING DEPARTMENT CONTACT: KERRY L. PARKER		TELEPHONE NO.: (561) 616-6814
FAX NO.: (561) 242-6714	E-MAIL ADDRESS: <a href="mailto:kparker@pbcgov.org">kparker@pbcgov.org</a>	

All bid responses must be received on or before **August 9, 2018**, prior to 4:00 p.m., Palm Beach County local time. **SUBMIT BID TO:** Palm Beach County Purchasing Department, ATTN: Kerry L. Parker, 50 South Military Trail, Suite 110, West Palm Beach, FL 33415-3199.

This Invitation for Bid, General Conditions, Instructions to Bidders, Special Conditions, Specifications, Attachments, Amendments (if issued), and / or any other referenced document form a part of this bid solicitation and response thereto, and by reference are made a part thereof. The selected awardee shall be bound by all terms, conditions and requirements in these documents.

**PURPOSE AND EFFECT:** It is the purpose and intent of this solicitation to secure bids for item(s) and / or services as listed herein. The selected awardee is hereby placed on notice that acceptance of its bid by Palm Beach County shall constitute a binding contract.

## GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

### GENERAL CONDITIONS

#### 1. GENERAL INFORMATION

Bidders are advised that this package constitutes the complete set of specifications, terms, and conditions which forms the binding contract between Palm Beach County and the successful bidder. Changes to this Invitation for Bid may be made only by written amendment issued by the County Purchasing Department. Bidders are further advised to closely examine every section of this document, to ensure that all sequentially numbered pages are present, and to ensure that it is fully understood. Questions or requests for explanations or interpretations of this document must be submitted to the Purchasing Department contact in writing in sufficient time to permit a written response prior to the published bid submission time. Oral explanations or instructions given by any County agent are not binding and should not be interpreted as altering any provision of this document. Bidder certifies that this bid is made without reliance on any oral representations made by the County.

The County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Board of County Commissioners for subsequent fiscal years.

#### 2. LEGAL REQUIREMENTS

- a. **COMPLIANCE WITH LAWS AND CODES:** Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility. The successful bidder shall strictly comply with Federal, State and local building and safety codes. Equipment shall meet all State and Federal Safety regulations. Bidder certifies that all products (materials, equipment, processes, or other items supplied in response to this bid) contained in its bid meets all ANSI, NFPA, and all other Federal and State requirements. Bidder further certifies that, if it is the successful bidder, and the product delivered is subsequently found to be deficient in any of the aforementioned requirements in effect on date of delivery, all costs necessary to bring the product into compliance shall be borne by the bidder.

Any toxic substance provided to the County as a result of this solicitation or resultant contract shall be accompanied by its Safety Data Sheet (SDS).

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the successful bidder and Palm Beach County for any terms and conditions not specifically stated in the Invitation for Bid.

- b. **DISCRIMINATION PROHIBITED:** Palm Beach County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R-2017-1770, as may be amended, the successful bidder warrants and represents that throughout the term of the contract, including any renewals thereof, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered a default of contract.
- c. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The successful bidder is, and shall be, in the performance of all work, services, and activities under the Contract, an Independent Contractor and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to the Contract shall at all times, and in all places, be subject to the successful bidder's sole direction, supervision, and control. The successful bidder shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the successful bidder's relationship, and the relationship of its employees, to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.
- d. **CRIMINAL HISTORY RECORDS CHECK ORDINANCE:** Pursuant to Palm Beach County Code Section 2-371 through 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), the County will conduct fingerprint based criminal history record checks on all persons not employed by the County who repair, deliver, or provide goods or services for, to, or on behalf of the County. A fingerprint based criminal history record check shall be conducted on all employees of vendors, contractors, and subcontractors of contractors, including repair persons and delivery persons, who are unescorted when entering a facility determined to be either a critical facility ("Critical Facilities") or

a criminal justice information facility ("CJI Facilities"), which are critical to the public safety and security of the County. County facilities that require this heightened level of security are identified in Resolution R-2003-1274, as amended. In October 2013, compliance with the requirements of the U. S. Federal Bureau of Investigations CJI Security Policy was added to the Ordinance, which includes a broad list of disqualifying offenses. The bidder is solely responsible for understanding the financial, schedule, and / or staffing implications of this Ordinance. Further, the bidder acknowledges that its bid price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE / FBI fees that shall be paid by the County.

- e. **PUBLIC ENTITY CRIMES:** F.S. 287.133 requires Palm Beach County to notify all bidders of the following: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not 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 F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."
- f. **NON-COLLUSION:** Bidder certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful, or wrongful act, or any act which may result in unfair advantage for one or more bidders over other bidders. Conviction for the Commission of any fraud or act of collusion in connection with any sale, bid, quotation, proposal or other act incident to doing business with Palm Beach County may result in permanent debarment.

No premiums, rebates or gratuities are permitted; either with, prior to or after any delivery of material or provision of services. Any such violation may result in award cancellation, return of materials, discontinuation of services, and removal from the vendor bid list(s), and / or debarment or suspension from doing business with Palm Beach County.

- g. **LOBBYING:** Bidders are advised that the "Palm Beach County Lobbyist Registration Ordinance" prohibits a bidder or anyone representing the bidder from communicating with any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract regarding its bid, i.e., a "Cone of Silence".

The "Cone of Silence" is in effect from the date / time of the deadline for submission of the bid, and terminates at the time that the Board of County Commissioners or a County Department authorized to act on their behalf, awards or approves a contract, rejects all bids, or otherwise takes action which ends the solicitation process.

Bidders may, however, contact any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract, via written communication, i.e., facsimile, e-mail or U.S. mail. Violations of the "Cone of Silence" are punishable by a fine of \$250.00 per violation.

- h. **CONFLICT OF INTEREST:** All bidders shall disclose with their bid the name of any officer, director, or agent who is also an employee or a relative of an employee of Palm Beach County. Further, all bidders shall disclose the name of any County employee or relative of a County employee who owns, directly or indirectly, an interest of ten percent or more in the bidder's firm or any of its branches.
- i. **SUCCESSORS AND ASSIGNS:** The County and the successful bidder each binds itself and its successors and assigns to the other party in respect to all provisions of the Contract. Neither the County nor the successful bidder shall

assign, sublet, convey or transfer its interest in the Contract without the prior written consent of the other.

- j. **INDEMNIFICATION:** Regardless of the coverage provided by any insurance, the successful bidder shall indemnify, save harmless and defend the County, its agents, servants, or employees from and against any and all claims, liability, losses and / or causes of action which may arise from any negligent act or omission of the successful bidder, its subcontractors, agents, servants or employees during the course of performing services or caused by the goods provided pursuant to these bid documents and / or resultant contract.
- k. **PUBLIC RECORDS, ACCESS AND AUDITS:** The bidder agrees that copies of any and all property, work product, documentation, reports, computer systems and software, schedules, graphs, outlines, books, manuals, logs, files, deliverables, photographs, videos, tape recordings or data relating to the Contract which have been created as a part of the bidder's services or authorized by the COUNTY as a reimbursable expense, whether generated directly by the bidder, or by or in conjunction or consultation with any other party whether or not a party to the Contract, whether or not in privity of contract with the COUNTY or the bidder, and wherever located shall be the property of the COUNTY.

Any material submitted in response to this solicitation is considered a public document in accordance with Section 119.07, F.S. This includes material which the responding bidder might consider to be confidential. All submitted information that the responding bidder believes to be confidential and exempt from disclosure (i.e., a trade secret or as provided for in Section 119.07 and Section 812.081, F.S.) must be specifically identified as such. Upon receipt of a public records request for such information, a determination will be made as to whether the identified information is, in fact, confidential.

The bidder shall maintain records related to all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of the Contract. The COUNTY shall have access to such records as required in this Section for the purpose of inspection or audit during normal business hours, at the Bidder's place of business.

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the Bidder: **(i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2), F.S.,** the Bidder shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The Bidder is specifically required to:

1. Keep and maintain public records required by the COUNTY to perform services provided under the Contract.
2. Upon request from the COUNTY's Custodian of Public Records ("County's Custodian") or COUNTY's representative/liaison, on behalf of the County's Custodian, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The Bidder further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
3. 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 Bidder does not transfer the records to the public agency. Nothing contained herein shall prevent the disclosure of or the provision of records to the COUNTY.
4. Upon completion of the Contract, the Bidder shall transfer, at no cost to the COUNTY, all public records in

possession of the Bidder unless notified by COUNTY's representative/liaison, on behalf of the County's Custodian, to keep and maintain public records required by the COUNTY to perform the service. If the Bidder transfers all public records to the COUNTY upon completion of the Contract, the Bidder shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the Bidder keeps and maintains public records upon completion of the Contract, the Bidder shall meet all applicable requirements for retaining public records. All records stored electronically by the Bidder must be provided to the COUNTY, upon request of the County's Custodian or the COUNTY's representative/liaison, on behalf of the County's Custodian, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Bidder acknowledges that it has familiarized itself with the requirements of Chapter 119, F. S., and other requirements of state law applicable to public records not specifically set forth herein. Failure of the Bidder to comply with the requirements of this Section, Chapter 119, F.S. and other applicable requirements of state law, shall be a material breach of the Contract. COUNTY shall have the right to exercise any and all remedies available to it for breach of contract, including but not limited to, the right to terminate for cause.

**IF THE BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE BIDDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT [RECORDSREQUEST@PBCGOV.ORG](mailto:RECORDSREQUEST@PBCGOV.ORG) OR BY TELEPHONE AT 561-355-6680.**

- I. INCORPORATION, PRECEDENCE, JURISDICTION, GOVERNING LAW:** This Invitation for Bid shall be included and incorporated in the final award. The order of contractual precedence shall be the bid document (original terms and conditions), bid response, and purchase order or term contract order. Any and all legal action necessary to enforce the award or the resultant contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the award or the resultant contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida.
- m. LEGAL EXPENSES:** The County shall not be liable to a bidder for any legal fees, court costs, or other legal expenses arising from the interpretation or enforcement of the contract, or from any other matter generated by or relating to the contract.

- n. NO THIRD PARTY BENEFICIARIES:** No provision of the Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to the Contract, including but not limited to any citizen or employees of the County and / or successful bidder.

**o. SCRUTINIZED COMPANIES:**

- 1) As provided in F.S. 287.135, by entering into a Contract or performing any work in furtherance hereof, the Bidder certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

If the County determines, using credible information available to the public, that a false certification has been submitted by Bidder, the resulting Contract from this Invitation for Bid may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of the Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal.

