

Monroe County School District

INVITATION TO BID

ITB 2018800

Concrete Services



Members of the Board

District # 1

BOBBY HIGSMITH
Chairman

District # 2

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District # 3

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Vice-Chairman

District # 4

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Mark T. Porter

Superintendent of Schools

Submissions must be in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.

Be sure to include the name of the company submitting the proposal where requested.

Cut along the outer border and affix this label to your sealed envelope to identify it as a “Sealed Proposal”.

SEALED PROPOSAL • DO NOT OPEN

SOLICITATION NO.: **ITB 2018800**

SOLICITATION TITLE: Concrete Services

SUBMISSION DUE: January 11, 2018 at 9:00 AM

SUBMITTED BY: _____
(Name of Company)

DELIVER TO:

MONROE COUNTY SCHOOL DISTRICT

ATTN: Internal Services Department / Purchasing Division

241 Trumbo Road

Key West, FL 33040

From time to time, addenda may be issued to this solicitation. Any such addendum will be posted on www.demandstar.com. You should periodically check the Web site to download any addendum which may have been issued. The Addendum Acknowledgement must be submitted with the proposal.

ITB 2018800 – Concrete Services

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INVITATION TO BID

NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on January 11, 2018 at 9:00 AM the School Board of Monroe County (the “School District” or “School Board”) will open sealed proposals for the following:

**ITB 2018800
Concrete Services**

Specifications and proposal documents may be requested from Demand Star by Onvia by calling 1-800-711-1712 or by going to the website www.demandstar.com . The public record documents are available on the district web site at www.KeysSchools.com or by contacting the Internal Services Department / Purchasing Division, 241 Trumbo Road, Key West, FL 33040.

Questions regarding the proposal should be directed by e-mail to Jessica Bailey – Buyer, Jessica.Bailey@KeysSchools.com.

All proposals must be received by the Internal Services Department / Purchasing Division on or before January 11, 2018 at 9:00 AM. No waivers shall be allowed for proposals which have not been submitted to the Internal Services Department / Purchasing Division by the deadline date. One (1) signed original, two (2) copies, and one (1) electronic copy (PDF format – saved as one document which must be submitted with the bid package – it cannot be emailed) of the proposal package are to be submitted to:

**Monroe County School District
Administration Building
Internal Services Department / Purchasing Division, Room 119
241 Trumbo Road
Key West, Florida 33040**

The Monroe County School District reserves the right, at its sole discretion, to accept or reject any and all proposals and to waive informalities when it is in the best interest of the Board to do so.

All proposals must remain valid for a period of ninety (90) days or until the MCSB approves the contract. The School Board will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Section 287.133(3) (d), F.S. (1997).

Recommendation to the District School Board of Monroe County will be based upon a proposal(s) that represent the best interest of the District and award of the contract will be deemed by the board to be in the best interest of Monroe County.

**Suanne C. Lee, CPPO, CPPB, FCRM, RMLO
Director of Internal Services**

Released in Key West, Florida, December 2, 2017

ITB 2018800 – Concrete Services

**District School Board of Monroe County
Internal Services Department / Purchasing Division**

PROPOSAL FORM

ITB 2018800 – Concrete Services

BID DUE /BID OPENING DATE/TIME: January 11, 2018 at 9:00 AM

RETURN ONE (1) SIGNED ORIGINAL, TWO (2) COPIES, AND ONE (1) ELECTRONIC COPY (PDF FORMAT) OF THE PROPOSAL. NO OTHER PROPOSAL FORM WILL BE ACCEPTED

NAME OF COMPANY

PLEASE BE SURE THAT THE NAME OF YOUR COMPANY APPEARS ON EACH PAGE OF THIS PROPOSAL FORM.

ADDRESS OF COMPANY

IF SIGNED BY AN AGENT OF NAMED COMPANY WRITTEN EVIDENCE FROM THE OWNER OF RECORD OF HIS/HER AUTHORITY MUST ACCOMPANY THIS PROPOSAL.

PRINT NAME OF AUTHORIZED SIGNATURE

EMAIL ADDRESS

TELEPHONE No.

FAX

Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of Pages 1 through 40 inclusive of this Invitation to Bid, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Invitation to Bid, and any released Addenda and understand that the following are requirements of this ITB and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of
Proposer's Authorized Representative (blue ink preferred on original) _____ Date _____

Name of Proposer's Authorized Representative _____ Title of Proposer's Authorized Representative _____

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Scope of Work

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes: Furnishing of materials, labor, tools, and equipment necessary for demolition and installation of new concrete slabs, sidewalks and footings, also to repair and restore poorly placed, deteriorated or rejected concrete. This includes removal, surface preparation and installation of repair materials of deteriorated areas and cracks.
- B. Install shoring as directed or as needed to perform the Work.
- C. Contractor must be licensed and insured to perform required work.
- D. The initial contract will be for one year with the option of up to three additional one year renewals

1.2 COORDINATION

- A. Coordinate scheduling, submittals, and Work of School and District Project Manager to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Coordinate dumpster location, staging and storage requirements with the Owner.

1.3 EXAMINATION

- A. Verify that existing site conditions are acceptable to commence Work. Verify existing dimensions and construction details. Installation of any products on the surface or substrate shall constitute full acceptance of the condition of the substrate or surface as sound and appropriate to receive the Contractor's Work.
- B. Verify that utility services are available, of the correct characteristics and in the correct location.
- C. Repair plan shall be submitted to the District Building Official (BO) for approval prior to starting work. The BO shall issue specific building permit for the planned repair.

1.4 REFERENCES

- A. Referenced Codes and Standards: Comply with the most recent publications of the following codes, specifications, and standards.
 - 1. ACI 301-Standard Specification for Structural Concrete.
 - 2. ACI 308-Guide for Consolidation of Concrete.
 - 3. ACI 318-Building Code Requirements for Reinforced Concrete.
 - 4. ACI 546R-Concrete Repair Guide.
 - 5. ASTM C33-Standard Specification for Concrete Aggregates.
 - 6. ASTM C94-Standard Specification for Ready-Mixed Concrete.
 - 7. ASTM C150-Standard Specification for Portland Cement.
 - 8. ASTM C260-Standard Specification for Air-Entraining Admixtures for Concrete.
 - 9. ASTM C309-Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete.
 - 10. ASTM C469-Standard Test Method for Static Modulus of Elasticity and Poisson's Ratio of Concrete in Compression.
 - 11. ASTM C494-Standard Specification for Chemical Admixtures for Concrete.
 - 12. ASTM A 615-Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete.
 - 13. ASTM C881-Standard Specification for Epoxy-Resin-Base Bonding Systems for Concrete.
 - 14. ASTM C1042-Standard Test Method for Bond Strength of Latex Systems Used With Concrete.
 - 15. "Guide for Surface Preparation for the Repair of Deteriorated Concrete Resulting from Reinforcing Steel Corrosion" (Guideline No. 03730) International Concrete Repair Institute. 1995 copyright.
 - 16. "Guide for Selecting Application Methods for Repair of Concrete Surfaces" (Guideline No. 03731) International Concrete Repair Institute. 1996 copyright.
- B. New Concrete CODES AND STANDARDS: Comply with applicable provisions of ACI 301 "Specifications for Structural Concrete for Buildings", ACI 318, "Building Code Requirements for Reinforced Concrete", and ACI 347, "Recommended Practice for Concrete Formwork".

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1. TESTING: Owner's testing laboratory will perform sampling and testing as indicated in Field Quality Control paragraph.
2. FIELD QUALITY CONTROL: During placement of concrete the following tests and sampling **shall** be made:
 - (a) Sampling: ASTM C 172.
 - (b) Slump: ASTM C 143.
 - (c) Air Content: ASTM C 173.
 - (d) Compressive Strength: ASTM C 39; one specimen tested at seven (7) days, and one specimen tested at twenty-eight (28) days, and one retained for later testing if required.
 - (e) Hot Weather Concrete: ASTM 305R
3. RECYCLED MATERIALS: The use of 20% fly ash and/or 30% slag is permissible.

1.5 SUBMITTALS

- A. After selection submit product data on all products to be used. Include copy of manufacturer's product installation instruction and data sheet.
- B. Approval by District Building Official is required before beginning Work affected by submittals.

1.6 QUALITY ASSURANCE

- A. Comply with Manufacturers' instructions related to mixing and placing of the materials.
- B. Protection of Work: Protect installed work and prohibit traffic or storage upon waterproofed or coated surfaces.

1.7 DELIVERY, STORAGE and HANDLING

- A. Delivery products in original unopened containers with the manufacturer's name, labels, product identification and batch number.
- B. Store and condition the specified products as recommended by the manufacturer. Products shall remain unopened until ready for use.
- C. Where mixing of components is required, use complete pre-measured units.

1.8 ACCEPTANCE AND PAYMENT

- A. Only work accepted by the District Building Official (BO) is eligible for payment. The BO and contractor shall quantify the acceptable work based on unit pricing. All invoicing shall be done based on unit pricing.
- B. Invoices may be submitted for any completed work at any time according the process described in "A" above.

