

Monroe County School District

REQUEST FOR PROPOSAL

RFP 2017709

Tommy Roberts Memorial Stadium LED Lighting



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Vice-Chairman

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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”.

<p>SEALED PROPOSAL • DO NOT OPEN</p> <p>SOLICITATION NO.: RFP 2017709</p> <p>SOLICITATION TITLE: Tommy Roberts Memorial Stadium LED Lighting</p> <p>SUBMISSION DUE: February 21, 2017 at 9:00 AM</p> <p>SUBMITTED BY: _____ (Name of Company)</p> <p>DELIVER TO: MONROE COUNTY SCHOOL DISTRICT ATTN: Purchasing Department 241 Trumbo Road Key West, FL 33040</p>

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.

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REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on February 21, 2017 at 9:00 AM the School Board of Monroe County (the “School District” or “School Board”) will open sealed proposals for the following:

RFP 2017709

Tommy Roberts Memorial Stadium LED Lighting

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 Purchasing Department, 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 Purchasing Department on or before February 21, 2017 at 9:00 AM. No waivers shall be allowed for proposals which have not been submitted to the Purchasing Department by the deadline date. One (1) signed original, five (5) 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
Purchasing Department, 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, CPP, CPPM, RMLO
Supervisor, Purchasing/Contracts/Property Control/Records Management**

Released in Key West, Florida, January 11, 2017

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**District School Board of Monroe County
Purchasing Department**

PROPOSAL FORM

RFP 2017709 – Tommy Roberts Memorial Stadium LED Lighting

BID DUE /BID OPENING DATE/TIME: FEBRUARY 21, 2017 AT 9:00 AM

RETURN ONE (1) SIGNED ORIGINAL, FIVE (5) 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 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 46 inclusive of this Request for Proposal, 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 Request for Proposal, and any released Addenda and understand that the following are requirements of this RFP 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

1. **Mandatory pre-bid meeting January 26, 2017 at 9:30 a.m.** Meet at Tommy Roberts Memorial Stadium (TRMS) by concessions stand for the baseball field.
2. **General** – This proposal is to include all engineering, labor, and materials for a state of the art LED athletic field lighting system for the TRMS complex. This project will include re-lamping existing poles with LED fixtures, rewiring from a new transformer to each light pole, controls for the new lighting system, and repowering existing feeds that are on the current lighting power loop. Lighting System components shall be ordered as soon as they are approved by the district. The equipment order is paramount in finishing this project on time. Work is to commence as soon as possible during the summer break. All work must be coordinated with the school, the maintenance department, and KEYS Energy Services. Work should be done in a fast track manner. Electrical site work will need to start while lighting equipment is on order. Lighting system must be fully operational before **August 1st, 2017**. Provide alternate pricing to move two inset poles out to the edge of the property. Areas included in the project are:
 - a. The football field lighting
 - b. The baseball field lighting
 - c. Batting cage lighting for two existing batting cages
 - d. Included associated seating, walkways, concessions, and access areas within the entire fenced compound.
3. **Security** - All on site personnel must obtain a Monroe County Schools ID badge indicating they have cleared required district security checks, prior to being sent on site. The successful company must be willing to badge all workers present when students may be at school. The contractor will need to arrange for staff to go to the Key West personnel department for finger printing. They will also need to be responsible for the fingerprinting cost of around ~\$70 per employee.
 - a. Employees are required to check in and out of the office for each day. Entry and exit times need to be listed and tracked by the school office.
 - b. Coordinated correctly this project may be done in periods when students are not on the work site. In such a case security badging is not required.
4. **Insurance Requirements** – When selected, the contractor will be required to provide the following insurance documentation before a purchase order can be made or work can begin.
 - a. Comprehensive General Liability - with minimum occurrence limits of \$1,000,000 and General Aggregate of \$2,000,000. The liability policy will need to include an Additional Insured endorsement naming the Monroe County District School Board.
 - b. Commercial Auto Coverage - with minimum combined single limit of \$1,000,000.
 - c. Workers Compensation - Statutory limits and Employers Liability \$100,000 /500,000/100,000.

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- d. Crane and underground utility subcontractors shall provide the same insurance documents to the district prior to beginning work.

5. Standards

- a. All work shall meet Florida Building Code, State Requirements for Educational Facilities, and utilize the 2011 version of NEC at the time of contract award.
- b. Acceptable lighting systems manufacturers are Musco Sports Lighting, Ephesus Lighting, Qualite Sports Lighting, and prior approved equals. Suppliers must provide a request to the Monroe County School District Purchasing Department, attention Jessica Bailey, referencing this project. The request should include three copies of the literature on the proposed system. In all cases a representative must attend the mandatory pre-bid meeting. Additional approved manufacturers will be added by addendum.

6. EE&G Environmental Services Findings, Results, and Methodologies

- a. The contractor shall follow review and consider the finding and results that are located in *Appendices A, B, and C*.
- b. The contractor shall abide by the guidelines highlighted, reviewing the proper method of soil management and health safety guidelines

7. Demolition – The contractor is responsible for the removal of the old lighting system. This includes, but is not limited to unused poles, old fixtures, fasteners, brackets, wire, conduit, flex, and any other lighting system components not to be reused in the new system. Contractor shall properly dispose of all debris resulting from this project; debris shall be removed from the site. Garbage service will be suspended for the summer. The contractor needs to make provisions for their own trash.

- a. KEYS Energy Services will remove and dispose of the existing overhead high voltage power loop and associated poles that are not used for lights. This will also include existing contactors, drops to buildings, scoreboards, and other items powered by the high voltage loop. It is required that you coordinate your demolition efforts with KEYS Energy Services.
- b. Old lighting units must be left on line through the end of Key West High School 2017 graduation (~Scheduled for Friday, June 2nd, 2017).
- c. District staff will assist in confirming electrical lock out/tag out prior to work commencing. Carefully disconnect existing power and control wiring. Wiring that is damaged in demolition shall be replaced by this contractor at no additional cost to the owner.
- d. All abandoned pipe, conduit, and other penetrations shall be cut back to inside of the building envelope. Penetration holes shall be patched in a manner similar to the original building construction. Holes in concrete shall be sealed with non-shrink grout equal to Embeco. Grout must be nonmetallic. Abandoned pipe inside the mechanical room shall be removed. All walls shall be patched per code requirements.