- 2) **SCRUTINIZED COMPANIES (WHEN CONTRACT VALUE IS GREATER THAN \$1 MILLION):**

As provided in F.S. 287.135, by entering into a Contract or performing any work in furtherance hereof, the Bidder certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473, or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by Bidder, the resulting Contract from this Invitation for Bid may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of the Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal.

**3. BID SUBMISSION**

- a. SUBMISSION OF RESPONSES:** All bid responses must be submitted on the provided Invitation for Bid "Response" Form. Bid responses on vendor letterhead / quotation forms shall not be accepted. Responses must be typewritten, written in ink or a photocopy and must be signed by an agent of the company having authority to bind the company or firm. FAILURE TO SIGN THE BID RESPONSE FORM AT THE INDICATED PLACES SHALL BE CAUSE FOR REJECTION OF THE BID. Bid responses are to be submitted to the Palm Beach County Purchasing Department no later than the time indicated on the solicitation preamble, and must be submitted in a sealed envelope or container bearing the bid number for proper handling.
- b. CERTIFICATIONS, LICENSES AND PERMITS:** Unless otherwise directed in sub-paragraph d. (Local Preference) or the Special Conditions of this bid, bidder should include with its bid a copy of all applicable Certificates of Competency issued by the State of Florida or the Palm Beach County Construction Industry Licensing Board in the name of the bidder shown on the bid response page. It shall also be the responsibility of the successful bidder to maintain a current Local Business Tax Receipt (Occupational License) for Palm Beach County and all permits required to complete the contractual service at no additional cost to Palm Beach County. A Palm Beach County Local Business Tax Receipt (Occupational License) is required unless specifically exempted by law. In lieu of a Palm Beach County Local Business Tax Receipt (Occupational License), the



bidder should include the current Local Business Tax Receipt (Occupational License) issued to the bidder in the response. It is the responsibility of the successful bidder to ensure that all required certifications, licenses and permits are maintained in force and current throughout the term of the contract. Failure to meet this requirement shall be considered default of contract.

**c. SBE BID DOCUMENT LANGUAGE**

**Item 1 – Policy**

It is the policy of the Board of County Commissioners of Palm Beach County, Florida, that SBE(s) have the maximum practical opportunity to participate in the competitive process of supplying goods, services and construction to the County. To that end, the Board of County Commissioners adopted a Small Business Ordinance which is codified in Sections 2-80.21 through 2-80.34 (as amended) of the Palm Beach County Code, which sets forth the County's requirements for the SBE program, and is incorporated in this solicitation. Compliance with the requirements contained in this section shall result in a bidder being deemed responsive to SBE requirements. The provisions of this Ordinance are applicable to this solicitation, and shall have precedence over the provisions of this solicitation in the event of a conflict.

Although preferences will not be extended to certified M/WBEs, unless otherwise provided by law, businesses eligible for certification as an M/WBE are encouraged to maintain their certification in order to assist in the tracking of M/WBE availability and awards of contracts to M/WBEs. This information is vital to determining whether race and gender neutral programs assist M/WBE firms or whether race and gender preferences are necessary in order to address any continued discrimination in the market.

**Item 2 – SBE Goals**

The County has established a minimum goal of 15% SBE participation for all County solicitations, inclusive of all alternates and change orders. This goal is a minimum, and no rounding will be accepted.

**Item 3 – Ranking of Responsive Bidders**

Bidders who meet the SBE goal will be deemed to be responsive to the SBE requirement.

- a. In evaluating competitive bids or quotes between \$1,000 and one million dollars (\$1,000,000) where the low bidder is non-responsive to the SBE requirement, the contract shall be awarded to the low bidder responsive to the SBE requirement as long as the bid does not exceed the low bid amount by 10%. In the event there are no bidders responsive to the SBE requirement, the contract shall be awarded to the bidder with the greatest SBE participation in excess of seven percent (7%) participation, as long as the bid does not exceed the low bid amount by ten percent (10%).
- b. In evaluating bids in excess of one million dollars (\$1,000,000), where the low bidder is non-responsive to the SBE requirement, the contract shall be awarded to the low bidder responsive to the SBE requirements provided that such bid does not exceed the lowest responsive bid by more than one hundred thousand dollars (\$100,000) plus three percent (3%) of the total bid in excess of one million dollars (\$1,000,000). In the event there are no bidders responsive to the SBE goal, the contract shall be awarded to the bidder with the greatest SBE participation in excess of seven percent (7%) participation, provided that such bid does not exceed the lowest responsive bid by more than one hundred thousand dollars (\$100,000) plus three percent (3%) of the total bid in excess of one million dollars (\$1,000,000).

**Item 4 – Bid Submission Documentation**

SBE bidders, bidding as prime contractors, are advised that they must complete Schedule 1 and Schedule 2, listing the work to be performed by their own workforce, as well as the work to be performed by any SBE subcontractor. Failure to include this information on Schedule 1 will result in the participation by the

SBE prime bidders own workforce NOT being counted towards meeting the SBE goal. This requirement applies even if the SBE contractor intends to perform 100% of the work with their own workforce.

Bidders are required to submit with their bid the appropriate SBE-M/WBE schedules in order to be deemed responsive to the SBE requirements. SBE-M/WBE documentation to be submitted is as follows:

**Schedule 1 – List of Proposed SBE and M/WBE Participation**

This list shall contain the names of the SBE Prime SBE and subcontractors intended to be used in performance of the contract, if awarded. This schedule shall also be used if an SBE prime bidder is utilizing ANY subcontractors.

**(Only Job Order Contracting (JOC) contracts and Task Authorizations for annual contracts may be excluded from this requirement.)**

**Schedule(s) 2 – Letter(s) of Intent to Perform as an SBE or M/WBE Subcontractor**

A Schedule 2 shall be completed by the SBE Prime. A Schedule 2 shall be completed and signed by the proposed SBE subcontractor listed on Schedule 1. SBE Primes and SBE Subcontractors shall specify the type of work to be performed, the cost and / or percentage. If the SBE intends to subcontract any portion of the job to another certified SBE, or non-SBE, they are required to list the amount and the name of the subcontractor on this form. The Prime may count toward its SBE goal second and third tiered SBE subcontractors; provided that the Prime submits a completed Schedule 2 form for each SBE subcontractor. Additional sheets may be used as needed. In lieu of a Schedule 2, a detailed responsive proposal may be acceptable.

**Item 5 – SBE Certification**

Only those firms certified by Palm Beach County at the time of bid submission shall be counted toward the established SBE goals. Upon receipt of a complete application, **IT TAKES UP TO NINETY (90) DAYS TO BECOME CERTIFIED AS AN SBE WITH PALM BEACH COUNTY.** It is the responsibility of the bidder to confirm the certification of any proposed SBE; therefore, it is recommended that bidders visit the on-line Vendor Directory at [www.pbcgov.org/osba](http://www.pbcgov.org/osba) to verify SBE certification.

**Item 6 – Counting SBE Participation (and M/WBE Participation for Tracking Purposes)**

- a. Once a firm is determined to be an eligible SBE according to the Palm Beach County certification procedures, the County or the Prime may count toward its SBE goals only that portion of the total dollar value of a contract performed by the SBE. Prior to issue, total dollar value of a contract will be determined by the PBC user department by defining factors to be considered as value. Total dollar value of retail contracts shall be determined by Gross Receipts.
- b. The County may count toward its SBE goals the total value of a contract awarded to an eligible SBE firm that subsequently is decertified or whose certification has expired after a contract award date or during the performance of the contract.
- c. The County or Prime may count toward its SBE goal a portion of the total dollar value of a contract with a joint venture, eligible under the standards for certification, equal to the percentage of the ownership and control of the SBE partner in the joint venture.
- d. The County or Prime may count toward its SBE goal the entire expenditures for materials and equipment purchased by an SBE subcontractor, provided that the SBE subcontractor has the responsibility for the installation of the purchased materials and equipment.
- e. The County or Prime may count the entire expenditure to

an SBE manufacturer (i.e., a supplier / distributor that produces goods from raw materials or substantially alters the goods before resale).

- f. The County or Prime may count sixty percent (60%) of its expenditure to SBE suppliers / distributors that are not manufacturers.
- g. The County or Prime may count toward its SBE goal second and third tiered SBE subcontractors; provided that the Prime submits a completed Schedule 2 form for each SBE subcontractor.
- h. The County or Prime may only count toward its SBE goal the goods and services in which the SBE is certified and performs with its own forces.

#### **Item 7 – Responsibilities After Contract Award**

##### **Schedule 3 – SBE-M/WBE Activity Form**

This form shall be submitted by the prime contractor with each payment application when SBE subcontractors are utilized in the performance of the contract. This form shall contain the names of all SBE subcontractors, specify the subcontracted dollar amount for each subcontractor and show amount drawn and payments to date issued to subcontractors. This form is intended to be utilized on all non-professional services contracts.

##### **Schedule 4 – SBE-M/WBE Payment Certification**

A Schedule 4 for each SBE sub shall be completed and signed by the proposed SBE after receipt of payment from the Prime. If a SBE subcontractor intends to disburse any funds associated with this payment to any subcontractor for labor provided on this contract, the amount and name of the subcontractor must be listed on this form. In addition, if the named subcontractor is a certified SBE, then a Schedule 4 shall be completed and signed by the named SBE after receipt of payment from the SBE subcontractor. When applicable, the Prime shall submit this form with each application submitted to the County for payment to document payment issued to a sub in the performance of the contract.

All bidders hereby assure that they will meet the SBE participation percentages submitted in their respective bids with the subcontractors contained on Schedules 1 and 2 and at the dollar values specified. Bidders agree to provide any additional information requested by the County to substantiate participation.

The successful bidder shall submit an SBE-M/WBE Activity Form (Schedule 3) and SBE-M/WBE Payment Certification Forms (Schedule 4) with each payment application. Failure to provide these forms may result in a delay in processing payment or disapproval of the invoice until they are submitted. The SBE-M/WBE Activity Form is to be filled out by the Prime Contractor and the SBE-M/WBE Payment Certification Forms are to be executed by the SBE or M/WBE firm to verify receipt of payment.

#### **Item 8 – SBE Substitutions**

After contract award, the successful bidder will only be permitted to replace a certified SBE subcontractor who is unwilling or unable to perform. Such substitution must be done with other certified SBE's in order to maintain the SBE percentages submitted with the bid. Requests for substitutions must be submitted to the user Department and OSBA.