PART 2 PRODUCTS

2.1 PATCHING REPAIR MATERIALS

- A. Subject to compliance with other requirements in this specification, provide the following materials or equivalent materials approved by engineer that meets the performance requirements stated below. Acceptable manufacturers for concrete repair products are, STO, Emaco, and Fox Industries.
- B. Structural Repair Mortar: Provide single component shrinkage-compensated, silica fume modified, cement based mortar containing corrosion inhibitor for structural repair of distressed horizontal, vertical or overhead concrete. Similar to Emaco S CI series by Master Builders (BASF).
- C. Surface Repair Mortar: Provide single component polymer-modified cementitious repair mortar containing corrosion inhibitor for resurfacing of distressed horizontal, vertical or overhead concrete. Similar to Emaco R CI series by Master Builders (BASF).
- D. Rapid Hardening and High Early Strength Repair Mortar: Provide a high early strength, single component mortar for applications requiring rapid return to service.
 1. Similar to Emaco T series by Master Builders (BASF).
 2. Similar to Set 45 series by Master Builders (BASF, Requires special application methods).

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- E. Walking Surface Repair Mortar: Provide single component polymer-modified cementitious repair mortar. Refer to manufacturer's recommendations for proper application methods, limitations and additional related materials:
 - 1. Similar to Emaco R310 CI by Master Builders (BASF).
 - 2. Similar to SikaQuick 1000 by Sika Corporation.
 - 3. Similar to ARDEX ERM Exterior Ramp Mortar by ARDEX Engineered Cements.
- F. Aggregate: Shall conform to ASTM C 33. Aggregate for incorporation with bagged mortar shall be 3/8 inch, well graded non-reactive and cleaned.
- G. Water: Clean and potable.

2.2 CAST-IN-PLACE CONCRETE PRODUCTS

- A. CONCRETE: Use air-entraining admixture in all concrete, providing from 2% to 4%. Unless otherwise noted, all concrete shall have a twenty-eight (28) day strength of at least 3000 psi. When placed, concrete shall have a slump between 4 and 6 inches.
- B. VAPOR BARRIER: shall be a reinforced material such as "Moistop II" by Fortifiber Corporation. This is a 12 mil fiberglass reinforced sheeting. Or equals shall be approved by the owner. A vapor barrier is required to be in direct contact with the concrete on all slabs on grade. A vapor barrier shall also be used for all elevated buildings with the vapor barrier installed on the grade and held in place by ballast stones.
- C. Use Chemical Hardener or Surface Sealer on all interior concrete slabs to remain exposed.

2.3 RELATED MATERIALS

- A. Epoxy Bonding Agent: Provide 100 percent solids, two-component epoxy bonding compound for bonding new concrete to existing surfaces. Epoxy bonding agent shall meet ASTM C 881, Type V, Grade B or C material. Concrete bonding series by Master Builders or prior approved equal.
- B. Anti-Corrosion Reinforcing Bar Coating: Provide polymer-modified, cement based coating with corrosion inhibiting admixture to provide protection for steel reinforcing. Similar to Emaco P-22 or Emaco P-24 by Master Builders.
- C. Evaporation Retarder: Provide a spray applied monomolecular film that reduces the rate of surface moisture evaporation under hot, dry or windy conditions. Similar to Confilm by Master Builders.
- D. Liquid Membrane-Forming Curing Compound: Shall conform to ASTM C 309, Type I (minimum 30 percent solids) at a minimum application rate of 200 square feet per gallon. Similar to Masterkure 100W by Master Builders.
- E. Epoxy Adhesive: Provide a two component 100 percent solids moisture insensitive, low viscosity epoxy resin meeting ASTM C 881-90, Type IV, Grade 1, Class B or C. Similar to Concrete series by Master Builders.
- F. Surface Seal: The surface seal material for epoxy injection is that material used to confine the injection adhesive in the fissure during injection. This material shall have sufficient strength to resist injection pressures to prevent leakage during injection.

2.4 REINFORCEMENT MATERIALS

- A. Reinforcing steel: Conforming to ASTM A 615, 60 ksi yield grade billet-steel deformed bars.
- B. Stirrup Steel: Conforming to ASTM A 615, 40-ksi-yield grade billet-steel deformed bars.

2.5 ALTERNATE TRANSIT MIXES

- A. General: Alternate transit mixes may be considered for selective large concrete replacement applications.
- B. Contractor shall submit mix design and supporting back-up data for proposed transit mix to Engineer prior to use. One of the three design methods referenced in ACI 318-95 must be used.
- C. Concrete mixes to be produced and delivered conforming to ASTM C 94.

PART 3 EXECUTION

3.1 SURFACE PREPARATION

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- A. All repair areas shall be prepared in accordance with International Concrete Repair Institute's "Guide for Surface Preparation for the Repair of Deteriorated Concrete Resulting from Reinforcing Steel Corrosion" (Guideline No. 03730). This includes but is not limited to the following.
1. Remove loose or deteriorated concrete above reinforcing steel. Removals shall be performed with chipping hammers or other approved method. Chipping hammers shall not be in excess of 15 pound rating.
 2. Once removals are made, proceed with undercutting of all exposed reinforcing bars. Undercutting will provide clearance for under the bar cleaning. Concrete shall be removed such that a minimum 3/4 inch clearance under the bar is achieved, and 1/4 inch greater than the largest aggregate used in the repair material.
 3. Concrete removals shall extend along the bars to locations along the bar free of bond inhibiting material. Removals shall extend two inches beyond the location of corrosion-free bars.
 4. If non-corroded reinforcing bars are exposed during the undercutting, care will be taken not to damage the bond between the bar and the concrete.
 5. Loose reinforcement shall be secured in place by tying to other secured bars or by approved method.
 6. District Building Official shall determine the necessity of replacing or supplementing reinforcing steel with reduced cross sectional areas caused by corrosion damage or lacking adequate reinforcing steel.
 7. Repair configurations should be kept as simple as possible to minimize boundary edges.
 8. At edge locations, provide right angle cuts to the concrete surface by saw-cutting 3/4 inch or less as required to avoid cutting reinforcing steel.
 9. After removals and edge conditioning are complete, remove bond-inhibiting materials by abrasive blasting or high pressure water blasting. Check concrete surfaces after cleaning to insure that the surface is free from loose aggregates. Resound prepared area and areas immediately around the prepared area to insure all delaminated concrete has been removed.
 10. Presoak repair substrate to a saturated surface dry condition.
- B. Bar Coating and Bonding Options
1. Following completion of repair preparation, apply anti-corrosion reinforcing bar coating to the exposed reinforcing steel.
 2. Bond the repair material to the prepared area with one of the following methods.
 - (a) Apply the epoxy-bonding agent to the prepared concrete surface according to manufacturer's instructions.
 - (b) Apply a slurry bond coat of the repair material to the prepared area with a stiff bristle brush or broom. Do not allow the slurry to dry prior to installation of the repair material. Do not re-temper this bond coat.

3.2 EXECUTION FOR NEW CONCRETE

- A. CONTROL JOINTS: Construct using pre-molded key joints, inserts, tooled joints or saw cut joints. Minimum depth of control joints shall be one-fourth (1/4) of the slab thickness.
- B. REINFORCEMENT: Position support and secure any reinforcement against displacement.
- C. PLACEMENT: Comply with ACI 318.
- D. CURING: shall begin within eight (8) hours after placing by curing and sealing compound, moisture retaining covering (curing sheets), moist curing or a combinations thereof.
- E. SURFACE TOLERANCE: Not to exceed 1/8 in. under a 10 ft. straightedge.

3.3 MIXING

- A. Mechanical mixing is recommended with the use of a slow speed drill And a jiffler type paddle, or in an appropriate mortar mixer. Typical mixing time is 3-5 minutes. Do not add more water than is recommended by the manufacturer. Do not mix longer than 5 minutes.
- B. Only that portion of material that can be properly mixed within 10 minutes of application should be mixed.

3.4 APPLICATION

- A. Apply fresh mortar to the bond coat. Place repair mortar according to manufacturer's recommendations.

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- B. Evaporation Retarder: Where rapid surface evaporation may occur, in hot, windy conditions, apply specified evaporation retarder according to manufacturer's recommendations.
- C. Finishing: Completed repair surfaces should be straight, true and match existing profiles and surface texture. Do not overwork the surface.
- D. After application is completed and repair material has sufficiently set so resounding will not damage it, resound patched area to insure proper bonding of the repair material.

3.5 CURING

- A. All repaired surfaces must be cured for a minimum of 5 days with one of the following methods.
 - 1. Wet cure with burlap or wet burlap.
 - 2. Ponding.
 - 3. Sheeting material.
 - 4. Liquid membrane-forming curing compound. Apply per manufacturer's recommendations.
- B. Protect cured areas from storage and traffic during curing period.