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- e. Existing pole cages have been inspected by KEYS Energy and are rated in good shape. These cages may remain.
- f. Phone lines and cable lines to dugouts are not used and shall be removed as a part of the contract.
- g. Remove red aviation lights on top of light poles and all associated conduit and wiring.
- h. If new lighting requirements cause the current wind load on an existing pole to be exceeded, the contract shall replace the pole as part of this contract. All new poles must meet current wind speed requirements.
- i. Please note: All athletic fields have extensive irrigation system piping throughout the various fields. This should be accounted for in the proposals. Any irrigation system that is damaged during contraction or damage that occurs as a part of this contract shall be repaired under this contract at no additional cost to the owner. Any electrical work run under the athletic fields shall be at a *minimum of 18" and maximum of 3' below grade*.
 - i. Any parking, irrigation, or other infrastructure damaged by open trenching shall be corrected as a part of this contract at no additional cost to the owner.
- j. Please Note that this site is built on areas that were once used for dumping.
 - i. Any soil removed by the excavation deeper than 3' will require testing and most likely disposal as hazardous waste. (*Refer to Appendices A and B for further details*).
 - ii. All excavated soil shall be placed in Visqueen sheeting. (*Refer to Appendices A and B for further details*).
 - iii. The contractor will test all excavated soil to determine the correct disposal. Provide unit pricing (per 20 Yards) for disposal of contaminated soil and replacement with new material.
 - iv. For trenches wider than 6", new material shall be clean fill up to 8" below grade. The area from 8"-4" shall be screen sand. The top 4" shall be 80-20 sand soil in non-athletic field areas and 50-50 in athletic field areas. Trenches that are 6" and under are to be filled with a mixture of 50-50 soil/sand.

8. Replacement System features.

- a. Lighting system preferred features.
 - i. We desire a state of the art LED athletic field lighting system. Lighting provided shall equal or exceed the current field lighting levels. The system shall meet all requirements for maintaining the correct lighting level for athletic field play. The new system shall provide even lighting over the entire playing field area and eliminate any unevenly lit areas that exist now. Provide in your proposal a comparison of existing light levels vs new light levels. Indicate maximum and minimum lighting values. Required minimum light levels are:

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1. Baseball infield 50 fc
2. Baseball outfield also football field 40 fc
 - a. Pop Fly lighting-Adequate design of complex shall be performed to prevent glare and proper “fly ball Coverage”. Design of system shall be to totally enhance the player experience and not add glare to the end user. All of sports field shall have adequate vertical and horizontal lumens to cover “pop fly” in the Infield and Outfield areas.
 - b. The proposal should include a tally of the total number of lumens to be emitted along with their source and source location.
3. Uniformity 2 to 1 on playing fields
4. Lighting Levels specified are average. Uniformity in parking lots may be as high as 12 to 1.
5. Batting cages 50 fc
 - a. Batting Cages- Provide LED lighting as specified as a part of this contract. The district does have a preference on how the lighting is to be accomplished. Control requirements specified must be met.
6. Bleachers and spectator walkway areas adjacent to the playing fields 2 fc
 - ii. The new systems shall be highly energy efficient. Provide in your proposal a comparison of KW draw for the existing system vs the new proposed system. In both cases assume all fixtures are fully illuminated. Note: The current existing system has a KW load of 80KW.
 - iii. Provide information on your system’s glare control provisions. Compare your proposed system to the existing conditions.
 - iv. Provide lighting design documents and drawings with your proposal.
 - v. The new light fixtures may be installed on existing poles. Do not increase the EPA above the existing. Existing light support cages may be left or removed at the discretion of the contractor to decrease the wind load effect. Clearly indicate this decision in your proposal. All EPA calculations shall be made by a professional engineer, licensed to work in the State of Florida.
 - vi. Conduit on Poles—all conduit shall be of stainless or marine grade aluminum. We require no banding to the pole. Stainless hardware for mounting should be utilized. Care shall be made when drilling 3” into concrete poles.
 - vii. Power quality surge and conditioning shall be included as required. The protection devices shall be recommended/approved by the light fixture manufacturer.