- d. **LOCAL PREFERENCE ORDINANCE:** In accordance with the Palm Beach County Local Preference Ordinance, a preference may be given to (1) bidders having a permanent place of business in Palm Beach County or (2) bidders having a permanent place of business in the Glades that are able to provide the goods or services within the Glades.

- 1. **Glades Local Preference:** Pursuant to the Palm Beach County Local Preference Ordinance, a 5% Glades Local Preference is given when a Glades business offers to

provide the goods or services that will be procured for use in the Glades. If the lowest responsive, responsible bidder is a non-Glades business, all bids received from responsive, responsible Glades businesses will be decreased by 5%. The original bid amount is not changed. The 5% decrease given for the Glades Local Preference is calculated only for the purpose of determining local preference.

- 2. **Local Preference:** Pursuant to the Palm Beach County Local Preference Ordinance, a 5% Local Preference is given to bidders having a permanent place of business in Palm Beach County. If the lowest responsive, responsible bidder is a non-local business; all bids received from responsive, responsible local businesses will be decreased by 5%. The original bid amount is not changed. The 5% decrease given for the Local Preference is calculated only for the purpose of determining local preference.
- 3. To receive a Glades Local Preference or a Local Preference (collectively referred to as "local preference"), a bidder must have a permanent place of business in existence prior to the County's issuance of this Notice of Solicitation / Invitation for Bid. A permanent place of business means that the bidder's headquarters is located in Palm Beach County or in the Glades, as applicable; or, the bidder has a permanent office or other site in Palm Beach County or in the Glades, as applicable, where the bidder will produce a substantial portion of the goods or services to be purchased. A valid Business Tax Receipt issued by the Palm Beach County Tax Collector is required, unless the bidder is exempt from the business tax receipt requirement by law, and will be used to verify that the bidder had a permanent place of business prior to the issuance of this Notice of Solicitation / Invitation for Bid. In addition, the attached "Certification of Business Location" and Business Tax Receipt must accompany the bid at the time of bid submission. The Palm Beach County Business Tax Receipt and this Certification are the sole determinant of local preference eligibility. Errors in the completion of this Certification or failure to submit this completed Certification will cause the bidder / proposer to not receive a local preference.

- e. **DRUG FREE WORKPLACE CERTIFICATION:** In compliance with Florida Statute (Section 287.087) attached form "Drug-Free Workplace Certification" should be fully executed and submitted with bid response in order to be considered for a preference whenever two (2) or more bids which are equal with respect to price, quality, and service are received by Palm Beach County.

- f. **CONDITIONED OFFERS:** Bidders are cautioned that any condition, qualification, provision, or comment in their bid, or in other correspondence transmitted with their bid, which in any way modifies, takes exception to, or is inconsistent with the specifications, requirements, or any of the terms, conditions, or provisions of this solicitation, is sufficient cause for the rejection of their bid as non-responsive.

#### **g. PRICING:**

- 1. Prices offered must be the price for new merchandise and free from defect. Unless specifically requested in the bid specifications, any bids containing modifying or escalation clauses shall be rejected.
- 2. The price offered must be in accordance with the unit of measure provided on the bid response page(s). One (1) space or line requires only one (1) single, fixed unit price. Anything other than a single, fixed unit price shall result in the rejection of your bid.
- 3. All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.
- 4. Bidder warrants by virtue of bidding that prices shall remain firm for a period of ninety (90) days from the date of bid submission to allow for evaluation and award.
- 5. Bidder warrants by virtue of bidding that prices shall remain firm for the initial and any subsequent term unless modified

by a special condition.

6. In the event of mathematical error(s), the unit price shall prevail and the bidder's total offer shall be corrected accordingly. **BIDS HAVING ERASURES OR CORRECTIONS MUST BE INITIALED BY THE BIDDER PRIOR TO BID SUBMISSION. IF THE CORRECTION IS NOT PROPERLY INITIALED, OR IF THE INTENT OR LEGIBILITY OF THE CORRECTION IS NOT CLEAR, THE BID SHALL BE REJECTED.**

7. Bidders may offer a cash discount for prompt payment. However, such discounts shall not be considered in determining the lowest net cost for bid evaluation purposes unless otherwise specified in the special conditions. Bidders should reflect any discounts to be considered in the unit prices bid.

- h. **SUBMITTING NO BID or NO CHARGE:** Bidders not wishing to bid on some items sought by this solicitation should mark those items as "no bid". If some items are to be offered at no charge, bidders should mark those items as "no charge". Items left blank shall be considered a "no bid" for that item, and the bid shall be evaluated accordingly.

- i. **ACCEPTANCE / REJECTION OF BIDS:** Palm Beach County reserves the right to accept or to reject any or all bids. Palm Beach County also reserves the right to (1) waive any non-substantive irregularities and technicalities; (2) reject the bid of any bidder who has previously failed in the proper performance of a contract of a similar nature, who has been suspended or debarred by another governmental entity, or who is not in a position to perform properly under this award; and (3) inspect all facilities of bidders in order to make a determination as to its ability to perform.

Palm Beach County reserves the right to reject any offer or bid if the prices for any line items or subline items are materially unbalanced. An offer is materially unbalanced if it is mathematically unbalanced, and if there is reason to believe that the offer would not result in the lowest overall cost to the County, even though it is the lowest evaluated offer. An offer is mathematically unbalanced if it is based on prices which are significantly less than fair market price for some bid line item and significantly greater than fair market price for other bid line items. Fair market price shall be determined based on industry standards, comparable bids or offers, existing contracts, or other means of establishing a range of current prices for which the line items may be obtained in the market place. The determination of whether a particular offer or bid is materially unbalanced shall be made in writing by the Purchasing Director, citing the basis for the determination.

- j. **NON-EXCLUSIVE:** The County reserves the right to acquire some or all of these goods and services through a State of Florida contract under the provisions of Section 287.042, Florida Statutes, provided the State of Florida contract offers a lower price for the same goods and services. This reservation applies both to the initial award of this solicitation and to acquisition after a term contract may be awarded. Additionally, Palm Beach County reserves the right to award other contracts for goods and services falling within the scope of this solicitation and resultant contract when the specifications differ from this solicitation or resultant contract, or for goods and services specified in this solicitation when the scope substantially differs from this solicitation or resultant contract.

- k. **OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES:** Palm Beach County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.

- l. **PERFORMANCE DURING EMERGENCY:** By submitting a bid, bidder agrees and promises that, immediately preceding, during and after a public emergency, disaster, hurricane, flood, or act of God, Palm Beach County shall be given "first priority" for all goods and services under the contract. Bidder agrees to provide all goods and services to Palm Beach County immediately preceding, during and after a public emergency,

disaster, hurricane, flood, or act of God, at the terms, conditions, and prices as provided in this solicitation on a "first priority" basis. Bidder shall furnish a 24-hour phone number to the County. Failure to provide the goods or services to the County on a first priority basis immediately preceding, during and after a public emergency, disaster, hurricane, flood, or act of God, shall constitute breach of contract and subject the bidder to sanctions from doing further business with the County.

- m. **SALES PROMOTIONS / PRICE REDUCTIONS / MOST FAVORED CUSTOMER:** Should sales promotions occur during the term of the contract that lower the price of the procured item, the successful bidder shall extend to the County the lower price offered by the manufacturer on any such promotional item. Further, any price decreases effectuated during the contract period by reason of market change or otherwise, shall be passed on to Palm Beach County. Additionally, anytime after award, the successful bidder may offer a reduced price which shall remain in effect for the duration of the contract. The successful bidder warrants that the price(s) shall not exceed the successful bidder's price(s) extended to its most favored customer for the same or similar goods or services in similar quantities, or the current market price, whichever is lower. In the event the successful bidder offers more favorable pricing to one of its customer(s), the successful bidder shall extend to the County the same pricing or the then current market price, whichever is lower.

#### 4. BID SUBMISSION TIME / AWARD OF BID

- a. **OBSERVING THE PUBLISHED BID SUBMISSION TIME:** The published bid submission time shall be scrupulously observed. It is the sole responsibility of the bidder to ensure that their bid arrives in the Purchasing Department prior to the published bid submission time. Any bid delivered after the precise published time of bid submission shall not be considered, and shall be returned to the bidder unopened if bidder identification is possible without opening. Bid responses by telephone, electronics, or facsimile shall not be accepted. Bidders shall not be allowed to modify their bids after the published bid submission time.

- b. **POSTING OF AWARD RECOMMENDATION:** Recommended awards shall be publicly posted for review, at the Purchasing Department and on the Purchasing Department website at [www.pbcgov.org/purchasing](http://www.pbcgov.org/purchasing) prior to final approval, and shall remain posted for a period of five (5) business days. The official posting on the Purchasing Department website shall prevail if a discrepancy exists between the referenced listings.

- c. **PROTEST PROCEDURE:** Protest procedures are provided in the Palm Beach County Purchasing Code. Protests must be submitted in writing, addressed to the Director of Purchasing, via hand delivery, mail or fax to (561) 242-6705. Protest must identify the solicitation, specify the basis for the protest, and be received by the Purchasing Department within five (5) business days of the posting date of the recommended award. The protest is considered filed when it is received by the Purchasing Department. Failure to file protest as outlined in the Palm Beach County Purchasing Code shall constitute a waiver of proceedings under the referenced County Code.

#### 5. CONTRACT ADMINISTRATION

- a. **DELIVERY AND ACCEPTANCE:** Deliveries of all items shall be made as soon as possible. Deliveries resulting from this bid are to be made during the normal working hours of the County. Time is of the essence and delivery dates must be met. Should the successful bidder fail to deliver on or before the stated dates, the County reserves the right to CANCEL the order or contract and make the purchase elsewhere. The successful bidder shall be responsible for making any and all claims against carriers for missing or damaged items.

Delivered items shall not be considered "accepted" until an authorized agent for Palm Beach County has, by inspection or test of such items, determined that they appear to fully comply with specifications. The Board of County Commissioners may



return, at the expense of the successful bidder and for full credit, any item(s) received which fail to meet the County's specifications or performance standards.

- b. **FEDERAL AND STATE TAX:** Palm Beach County is exempt from Federal and State taxes. The authorized agent for Purchasing shall provide an exemption certificate to the successful bidder, upon request. Successful bidders are not exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor are successful bidders authorized to use the County's Tax Exemption Number in securing such materials. Any sales tax paid by successful bidders to their suppliers for materials to fulfill contractual obligations with the County are not reimbursable by the County to the successful bidder.