3.6 CRACK REPAIR

- A. Epoxy Injection
 - 1. Preparation: Prepare the area and cracks to be injected in the following manner.
 - (a) Surfaces adjacent to cracks or other areas of application shall be cleaned of dirt, dust, oil, and grease or other foreign matter which may be detrimental to bond of injection surface seal.
 - (b) Entry ports shall be provided along the crack at intervals of not less than the thickness of concrete at that location.
 - (c) Surface seal material shall be applied to the face of the crack between the entry ports. Allow surface seal material to gain strength prior to injection.
 - 2. Equipment for Injection: Provide injection equipment that is portable, positive displacement type pump. The pump shall be electric or air powered and shall provide in-line metering and mixing. Equipment shall have the capability of maintaining the volume ratio for the epoxy adhesive within a tolerance of +/- 5 percent by volume at any discharge pressure up to 160 psi.
 - 3. Injection: Shall begin at the lowest entry port and continue until there is an appearance of epoxy adhesive at the next port adjacent to the entry port being pumped. The epoxy injection shall be transferred to the next adjacent port where the adhesive has appeared. Injection shall be performed until cracks are completely filled.
 - 4. Finishing: When cracks are completely filled, epoxy adhesive shall be cured for sufficient time to allow removal of surface seal without any draining or run-back of epoxy adhesive material. Surface seal material and any adhesive runs shall be removed from concrete surfaces. The face of the crack shall be finished flush with concrete, showing no indentations or protrusions caused by placement of entry ports.
 - 5. Filling Cored Holes: After the Work has been accepted by the Architect, cored holes shall be repaired using a two component-bonding agent and a suitable repair mortar. The bonding agent shall be applied to the surfaces of the cored holes, followed by application of repair mortar placed by hand trowel, thoroughly rodded and tamped in place, and finished to match color, finish, and texture of existing concrete.
- B. Crack Sealing by Gravity Repair Method:
 - 1. Notch cut cracks to 20 mils to 1.4-inch wider cracks with a mechanical router. Remove all loose debris and dust. Clean out cracks and voids by compressed air or as recommended by manufacturer.
 - 2. If appropriate, seal underside of the crack with a surface seal. Pour neat (no sand) low viscosity material in routed crack until it is completely filled. Allow to seep into the crack and refill. Finish material off flush with concrete so as not to show any indentations or protrusions.

3.7 CLEANING

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- A. General: Keep area clean during repair operation, remove and clean promptly, mortar, or epoxy spills with appropriate tools and solvents without damaging concrete. Collect and maintain site in a clean and orderly condition. Remove debris daily from site.
- B. Final Cleaning: Remove all mortar splatters, epoxy spills from the repair area and adjacent structures acceptable to the Engineer.

PART 4 PRICING

- 4.1 Pricing shall be done for each geographic area and the lowest price for each area will be awarded. Vendors may bid on one or all areas. The Lower Keys will include schools and facilities from the seven mile bridge to Key West. The Middle Keys will include schools and facilities located from the seven mile bridge up to the Long Key Bridge. The Upper Keys shall include schools and facilities north of the Long Key Bridge up through Mile Marker 108.
- 4.2 All unit prices shall be fully inclusive. No additional money will be paid for travel, expenses, or overhead items like cleanup and mobilization. All expenses shall be included in the unit price.
- 4.3 Hourly rate and percent mark-up of supplies are to be used by exception only. This will cover any items not specifically listed in the unit pricing but required to make a repair. This will be used at the discretion of the District Project Manager and BO for repair techniques that were not covered by the unit pricing. This is not to supplement pricing for work that should have been included in a unit price. Unit pricing should be complete for that style of repair.
- 4.4 A bid model including quantities from a typical but hypothetical job will be used in determining the lowest price (see page 12).
- 4.5 Definitions of units used in pricing
 - A. LF=per Linear Foot
 - B. SF=per Square Foot
 - C. CF=per Cubic Foot
 - D. CY=per Cubic Yard
 - E. EA=Each
 - F. HR=per Hour
 - G. %=Percent markup on materials

PART 5 BID REQUIREMENTS

- 5.1 All signature pages from this bid document, signed and notarized (if required).
- 5.2 Copies of required licenses and proof of insurance at specified levels.
- 5.3 Price Sheets

ITB 2017701 – Stanley Switlik Sewer Connection

CONTRACTOR: SAMPLE
BID MODEL FOR PRICING COMPARISONS

Description	QTY	UNIT	PRICE	TOTAL
Beam Spall Repair	100	CF	25.00	2,500.00
Column Spall Repair	100	CF	25.00	2,500.00
Ceiling Spall that is partial depth	30	SF	15.00	450.00
Floor Spall that is partial depth	30	SF	15.00	450.00
Balcony edge spall	50	LF	25.00	1,250.00
Exterior window sill edge spall	50	LF	25.00	1,250.00
Wall spall repair that is partial depth	30	SF	15.00	450.00
Stucco repair	400	SF	5.00	2,000.00
Wall, Ceiling, or floor crack repair	50	LF	2.00	100.00
Post Pocket Repair at balcony	5	EA	50.00	250.00
Post Pocket Repair on stair incline	5	EA	50.00	250.00
Rust spot repair	5	EA	15.00	75.00
Full depth repairs, deeper than 6" to full depth	100	SF	50.00	5,000.00
Slab crack, rout and caulk	50	LF	2.00	100.00
Ceiling crack, rout and caulk	50	LF	2.00	100.00
Leaking ceiling crack, urethane or epoxy injection	50	LF	2.00	100.00
Expansion Joint Repair, strike and replace caulk	100	LF	2.00	200.00
Drill and Epoxy dowels	25	EA	15.00	375.00
Epoxy Injection	50	LF	5.00	250.00
Flash patch up to 3/4" deep	50	SF	10.00	500.00
Flash patch >3/4" up to 1 1/2" deep	50	SF	20.00	1,000.00
Flash patch > 1 1/2" deep	50	SF	30.00	1,500.00
4" Concrete Slab with Fibermesh	200	SF	7.00	1,400.00
6" Concrete Slab with Fibermesh	100	SF	10.00	1,000.00
Concrete Forms 4"	50	LF	7.00	350.00
Concrete Forms 6"	50	LF	10.00	500.00
Demolition of concrete columns, beams, and forms	5	CY	3,000.00	15,000.00
Demolition of concrete slabs or pavers	5	CY	3,000.00	15,000.00
<i>Carpenter rate for repairs not covered by unit price</i>	4	HR	60.00	240.00
<i>Laborer rate for repairs not covered by unit price</i>	4	HR	35.00	140.00
Mark up on materials not covered by unit price	100	\$	130%	130.00
GRAND TOTAL				\$54,410.00

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LOWER KEYS PRICING

CONTRACTOR NAME: _____

Description	Unit	Unit Price
Beam Spall Repair	CF	\$ _____
Column Spall Repair	CF	\$ _____
Ceiling Spall that is partial depth	SF	\$ _____
Floor Spall that is partial depth	SF	\$ _____
Balcony edge spall	LF	\$ _____
Exterior window sill edge spall	LF	\$ _____
Wall spall repair that is partial depth	SF	\$ _____
Stucco repair	SF	\$ _____
Wall, Ceiling, or floor crack repair	LF	\$ _____
Post Pocket Repair at balcony	EA	\$ _____
Post Pocket Repair on stair incline	EA	\$ _____
Rust spot repair	EA	\$ _____
Full depth repairs, deeper than 6" to full depth	SF	\$ _____
Slab crack, rout and caulk	LF	\$ _____
Ceiling crack, rout and caulk	LF	\$ _____
Leaking ceiling crack, urethane or epoxy injection	LF	\$ _____
Expansion Joint Repair, strike and replace caulk	LF	\$ _____
Drill and Epoxy dowels	EA	\$ _____
Epoxy Injection	LF	\$ _____
Flash patch up to 3/4" deep	SF	\$ _____
Flash patch >3/4" up to 1 1/2" deep	SF	\$ _____
Flash patch > 1 1/2" deep	SF	\$ _____
4" Concrete Slab with Fibermesh 270 SF or more	SF	\$ _____
6" Concrete Slab with Fibermesh 355 SF or more	SF	\$ _____

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LOWER KEYS PRICING (CONT.)