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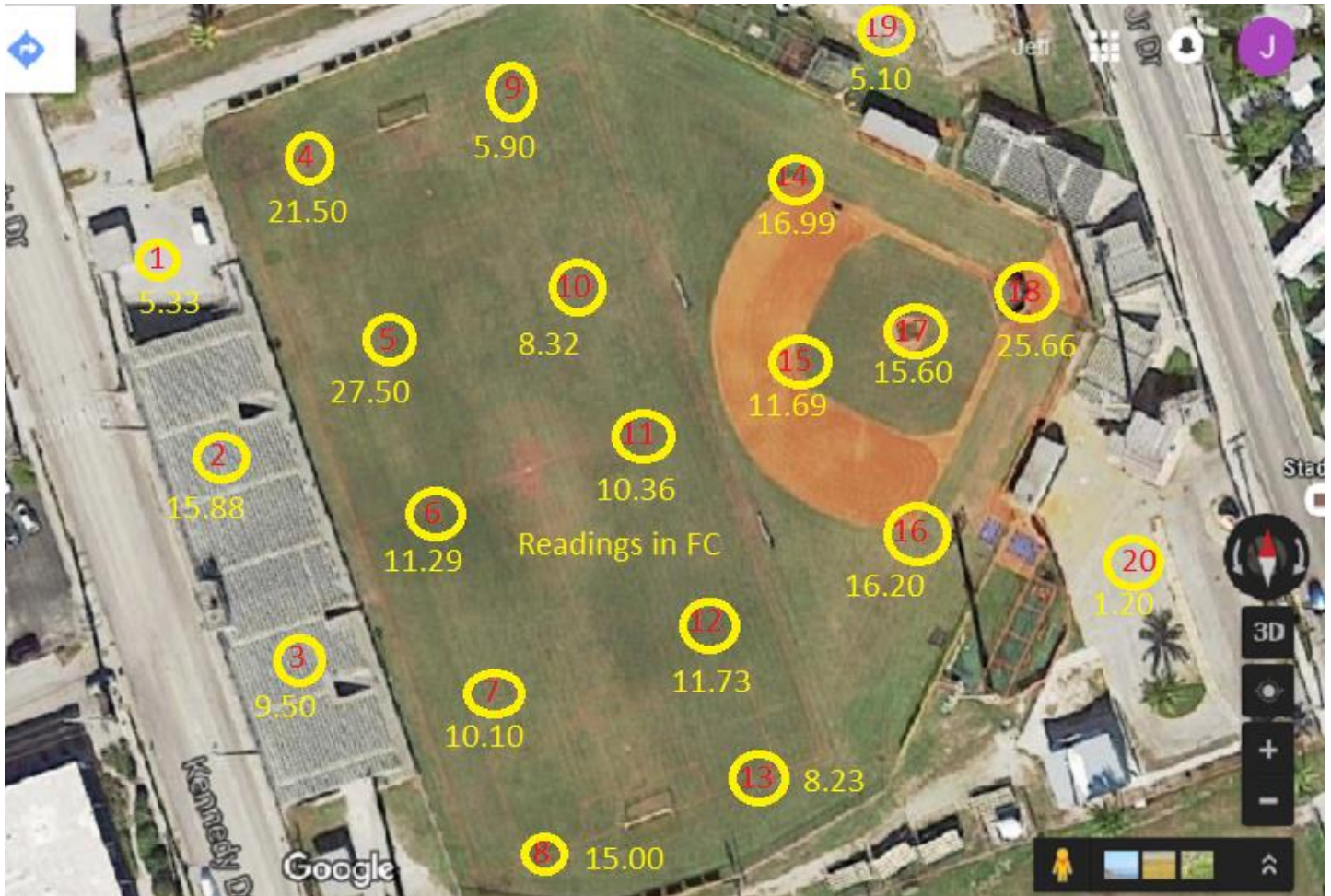
- viii. Enclosure NEMA Rating—the minimum acceptable enclosure rating is 3R with a preference for 4x. Please indicate this rating in your proposal.
 - ix. All components and fasteners in the new system shall be stainless steel, hot dipped galvanized, or otherwise inherently corrosion resistant. All plastics shall utilize UV inhibitors to reduce damage from the sun. Control panels and electrical boxes shall be stainless steel or heavy gauge aluminum. Dielectric washers or separators must be used between all dissimilar metals.
 - x. Grounding—All work must comply with NEC requirements specified. The contractor shall confirm grounding is in compliance on all new and existing poles. If not in compliance, the contractor shall correct as part of this contract.
- b. System controls
- i. The system must allow for remote scheduling via phone or internet application. If internet application is used, it must be fully operational from a smart phone to schedule periods of use.
 - ii. Lighting controls shall provide for the following groupings
 1. Football field only
 2. Football and baseball fields
 3. Football, baseball, and batting cages
 4. Batting cages only
 5. A desired but not required feature is a lower level of light for setup, teardown, and after hours maintenance.
 - iii. In addition to basic on/off control the district would like to be able to monitor the system's performance. Please describe your ability to provide this desired feature. Include any increase in cost over base needed to provide this.
 - iv. It is preference for the system to have the ability to color tune from 4000k to 6500k.
 1. The system controls should contain the ability to be color tuned locally within the control system. We require that within the system there be the capability to color tuning and adjusting for each specific event i.e. not all events require high levels of Kelvin.
 2. The system controls are to be capable of remote operation locally. The system should be capable of conducting overrides. The system should contain the ability to have different light percentage levels for various maintenance levels.
 3. The system should contain an automatic shut off after 12 midnight. The system requires an override for the automatic cut off.

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- v. The district has a preference for systems that offer more than basic lighting. One desired feature is an entertainment option. In your proposal, please describe any abilities your system has that pertain to options and features for entertainment. Please itemize and notate any additional costs that would come from choosing these features.

9. **Drawings and submittals-** The district would like to release the system for order based on the information submitted with the proposal. It is paramount that long lead time equipment be ordered as soon as possible to ensure completion on time. Provide in your proposal sufficient detail on the equipment to allow for approval. The district will review and approve during the time leading to board approval. Prior to construction provide four sets of final drawings to the owner. These shall be approved by the District Building Official prior to construction beginning.

10. **Initial Light Readings-** This light reading was taken on May 2nd, 2016 @ 8:30 PM.



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11. Execution of work

- a. Keys Energy will de-energize the High Voltage 69kv line for four days at no charge. Contractor must provide one week notice to both the County and Keys Energy. Keys Energy will then coordinate with the contractor. This must not be done during a significant weather event.
- b. Prior to construction beginning, the contractor shall hold a preconstruction meeting. At this meeting equipment delivery, construction start, and final completion dates shall be reviewed. A plan shall be presented showing the critical time path to completion. Represented at the meeting shall be the school district Maintenance Department representative, the District Building Official, a representative from KEYS Energy Services, the contractor's representative, and a representative from the underground utilities subcontractor. This meeting shall take place sometime between bid award and commencement of construction.
- c. This contractor shall provide all labor, materials, and equipment required to wire the new lighting system and all items to be re powered from the new power source. Wiring system shall be designed and approved by an electrical engineer licensed to work in the State of Florida. All work shall be conducted by experienced electricians experienced in electrical system construction. Provide evidence that documents each worker's primary trade is electrical system installation. Describe the method and materials to be used in your proposal.
- d. The Contractor and all sub-contractors will need to conduct the following **Soil Handling Procedures** at the property during all construction activities (*Refer to Appendices A and B*):
 - i. Soils Removed from excavations and obvious signs of debris shall be stockpiled and placed atop and securely covered by Visqueen. The stockpiled soils shall not be placed near storm water drainage structures or site boundaries areas. These soils will subsequently be hauled offsite for disposal at a landfill.
 - ii. Soils with obvious signs of debris shall not be spread out on the surface, mixed with other soils that do not contain debris, or spilled during transport to the stockpile area.
 - iii. Excavated soils with no obvious signs of debris shall be placed back into the trenches at an interval of two-foot below grade and above water table. This soil shall be placed back into the trench in this manner shall be stockpiled with the soils that exhibit debris, or can be spread out on the surface, but only after additional characterization to confirm the soil quality.
 - iv. During construction activities, the General contractor and tier down subcontractor will be required to maintain and comply with applicable Occupational Safety and Health Administration (OSHA) regulations and guidelines, and as outlined within their company's own health and safety plans.
 1. The recommended emergency hospital and trauma center will be identified for workers.
 2. The site will be restricted from unauthorized public access during construction