- c. **PAYMENT:** In order for Palm Beach County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the successful bidder's bid; must be exactly the same as it appears on the invoice and in Palm Beach County's VSS system which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Successful bidders shall send **ALL ORIGINAL** invoices to the following address and may send copies of invoices to the Palm Beach County Department requesting the goods/services. Invoices submitted on carbon paper shall not be accepted.

**PALM BEACH COUNTY  
FINANCE DEPT.**

**P.O. BOX 4036  
WEST PALM BEACH, FL 33402-4036**

Payment shall be made by the County after goods / services have been received, accepted and properly invoiced as indicated in the contract and / or order. Invoices must bear the order number. The Florida Prompt Payment Act is applicable to this solicitation. Interest penalties will only be paid in accordance with the Florida Prompt Payment Act, Florida Statute 218.70.

**Note: Palm Beach County Vendors can now be paid by Credit Card via the County's voluntary Payment Manager Program.** For vendors who don't have a merchant account, one is needed to utilize the Program. For vendors with a merchant account, you will need to enroll with the Palm Beach County Clerk & Comptroller's office. For information, contact the Palm Beach County Clerk & Comptroller at [pbcpaymentmgr@mypalmbeachclerk.com](mailto:pbcpaymentmgr@mypalmbeachclerk.com).

- d. **CHANGES:** The Director of Purchasing, Palm Beach County, by written notification to the successful bidder may make minor changes to the contract terms. Minor changes are defined as modifications which do not significantly alter the scope, nature, or price of the specified goods or services. Typical minor changes include, but are not limited to, place of delivery, method of shipment, minor revisions to customized work specifications, and administration of the contract. The successful bidder shall not amend any provision of the contract without written notification to the Director of Purchasing, and written acceptance from the Director of Purchasing or the Board of County Commissioners.

- e. **DEFAULT:** The County may, by written notice of default to the successful bidder, terminate the contract in whole or in part if the successful bidder fails to satisfactorily perform any provisions of this solicitation or resultant contract, or fails to make progress so as to endanger performance under the terms and conditions of this solicitation or resultant contract, or provides repeated non-performance, or does not remedy such failure within a period of 10 days (or such period as the Director of Purchasing may authorize in writing) after receipt of notice from the Director of Purchasing specifying such failure. In the event the County terminates the contract in whole or in part because of default of the successful bidder, the County may procure goods and / or services similar to those terminated, and the successful bidder shall be liable for any excess costs incurred due to this action.

If it is determined that the successful bidder was not in default or that the default was excusable (e.g., failure due to causes

beyond the control of, or without the fault or negligence of, the successful bidder), the rights and obligations of the parties shall be those provided in Section 5f, "Termination for Convenience".

- f. **TERMINATION FOR CONVENIENCE:** The Director of Purchasing may, whenever the interests of the County so require, terminate the contract, in whole or in part, for the convenience of the County. The Director of Purchasing shall give five (5) days prior written notice of termination to the successful bidder, specifying the portions of the contract to be terminated and when the termination is to become effective. If only portions of the contract are terminated, the successful bidder has the right to withdraw, without adverse action, from the entire contract.

Unless directed differently in the notice of termination, the successful bidder shall incur no further obligations in connection with the terminated work, and shall stop work to the extent specified and on the date given in the notice of termination. Additionally, unless directed differently, the successful bidder shall terminate outstanding orders and / or subcontracts related to the terminated work.

- g. **REMEDIES:** No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder now or hereafter existing at law, or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

#### 6. **PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL**

**AUDIT REQUIREMENTS:** Pursuant to Palm Beach County Code, Section 2-421 – 2-440, as amended, Palm Beach County's Office of Inspector General is authorized to review past, present and proposed County contracts, transactions, accounts, and records. The Inspector General's authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and to detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be a violation of Palm Beach County Code, Section 2-421 – 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

7. **BUSINESS INFORMATION:** If bidder is a Joint Venture for the goods / services described herein, bidder shall, upon request of Palm Beach County, provide a copy of the Joint Venture Agreement signed by all parties.

**THIS IS THE END OF "GENERAL CONDITIONS"**

## SPECIAL CONDITIONS

### 8. GENERAL / SPECIAL CONDITION PRECEDENCE

In the event of conflict between General Conditions and Special Conditions, the provisions of the Special Conditions shall have precedence.

### 9. INSPECTION OF SITE(S) (MANDATORY)

Bidders must visually inspect the site where items are to be installed or services are to be performed. All bidders are required to attend this site inspection which will be held at Palm Beach International Airport, 3700 Belvedere Road, Bldg. D, West Palm Beach, FL on July 17, 2018 and July 18, 2018, commencing at 8:00 a.m. **All interested vendors shall be required to ride the County provided transportation to all locations. THE BIDDER'S FAILURE TO VISUALLY INSPECT THE SITE(S) SHALL RESULT IN DISQUALIFICATION OF THEIR BID.** Bidders are advised to make a thorough inspection of the extent of work. After the bid has been awarded, no extra charge or compensation will be allowed unless by reason of unforeseeable causes beyond the successful bidder's control and without fault or negligence, including, but not restricted to, Acts of God. Said change must be approved, in writing, by the Director of Purchasing. Bidders are reminded that statements and information provided at this meeting/inspection are not binding unless issued in writing as an amendment to the Bid.

All interested parties/bidders shall sign an attendance sheet. The attendance sheet will be collected at 8:10 a.m. (10 minutes after stated start time) local time. Those arriving after the attendance sheet has been collected shall be considered as not in attendance for purposes of the mandatory site inspection.

### 10. POST AWARD MEETING

Within five (5) days after receipt of notification of award of bid, successful bidder shall meet with Airport representative(s) to discuss job procedures and scheduling.

The successful bidder shall contact Charles Hysell at 561-471-5958 to arrange meeting.

### 11. QUALIFICATION OF BIDDERS

This bid shall be awarded only to a responsive and responsible bidder, qualified to provide the goods and/or service specified. The bidder shall, upon request, promptly furnish the County sufficient evidence in order to confirm a satisfactory performance record. Such information may include an adequate financial statement of resources, the ability to comply with required or proposed delivery or performance schedule, a satisfactory record of integrity and business ethics, the necessary organization, experience, accounting and operation controls, and technical skills, and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

The bidder should submit the following information with their bid response; however, if not included, it shall be the responsibility of the bidder to submit all evidence, as solicited, within a time frame specified by the County (normally within two working days of request). Failure of a bidder to provide the required information within the specified time frame is considered sufficient cause for rejection of their bid. **Information submitted with a previous bid shall not satisfy this provision.**

- A. List a minimum of three (3) references in which similar goods and/or services have been provided within the past three (3) years including scope of work, contact names, addresses, e-mail addresses, telephone numbers and dates of service on the attached reference sheet included herein. A contact person shall be someone who has personal knowledge of the bidder's performance for the specific requirement listed. Contact person must have been informed that they are being used as a reference and that the County may be calling them. **DO NOT** list persons who are unable to answer specific questions regarding the requirement.
- B. The bidder must provide written evidence (copies of current licenses/certifications) that show that the firm (bidder) or a principal in the firm be licensed to contract the scope of work in Palm Beach County with the following:
  1. State of Florida Class II Contractor's License

1. State of Florida Class II Contractor's License

Pursuant to the provisions of Florida Statutes, Chapter 633 and Florida Administrative Code 69A-46, prospective bidders shall be required to establish their competency and qualifications to be certified to provide services as stated herein.

## **12. CRIMINAL HISTORY RECORDS CHECK (Palm Beach International Airport)**

All individuals working at the Palm Beach International Airport ("PBIA") must pass a Criminal History Records Check ("CHRC"). Each individual requesting unescorted access authority onto the PBIA Security Identification Display Area ("SIDA"), Sterile Area and the Air Operations Area ("AOA"), will be required to submit to a finger-print based CHRC that does not disclose that the individual has a disqualifying criminal offense as defined in 49 CFR 1542.209. When determining if an individual will be granted unescorted access, the Department of Airports' Security Office ("Airport Security Office") will apply the regulations set forth in 49 CFR 1542 and any directives, policies or procedures established by the Transportation Security Administration thereunder. Fingerprinting will be conducted electronically by the Airport Security Office and submitted to the FBI after being reviewed by the designated clearinghouse.

The successful bidder shall be responsible for payment of all applicable fees related to the CHRC, including, but not limited to, fingerprinting and badge fees. All badges must be returned to the Airport Security Office upon termination of services or removal of any employees due to a security violation. The Transportation Security Administration will take legal enforcement against persons (employees/employer) making any fraudulent or intentionally false statement or entry on any security program, record, application, report, access, or identification media, or any other document that is kept, made or used to show compliance with the CHRC requirements. The term "persons" includes an individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity. The County reserves the right to suspend any Contractor, subject to the requirements of the Ordinance, that: 1) is not in compliance with the requirements of County Code Section 2-371 through 2-377, as amended; OR 2) does not immediately contact the County regarding a badged Contractor employee or Subcontractor employee that has been terminated.

## **13. AWARD (ALL-OR-NONE)**

Palm Beach County shall award this bid to the lowest, responsive, responsible bidder on an all-or-none, total offer basis. Therefore, it is necessary for a bidder to bid on every item in order to have a bid considered. It is also required that the bidder carefully consider each item, and make sure that each one meets the specifications as indicated. In the event that one item does not meet such specifications the entire bid will be considered non-responsive. Additionally, if a bidder enters a No Bid, or N/A for any item, they will be considered non-responsive.

## **14. INVOICES**

When invoicing the County for goods purchased under this solicitation, the successful bidder must provide complete, accurate invoices which must include for every item purchased a unique catalog number, a definitive description, the catalog/list price, and the invoiced price. If the applicable catalog does not provide unique numbers, the description of the item must be sufficiently accurate to specifically identify the goods provided to the County. Example: Invoice shall include:

<u>Item #</u>	<u>Description</u>	<u>Part #</u>	<u>List Price</u>	<u>Discount</u>	<u>Discount Price</u>	<u>Qty</u>	<u>Total</u>
1.	Sony speaker	#123	\$50.00	50%	\$25.00	3	\$75.00

## **15. AUDIT**

All items sold to Palm Beach County as a result of this bid award are subject to post sale audit adjustment. In the event an audit indicates the successful bidder has not honored quoted price lists and discounts, the successful bidder shall be liable for any and all overage charges, and may be considered in default of the contract.