CONTRACTOR NAME: _____

Concrete Forms 4”	LF	\$ _____
Concrete Forms 6”	LF	\$ _____
Demolition of concrete columns, beams, and forms up to 12’ above grade.	CY	\$ _____
Demolition of concrete slabs or pavers.	CY	\$ _____
Carpenter Hourly rate for repairs not covered by unit price	HR	\$ _____
Laborer Hourly Rate for repairs not covered by unit price	HR	\$ _____
Mark up on materials not covered by unit price		_____ %

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MIDDLE KEYS PRICING

CONTRACTOR NAME: _____

Description	Unit	Unit Price
Beam Spall Repair	CF	\$ _____
Column Spall Repair	CF	\$ _____
Ceiling Spall that is partial depth	SF	\$ _____
Floor Spall that is partial depth	SF	\$ _____
Balcony edge spall	LF	\$ _____
Exterior window sill edge spall	LF	\$ _____
Wall spall repair that is partial depth	SF	\$ _____
Stucco repair	SF	\$ _____
Wall, Ceiling, or floor crack repair	LF	\$ _____
Post Pocket Repair at balcony	EA	\$ _____
Post Pocket Repair on stair incline	EA	\$ _____
Rust spot repair	EA	\$ _____
Full depth repairs, deeper than 6" to full depth	SF	\$ _____
Slab crack, rout and caulk	LF	\$ _____
Ceiling crack, rout and caulk	LF	\$ _____
Leaking ceiling crack, urethane or epoxy injection	LF	\$ _____
Expansion Joint Repair, strike and replace caulk	LF	\$ _____
Drill and Epoxy dowels	EA	\$ _____
Epoxy Injection	LF	\$ _____
Flash patch up to 3/4" deep	SF	\$ _____
Flash patch >3/4" up to 1 1/2" deep	SF	\$ _____
Flash patch > 1 1/2" deep	SF	\$ _____

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MIDDLE KEYS PRICING (CONT.)

CONTRACTOR NAME: _____

4" Concrete Slab with Fibermesh 270 SF or more	SF	\$ _____
6" Concrete Slab with Fibermesh 355 SF or more	SF	\$ _____
Concrete Forms 4"	LF	\$ _____
Concrete Forms 6"	LF	\$ _____
Demolition of concrete columns, beams, and forms up to 12' above grade.	CY	\$ _____
Demolition of concrete slabs or pavers.	CY	\$ _____
Carpenter Hourly rate for repairs not covered by unit price	HR	\$ _____
Laborer Hourly Rate for repairs not covered by unit price	HR	\$ _____
Mark up on materials not covered by unit price		_____ %

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UPPER KEYS PRICING

CONTRACTOR NAME: _____

Description	Unit	Unit Price
Beam Spall Repair	CF	\$ _____
Column Spall Repair	CF	\$ _____
Ceiling Spall that is partial depth	SF	\$ _____
Floor Spall that is partial depth	SF	\$ _____
Balcony edge spall	LF	\$ _____
Exterior window sill edge spall	LF	\$ _____
Wall spall repair that is partial depth	SF	\$ _____
Stucco repair	SF	\$ _____
Wall, Ceiling, or floor crack repair	LF	\$ _____
Post Pocket Repair at balcony	EA	\$ _____
Post Pocket Repair on stair incline	EA	\$ _____
Rust spot repair	EA	\$ _____
Full depth repairs, deeper than 6" to full depth	SF	\$ _____
Slab crack, rout and caulk	LF	\$ _____
Ceiling crack, rout and caulk	LF	\$ _____
Leaking ceiling crack, urethane or epoxy injection	LF	\$ _____
Expansion Joint Repair, strike and replace caulk	LF	\$ _____
Drill and Epoxy dowels	EA	\$ _____
Epoxy Injection	LF	\$ _____
Flash patch up to 3/4" deep	SF	\$ _____
Flash patch >3/4" up to 1 1/2" deep	SF	\$ _____
Flash patch > 1 1/2" deep	SF	\$ _____
4" Concrete Slab with Fibermesh 270 SF or more	SF	\$ _____
6" Concrete Slab with Fibermesh 355 SF or more	SF	\$ _____

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UPPER KEYS PRICING

CONTRACTOR NAME: _____

Concrete Forms 4”	LF	\$ _____
Concrete Forms 6”	LF	\$ _____
Demolition of concrete columns, beams, and forms up to 12’ above grade.	CY	\$ _____
Demolition of concrete slabs or pavers.	CY	\$ _____
Carpenter Hourly rate for repairs not covered by unit price	HR	\$ _____
Laborer Hourly Rate for repairs not covered by unit price	HR	\$ _____
Mark up on materials not covered by unit price		_____ %

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GENERAL INFORMATION

A. INTRODUCTION

The School Board of Monroe County, Florida, hereinafter referred to as the “School Board” will accept sealed proposals from any responsive and responsible proposer as specified herein. Following is a tentative calendar:

B.

CALENDAR OF EVENTS ITB 2018800		
DATE:	TIME (ET):	ACTION:
December 2, 2017	8:00 AM	Release Solicitation
December 2, 6, 9, 2017	Publication	Notice of Solicitation /Bid Opening
December 18, 2017	5:00 PM	Last day for submission of written questions to MCSD
December 19, 2017	5:00 PM	Last day for MCSD to post answers to questions
January 11, 2018	9:00 AM	Proposal Due/Bid Opening (Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)
January 11, 2018	5:00 PM	Recommendation to Award
January 30, 2018	3:00 PM	Board Meeting (Open to Public – Marathon High School 350 Sombrero Beach Rd, Marathon, FL 33050)

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C. SUBMISSION REQUIREMENTS

All proposals must be submitted in sealed envelopes bearing on the outside the label provided on page 2 of this solicitation package. This includes: name of the Proposer and ITB 2018800 – Concrete Services. The proposal must be signed by a person(s) legally authorized to conduct business in the name of the Proposer.

The name, office address, e-mail address and office telephone number of the representative designed to serve as a liaison with the School Board must be included. Proposals received, which are at variance with these instructions, may not be given further consideration.

One (1) original, two (2) copies, and one (1) electronic copy (PDF format – single file) of the proposal package must be submitted no later than January 11, 2018 at 9:00 AM to:

**Monroe County School District
Administration Building - Internal Services Department / Purchasing Division, Room 119
241 Trumbo Road
Key West, Florida 33040**

D. CONDITIONS AND LIMITATIONS

- a) The School Board reserves the right to reject any and all proposals, to waive any irregularities or informality, and to accept or reject any items or combination of items.
- b) The School Board may consider all proposals and reserves the right to award the contract(s) in the best interest of the School Board.
- c) A proposal may not be withdrawn before the expiration of ninety (90) days after the proposal due date.
- d) The School Board will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs incurred.
- e) Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Public Records Law.
- f) Proposers, their agents and/or associates shall refrain from contacting or soliciting any official of the Monroe County School District or School Board member regarding this proposal during the selection process. Failure to comply with this provision may result in disqualification of the proposer.
- g) The proposal and the related responses of the selected proposer will by reference become part of the formal agreement between the selected proposer and the School Board.
- h) The School Board and the selected proposer(s) will negotiate a contract or contracts as to terms and conditions. In the event an agreement cannot be reached with the selected proposer in a timely manner, the School Board reserves the right to select an alternative proposer.
- i) Cancellation: In the event the proposer violates any of the provisions of this proposal, the Superintendent shall give written notice to the proposer stating the deficiencies and unless deficiencies are corrected within five (5) days, recommendations will be made to the School Board for immediate cancellation. The School Board reserves the right to terminate any contract resulting from this proposal at any time for any reasons, upon giving thirty (30) days prior written notice to the other party.
- j) Non-Discrimination: There shall be no discrimination as to race, sex, color creed, or national origin in operations conducted under this contract.

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k) Selling, Transferring or Assigning Contract: No contract awarded under these terms, conditions and specification shall be sold, transferred or assigned. In the event that the Proposer to which the contract is awarded merges with another entity, the School Board has the option to remain with the new institution or cancel the contract by giving 120 days advance written notice to the institution.

E. INSURANCE REQUIREMENTS

Comprehensive General Liability - with minimum occurrence limits of \$1,000,000 and General Aggregate of \$2,000,000 (Should limits of \$1,000,000 be prohibitive due to exposure or availability, \$500,000/\$1,000,000 may be sufficient). The liability policy will need to include an Additional Insured endorsement naming the Monroe County District School Board.

Commercial Auto Coverage - with minimum combined single limit of \$1,000,000 (Should \$1,000,000 be prohibitive due to exposure of availability, \$500,000 may be sufficient).

Workers Compensation - Statutory limits and Employers Liability \$100,000 /500,000/100,000. Note, if the contract is with a sole proprietor with no employees, he/she may not have Workers Compensation and may not be required by the state of Florida to carry this coverage. If this is the case and you decide to waive the WC requirement, we recommend that the District specifically include a disclaimer in the contract describing the status as an Independent Contractor and a sole proprietor with no employees and confirming that the District would not be responsible for providing Workers Compensation coverage for any work related injury or illness.

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GENERAL TERMS & CONDITIONS

1. PREPARATION OF PROPOSALS:

- a) **Bidder's Liability:** Respondents are expected to examine the specifications and all special and general conditions, requirements, and instructions. Negligence on the part of the respondent to make the necessary examinations and investigations, visit appropriate site locations and become familiar with ALL locations covered under this solicitation, or failure to fulfill, in every detail, the requirements of the contract documents, will not be accepted as a basis for varying the requirements of the district or for paying additional compensation to the contractor. Failure to do so is at the contractor's risk.

Failure to follow the instructions contained in the solicitation for completion of a solicitation response is cause for rejection of a proposal.