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3. Health and Safety communication and contractor notifications of the site conditions will be conducted.
 4. The onsite bathrooms will be opened during construction to facilitate employees washing their hands on a regular basis and prior to eating or leaving the site. Eating and smoking restrictions will apply in affected areas to minimize potential ingestion and inhalation hazards
 5. Employees excavating soils with obvious debris will be required to wear heavy clothing gloves to minimize contact with these metal and petroleum affected soils to reduce the likelihood of being cut by the glass and other materials.
- e. KEYS Energy Services shall provide a new power service connection point. The location shall be close to the new restroom facility by the baseball parking lot. This is in the SE corner of the property along the south property line. The new power connection shall be via underground pad mount transformers. One will provide single phase 120/240. The other shall provide the lighting system power. Available are 3 phase 120/208 V or 3 phase 277/480 V. See D-4238 New Service Feed to HS Stadium Plan for reference on specific locations (separate attachment).
- i. Powered from the 120/240 V transformer. This contractor shall rewire from the new power source.
 1. Lighting system controls if needed
 2. Score boards powered from the demoed power loop
 3. Buildings powered from the demoed power loop
 4. Batting cages powered from the demoed power loop
 - ii. Powered from the 3 phase transformer are the new lights only.
- f. Non lighting power connections to be reestablished in this contract via underground wiring. These shall include but not limited to the following:
- i. Both baseball and football scoreboards power wiring
 1. Signal is via wireless
 2. Keys Energy will remove small power poles at each scoreboard
 - ii. Conch Café Building
 - iii. Football press box and locker rooms
 - iv. Equipment pole barn (*only two outlets required*) Abandon feed to old batting cage

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- v. First base batting cage outlet for pitching machine
 - vi. First base dugout power for lights and water fountain
 - vii. Ensure power to both ticket booths is routed from the football field locker room building
 - viii. Poinciana portables power feed to remain (*not a part of this contract*)
 - ix. Electrical services to Kennedy Drive Traffic lights will be by Keys Energy (*Not a part of this contract*)
 - x. Reroute speaker wiring to both dugouts underground as specified in this contract
- g. Any damage or required demolition that occurs during the execution of this contract shall be repaired by the contractor with no additional costs to the owner.
- h. In athletic play field areas and beyond by a distance of 10 yards, any sod disturbed, killed, or removed greater than 6" wide shall be replaced to achieve a safe, level, sod playing area prior to the required completion date. Include as a minimum the following.
- i. Disturbed area shall be squared parallel to the lines of the field.
 - ii. Sod in the squared area shall be removed to a uniform depth to allow the new sod to be installed at the same finished area. A sod cutter shall be used to remove the old material.
 - iii. Replace sod with rolled sod equal to Tiffway 419. Remove backing netting during installation. Substitute sod should be listed in your proposal.
 - iv. Sand seams and roll to create a smooth playing area free from gaps or voids.
 - v. New sod must be installed prior to July 11, 2017 to give it an adequate time frame to grow into a playable surface.
 - vi. Sod shall be installed by a contractor whose primary business is the installation and care of athletic turf.
- i. All work schedules must be coordinated through the school and maintenance department to prevent interruption of school activities.
- j. All materials used outside need to be inherently resistant to salt water corrosion. All fasteners and hardware used outside shall be stainless steel or hot dipped galvanized.
- k. Lifts must take place with a secured work area clear of people. The secure area shall be a circle with a radius of the crane's height. All buildings in the secured area are to be empty of all people during the lift.
- l. The district has a preference for work below 3' BLS to be done via directional boring to minimize the damage to the fields. Please Note:

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- i. **Outside** of athletic field play area and 10 yards beyond, open trenching may be used.
 - ii. **Inside** of Field with trenches <6” wide and <3’ deep, open trenching may be used
 - iii. **Inside** of field with trenches >6” wide or >3’ deep, directional boring is preferred.
 - iv. Please indicate in your proposal if your underground utility work is based on directional boring or trenching. In either case this contractor shall repair all areas disturbed by the work in this contract.
- m. Provide the district with three copies of as built drawings showing the route and depth of electrical feeds in addition to the finished lighting system. The design engineer shall verify the as built conditions and certify the as built drawings.

12. The contractor shall provide a 100% performance bond for this project.

13. The contractor shall provide 5% overstock for spare fixtures/drivers/electronics at the owner’s site.

14. Warranty – All warranty repairs are to be made in a timely manner at no additional cost to the owner.

- a. The warranty periods begin on the date the system is fully functional, all work is complete, the contractor submits for final payment, and it is accepted by the District.
- b. The contractor shall warranty the entire system to be free from defects in materials or workmanship for a period of 1 year.
- c. Lights and control systems shall have a 10 year replacement warranty. This shall include all parts and labor. The contractor is to provide an additional 11-15 year parts only warranty. All parts are to be warrantied against all-weather events and anomalies, except declared hurricane for our specific area.
- d. Response time for warranty repairs shall be at least as follows:
 - i. Total system failure or failure preventing a game or event – same day if called in before noon. Next morning if after noon.
 - ii. Partial system failure of more than 10% of the lights or all fixtures on a single pole – three day response.
 - iii. Partial system failure of less than 10% of the lights – one week.

15. Anticipated Usage - We anticipate the average usage of this system to be approximately 1000 hours per year.

16. Proposals

- a. Include a table of contents page identifying all sections of your package along with identification tabs (tab using numbers in section b). Please review your proposal to ensure the following information is included:

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- ✓ Base Bid
- ✓ Ball Park Lighting and Controls
- ✓ Color Tuning/Programming
- ✓ Fixture Control Boxes
- ✓ Alternates/Options not Included in Base Bid
- ✓ Execution of work/Soil Disposal
- ✓ Trenching (Linear Feet)
- ✓ Extended Warranties

b. Proposal Tabs (Provide items requested under each tab.):

- i. All required pages from the RFP package typed, signature pages signed and notarized (if applicable).
- ii. A project proposal on company letterhead indicating a summary scope of work, price, and completion date. Indicate any additional cost by line item for the following; monitoring capability, color tuning, and entertainment package. **List guaranteed completion date.** Limit section to three pages or less.
 1. Please provide unit pricing (per linear foot) for additional underground electrical work. Pricing shall be single raceway and conductors for one circuit or cable for speakers or other signal.
 2. Provide unit pricing (per 20 Yards) for disposal of contaminated soil and replacement with new material.
- iii. A detailed scope of work covering how your system meets our general requirement. Include items specifically included, items specifically excluded, key dates, the path to final completion, the methods of construction used, and areas your system exceeds our minimum requirements. Also include the recommended emergency hospital and trauma center identified for workers
- iv. Brochures on proposed system products.
- v. A comparison to our specification Section 8. Replacement System Features. This should be an item by item description of how your proposed system meets or exceeds our request. Index using the specification section numbers. Please also include 8½"x11" copies of the proposal drawings requested.
 1. Specifically list features that you feel will interest the district and are superior to what was specified.