## **16. TIME AND MATERIAL CONTRACT (MATERIAL / PARTS PRICING AT COST)**

The price to be paid for materials/parts sold to Palm Beach County as a result of this bid award shall be based on the bidder's cost of the actual items plus shipping cost. With each invoice that includes materials not covered by the service as defined herein, the bidder shall supply original manufacturer's/supplier's cost documentation to the Palm Beach County Department requesting the service as well as to the Finance Department, Pre-Audit Division, PO Box 4036, West Palm Beach, Florida 33402-4036. In no event shall the prices, based on cost, exceed the bidder's price to its most favored customer for the same item in like quantity, or the current market price, whichever is lower. Any Federal or State taxes paid by the bidder to its suppliers for materials sold to Palm Beach County as a result of this bid award are not reimbursable by Palm Beach County to the bidder.



## **17. METHOD OF ORDERING (TERM CONTRACT)**

A contract shall be issued for a term of twelve (12) months or until the estimated amount is expended, at the discretion of the County. The County will order on an "as needed" basis.

## **18. TIME FOR COMPLETION AND DELIVERY**

Bidder acknowledges and agrees that the time of completion and delivery is an essential condition of the contract.

Successful bidder shall complete all NFPA inspecting, testing and certification within thirty (30) calendar days after receipt of term contract deliver order (DO). Repairs outside the annual services shall be completed within three (3) calendar days after receipt of term contract delivery order (DO).

Estimates/quotes shall be given for any major impairment. In the event the successful bidder cannot complete the project within this timeframe, they shall immediately make this fact known to the designated Airport representative.

The successful bidder shall, within three (3) calendar days from the beginning of such delay, provide written notification of the causes of the delay to the designated Airport representative.

If the successful bidder shall be delayed in the completion of its work by reason of unforeseeable causes beyond its control and without fault or negligence, including but not limited to, acts of God, the period specified for the completion of delivery shall be extended by such time as may be approved in writing by the Airport representative.

## **19. RESPONSE TIME FOR REPAIRS**

Successful bidder shall respond to all emergency repair requests within two (2) hours from notification by Palm Beach County for any type of leak or system malfunction. Response time for non-emergency repair requests, shall be within twelve (12) hours from notification by Palm Beach County. The successful bidder shall be available to respond seven (7) days a week, twenty-four (24) hours per day. Service vehicles shall be stocked and available for emergency repairs.

## **20. ESTIMATED EXPENDITURES**

The anticipated term of the contract to be awarded as a result of this bid is for twelve (12) months. The anticipated value during the contract term is \$150,000. Palm Beach County reserves the right to increase or decrease the anticipated value as necessary to meet actual requirements, and to rebid for the contracted goods and services at any time after the anticipated value of the contract has been reached, notwithstanding that the anticipated term has not been completed.

## **21. RENEWAL OPTION**

The successful bidder shall be awarded a contract for twelve (12) months with the option to renew for four (4) additional twelve (12) month period(s). The option for renewal shall only be exercised upon mutual written agreement and with all original terms, conditions and unit prices adhered to with no deviations. The unit prices bid shall apply for the initial term and each renewal period. Any renewal shall be subject to the appropriation of funds by the Board of County Commissioners. A renewal shall be revoked if the successful bidder is suspended by the Purchasing Department prior to the commencement of the renewal period.

## **22. LOCATIONS / EQUIPMENT (ADDITIONS / DELETIONS)**

The locations and equipment listed herein are now in service. Palm Beach County reserves the right to add or delete locations and equipment from the contract if the need should arise. Pricing for additional locations price shall be based on a similar size location as provided on the bid response page.

**NOTE: In the event that a new location needs to be added and is not of similar square footage and equipment as listed on the Bid Response page, the County may compare it to a location with similar square footage and equipment of any location that would meet the new building requirement.**

## **23. WARRANTY**

The successful bidder shall furnish factory/manufacture warranty on all parts and ninety (90) days warranty on all labor furnished hereunder, against defect in materials and/or workmanship from date of delivery and acceptance by Palm Beach County. Should any defect in materials or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the successful bidder shall repair or replace same at no cost to Palm Beach County, immediately upon written notice from the Director of Purchasing.

## 24. ATTACHMENT(S)

Attachment "A" is included and is considered to be a component of this bid.

## 25. WORK SITE SAFETY/SECURITY

The successful bidder shall at all times guard against damage or loss to the property of Palm Beach County, the bidder's own property, and/or that of other contractors, and shall be held responsible for replacing or repairing any such loss or damage. When applicable, the successful bidder shall provide fences, signs, barricades, flashing lights, etc. necessary to protect and secure the work site(s) and insure that all County, State of Florida, OSHA, and other applicable safety regulations are met. Additionally, successful bidder shall provide for the prompt removal of all debris from Palm Beach County property. Palm Beach County may withhold payment or make such deductions as deemed necessary to ensure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or its agents.

## 26. INSURANCE REQUIRED

It shall be the responsibility of the successful bidder to provide evidence of the following minimum amounts of insurance coverage to Palm Beach County, c/o Insurance Tracking Services, Inc. (ITS), P.O. Box 20270, Long Beach, CA 90801. Subsequently, the successful bidder shall, during the term of the Contract, and prior to each renewal thereof, provide evidence of insurability to ITS at [bbc@instracking.com](mailto:bbc@instracking.com) or fax (562) 435-2999, which is Palm Beach County's insurance management system, prior to the expiration date of each and every insurance required herein.

**Commercial General Liability Insurance.** Successful bidder shall maintain Commercial General Liability Insurance, or similar form, at a limit of liability not less than \$5,000,000 Each Occurrence for Bodily Injury, Personal Injury and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Completed Operations, Personal Injury/Advertising Liability, Contractual Liability and Broad Form Property Damage coverages. Coverage for the hazards of explosion, collapse and underground property damage (X-C-U) must also be included when applicable to the work to be performed. **This coverage shall be endorsed to include Palm Beach County as an Additional Insured.**

**Business Auto Liability Insurance.** Successful bidder shall maintain Business Auto Liability Insurance at a limit of liability not less than \$5,000,000 Combined Single Limit Each Accident for all owned, non-owned, and hired automobiles. (In this context, the term "Autos" is interpreted to mean any land motor vehicle, trailer or semi trailer designed for travel on public roads.) In the event successful bidder neither owns nor leases automobiles, the Business Auto Liability requirement shall be amended allowing successful bidder to maintain only Hired & Non-Owned auto Liability and shall provide either an affidavit or a letter on company letterhead signed by the bidder indicating either the bidder does not own any vehicles, and if vehicles are acquired throughout the term of the contract, bidder agrees to purchase "Owned Auto" coverage as of the date of acquisition. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.

**Workers' Compensation and Employer's Liability Insurance.** Successful bidder shall maintain Workers' Compensation & Employer's Liability Insurance in accordance with Florida Statute Chapter 440.

A signed Certificate or Certificates of Insurance, evidencing that required insurance coverages have been procured by the successful bidder in the types and amounts required hereunder shall be transmitted to the County via the Insurance Company/Agent within a time frame specified by the County (normally within 2 working days of request). Failure to provide required insurance shall render your bid non responsive.

Except as to Business Auto, Workers' Compensation and Employer's Liability (and Professional liability, when applicable), said Certificate(s) shall clearly confirm that coverage required by the contract has been endorsed to include Palm Beach County as an Additional Insured.

Said Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) day endeavor to notify due to cancellation (10 days for nonpayment of premium) or non-renewal of coverage. It is the responsibility of the successful bidder to ensure that all required insurance coverages are maintained in force throughout the term of the contract. Failure to maintain the required insurance shall be considered default of contract.

All insurance must be acceptable to and approved by County as to form, types of coverage and acceptability of the insurers providing coverage.

Bidder shall agree that all insurance coverage required herein shall be provided by Bidder to County on a primary basis.

**SPECIFICATIONS**  
**IFB #18-008/KP**

**NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF  
AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT**

**PURPOSE AND INTENT**

The sole purpose and intent of this Invitation for Bid (IFB) is to secure firm, fixed pricing and establish a term contract for NFPA 25 inspection, testing, preventive maintenance, certification and repair of the water based fire protection systems for Palm Beach County.

**SCOPE OF WORK**

Inspections and testing shall be performed annually and in accordance with the specifications for the locations/buildings listed on the response pages. Schedules shall be approved by the designated Airport representative.

Contract shall include annual certification per NFPA 25 standards.

Contract shall include inspection and testing of all electrical components including conduit and wire.

Repair work performed under the terms of the contract shall be in compliance with all requirements specified by the manufacturers of the various components comprising the fire protection systems. Further, all work shall be in compliance with relevant standards of the National Fire Protection Association (NFPA) including, but not limited to, Current Edition of NFPA 25 and all current adopted editions of NFPA 11, 13, 13A, 16, 20, 72E, 78, 16A, 231, 231C, D and any special or additional items required by the local fire protection authority having jurisdiction.

Contract shall include unlimited service calls and priority service.

Work performed shall include, but not be limited to the following: wet pipe automatic sprinkler systems; deluge open sprinkler systems; deluge foam water automatic sprinkler systems, manual foam water systems; fire pumps and controllers as mandated in 4A-60, Florida Fire Protection Code most current edition.

Contract shall not allow for the purchase of stand alone parts or equipment. Parts are only authorized to be purchased under the contract as part of a repair service.

Contract shall include all parts and labor to provide testing, maintenance, certification and repairs to listed Fire Sprinkler Systems per NFPA standards.

Contract shall be in accordance with all terms, conditions and specifications listed herein.

**COUNTY'S RESPONSIBILITIES**

The County shall:

- Contact the successful bidder in advance to schedule the annual maintenance service.
- Reserve the right to have full discretion when scheduling services.
- Provide access to the work area.
- Reserve the right to require the removal of any of the successful bidder's employees from performing the service, if in the County's judgment, such removal is necessary to protect the County's interest.
- Order on an as needed basis.