- b) **Submittal of Proposals: PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE.** The return address label provided with your solicitation invitation packet should be affixed to the outside of your envelope identifying it as a **sealed proposal**. **Submit proposals in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.** Any company not responding to this request with either a proposal or a "NO BID" *may be removed from the active broadcast list.*

- c) **Receipt of Proposals:** The Internal Services Department / Purchasing Division is not responsible for timely delivery of the U.S. or private courier mail. The Respondent is responsible to allow adequate mailing time, including time for interoffice mail delivery, or to take appropriate alternative steps to ensure that their proposal is delivered to the **Internal Services Department / Purchasing Division** by the specified due date and time.

LATE PROPOSALS WILL NOT BE OPENED.

- d) **Minimum Required Documents:** The following documents must be returned with your proposal to be considered responsive:

- i) Completed and signed **Invitation Package**
- ii) Completed **Proposal** form(s)
- iii) Certificate of Insurance

- e) **Forms:** All proposals must be submitted on and comply with the proposal forms provided. If additional space is required, the respondent may submit an attachment which will become part of the proposal response. The Invitation Package **must** be signed by the owner or authorized officer/agent of the company submitting a proposal or the proposal will be rejected. Facsimile (FAX) or email proposals will not be considered.

- f) **Quoted Prices:** Prices are to be submitted in accordance with the quantities required, which appear in the solicitation invitation. Unit prices will prevail over extended totals whenever the extended amount is in conflict with the estimated quantity (x) the unit price. When a total group price of two or more distinct items is requested, the Internal Services Department / Purchasing Division reserves the right to verify mathematical extensions and totals, correct extensions and totals if necessary and recommend an award based upon the overall group total.

- g) **Freight Terms:** All items are to be proposed **FOB destination** with all transportation charges prepaid and included in the proposal prices and title transferring to the district at the time of delivery, unless otherwise stated in solicitation. Any exceptions to these freight terms taken by the respondent must be clearly stated in the respondent's proposal. The Internal Services Department / Purchasing Division will evaluate any such exceptions and determine if the exception constitutes grounds for rejection of the respondent's proposal.

- h) **Item Specifications:** Specifications in this document may reference specific manufacturers' products and list their model or part numbers, followed by the words "or equal" or "approved brands". Unless the words "only" or "No Substitutes" is used in place of "or equal", these references are intended to establish a quality and performance standard only. Anything listed, herein, of a proprietary nature is done so without express knowledge or intent to exclude other manufacturers' products from consideration.

i) The term "*No Substitutes*" or "*Only*" may be used when compatibility with other articles or materials is required or if standardization is desired.

ii) Any item proposed as an alternate which lacks sufficient descriptive literature or technical information to enable a complete comparative analysis, may prevent its consideration.

iii) If the respondent does not clearly state in their proposal that an item proposed is an alternate to that specified, the respondent must furnish the specified item upon receipt of a purchase order or else be declared in breach of contract.

- i) **Insurance Certificate:** When an insurance certificate is required, detailed specifications for this insurance will be included in the Insurance Requirement section of the solicitation.

- j) **Product Certification:** When product certification is requested, the respondent must submit a signed, notarized affidavit along with their proposal attesting that the item meets all specifications requested.

- k) **Proposal Organization:** Respondents are expected to organize their proposals in such a manner as to facilitate the

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evaluation process. Proposals should be keyed or indexed to correspond with this solicitation. Responses should be correlated to the specific Submittal, Criterion, Section or Paragraph Number of the **Competitive Solicitation** or **Invitation to Bid** being addressed. District staff will make a reasonable effort to locate information in the proposals; however, failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate point credit or complete rejection of your proposal.

2. INQUIRIES/INFORMATION: Any questions by prospective respondents concerning requirements of this solicitation should be addressed by e-mail to Jessica.Bailey@KeysSchools.com. The Internal Services Department / Purchasing Division will assist vendors and facilitate questions to the appropriate individuals as deemed necessary. Requests for interpretation of the solicitation or additional information should be communicated to the Internal Services Department / Purchasing Division by e-mail prior to the "Last Day for Submission of Written Questions" period listed on the Calendar of Events. Vendors are encouraged to visit www.demandstar.com to obtain this information. The following information is available from this location, 24 hours per day, 7 days per week:

- A copy of a solicitation packet for a contract or project currently issued and any associated addenda (It is the respondent's responsibility to check www.demandstar.com frequently for an updated list of issued addenda)
- A listing of solicitations scheduled for award
- Historical solicitation award information
- A copy of all required documentation

3. ACCEPTANCE AND WITHDRAWAL OF PROPOSALS: A proposal (or amendment thereto) will not be accepted by the Internal Services Department / Purchasing Division after the time and date specified for the proposal opening, nor may a proposal (or amendment thereto) which has already been opened in public be withdrawn by the respondent for a period of ninety (90) calendar days after the proposal opening date and time, unless authorized by the Superintendent. By written request to Superintendent, the respondent may withdraw from the solicitation process and ask to have their sealed proposal returned at any time prior to the closing date and time for the receipt of proposals.

4. AMENDMENT & CANCELLATION: The Internal Services Department / Purchasing Division reserves the right to cancel, recall and/or reissue all, or any part, of this solicitation or Invitation to Bid, at any time, if it is found to be in the best interest of the district to do so.

5. SOLICITATION OF DISTRICT EMPLOYEES & ACCEPTANCE OF GRATUITIES: The district expressly prohibits respondents from making any offer of employment or any other offering of value to any employee of the district who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this solicitation.

6. QUALIFICATIONS OF RESPONDENT: Proposals will be considered only from contractors, manufacturers, authorized distributors or dealers who are normally engaged in the manufacture, sale or distribution of the materials or services requested herein. The respondent must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the district. The Internal Services Department / Purchasing Division expressly reserves the right to reject any proposal if it determines that the business and technical organization, equipment, financial and other resources, or experience of the respondent, compared to work proposed, justifies such rejection.

7. CONFIDENTIALITY OF STUDENT RECORD INFORMATION: Student record information may be provided to vendors to enable them to respond to a sealed competitive solicitation or to an Invitation to Bid, or to perform under a contract already awarded to them. Vendors are hereby notified that any such student record information must be kept strictly confidential and may not be released to any other person or entity without authorization, pursuant to FS. 228.093 and Rule 6A-1.0955, FAC. Failure to comply with this directive could result in civil liability.

8. NON COLLUSION: The respondent, by affixing its signature to this proposal, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

9. CONFIDENTIALITY OF INFORMATION SUBMITTED BY RESPONDENT: The district reserves the right to retain all copies of respondents' proposals and associated documentation submitted. Under Florida's public records laws, sealed proposals received by the district pursuant to competitive solicitations or requests for proposals may only be kept confidential until such time as the district provides notice of a decision or intended decision or within 30 days after the proposal opening, whichever is earlier. Vendor requests to hold certain submitted materials or information in confidence cannot generally be honored. If a vendor feels that public scrutiny of certain information requested in the solicitation documents could be detrimental to its business, the vendor should notify the district and cite the governing statute which exempts such material from public scrutiny.

In the matter of solicitations requiring a negotiation process; If the District rejects all sealed replies, the records may remain exempt from Florida Statute 119.07 until such time as the District provides notice of a decision or intended decision

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pursuant to Florida Statute 120.57(3)(a) concerning the reissued invitation or until the District withdraws the reissued invitation. Records may not remain exempt for longer than 12 months after the initial notice rejecting all replies. (FS 286.0113(3))

10. SUBCONTRACTING: The respondent must describe in their proposal, all responsibilities that the respondent anticipates assigning or subcontracting, identify all the subcontractors and also describe how the respondent will manage these subcontractors. The vendor will be held directly responsible and liable for the actions of all of its subcontractors and the actions of its subcontractors' employees.

11. INTELLECTUAL PROPERTIES: If this agreement specifically provides for product development work on behalf of the District, any discovery, invention or work product produced for the District under this contract shall be the sole and exclusive property of the District. The vendor assigns to the District any and all claims of any kind, type or nature to such property, including but not limited to patent rights, copyrights and rights in data, arising out of the specific development covered by such agreement. Unless specifically agreed by the parties in writing, this paragraph will not apply to customizations of vendor's product. Any intellectual property rights arising out of such customizations will be the property of vendor. The parties acknowledge that if this Agreement does not specifically include the funding of any development, then all products, processes, or similar works developed and/or prepared by vendor in the course of this Agreement shall be the exclusive property of the vendor.

12. PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST
Per the provisions of Florida Statute 287.133 (2)(a), "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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list".

13. PROPOSAL PREPARATION COSTS: The costs to develop the proposal are entirely the responsibility of the respondent, and shall not be charged in any manner to the district. This includes, but is not limited to, the direct cost of the respondent's personnel assigned to prepare the respondent's response to this solicitation and any out-of-pocket expenses (including, but not limited to, travel, accommodation, supplies) incurred by the respondent in preparing their proposal.