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- vi. Provide up light analysis, quantity of lit in lumens going up beyond the horizontal plane created at the light fixture height.
- vii. Copies of warranty documents with explanations requested in the specification.
- viii. List of your three most similar outdoor athletic field lighting projects successfully performed in the last three years. Similarity includes style, size, and location proximity. Please include a reference sheet with contact information of phone and email along with location/address of project completed.
- ix. A copy of insurance coverage and contractor's licenses. To be considered, a company must have the ability to insure and list Monroe County Schools as an addition insured. The contractor must also be licensed to perform this type of work.
- x. Proof of bonding capacity.

17. Selection Process

- a. The Selection Committee shall review all complete written proposals during the bid opening. The following matrix will be used to determine the best qualified respondents:
 - i. Project Proposal/Scope of Work 40 points
 - ii. Experience/Quality shown on similar jobs 30 points
 - iii. Bonding Capabilities 15 points
 - iv. Guaranteed Delivery Date 15 points
- b. Following the initial ranking by the Selection Committee, a short list will be developed. These firms will be invited to present/interview with the Selection Committee.
- c. Vendors will be allotted up to 60 minutes for a presentation and interview. Final ranking will be made using the following matrix:
 - i. Product meets the needs of the school and the community 40 points
 - ii. Price 30 points
 - iii. Features that exceed requirements at no additional cost 20 points
 - iv. Warranty 10 points

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Appendix A: Soil Management Plan & Health and Safety Guidelines

Dust and erosion control measures are commonly implemented at construction sites to minimize the potential for the creation of fugitive emissions from onsite soil handling and operation activities. The Contractor will be required to implement a dust erosion controls during site preparation in order to minimize dust generation during the excavation activities in conformance with their typical permitting requirement and industry standards. In addition to the overall site dust control activities, supplemental wetting and / or misting may be required during the trenching in areas where significant debris is encountered.

1.1 Soil Handling Procedures:

- I. The Contractor and all sub-contractors will need to conduct the following soil handling procedures at the property during construction activities:
 - a. Soils Removed from excavations and obvious signs of debris shall be stockpiled and placed atop and securely covered by Visqueen. The stockpiled soils shall not be placed near storm water drainage structures or site boundaries areas. These soils will subsequently be hauled offsite for disposal at a landfill.
 - b. Soils with obvious signs of debris shall not be spread out on the surface, mixed with other soils that do not contain debris, or spilled during transport to the stockpile area.
 - c. Excavated soils with no obvious signs of debris shall be placed back into the trenches at an interval of two-foot below grade and above water table. This soil shall be placed back into the trench in this manner shall be stockpiled with the soils that exhibit debris, or can be spread out on the surface, but only after additional characterization to confirm the soil quality.
 - d. During construction activities, the contractor and tier down subcontractor will be required to maintain and comply with applicable Occupational Safety and Health Administration (OSHA) regulations and guidelines, and as outlined within their company's own health and safety plans.
 1. The recommended emergency hospital and trauma center will be identified for workers.
 2. The site will be restricted from unauthorized public access during construction
 3. Health and Safety communication and contractor notifications of the site conditions will be conducted.
 4. The onsite bathrooms will be opened during construction to facilitate employees washing their hands on a regular basis and prior to eating or leaving the site. Eating and smoking restrictions will apply in affected areas to minimize potential ingestion and inhalation hazards
 5. Employees excavating soils with obvious debris will be required to wear heavy clothing gloves to minimize contact with these metal and petroleum affected soils to reduce the likelihood of being cut by the glass and other materials.

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Appendix B: EE&G SUMMARY OF CURRENT ASSEMENT FINDINGS

1.1 Purpose:

- I. EE@G Environmental Services LLC was retained by Monroe County School District (the client) to complete a bid addendum package to outline the required soil management and health and safety guidelines to conduct proposed construction activities at the Tommy Roberts Stadium, located at 1244 Glynn R. Archer Jr. Drive, Key West Florida, here after referred to as the property. The site construction activities will include the installation of new transformers, conduit and wiring for the sites lighting.

1.2 History of Property:

- II. The property and adjoining properties to the north and south were historically a narrow salt run channel, which was in filled with debris and soils in circa the 1950's. Following which the site was later redeveloped with the present day athletic fields and school facilities.

1.3 Summary of Current Assessment Findings:

- III. Due to the presence of buried debris at the property, EE&G conducted soil sampling to identify if the soils were impacted and if they required any special handling, storage and/ or disposal. Soil samples were collected from 8 different locations designated SB-1 through SB-8. Soils were collected in 2-ft intervals from surface grade to a total depth of approximately 6-ft BLS. Soils were inspected for signs of staining, debris or hydrocarbon/chemical odors. Soils samples also were analyzed in the field using an organic vapor analyzer (OVA) equipped with a flame ionization detector (FID), both with and without the use of a carbon filter, to assess for petroleum, solvents and/or methane sources. Based on the field observations and laboratory analytical findings, EE&G has concluded the following:
 - a. Buried debris is present at the property, the majority of which appeared to be located along the southern portion of the site as documented in soil borings SB-1, sb-2, AND sb-7. See attached Figure 1 for sampling locations. The debris appeared to be present at the 3 to 6-feet BLS interval and consisted of rusted metals, glass, ceramics and treated wood. No significant debris was encountered above this depth interval or at the other soil boring locations; however, debris could be present in other areas of the site.
 - b. Laboratory results have identified elevated concentrations of total arsenic, barium, cadmium, chromium, lead and petroleum compounds. The concentrations of these analyzed parameters were found to exceed their applicable Florida Department of Environmental Protections (FDEPs) leachability*, residential-use direct exposure and/or commercial-use direct exposure Soil cleanup Target Levels (SCTL's) The highest concentrations of the analyzed parameters were associated with the soil samples collected from were debris was encountered. See summary TABLE 1 (**posted separately**) for laboratory results.
 - c. Low Concentrations of total arsenic, which exceeded the residential-use direct exposure SCTL, also were noted in soil boring SB-5 and SB-8 (which did not contain debris). These low-level impacted soils may be associated with imported fill materials used to construct the athletic field or are perhaps naturally occurring levels.