## **SUCCESSFUL BIDDER'S RESPONSIBILITIES**

The successful bidder shall:

- Coordinate with the designated County representative, for the inspection dates, customer notification and approvals, and to provide the inspections inclusive of the appropriate documentation. Obtain approval from the designated Airport representative prior to commencement of work.
- Provide the designated County representative with two (2) copies of a written report (County approved form) for each facility within fifteen (15) days after the inspection, test, maintenance and repair actions are completed. A copy of this report shall also be left at the fire panel at each location. The report shall indicate facility number/title, address, name/signature of successful bidder and designated Airport representative, date work was performed, inspection, test, maintenance and repair results and list all items that do not meet minimum requirements. The report shall identify and describe actions recommended to correct deficiencies, and shall address at a minimum, the items identified in the specifications, NFPA 25, Appendix B and any other items specified by the local authority having jurisdiction.
- Provide the designated County representative with a recommendation of any additional inspection, maintenance and repair items not listed in the specifications or NFPA 25. All repairs shall be scheduled and approved in writing by the designated County representative prior to commencement of work.
- Send a copy of the written report to Palm Beach County Fire Rescue Bureau of Safety Services, 405 Pike Road, West Palm Beach, FL 33411-3815 (FAX # 561-616-7083).
- Furnish at their expense, all supervision, material, labor, travel, equipment, tools, transportation, and other facilities and services necessary to fully complete the services as specified herein.
- Complete services to the satisfaction of the designated County representative.
- Use the necessary Personal Protective Equipment (PPE) for the work activity as required by Laws, Regulations, Ordinances, and/or manufacturer's instructions for materials and equipment. PPE shall include, but shall not be limited to, gloves, goggles, dust masks, eye protection, signs, etc.
- Assign staff who are able to communicate in verbal and written English language.
- Report any system, material, or workmanship which is found to be defective during an inspection or test, before being repaired by the technician.
- Be responsible for keeping all personnel out of areas not designated for the successful bidder's use.
- Ensure all successful bidder's employees wear identification that clearly displays the employee's name, company name and/or logo.
- Have employees park their automobiles, trucks, or other vehicles in assigned parking areas.
- Post all normal safety signs, necessary lighting, and temporary barriers around work areas, in accordance with OSHA requirements, while the work is in progress.
- Prosecute the work uninterrupted, in such a manner, with sufficient labor and equipment so as to ensure that projects, as defined and agreed upon, are completed within the framework of the contract. Unless modified, in writing, by a designated County representative, on- site start times shall be strictly adhered to without deviation.
- Provide the designated County representative with a written quote for repairs containing a scope of work, list of necessary parts with pricing and the estimated number of hours to complete work if requested; quote shall be provided within forty-eight (48) hours after equipment diagnosis to ensure funding availability.
- Have trained and experienced personnel to respond to, and initiate repairs on all systems listed. It is not the intent of the contract to allow for subcontractors to perform routine repairs on the equipment covered under the contract. However, if a subcontractor is necessary to assist with routine repairs of specialized equipment, it shall be at the successful bidder's expense and shall not be subject to reimbursement by the County.
- Ensure all work is complete prior to invoicing Palm Beach County.

## **TECHNICAL REQUIREMENTS**

### **A. Wet Pipe Automatic Sprinkler System and Deluge Open Sprinkler Systems**

Annual inspections and testing shall be as per all NFPA 25 requirements and are to include: Inspection of pipes, fittings, braces, gauges, hydraulic nameplate, hose connections, sprinkler heads, pressure regulating devices, and pressure control valves. A flow test will be conducted each year to verify that the water supply provides the design pressure at the required flow. Records and test results are to be recorded on an appropriate form as approved by the Palm Beach County Fire Marshal's office, (contact: Deputy Fire Marshal at (561) 616-7030) and delivered to the Airport's authorized representative. Annual preventative maintenance shall follow NFPA 25 requirements and manufacturer's schedules.

### **B. Fire Pumps, Controllers and Associated Equipment**

Annual inspections and testing shall be as per all NFPA 25 Chapter 5 requirements and are to include: Pump operation (flow and no flow condition), pump suction supply, pump energy source, pump drive and coupling, pump controllers, gauges, valves, and reservoirs. Annual test of each pump assembly shall be conducted under minimum, rated, and peak flows of the fire pump by controlling the quantity of water discharged through approved test devices. Test shall be conducted as per NFPA 25, 5-3.3.1 (a), (b), or (c). Annual Maintenance shall follow table 5-5.1 of NFPA 25 and manufacturer's recommended maintenance schedules. Five year testing and maintenance schedules will be as per NFPA 25 requirements and manufacturer's recommended maintenance schedules and price shall be included in the prices listed on the successful bidder's response page.

### **C. Deluge Foam Water Automatic Sprinklers and Manual Foam Water Systems**

Annual inspections and testing shall be as per all NFPA 25 Chapter 8 requirements and are to include: Annual and five year inspections, testing and maintenance as per Table 8-2; and deluge valve inspection and testing as per Chapter 9. Test results are to be recorded on an appropriate form and/or graph as approved by the Palm Beach County Fire Marshal's office, (contact: Deputy Fire Marshal at (561) 616-7030) and delivered to the Airport's authorized representative.

### **D. Fire Hydrants**

Hydrants shall be tested annually to ensure proper functioning. Each hydrant shall be opened fully and waterflowed until all foreign material has cleared. Flow shall be maintained for not less than one (1) minute. After operation, dry barrel and wall hydrants shall be observed for proper drainage from the barrel.

Specifically, the Five Year Inspection shall include all the activities as identified as five years and annually within the NFPA 25.

The annual inspections shall include all the activities as identified as annual inspections, testing and certifications.

Inspection results shall be submitted to the County representative on forms consistent with the sample reports provided in Appendix B of NFPA 25.

Where re-inspections are necessary to confirm correction of deficiencies cited in the original inspections, such re-inspections shall be performed at no additional charge.

Daily service tickets shall be required for work and shall be left with the County representative or designated representative noting arrival time, unit serviced, repairs made, billable or non-billable per the contract, and technicians name, date and departure time.

Parts for which there are no OEM replacement, redesigned, re-engineered, or after-market parts of equal performance shall be considered "obsolete" and not covered under the contract. Once a part is determined obsolete, the successful bidder shall advise the Airport Representative, in writing, outlining options and recommendations. When OEM replacement, redesigned, re-engineered, or after-market parts of equal performance are available, it shall be covered under the contract.

## **LOCATION OF SITES AND EQUIPMENT**

### **1. PALM BEACH INTERNATIONAL AIRPORT**

- a) Terminal Building #1000, Concourses and Short Term Parking Garage, (1,046,267 sq. ft.)**  
Automatic Fire Sprinkler System; Master Control System pump controller,  
Model #MCRTZ150-75-46-X;  
Marathon Electric 75HP electric pump motor, Model #TK365TSTD57026JPW;  
Patterson centrifugal pump 75BHP 1000GPM;  
Grundfos electric jockey pump, Model #36E831-105;  
Multimatic Model #A-4-4-175LBS;  
Concourse "A" deluge system, Viking Model #E-1;  
Concourse "C" Delta Crown Room and TSA Connection deluge systems, Grinnell Model #457A.
- b) Air Cargo Building #1475, (40,334 sq. ft.)**  
Automatic Fire Sprinkler System with a Hubbell Controller engine driven fire pump,  
Perkins Model #PDFP- L6YN2517 90HP;  
Reddy-Buffaloes pump 1000GPM;  
Marathon 1HP jockey pump, Model #F418 25BHP.
- c) Air Freight Building #1300, (31,404 sq. ft.)**  
Automatic Fire Sprinkler System
- d) Parking Revenue Control Building #1250, (2,400 sq. ft.)**  
Automatic Fire Sprinkler System
- e) 3400 Belvedere Road, (28,921 sq. ft.)**  
Automatic Fire Sprinkler System
- f) Maintenance Compounds – Bldg. B (10,355 sq. ft.), Bldg. C (8,520 sq. ft.), Bldg. D (29,677 sq. ft.) & Bldg. E (9,638 sq. ft.), 3700 Belvedere Road**  
Long Term Parking Garage #1 (4 story), Non-Automatic Wet Standby Pipe Prime System, (468,000 sq. ft.)  
Long Term Parking Garage #2 (7 story), (1,200,000 sq. ft.)  
Administration Building #846, Automatic Fire Sprinkler System, (30,528 sq. ft.)  
Building #1169, Automatic Fire Sprinkler System, (69,200 sq. ft.)
- g) Fire Station #81 (20,480 sq. ft.)**  
Automatic Fire Sprinkler System
- h) GA Customs (3,960 sq. ft.)**  
Automatic Fire Sprinkler System

### **2. NORTH COUNTY GENERAL AVIATION AIRPORT, 11600 AVIATION BLVD. PBG, FL 33412**

Twenty-nine (29) Fire Hydrants located throughout to be inspected and tested per NFPA 25, to include Fire Pump and Jockey Controller

### **3. PAHOKEE AIRPORT, 3800 STATE ROAD 715, PAHOKEE, FL 33476**

Two (2) Fire Hydrants located throughout to be inspected and tested per NFPA 25.

### **4. LANTANA AIRPORT, 2633 LANTANA ROAD, FL 33462**

Eleven (11) Fire Hydrants located throughout to be inspected and tested per NFPA 25.

**HOURLY RATES AND RESPONSE TIMES FOR REPAIR SERVICES ARE DEFINED AS FOLLOWS:**

**STANDARD**

**HOURLY RATE:** Compensation for work requested and completed during the hours of 7:00 a.m. through 4:30 p.m., Monday through Friday, excluding Palm Beach County recognized Holidays.

**RESPONSE**

**TIME:** Work completed at the standard hourly rate shall commence within twenty-four (24) hours from the time work is requested.

**OVERTIME**

**RATE:** Compensation shall be paid at a rate of 1.5 times the awarded standard hourly rate for actual time worked between the hours of 4:30 p.m. and 7:00 a.m., Monday through Friday, and weekends. **MUST HAVE PRIOR COUNTY REPRESENTATIVES AUTHORIZATION.**

**HOLIDAY**

**RATE:** Compensation shall be paid at a rate of 2.0 times the awarded standard hourly rate for actual time worked during Palm Beach County legally recognized holidays. **MUST HAVE PRIOR COUNTY REPRESENTATIVES AUTHORIZATION.**

**EMERGENCY**

**SERVICE:** Compensation for emergency service shall be paid at 1.5 times the awarded standard hourly rate during the hours of 7:00 a.m. through 4:30 p.m., Monday through Friday.

**RESPONSE**

**TIME:** Work completed at the overtime, holiday and emergency rates shall commence within two (2) hours from time work is requested.

Repair services during normal working hours shall be at the standard labor rate offered. Parts and labor to provide maintenance/certification to listed Fire Sprinkler Systems shall be as per NFPA standards. Cost for repair parts and/or material shall be charged at the successful bidders cost. No repairs or modifications shall be performed without approval by an authorized County representative. Successful bidder shall respond to emergency calls within two (2) hours of notification. Response shall be required seven (7) days a week, twenty-four (24) hours per day, 365 days a year.