14. VARIANCE TO SOLICITATION DOCUMENTS: For the purpose of proposal evaluation, respondents must clearly stipulate any or all variances to the solicitation documents or specifications, no matter how slight. If variations are not stated in the respondent's proposal, it shall be construed that the proposal submitted fully complies in every respect with our solicitation documents.

15. ADDENDA TO SOLICITATIONS IN PROCESS: Interpretations of the solicitation, clarification of solicitation specifications and requirements or changes to the solicitation which have a *material effect* will be documented and communicated to respondents **only by written addenda posted on www.demandstar.com**. Verbal responses to respondents' questions do not constitute an *official response* unless documented in the form of written addenda and shall be considered inadmissible in bid protest proceedings. All such written addenda should be acknowledged on the "**Addendum Acknowledgement Form**" or by returning a copy of the signed addendum along with your proposal as proof of receipt. Failure to acknowledge such addenda may constitute cause for rejection of your proposal. Telegraph, facsimile or email acknowledgements of addenda will not be accepted.

16. FLORIDA STATE CONTRACTS & FLORIDA DEPARTMENT OF EDUCATION CONTRACTS: If a company currently holds a contract with the State of Florida, Department of Management Services, Division of Purchasing or the Florida Department of Education (FDOE), to supply the products or services requested in this solicitation, the respondent shall quote not more than the prices listed in these approved contracts. Failure to comply with this request may result in disqualification. The Internal Services Department / Purchasing Division reserves the right to reject all proposals and purchase from State contracts or FDOE contracts if doing so represents the best interests of the district.

17. SAFETY REQUIREMENTS: All items proposed must comply with ALL applicable safety requirements as required by Federal, State and local regulations, OSHA & EPA guidelines, and any other laws and regulations that govern the item(s) or services requested in this solicitation. All electrically operated equipment shall be UL® rated or approved. Corded equipment shall have a 3-wire grounded power cord or be double insulated and labeled as such.

18. PURCHASE OF MATERIALS WITH RECYCLED CONTENT: The Internal Services Department / Purchasing Division will seek alternative proposals, whenever possible, for select products containing recycled materials. Such products shall be purchased as long as all specifications are met and the price does not exceed an amount 10% more than the cost of comparable products made from 100% virgin materials.

19. MANUFACTURER'S CERTIFICATION: The Internal Services Department / Purchasing Division reserves the right to request a separate letter from the manufacturer of the products proposed certifying that all statements and claims

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made in the proposal are true, and that all products proposed meet or exceed the specifications stated in the solicitation documents.

20. SOLICITATION QUANTITIES: Quantities listed in the solicitation are estimates provided for respondent information purposes only. No guarantee is given or implied as to the exact quantities which will be purchased from this solicitation. The district reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the proposal pricing or the terms and conditions of the solicitation.

21. METHODS OF AWARD:

- a) **“By Item”:** Each item in the solicitation may be awarded individually to the lowest responsive and responsible respondent.

- b) **“All or None by Group, Section or Category”:** The solicitation will/may be divided into Groups, Sections or Categories of similar types of items when it would be impractical to split the award to multiple vendors. Each Group, Section or Category will be awarded to the lowest responsive and responsible respondent for all items contained within the Group, Section or Category. Respondents are required to propose on all items within the Group, Section or Category in order to be considered for award of that Group, Section or Category. After proposals are opened and tabulated, the Internal Services Department / Purchasing Division reserves the right to delete one or more items within a Group, Section or Category and recommend award of the balance of the items contained within that Group, Section or Category, when to do so represents the best interests of the district.

- c) **“All or None”** The solicitation will/may be awarded to all respondents to the solicitation, or may be awarded to no respondents. In the event of awarding to no respondents, the school district will issue a “Notice to Reject All Bids”.

- d) **“Primary & Secondary Suppliers or Contractors”.** The solicitation is awarded to both a **Primary** and a **Secondary** supplier or contractor when it is critical to have a backup source of supply, or when it is anticipated that only one vendor cannot effectively handle the volume of business generated under the contract. In the event that the **Primary** supplier or contractor cannot perform in accordance with the district's needs, the district reserves the right to use the **Secondary** supplier or contractor at its sole discretion. The **Primary** and a **Secondary** suppliers or contractors are defined as the two lowest Responsive and Responsible respondents.

- e) **“Rotating Short List of Contractors”.** An ITB is awarded to a short list of Responsive and Responsible contractors, the number of which is pre-defined in the solicitation documents. The district will use a list of selection criteria to determine eligibility to make the short list. Project work is rotated through

the short list as it is identified. Every effort is made to equitably distribute the workload amongst all contractors.

- f) **“Qualified Supplier Sourcing”** An RFQ (*Request For Qualifications*) is awarded to a listing of suppliers based on qualification criteria. The district will use a list of selection criteria to determine eligibility and award consideration.

22. DELIVERY LEAD TIME: Each respondent shall state the number of consecutive calendar days they require after receipt of order (A.R.O.) to either complete delivery or provide the requested services in the space provided on the **Proposal** form. The length of time to complete a project and deliver all of the items ordered could be a factor in awarding this solicitation. If a finite number of days have been specified for delivery or project completion, this deadline must be met. If a finite number of days have not been specified in the solicitation and the respondent has not stipulated a specific lead time for delivery in their proposal, orders will be considered delinquent after 30 days from the issue date of the purchase order.

23. TAXES: Purchases are exempt from **ALL** Federal excise and State sales tax.

24. FISCAL NON-APPROPRIATIONS CLAUSE: In the event sufficient budgeted funds are not available for a new fiscal period, the Internal Services Department / Purchasing Division shall notify the vendor of such an occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the district.

25. SOLICITATION SAMPLES: The respondent shall provide product samples, without charge, when requested. Criteria used to determine compliance with specifications include, but are not limited to; performance, delivery lead time, workmanship, fit and finish, compatibility with existing stock, and durability. If the sample is not consumed through testing, it will be returned to the respondent when said request is submitted with the proposal. Unused samples will be returned at the respondent's risk and expense. The successful respondents' samples may be retained until all the terms of the purchase order or contract have been fulfilled. All samples are to be submitted at the place indicated in the **Special Conditions** section of the solicitation in accordance with the instructions outlined therein.

26. PROMPT PAYMENT DISCOUNTS: Only prompt payment discounts offered for thirty (30) days or longer will be taken into consideration when determining lowest proposal.

27. TIE PROPOSALS: In the case of identical qualified proposals, if all other considerations are equal, the Board prefers to purchase within the District from established local vendors.

28. ERRORS AND OMISSIONS: In the event an error or obvious omission is discovered in a respondent's proposal, either by the Internal Services Department / Purchasing

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Division or the respondent, the respondent may have the opportunity of withdrawing their proposal, provided they can produce sufficient evidence to document that the error or omission was clerical in nature and unintentional. Actual original copies of working papers, calculations, etc., may be requested at the Internal Services Department / Purchasing Division's discretion, to support the validity of such a request. This privilege shall not extend to allowing a respondent to change any information contained in their proposal; however, in the event of a minor omission or oversight on the part of the respondent, the Internal Services Department / Purchasing Division (or designee) may request written clarification from a respondent in order to confirm the evaluator's interpretation of the respondent's response and to preclude the rejection of their proposal, either in part or in whole. The Internal Services Department / Purchasing Division will have the authority to weigh the severity of the infraction and determine its acceptability. Informalities and improprieties may be waived if deemed to be in the best interest of the district to do so.

29. BASIS OF AWARD OF SOLICITATIONS: When price and specification compliance are the primary criteria for making the vendor selection, the Superintendent will recommend the lowest responsive and responsible respondent(s) to the Board. A "Responsive" Respondent is defined as one whose proposal is in substantial conformance with the material requirements of the solicitation. A Respondent who substitutes its standard terms and conditions for the district's, or who qualifies its proposal in such a manner as to nullify or limit its liability to the district will be considered non-responsive. A "Responsible" respondent is defined as one who is able to satisfactorily perform the work described in the Competitive Solicitation or Invitation to Bid. The district may apply all, or any part of the following criteria to measure a Respondent's degree of responsibility

- Size of firm
- District's past experience with firm
- Financial status of firm
- Capabilities of Management and Technical staff
- Labor relations
- Internal procedures of the firm
- Capacity of the firm
- Bonding capacity
- Reputation of firm among its peers
- Customer references
- Service after the sale
- Facilities and reserve facilities
- Location of firm
- Location of service facilities
- Professional credentials

When additional criteria other than price must be considered, a point system may be used to make the vendor selection, the Audit & Finance Committee (AFC) will then recommend the vendor receiving the highest point score to the Board. With Requests for Proposals, where a point and ranking system is used to make the vendor selection, the AFC will recommend

the vendor ranked best to the Board. Slight variations or irregularities may be accepted by the Board if either is found to be in its best interest of the district to do so. The AFC shall be solely responsible for determining the acceptability of a proposal.

30. REJECTION OF PROPOSALS: A proposal may be rejected by the Internal Services Department / Purchasing Division if it is non-responsive or the respondent is determined to be not responsible. A proposal is not officially rejected until the School Board approves the recommendation. Proposals may not be rejected frivolously to avoid a protest or litigation. The Board reserves the right to reject any or all proposals received.