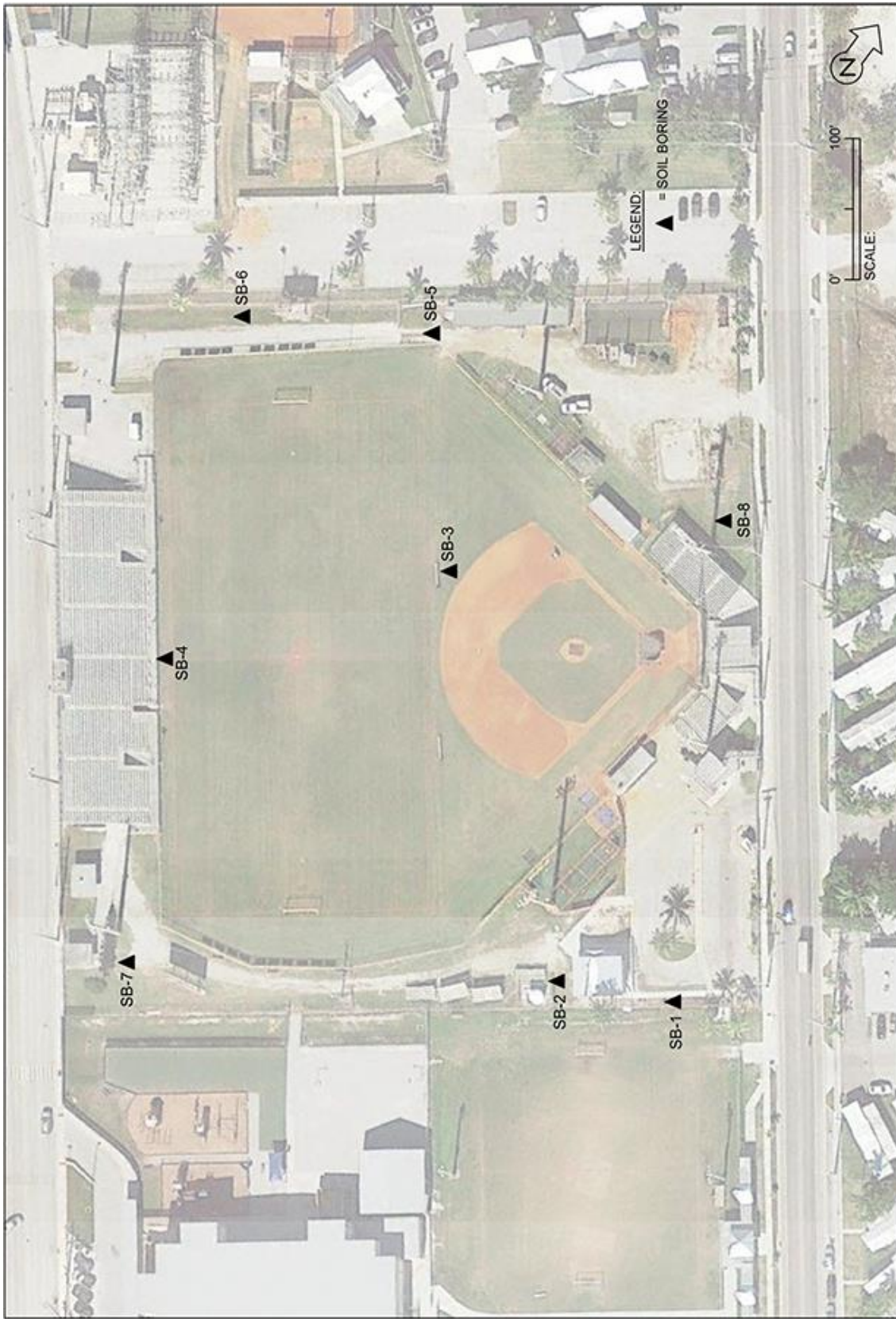


FIGURE 1

Date: 06/07/16
 Project #: 2016-3238
 Drawn by: NV
 Cad File: FIG1
 Dwg. Scale: As Noted

SOIL BORING LOCATIONS MAP

TOMMY ROBERTS STADIUM
 1244 GLYNN R ARCHER JR DR
 KEY WEST, FL 33040

ENVIRONMENTAL SERVICES, LLC
 5751 MIAMI LAKES DRIVE
 MIAMI LAKES, FLORIDA 33014
 (305) 374-8300
 (305) 374-9004 FAX



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Appendix C: EE&G Soil Sampling Summary

1.1 Soil Sampling Methodology:

The Soil sampling was conducted utilizing a direct push technology (DPT) drill rig. Soil samples were collected from the eight locations designated SB-1 through SB-8. Soils were collected in 2-foot intervals from surface grate to a total depth of approximately 6-feet BLS. Soils were inspected for signs of staining, debris or hydrocarbon/ chemical odors. Soil samples also were analyzed in the field using an organic vapor analyzer (OVA) equipped with a flame ionization detector (FID), both with and without the use of carbon filter, to assess for petroleum, solvents and/or methane sources.