All labor rates shall commence upon arrival at site and terminate upon departure (actual time worked).

**COUNTY ACCEPTANCE**

Acceptance is defined as a receipt signed by the designated County representative(s), as acknowledgement of services rendered.

**PAYMENT**

Payment is based on the price provided on the response page. Payment shall be rendered ONLY upon the County's satisfaction and acceptance of services rendered. Price shall include, but is not limited to, all supervision, labor, equipment, materials, tools, machinery, transportation, travel, manpower, fuel, mobilization, demobilization and other facilities and services necessary to fully and completely provide the services as specified herein. No additional compensation shall be offered or paid.



**BID RESPONSE**  
**IFB #18-008/KP**

**NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF  
AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT**

ITEM NO.	LOCATION/DESCRIPTION	TOTAL OFFER
1.	Annual NFPA Inspection Testing, Preventative Maintenance & Certification - Terminal Building #1000 - Concourses and Parking Garages (Short Term) Including Fire Pump & Controller, as specified herein.	\$ _____
2.	Five-Year NFPA Testing, Terminal Building #1000 - Concourses and Parking Garages (Short Term) Including Fire Pump & Controller, as specified herein.	\$ _____

3.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - Air Cargo Building #1475 - Including Diesel Powered Fire Pump, as specified herein.	\$ _____
4.	Five-Year NFPA Testing, Air Cargo Building #1475 - Including Diesel Powered Fire Pump, as specified herein.	\$ _____

5.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - Air Freight Building #1300, as specified herein.	\$ _____
6.	Five-Year NFPA Testing, Air Freight Building #1300, as specified herein.	\$ _____

7.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - Parking Revenue Control Building #1250, as specified herein.	\$ _____
8.	Five-Year NFPA Testing, Parking Revenue Control Building #1250, as specified herein.	\$ _____

9.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - 3400 Belvedere Road, West Palm Beach, FL, as specified herein.	\$ _____
10.	Five-Year NFPA Testing, 3400 Belvedere Road, West Palm Beach, FL, as specified herein.	\$ _____

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Continued...

Firm Name: \_\_\_\_\_

**BID RESPONSE**  
**IFB #18-008/KP**

**NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF  
 AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT**

ITEM NO.	LOCATION/DESCRIPTION	TOTAL OFFER
11.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - Maintenance Compounds - Buildings B, C, D, & E, 3700 Belvedere Road, West Palm Beach, FL, as specified herein.	\$ _____
12.	Five-Year NFPA Testing, Maintenance Compounds - Buildings B, C, D, & E 3700 Belvedere Road, West Palm Beach, FL, as specified herein.	\$ _____

13.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - Long Term Parking Garage #1 - (4 Story), as specified herein.	\$ _____
14.	Five-Year NFPA Testing, Long Term Parking Garage #1 - (4 Story), as specified herein.	\$ _____

15.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - Long Term Parking Garage #2 - (7 Story Garage), as specified herein.	\$ _____
16.	Five-Year NFPA Testing, Long Term Parking Garage #2 - (7 Story Garage), as specified herein.	\$ _____

17.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - Administration Building #846 - Automatic Fire Sprinkler System, as specified herein.	\$ _____
18.	Five-Year NFPA Testing, Administration Building #846 - Automatic Fire Sprinkler System, as specified herein.	\$ _____

19.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - Building #1169 – Automatic Fire Sprinkler System, as specified herein.	\$ _____
20.	Five-Year NFPA Testing, Building #1169 – Automatic Fire Sprinkler System, as specified herein.	\$ _____

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Continued...

Firm Name: \_\_\_\_\_

**BID RESPONSE**  
**IFB #18-008/KP**

**NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF  
AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT**

ITEM NO.	LOCATION/DESCRIPTION	TOTAL OFFER
21.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - North County Airport Fire Hydrants, 11600 Aviation Road, West Palm Beach, FL, as specified herein. Twenty-nine (29)	\$ _____
22.	Five-Year NFPA Testing, North County Airport Fire Hydrants, 11600 Aviation Road, West Palm Beach, FL, as specified herein. Twenty-nine (29)	\$ _____

23.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification - North County Airport Fire Pump, Controller and Jockey Pump, 11600 Aviation Road, West Palm Beach, FL, as specified herein.	\$ _____
24.	Five-Year NFPA Testing, North County Airport Fire Pump, Controller and Jockey Pump, 11600 Aviation Road, West Palm Beach, FL, as specified herein.	\$ _____

25.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification – Pahokee Airport - 3800 State Road 715, Pahokee, FL, Fire Hydrants, as specified herein. Two (2)	\$ _____
26.	Five-Year NFPA Testing, 3800 State Road 715, Pahokee, FL, Fire Hydrants, as specified herein. Two (2)	\$ _____

27.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification – Lantana Airport - 2633 Lantana Road, Lake Worth, FL, Fire Hydrants, as specified herein. Eleven (11)	\$ _____
28.	Five-Year NFPA Testing, 2633 Lantana Road, Lake Worth, FL, Fire Hydrants, as specified herein. Eleven (11)	\$ _____

29.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification – Fire Station #81, Palm Beach International Airport – Automatic Fire Sprinkler System, as specified herein.	\$ _____
30.	Five-Year NFPA Testing, Fire Station #81 – Automatic Fire Sprinkler System, as specified herein.	\$ _____

31.	Annual NFPA Inspection, Testing, Preventative Maintenance & Certification – GA Customs, Palm Beach International Airport – Automatic Fire Sprinkler System, as specified herein.	\$ _____
32.	Five-Year NFPA Testing, GA Customs – Automatic Fire Sprinkler System, as specified herein.	\$ _____

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Continued...

Firm Name: \_\_\_\_\_

**BID RESPONSE**  
**IFB #18-008/KP**

**NFPA 25 INSPECTION, TESTING, MAINTENANCE, CERTIFICATION AND REPAIR OF  
AIRPORT WATER BASED FIRE PROTECTION SYSTEMS, TERM CONTRACT**

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED 12 MONTH QUANTITY	UNIT PRICE	TOTAL OFFER
33.	STANDARD HOURLY RATE FOR REPAIR SERVICES OUTSIDE THE ANNUAL PREVENTIVE MAINTENANCE, AS SPECIFIED HEREIN.	HR	1,250	\$ _____	\$ _____
<b>TOTAL OFFER:</b>					<b>\$ _____</b>

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

Acknowledge Site Inspection was made, per Term #9?	YES/INITIAL _____
Acknowledge Qualification of Bidders information is included, per Term #11?	YES/INITIAL _____
Acknowledge Criminal History Records Check requirement, per Term #12?	YES/INITIAL _____
Acknowledge Materials/Parts are to be supplied at bidder's cost, per Term #16?	YES/INITIAL _____
Acknowledge Insurance requirements, per Term #26?	YES/INITIAL _____

**\* PLEASE AFFIX SIGNATURE WHERE INDICATED  
(FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR BID)**

By signature on this document, bidder acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of the County's bid solicitation as originally published, without exception, change or alteration of any kind, except as may have been published by the County in official amendments prior to this date of submittal.

Per General Term and Condition #7, if bidder is a Joint Venture for the goods/services described herein, bidder shall, upon request of Palm Beach County, provide a copy of the Joint Venture Agreement signed by all parties.

FIRM NAME: (Enter the entire legal name of the bidding entity)		DATE:
<b>* SIGNATURE:</b> _____	PRINT NAME:  PRINT TITLE:	
ADDRESS: _____		
CITY / STATE: _____ ZIP CODE: _____		
TELEPHONE # (      ) TOLL FREE # (      )	E-MAIL: FAX #: (      )	
APPLICABLE LICENSE(S) NUMBER # _____ TYPE: _____		
FEDERAL ID # _____		



## QUALIFICATIONS OF BIDDERS REFERENCES FOR IFB #18-008/KP

Bidder shall list references in accordance with the requirements set forth in the Qualifications of Bidders.

<b>REFERENCE NAME:</b>		
<b>ADDRESS:</b>		
<b>CONTACT NAME:</b>		← This Contact must be informed that they are listed as a reference, and the County may be calling them.
<b>CONTACT INFORMATION:</b>	<b>PHONE:</b> <b>FAX:</b>	<b>CELL PHONE:</b> <b>EMAIL:</b>
<b>SCOPE OF WORK:</b>		
<b>CONTRACT DATES:</b>		

<b>REFERENCE NAME:</b>		
<b>ADDRESS:</b>		
<b>CONTACT NAME:</b>		← This Contact must be informed that they are listed as a reference, and the County may be calling them.
<b>CONTACT INFORMATION:</b>	<b>PHONE:</b> <b>FAX:</b>	<b>CELL PHONE:</b> <b>EMAIL:</b>
<b>SCOPE OF WORK:</b>		
<b>CONTRACT DATES:</b>		

<b>REFERENCE NAME:</b>		
<b>ADDRESS:</b>		
<b>CONTACT NAME:</b>		← This Contact must be informed that they are listed as a reference, and the County may be calling them.
<b>CONTACT INFORMATION:</b>	<b>PHONE:</b> <b>FAX:</b>	<b>CELL PHONE:</b> <b>EMAIL:</b>
<b>SCOPE OF WORK:</b>		
<b>CONTRACT DATES:</b>		

**FIRM NAME:** \_\_\_\_\_

## CERTIFICATION OF BUSINESS LOCATION

### IFB #18-008/KP

In accordance with the Palm Beach County Local Preference Ordinance, as amended, a preference may be given to: (1) bidders having a permanent place of business in Palm Beach County ("County") or (2) bidders having a permanent place of business in the Glades that are able to provide the goods and/or services to be utilized within the Glades. To receive a local preference, bidders must have a permanent place of business within the County or the Glades, as applicable, prior to the County's issuance of the solicitation. A Business Tax Receipt which is issued by the Palm Beach County Tax Collector, authorizes the bidder to provide the goods/services being solicited by the County, and will be used to verify that the bidder had a permanent place of business prior to the issuance of the solicitation. The bidder must submit this Certification of Business Location ("Certification") along with the required Business Tax Receipt at the time of bid or quote submission. The Business Tax Receipt and this Certification are the sole determinant of local preference eligibility. Errors in the completion of this Certification or failure to submit this completed Certification will cause the bidder to not receive a local preference.