31. NOTICE OF INTENT TO AWARD SOLICITATIONS: Once proposals are evaluated and a recommendation for award is received by the Internal Services Department / Purchasing Division, a *Notice of Intent to Award* will be posted on www.demandstar.com. The recommendation for award is not official until approved by the School Board. Intent to Award Notices are normally posted on or about two weeks preceding the Board meeting date listed on the Calendar of Events. Occasionally a supplemental posting may occur after the regular posting if it is essential to include the award on the next Board agenda. This schedule may vary depending on the Board meeting schedule from month to month. **Since this information is available as outlined above, the Internal Services Department / Purchasing Division will not mail or fax intent to award notices to all respondents.**

32. BID PROTEST: If a respondent wishes to protest a solicitation, they must do so in strict accordance with Monroe County School Board Policy 6320. Copies of this procedure are included in the solicitation document and are also available at www.KeysSchools.com. Any person who files an action protesting the solicitation specifications or a decision or intended decision pertaining to this solicitation pursuant to FS 120.57(3)(b), shall post with the Internal Services Department / Purchasing Division at the time of filing the formal written protest, a bond payable to the Monroe County School District in an amount equal to 5 percent (5%) of the total estimated contract value, but not less than \$10,000 nor more than \$25,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, or certified bank check, will be an acceptable form of security.

Failure to file a protest within the time or manner prescribed shall constitute a waiver of proceedings.

Any person who is adversely affected by the District's decision or intended decision concerning a proposal solicitation or a contract award shall file with Superintendent a written notice of protest within seventy-two (72) hours after posting of the notice of the decision or intended decision. Saturdays, Sundays and

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legal holidays shall be excluded in the computation of the 72-hour time periods. The formal written protest shall be submitted by the person within ten (10) days after filing the notice of protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. A protest is officially filed when it is received in the Internal Services Department / Purchasing Division. The formal written protest shall contain the following: (a) name, address, and file or identification number, if known, of the affected agency. (b) Name and address of the affected party (c) a state of the ultimate facts upon which the protest is based: and, (d) such other information as deemed relevant the issue.

33. NOTIFICATION OF SOLICITATION AWARD: After the Board awards a solicitation, the Internal Services Department / Purchasing Division will issue an official award letter, a purchase order, or both, which will authorize the respondent to commence delivering materials or providing services.

34. AUTHORIZATION TO PERFORM UNDER A CONTRACT: All purchases must be properly authorized in advance. Vendors must first obtain either a printed purchase order, a purchase order number or a purchasing card account number before commencing performance under a contract. Vendors shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the buyer listed on the purchase order. Additional work must be authorized in advance by the buyer who will issue either a change order to the original purchase order or a supplemental purchase order. The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

35. POINT OF CONTACT: The district will consider the selected respondent(s) to be the sole point of contact with regard to all contractual matters, including payment of any and all charges.

36. ASSIGNMENT OF CONTRACT: The final contract to be awarded and any resulting amounts to be paid shall not be transferred, pledged, or assigned without the prior written approval of the district.

37. LICENSES AND PERMITS: The vendor shall obtain and pay for all necessary licenses, permits, and related documents required to comply with the solicitation specifications. The vendor shall save and hold harmless the district as a result of any infraction of the aforementioned.

38. CONDITION OF ITEMS: Unless otherwise specified in the **Special Conditions** section of the solicitation, all items requested must be **new**, the **latest model manufactured, first quality, carry the manufacturer's standard warranty** and be **equal to or exceed the specifications** listed in the solicitation. Proposals on "*used, remanufactured* or *reconditioned* equipment" or "*blem*s or *seconds*" will not be considered unless specifically requested in the solicitation documents.

39. INSPECTION: The district reserves the right to have inspectors on the premises of the respondents or manufacturers at any time during the manufacturing or assembly process to verify compliance with solicitation specifications.

40. PACKAGING: All products require adequate packaging to protect them from damage in transit. Packaging must fully cover and protect merchandise. Vendors must fully comply with all special packaging requirements, if and when specified in the solicitation document. When corrugated carton packaging is specified, poly wrap or blanket wrap will not be acceptable. Respondents are requested to provide products with environmentally safe packaging if at all possible. The district assumes no responsibility for damage of any kind incurred while the items are in transit. Respondents may adjust unit packaging up or down only when attempting to reach the next standard unit pack. Otherwise, only exact quantities requested will be accepted and no overages will be allowed.

41. STANDARDS OF CONDUCT Vendors awarded a contract will be held to the same standards of conduct as employees of the school district while conducting business with the district. These standards, as defined in School Board policies, will apply not only to employees of the vendor, but also to the employees of its subcontractors. Standards of Conduct are located at www.KeysSchools.com

42. ITEM SUBSTITUTIONS & DISCONTINUATIONS: Under no circumstances may a vendor substitute a different product for any item they were awarded from this solicitation, without prior approval from the Internal Services Department / Purchasing Division. In the event an awarded item is discontinued by the manufacturer or the vendor no longer offers the item in their product line during the term of this solicitation, the vendor **must** provide an acceptable substitute item at a mutually acceptable negotiated price, or risk being found in default. The vendor must file a written request with the Internal Services Department / Purchasing Division and be granted approval to substitute, in writing, before any substitution may be made. Requests to substitute should be accompanied by complete detailed, technical specifications for the proposed substitute item, and a sample, if requested. The district reserves the right to purchase on the open market while negotiations are being conducted.

43. RECEIPT OF MERCHANDISE & DELIVERY NOTIFICATION: The purchaser reserves the right to reject any and all materials or products delivered which, in its opinion, do not comply with the solicitation specifications, within 5 calendar days of receipt. All materials or products rejected by the purchaser shall be promptly removed and replaced by the vendor at no charge. All shipments are to be off-loaded from the delivery vehicle to the loading dock or brought inside the building if the facility has no loading dock. The exception will be for materials obviously intended for outdoor use. Deliveries shall be made between the hours of 8:00 A.M. and 5:00 p.m.,

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Monday through Friday, excluding holidays, unless stipulated. Exceptions to this schedule will be stated in the **Special Conditions** or on the purchase order. For shipments which may require the assistance of district personnel to off-load merchandise, or when the purchase order specifies vendor installation, the person to whose attention the items are being shipped should be notified a minimum of forty-eight (48) hours prior to delivery to allow sufficient time to prepare the area.

44. EQUIPMENT DEAD ON ARRIVAL (D.O.A.): Any product shipped which arrives inoperable or ceases to function within seven (7) business days of the initial installation shall be considered DOA and shall be replaced by the vendor with a new product identical to the one ordered within 30 days of notification at no charge to District.

45. INVOICES AND PAYMENT TERMS: All invoices, packing lists, and correspondence should reference our purchase order number. Unless otherwise stated in the **Special Conditions**, payment will only be made after the merchandise or services have been:

- Received complete or substantially complete;
- Inspected and found to comply with all specifications and be free of damage or defect;
- Properly invoiced. A minimum of **thirty (30)** days is required for payment. Photocopies of original invoices may be sent to other district personnel if they request it, but the original copies must be sent to the District. Failure to follow this procedure may result in payment delays. Occasionally, a school may issue its own internal purchase order. Invoices associated with a school's internal purchase order should be submitted directly to the school for payment.

46. BREACH OF CONTRACT AND TERMINATION FOR CAUSE: The District reserves the right to terminate this contract for cause. The failure of the vendor to comply with any provision of this contract shall constitute a breach of contract and just cause for termination. Prior to the district terminating a contract, the Superintendent will initiate an internal review of the case in which the vendor may be invited to participate. If after examining the facts surrounding the case, the Superintendent feels that sufficient grounds exist to declare the vendor in default, he or she shall notify the vendor in writing, making specific reference to the provision(s) that gave rise to the default. The vendor shall then be entitled to a period of five (5) working days from receipt of such notice in which to cure the breach. If the breach is not cured within the five(5) day period, the Superintendent (or designee) shall serve a written notice of termination on the vendor, which shall become effective thirty (30) calendar days from the vendor's receipt of such notice. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further breach or non-compliance.

47. RENEWAL OF SOLICITATIONS: This Contract may be renewed for a period that may not exceed three (3) years or the term set forth above, whichever period is longer. The compensation for the renewal term shall be determined prior to renewal of this contract and is subject to approval by the MCSB. Further, renewal of this contract is contingent upon a determination by the MCSB that the services have been satisfactorily performed, that the services are needed and upon availability of funds.