1. *EE&G Collected eight composites soil samples for laboratory analysis. The samples will be composited from each individualized boring site at the 0-6-foot BLS depth interval, with the exception of SB-4, where drilling refusal was encountered at 4-feet BLS. The eight composite oil samples were analyzed for the following parameters.*
 - a) Total Arsenic, Barium, Cadmium, Chromium, and Lead by EPA Method 6010
 - b) Polynuclear Aromatic Hydrocarbons (PAHs) by EPA Method 8270
 - c) Total Petroleum Hydrocarbons (TPHs) by Method FL-PRO
2. *EE&G also selected composite soil sample SB-2 for additional analysis of the following parameters*
 - a) Total Silver, selenium, and Mercury by EPA Method 6010/7471
 - b) Volatile Organize Compounds (VOC's) by EPA Method 8260
 - c) Polychlorinated Biphenyls (PCBs) by EPA Method 8082

Sampling was conducted in accordance with Florida Department of Environmental Protections (FDEP's) Standard Operating Procedures as specified in Chapter 62-160, Florida Administrative Code (FAC). Soil Samples were transported to a National Environmental Laboratory Accreditation Conference certified Laboratory.

1.2 Findings:

Note: Copies of the laboratory analytical results and chain-of-custody can be provided upon request.

The following is a summary of the soil assessment findings:

- I. Soil samples did not exhibit net OVA/FID readings above 10-ppm with the exception of SB-1, which contained a net reading of 53-ppm.
- II. Soil samples from SB-1, SB-2 and SB-7 (located along the southern portion of the Property) exhibited black and/or rusted & stained soils along with the presence of debris located at the approximately 3 to 6-feet BLS depth interval. The debris consisted of rusted metal, glass, ceramics and treated lumber. The other soil borings SB-3, SB-4, SB-5, SB-6 and SB-7 did not exhibit signs of staining or significant amounts of debris.

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- III. The following is a brief summary of the heavy metal results for the analyzed soil samples:
- a. Total arsenic was detected in seven of the eight samples at concentrations above the laboratory method detection limits (MDLs). The detected concentrations ranged from 1.6 milligrams per kilogram (mg/Kg) to 19.5 mg/Kg. The detected concentrations of total arsenic in samples SB-1, SB-2, SB-5 and SB-7 exceeded the 2.1 mg/Kg residential-use direct exposure SCTL. The detected concentrations of total arsenic in samples SB-1 (19.5 mg/Kg), SB-2 (16.8 mg/Kg) and SB-7 (17.1 mg/Kg) also exceeded the 12 mg/Kg commercial-use direct exposure SCTL.
 - b. Total barium was detected in all eight samples at concentrations above the laboratory method reporting limits (MRLs). The detected concentrations ranged from 7.6 mg/Kg to 848 mg/Kg. The detected concentrations of total barium in samples SB-1 (782 mg/Kg), SB-2 (848 mg/kg) and SB-7 (572 mg/Kg) exceeded the 120 mg/Kg residential-use direct exposure SCTL. The detected concentrations of total barium did not exceed the 1,600 mg/Kg leachability or 130,000 mg/Kg commercial-use direct exposure SCTLs.
 - c. Total cadmium was detected in three of the eight samples at concentrations above laboratory MRLs and which ranged from 5.3 mg/Kg to 9.6 mg/Kg. The detected concentrations of total cadmium in samples SB-2 (9.6 mg/kg) and SB-7 (9.0 mg/Kg) exceeded the 7.5 mg/Kg leachability SCTL. The detected concentrations of total cadmium did not exceed the 82 mg/Kg residential-use direct exposure SCTL.
 - d. Total chromium was detected in all eight samples at concentrations above laboratory MDLs and which ranged from 3.5 mg/Kg to 58.6 mg/Kg. The detected concentrations of total chromium in samples SB-1 (38.5 mg/Kg), SB-2 (58.6 mg/kg) and SB-7 (53.2 mg/Kg) exceeded the 38 mg/Kg leachability SCTL. The detected concentrations of total chromium did not exceed the 210 mg/Kg residential-use direct exposure SCTL.
 - e. Total lead was detected in all eight samples at concentrations above laboratory MRLs and which ranged from 3.0 mg/Kg to 2,380 mg/Kg. The detected concentrations of total lead in samples SB-1 (1,540 mg/Kg), SB-2 (2,380 mg/kg) and SB-7 (1,900 mg/Kg) exceeded the 400 mg/Kg residential-use direct exposure and 1,400 mg/Kg commercial-use direct exposure SCTLs.
 - f. Selenium, silver and mercury were only analyzed for soil sample SB-1. Selenium was reported at 50.3 mg/Kg, which exceeded the 5 mg/Kg leachability SCTL, but was below the 440 mg/Kg residential-use direct exposure SCTL. However, the laboratory reported the concentration as being below their MDL. Further, this sample required a 100 times dilution, which likely affected the reported total selenium value and increased the result to above the SCTL. Further assessment of selenium at the Property would be required to ascertain if the selenium would be considered a constituent of concern (CoC). Total silver was detected at 1.3 mg/kg in soil sample SB-1, which did not exceed the 17 mg/Kg leachability SCTL. Total mercury was detected at 0.150 mg/kg in soil sample SB-1, which did not exceed the 2.1 mg/Kg leachability SCTL.