In instances where the bidder is exempt by law from the requirement of obtaining a Business Tax Receipt, the bidder must: (a) provide a citation to the specific statutory exemption; and (b) provide other documentation which clearly establishes that the bidder had a permanent place of business within the County or the Glades prior to the date of issuance of the solicitation. The County hereby retains the right to contact said bidders for additional information related to this requirement after the bid/quote due date.

I. Bidder is a:

\_\_\_\_\_ Local Business: A local business has a permanent place of business in Palm Beach County.

(Please indicate):

\_\_\_\_\_ Headquarters located in Palm Beach County  
 \_\_\_\_\_ Permanent office or other site located in Palm Beach County from which a vendor will produce a substantial portion of the goods or services.

\_\_\_\_\_ Glades Business: A Glades business has a permanent place of business in the Glades.

(Please indicate):

\_\_\_\_\_ Headquarters located in the Glades  
 \_\_\_\_\_ Permanent office or other site located in the Glades from which a vendor will produce a substantial portion of the goods or services.

II. The attached copy of bidder's County Business Tax Receipt verifies bidder's permanent place of business.

THIS CERTIFICATION is submitted by \_\_\_\_\_, as  
 (Name of Individual)

\_\_\_\_\_, of \_\_\_\_\_  
 (Title/Position) (Firm Name of Bidder)

who hereby certifies that the information stated above is true and correct and that the County Business Tax Receipt is a true and correct copy of the original. Further, it is hereby acknowledged that any misrepresentation by the bidder on this Certification will be considered an unethical business practice and be grounds for sanctions against future County business with the bidder.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**DRUG-FREE WORKPLACE CERTIFICATION**  
**IFB 18-008/KP**

**IDENTICAL TIE BIDS/QUOTES** - In accordance with Section 287.087, F.S., a preference shall be given to vendors submitting with their bids/quotes the following certification that they have implemented a drug-free workplace program which meets the requirements of Section 287.087; provided, however, that any preference given pursuant to Section 287.087, shall be made in conformity with the requirements pursuant to the Palm Beach County Code, Chapter 2, Article III, Sections 2-80.21 thru 2-80.34. In the event tie bids/quotes are received from vendors who have not submitted with their bids/quotes a completed Drug-Free Workplace Certification form, the award will be made in accordance with Palm Beach County's purchasing procedures pertaining to tie bids/quotes.

This Drug-Free Workplace Certification form must be executed and returned with the attached bid/quote, and received on or before the published bid/quote submission deadline to be considered. The failure to execute and/or return this certification shall not cause any bid/quote to be deemed non-responsive.

Whenever two (2) or more bids/quotes which are equal with respect to price, quality, and service are received by Palm Beach County for the procurement of commodities or contractual services, a bid/quote received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
- (4) In the statement specified in number (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, 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 Section 287.087, Florida Statutes.

THIS CERTIFICATION is submitted by \_\_\_\_\_ the  
(Individual's Name)  
\_\_\_\_\_  
(Title/Position with Company/Vendor) of \_\_\_\_\_  
(Name of Company/Vendor)

who does hereby certify that said Company/Vendor has implemented a drug-free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

\_\_\_\_\_  
Signature Date

SCHEDULE 1  
LIST OF PROPOSED SBE-M/WBE PRIME AND/OR SUBCONTRACTOR PARTICIPATION

PROJECT NAME OR BID NAME: \_\_\_\_\_ PROJECT NO. OR BID NO.: \_\_\_\_\_  
 NAME OF PRIME BIDDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_  
 BID OPENING DATE: \_\_\_\_\_ USER DEPARTMENT: \_\_\_\_\_

THIS DOCUMENT IS TO BE COMPLETED BY THE PRIME CONTRACTOR AND SUBMITTED WITH BID PACKET. PLEASE LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SBE -M/WBE SUBCONTRACTORS ON THIS PROJECT. IF THE PRIME IS AN SBE-M/WBE, PLEASE ALSO LIST THE NAME, CONTACT INFORMATION AND DOLLAR AMOUNT AND/OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME ON THIS PROJECT. THE PRIME AFFIRMS THAT IT WILL MONITOR THE SBES LISTED TO ENSURE THE SBES PERFORM THE WORK WITH ITS OWN FORCES.

Name, Address and Phone Number	(Check one or both Categories)		DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	M/WBE Minority Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____

(Please use additional sheets if necessary)

**Total** \_\_\_\_\_

Total Bid Price \$ \_\_\_\_\_ Total SBE-M/WBE Participation Dollar Amount or Percentage of Work \_\_\_\_\_

I hereby certify that the above information is accurate to the best of my knowledge: \_\_\_\_\_

Signature

Title

Note:

1. The amount listed on this form for a subcontractor must be supported by price or percentage listed on the signed Schedule 2 or signed proposal in order to be counted toward goal attainment.
2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and M/WBE, please indicate the dollar amount and/or percentage under the appropriate category.
3. M/WBE information is being collected for tracking purposes only.

Revised 9/7/2011



**OSBA SCHEDULE 2  
LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE SUBCONTRACTOR**

This document must be completed by the SBE-M/WBE Subcontractor and submitted with bid packet. Specify in detail, the particular work items to be performed and the dollar amount and/or percentage for each work item. SBE credit will only be given for items which the SBE-M/WBE Subcontractor are SBE certified to perform. Failure to properly complete Schedule 2 may result in your SBE participation not being counted.

PROJECT NUMBER: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

TO: \_\_\_\_\_

(Name of Prime Bidder)

The undersigned is certified by Palm Beach County as a - (check one or more, as applicable):

Small Business Enterprise \_\_\_\_\_ Minority Business Enterprise \_\_\_\_\_

Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Women \_\_\_\_\_ Caucasian \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Date of Palm Beach County Certification: \_\_\_\_\_

The undersigned is prepared to perform the following described work in connection with the above project. Additional Sheets May Be Used As Necessary

Line Item/ Lot No.	Item Description	Qty/Units	Unit Price	Total Price/ Percentage
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

at the following price or percentage

(Subcontractor's quote)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

**If undersigned intends to subcontract any portion of this job to a certified SBE or a non-SBE subcontractor, please list the name of the subcontractor and the amount below.**

Price or Percentage \_\_\_\_\_ / \_\_\_\_\_  
(Name of Subcontractor)

The Prime affirms that it will monitor the SBE's listed to ensure the SBE's perform the work with its own forces. The undersigned subcontractor affirms that it has the resources necessary to perform the work listed without subcontracting to non-certified SBE or any other certified SBE subcontractors except as noted above.

The undersigned subcontractor understands that the provision of this form to Prime Bidder does not prevent Subcontractor from providing quotations to other bidders.

\_\_\_\_\_  
(Print name of SBE-M/WBE Subcontractor)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name/title of person executing on behalf  
of SBE-M/WBE Subcontractor)

**OSBA SCHEDULE 3  
SBE-M/WBE ACTIVITY FORM**

SBE-M/WBE ACTIVITY FOR MONTH ENDING \_\_\_\_\_ PROJECT#: \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PRIME CONTRACTOR NAME \_\_\_\_\_

PROJECT SUPERVISOR \_\_\_\_\_

**Schedule 3 is used to show the monthly payment activity for work performed by each SBE-M/WBE Subcontractor on the project and in conformity with the SBE-M/WBE's submitted on schedule 2. It also shows approved change orders as they impact the SBE-M/WBE Subcontractors. Schedule 3 is to be submitted by the Prime with each payment request to Palm Beach County. In the SBE-M/WBE Subcontracting Information section, list the name(s) of each SBE-M/WBE Subcontractor on the project and the total contracted amount for each SBE-M/WBE Subcontractor on the project. As the project proceeds, please complete each column under the SBE-M/WBE Subcontracting Information section accordingly. In the SBE-M/WBE Category, please check the appropriate category that represents each SBE-M/WBE Subcontractor.**

SBE-M/WBE SUBCONTRACTING INFORMATION								SBE-M/WBE Category (check all applicable)						
Name of SBE-M/WBE Subcontractor	SBE-M/WBE Total Contract Amount	Approved Change Orders	Revised SBE-M/WBE Contract Amount	Amount drawn for SBE-M/WBE Sub This Period	Amount drawn for SBE-M/WBE Sub to Date	Amount Paid to Date for SBE-M/WBE Subcontractor	Actual Starting Date	Minority Business (✓)	Small Business (✓)	Black	Hispanic	Women	Caucasian	Other (Please Specify)

I hereby certify that the above information is true to the best of my knowledge \_\_\_\_\_

(Signature and Title)

Return to: Palm Beach County

Additional Sheets May Be Used As Necessary

**NOTE:** Firms may be certified as an SBE and/or an M/WBE. If firms are certified as both an SBE and M/WBE, the dollar amount will not be counted twice.

Revised 9/7/2011

## OSBA SCHEDULE 4 - SBE-M/WBE PAYMENT CERTIFICATION

The Prime Contractor is to submit Schedule 4 with its Monthly Payment Request to Palm Beach County to reflect actual payments made to the SBE-M/WBE Subcontractor. The Prime Contractor is not to request signature from an SBE-M/WBE Subcontractor unless it has made a payment to the SBE-M/WBE Subcontractor. The SBE-M/WBE Subcontractor is not to complete and sign this form unless it has received a payment from the Prime Contractor for services actually performed by the SBE-M/WBE Subcontractor. A separate Schedule 4 is required for each SBE-M/WBE Subcontractor payment.

This is to certify that \_\_\_\_\_ received  
(SBE or M/WBE Subcontractor Name)

(Monthly) or (Final) payment of \$ \_\_\_\_\_ . \_\_\_\_\_

On \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ from \_\_\_\_\_  
MM DD YYYY (Prime Contractor Name)

For labor and/or materials used on \_\_\_\_\_ / \_\_\_\_\_  
(Project Name) (Work Order)

DEPT.: \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_

PRIME CONTRACTOR VENDOR CODE: \_\_\_\_\_

SBE OR M/WBE SUBCONTRACTOR VENDOR CODE: \_\_\_\_\_

=====

If the SBE Subcontractor intends to disburse any funds associated with this payment to any Subcontractor for labor and/or material provided on this project, please provide the following information:

\*Subcontractor Name: \_\_\_\_\_ Amount to be paid: \_\_\_\_\_

\*Note: If the subcontractor listed in this section is an SBE or M/WBE a separate schedule 4 is required to verify payment.

By: \_\_\_\_\_  
(Signature of Subcontractor) (Print Name & Title of Person executing on behalf of Subcontractor)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Identification \_\_\_\_\_