48. ADMINISTRATIVE REGULATION ON FINGERPRINTING: All Vendors awarded contracts that require contractors, workers, or subcontractors to perform services on school facility grounds will comply with The Jessica Lunsford Act. The expense of fingerprinting individuals is to be borne by the contractor or person finger printed unless waived by the Superintendent. In accordance with the legislative mandate set out in sections 1012.32, 1012.465 and 435.04, Florida Statutes (2005) as well as with the requirements of HB 1877, The Jessica Lunsford Act (2005), effective September 1, 2005, Contractor agrees that all of its employees and sub-contractors, including employees of sub-contractors, who provide or may provide services under this Contract have completed all background screening requirements through a Monroe County School Board designee pursuant to the above-referenced statutes. It is recognized and agreed that the provisions and exceptions relating to the dictates of The Jessica Lunsford Act, and codified at sections 1012.321, 1012.465, 1012.467 and 1012.468 of the Florida Statutes, shall apply to the requirements of this paragraph where so applicable.

49. CIVIL RIGHTS COMPLIANCE: The Contractor certifies it is in compliance with the Office for Civil Rights requirements with respect to nondiscrimination on matters related to race, sex, handicap or age, and the contractor further agrees that it shall not discharge; fail or refuse to hire; limit, segregate, or classify employees or applicants for employment opportunities or adversely affect any individual's status as an employee; or otherwise to discriminate against any individual with respect to compensation, terms conditions or privileges of employment, because of such individual's race, color, religion, sex, national origin, age, handicap or marital status except as may otherwise be provided by law or as a result of a bona fide occupational qualification reasonably necessary for the performance of the particular employment.

50. FEDERAL LAW COMPLIANCE: The Contractor certifies it is in compliance with applicable provisions of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1974; Section 504 of the Rehabilitation Act 1973; The Individuals with Disabilities Education Act; and the Immigration Reform Act of 1986, all as may be amended from time to time.

51. VENDOR CONDUCT DURING SOLICITATION: Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting

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the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation,

except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

ACKNOWLEDGMENT OF ADDENDUM

As the person authorized to sign the statement, I certify that this firm acknowledges any and all addendum that may have been issued as part of this bid. All addendum are issued via www.demandstar.com

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

ADDENDUM NO. ____ DATED _____

Date: _____

Applicant's Signature

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STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement/project, please return this form immediately. Thank you.

School Board of Monroe County, Florida

We, the undersigned have declined to submit a proposal due to the following reason(s):

- Specifications too "tight", i.e. geared toward one brand/manufacturer/service only (explain below)
- Unable to meet time period for responding to proposal.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond/Insurance requirement(s).
- Specifications unclear (explain below).
- Unable to Meet Insurance Requirements.
- Please Remove Us from Your "Bidder's List".
- Other (specify below).

REMARKS: _____

We understand that if the "No Bid" letter is not executed and returned our name may be deleted from the Bidder's List of the School Board of Monroe County.

Company Name: _____

Email: _____

Proposal Number: _____

Date: _____

Signature: _____

Fax: _____

Telephone: _____

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CONTRACTOR RULES

The following is a list of rules that contractors/vendors and their personnel must adhere to while working on Monroe County School projects. Failure of the contractor/vendor to abide by the rules will result in the violators being removed from the job site. All costs resulting from this will be the responsibility of the contractor/vendor. Please sign these rules and indicate the contractor/vendor’s agreement to follow them.

- Casual communications by contract/vendor personnel with students, staff, or faculty is prohibited.
- Convicted felons and employees with a past history of child abuse or molestation shall not be used on Monroe County School projects.
- The schools are “Drug Free Zones,” use or possession of illegal substances and alcohol in any form are prohibited.
- The schools are “Tobacco Free,” no tobacco use is permitted on the school campus, in parking lots, or inside school restrooms.
- Vulgar language or gestures discernible to students or school staff is prohibited.
- Fighting or physically abusive actions of a similar nature are prohibited.
- Appropriate and modest attire is required while working on school campus. Revealing clothing will not be permitted.
- Clean up of work area is required on a daily basis. Hazardous materials shall not be put in school trash receptacles.
- Work that may be disruptive to the school shall be scheduled with the school administration or done after normal school hours.
- Pets are not allowed on campus.

Signature

Date

Printed Name

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DEBARMENT CERTIFICATION

“The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this _____ day of _____, 20_____.

By _____
Authorized Signature/Contractor

Typed Name/Title

Contractor's Firm Name

Street Address

City/State/Zip Code

Area Code/Telephone Number

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IDENTICAL TIE PROPOSALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more of a proposal, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, an proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tie vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation 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 proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Vendor’s Signature

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NON-COLLUSION AFFIDAVIT

I, _____ of the City of _____ according to law on my oath, and under penalty of perjury, depose and say that;

1) I am _____, the bidder making the proposal for the project described as follows:

2) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to proposal opening, directly or indirectly, to any other bidder to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, an proposal for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County School District relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

Signature of Authorized Representative

Date

STATE OF _____,

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, ___ being personally known, ___ or having produced _____ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires:

ITB 2018800 – Concrete Services

PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

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RELATIONSHIP DISCLOSURE AFFIDAVIT (CONTRACT FORM 'RDA')
(REV. 1/17)

THE SCHOOL DISTRICT OF MONROE COUNTY

BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, _____, of the City/Township/Parrish of _____, State of _____, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:
Name of company/vendor: _____ and Nature of services presently being offered to School District: _____

_____.

2) I have ___ have not ___, at any time, and excluding the instant proposal, had a business or personal relationship with any member of the School Board of Monroe County, Florida, and/or with any employee of the School District of Monroe County, Florida.

a.) The details of my or my company's present and/or former relationship, excluding the instant proposal, are listed below, including any current or previous work done for Monroe County School District.

b.) Include particular Board member or employee's name(s), position held by such member or employee and relevant date(s); use reverse for space if needed.

_____.

3) The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Monroe County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

Date

(Signature of Authorized Representative)

STATE OF _____
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, ___ being personally known, ___ or having produced _____ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20____.

NOTARY PUBLIC

My commission expires:

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DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

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 section (1).
4. In the statement specified in section (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, 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, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Applicant’s Signature

Date

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SB 988 – HIGH-RISK OFFENDERS

by Argenziano (*HB 7103 by Safety & Security Council*)

AMENDS: ss. 322.141, 322.212, 775.21, 943.0435, 944.607, 1012.465, F.S.

CREATES: ss. 1012.321, 1012.467, 1012.468, F.S.

EFFECTIVE: July 1, 2007

THIS BILL HAS SCHOOL BOARD POLICY IMPLICATIONS

This bill amends Jessica Lunsford Act provisions that require background checks for contractors on school grounds. The bill defines “noninstructional contractor” to mean any vendor, individual, or entity under contract with a school or with the school board who receives remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. The term also includes such contractor’s employees and subcontractors and subcontractor’s employees. The bill defines “school grounds” to mean the buildings and grounds of any public prekindergarten, kindergarten, elementary school, middle school, junior high school, high school, or secondary school, or any combination of grades prekindergarten through grade 12, together with the school district land on which the buildings are located. The term does not include any other facility or location where school classes or activities may be located or take place, the public school buildings and grounds during any time period in which students are not permitted access, or any such buildings during any period in which it is used solely as a career or technical center for postsecondary or adult education.

The bill provides a list of offenses that automatically disqualify a noninstructional contractor from being on school grounds when students are present. The bill also provides an exemption from the screening requirement for a non-instructional contractor who:

- is under direct line-of-sight supervision of a person who meets the screening requirements;
- is already required, and has undergone, a level 2 background screening;
- is a law enforcement officer assigned or dispatched to school grounds, or an employee or medical director of an ambulance provider;
- works and remains in an area separated from students by a 6-foot chain link fence;
- provides pick-up or delivery services to school grounds.

The bill also exempts instructional personnel who work with children with developmental disabilities or who are child care personnel meeting certain requirements. The exempted contractors are subject to a search of the online state and national registry of sexual predators and sexual offenders at no charge to the contractor.

For those subject to a fingerprint-based background check, the check must be performed at least every five years and may be paid for by the school board, the school, or the contractor. Any fee charged by a school board may not exceed 30 percent of the total costs charged by FDLE and the FBI for the check. FDLE is required to implement an Internet-based system for school districts to share the results of the background checks.

Further, the bill requires a contractor who is arrested for a disqualifying offense to report the arrest to the employer or primary contractor and the school district within 48 hours. If a contractor has been arrested for a qualifying offense, it is a third-degree felony for the contractor to willfully fail to report the arrest or for an employer or primary contractor to knowingly authorize the contractor to be on school grounds when students are present. If a contractor is to be denied access to school grounds, the school district must notify the contractor of the basis for denial. The only basis for contesting the denial is mistaken identity and misinterpretation of an offense from another jurisdiction. The bill provides immunity from civil and criminal liability for employees of school districts and schools who share background check information in good faith. It also provides that the new or amended portions of the School Code are not intended to create a new duty of care or basis of liability, or to create a private cause of action.

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Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin: 0; font-size: small;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ITB 2018800 – Concrete Services

Monroe County School District
Vendor Information Sheet

Vendor Name: _____

Federal EIN/SSN: _____

Primary Address: _____

Payment Address: _____

Contact Name: _____

Phone: _____ ext. _____

Fax: _____

E-Mail: _____