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- IV. Soil boring SB-1 was analyzed for the presence of VOCs. The VOCs ethylbenzene, methyl-ethyl-ketone, acetone and carbon disulfide were identified above their respective MRLs. However, these detected compounds did not exceed their applicable SCTLs. The other analyzed VOCs were not detected above their MDLs.
- V. Soil samples SB-1, SB-2 and SB-7 contained PAHs above laboratory MDLs. The detected PAHs in these samples did exceed their SCTLs. However, EE&G converted the concentrations of detected carcinogenic PAHs in these samples to their benzo(a) pyrene (BaP) Toxicity Equivalency Factor (TEF). The sum TEF for SB-1 (0.3 mg/Kg), SB-2 (0.2 mg/Kg) and SB-7 (0.3 mg/Kg) exceeded the 0.1 mg/Kg residential-use direct exposure SCTL, but was below the 0.7 mg/Kg commercial-use direct exposure SCTL. The BaP TEF summary conversion information is provided in Tables 2, 3 and 4. The other analyzed soil samples did not contain PAHs above their laboratory MDLs.
- a. Soil boring SB-1 was analyzed for the presence of PCBs which were not detected above their laboratory MDLs.
 - b. TPHs were detected above their MDLs in three of the eight soil samples. The detected concentrations of TPHs in SB-1 (314 mg/Kg), SB-2 (8.6 mg/Kg) and SB-7 (59.6 mg/Kg) did not exceed the 340 mg/Kg leachability or 460 mg/kg residential-use direct exposure SCTLs.
 - c. Total chromium was detected in all eight samples at concentrations above laboratory MDLs and which ranged from 3.5 mg/Kg to 58.6 mg/Kg. The detected concentrations of total chromium in samples SB-1 (38.5 mg/Kg), SB-2 (58.6 mg/kg) and SB-7 (53.2 mg/Kg) exceeded the 38 mg/Kg leachability SCTL. The detected concentrations of total chromium did not exceed the 210 mg/Kg residential-use direct exposure SCTL.
 - d. Total lead was detected in all eight samples at concentrations above laboratory MRLs and which ranged from 3.0 mg/Kg to 2,380 mg/Kg. The detected concentrations of total lead in samples SB-1 (1,540 mg/Kg), SB-2 (2,380 mg/kg) and SB-7 (1,900 mg/Kg) exceeded the 400 mg/Kg residential-use direct exposure and 1,400 mg/Kg commercial-use direct exposure SCTLs.
 - e. Selenium, silver and mercury were only analyzed for soil sample SB-1. Selenium was reported at 50.3 mg/Kg, which exceeded the 5 mg/Kg leachability SCTL, but was below the 440 mg/Kg residential-use direct exposure SCTL. However, the laboratory reported the concentration as being below their MDL. Further, this sample required a 100 times dilution, which likely affected the reported total selenium value and increased the result to above the SCTL. Further assessment of selenium at the Property would be required to ascertain if the selenium would be considered a constituent of concern (CoC). Total silver was detected at 1.3 mg/kg in soil sample SB-1, which did not exceed the 17 mg/Kg leachability SCTL. Total mercury was detected at 0.150 mg/kg in soil sample SB-1, which did not exceed the 2.1 mg/Kg leachability SCTL.
- VI. Soil boring SB-1 was analyzed for the presence of VOCs. The VOCs ethylbenzene, methyl-ethyl-ketone, acetone and carbon disulfide were identified above their respective MRLs. However, these detected compounds did not exceed their applicable SCTLs. The other analyzed VOCs were not detected above their MDLs.

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- VII. Soil samples SB-1, SB-2 and SB-7 contained PAHs above laboratory MDLs. The detected PAHs in these samples did exceed their SCTLs. However, EE&G converted the concentrations of detected carcinogenic PAHs in these samples to their benzo(a) pyrene (BaP) Toxicity Equivalency Factor (TEF). The sum TEF for SB-1 (0.3 mg/Kg), SB-2 (0.2 mg/Kg) and SB-7 (0.3 mg/Kg) exceeded the 0.1 mg/Kg residential-use direct exposure SCTL, but was below the 0.7 mg/Kg commercial-use direct exposure SCTL. The BaP TEF summary conversion information is provided in Tables 2, 3 and 4. The other analyzed soil samples did not contain PAHs above their laboratory MDLs.
- VIII. Soil boring SB-1 was analyzed for the presence of PCBs which were not detected above their laboratory MDLs.
- IX. TPHs were detected above their MDLs in three of the eight soil samples. The detected concentrations of TPHs in SB-1 (314 mg/Kg), SB-2 (8.6 mg/Kg) and SB-7 (59.6 mg/Kg) did not exceed the 340 mg/Kg leachability or 460 mg/kg residential-use direct exposure SCTLs.

1.3 GUIDELINES TO FOLLOW:

- I. EE&G recommends that a Soil Management Plan (SMP) be utilized during all phases of construction. *Refer to Appendix A.*

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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 RFP 2017709		
DATE:	TIME (ET):	ACTION:
January 11, 2017	8:00 AM	Release Solicitation
January 11, 14, 18, 21, 2017	Publication	Notice of Solicitation /Bid Opening
January 26, 2017	9:30 AM	Mandatory Pre-Bid Meeting <i>(TRMS Baseball Field Concession Stand, 1089 Kennedy Drive, Key West, FL 33040)</i>
February 7, 2017	5:00 PM	Last day for submission of written questions to MCSD
February 8, 2017	5:00 PM	Last day for MCSD to post answers to questions
February 21, 2017	9:00 AM	Proposal Due/Bid Opening <i>(Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)</i>
February 21, 2017	5:00 PM	Notice of Intent
March 1, 2017	9:00 AM	Short List Interviews/Presentations <i>(Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)</i>
March 3, 2017	5:00 PM	Recommendation to Award
March 21, 2017	3:00 PM	Board Meeting <i>(Open to Public – MCSD Administration Bldg. 241 Trumbo Road, Key West, FL 33040)</i>

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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 RFP 2017709 Tommy Roberts Memorial Stadium LED Lighting. 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, five (5) copies, and one (1) electronic copy (PDF format – single file) of the proposal package must be submitted no later than February 21, 2017 at 9:00 AM to:

**Monroe County School District
Administration Building - Purchasing Department
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.

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.

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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 purchasing department 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 **purchasing department** 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 purchasing department 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 purchasing department 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 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

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Request for Proposal 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 Purchasing Department 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 Purchasing Department 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 purchasing department 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 purchasing department 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 purchasing department 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 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

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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 purchasing department 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 purchasing department 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 purchasing department reserves the right to request a separate letter from the manufacturer of the products proposed certifying that all statements and claims 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

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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 purchasing department 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 purchasing department 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 purchasing department 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 purchasing department’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

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proposal; however, in the event of a minor omission or oversight on the part of the respondent, the purchasing department (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 purchasing department 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 purchasing department 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 purchasing department, 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 purchasing department 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 purchasing department 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 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 Purchasing Department. 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.

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33. NOTIFICATION OF SOLICITATION AWARD: After the Board awards a solicitation, the purchasing department 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 "*blems 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 purchasing department. 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 purchasing department 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., 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

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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 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.

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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:

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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. 4/13)

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: {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. December 2014) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	<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; check only one of the following seven boxes: <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 <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i></p> <p>5 Address (number, street, and apt. or suite no.) _____ Requester's name and address (optional) _____</p> <p>6 City, state, and ZIP code _____</p> <p>7 List account number(s) here (optional) _____</p>
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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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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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 on page 3.

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. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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Monroe County School District
Vendor Information Sheet

Vendor Name: _____

Federal EIN/SSN: _____

Primary Address: _____

Payment Address: _____

Contact Name: _____

Phone: _____ ext. _____

Fax: _____

E-Mail: _____