



Pre-qualified Contractor Request

Thank you for your interest in becoming a Pre-qualified Contractor for Educational Facilities Construction. Please review the attached original Request for Qualifications (RFQu 20-009TH) with a Performance date thru January 31, 2023, with two (2) optional one (1) year renewal periods. Renewal documents will be required by January 31st of each annual renewal year. To be considered for Pre-qualification the following documents will be required. We ask that you allow 30 days for processing. Upon board approval you will receive a board signed certificate noting your active vendor status. If you have additional questions, please contact the purchasing department information below.

Pre-Qualified Contractor Check List	
	Contractor's Statement of Principal Place of Business. (Page 2)
	Contractor's Company Information and Experience. (Page 3-5)
	Contractor's Qualifications and References. (Page 6)
	Debarment form (page 7)
	Authentication of RFQu and Statement of Non-Collusion and Non-Conflict of Interest. (Page 8-10)
	Drug-Free Workplace Certification (Page 11)
	Public Entity Crimes Form. Notarized (Page 12)
	Certification Regarding Lobbying (Page 14)
	Disclosure of Lobbying Activities. (Page 15)
	Affidavit By Corporation, Partnership or Individual Choose the appropriate form for your company. (Page 18-20)
	Certificate of Insurance indicating your Commercial liability, automobile, Umbrella, and Workers' compensation policy as requested in the original RFQu-20-009TH (Sample Page 21)
	Surety Letter from your bonding agent showing the company name and address and who will provide the bonding and the single project dollar amount, and the aggregate dollar amount along with the rating of the Bonding agency upon service awarded.
	Print-out of your "Active" record from the Florida Department of Business & Professional Regulation www.myfloridalicense.com/DBPR/
	Volusia County Schools Vendor Application (Page 22)
	W-9 Request for Taxpayer Identification Number and Certification (Page 23)
	Signed Request for Qualification (Page 25)
	Copy of all licenses your company holds: Any licenses with the State of Florida Department of Business and Professional Regulation for construction work, and business license for city or county.

THE SCHOOL BOARD OF VOLUSIA COUNTY
3750 OLSON DRIVE
DAYTONA BEACH, FL 32124

REQUEST NO.: RFQu-20-009TH
DATE: November 14, 2019
**Pre-Qualification of Contractors
for Educational Facilities Construction**

CONTRACTOR'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS
(To be completed by each Contractor)

Name of Contractor: _____

Identify the state in which the Contractor has its principal place of business: _____

Contractor's signature: _____

INSTRUCTIONS: If your principal place of business above is located within the State of Florida, provide the information as indicated above and return this form with your RFQu response. No further action is required. If your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your RFQu response. Failure to comply shall be considered to be non-responsive to the terms of this solicitation.

OPINION OF OUT-OF-STATE CONTRACTOR'S ATTORNEY ON RESPONSE PREFERENCES
(To be completed by the Attorney for an Out-of-State Contractor)

NOTICE: Section 287.084(2), Florida Statutes, provides that "a Vendor whose principal place of business is outside this state must accompany any written response, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Florida Statutes.

LEGAL OPINION ABOUT STATE RESPONSE PREFERENCES
(Please Select One)

_____ The Vendor's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

_____ The Vendor's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]: _____

LEGAL OPINION ABOUT POLITICAL SUBDIVISION RESPONSE PREFERENCES
(Please Select One)

_____ The Vendor's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

_____ The Vendor's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]: _____

Signature of out-of-state Contractor's attorney: _____

Printed name of out-of-state Contractor's attorney: _____

Address of out-of-state Contractor's attorney: _____

Telephone number of out-of-state Contractor's attorney: _____

Email address of out-of-state Contractor's attorney: _____

Attorney's states of bar admission: _____

CONTRACTOR'S COMPANY INFORMATION AND EXPERIENCE

1. Discipline(s) for which Contractor desires to obtain Pre-Qualification Certificate
(See Section II, Outline and Explanation of Disciplines) _____
2. Check one: Corporation____, Federal I.D.#____; Partnership____, or Individual____ If Corporation, Date Of Incorporation____ State Incorporated____ If out of State, is Corporation currently authorized to do businesses in Florida give date of Authorization _____, and attach a copy of certificate of Florida authorization. If Partnership, Date of Partnership____ Nature of Partnership____ (general, limited, etc...) Names of Partners and signature: _____

If Individual, Name of Owner: _____ Full Address: _____

3. Name and Title of Principal Officers: Date position Assumed
President _____
Vice President _____
Secretary _____
Treasurer _____
4. List State, County, or other public agencies in which the Contractor is authorized to perform work by some means of Pre-Qualification:

County	Trade Qualified	Expiration Date	Amount Approved
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
5. Briefly describe the Contractor's structure including the number of permanent employees engaged in estimating, purchasing, expediting, detailing and engineering, field supervision, field engineering, and layout.

6. Provide name and date about any construction project(s) the Contractor has failed to complete or been assessed liquidated damages _____

7. Has any of the Contractor's officers or partners ever been an officer or partner of another organization that failed to complete a construction project? _____ Yes _____ No If Yes, Explain: _____

8. Within the last five years, has the Contractor or any officer or partner ever had a claim filed by any party for failure to perform or complete a construction contract? _____ Yes _____ No. If Yes, Explain: _____

9. Has the Contractor or any officer or partner thereof, ever been party to any criminal litigation as a result of construction methods Costs, etc...? _____ Yes _____ No If Yes, state the resolution: _____

10. List all pending litigation and all litigation within the past five years, including an explanation of each: (Litigation initiated by the Contractor to protect the Contractor's legal rights shall not be used as a basis for rejecting prequalification.) _____

11. Name of persons with whom the Vendor has had a business association or partnership with related to construction in the last five years:

Name	Type of Association or Partnership
_____	_____
_____	_____
_____	_____
_____	_____

12. State the Contractor's principal members and their construction experience:

<u>Name</u>	<u>Title</u>	<u>Yrs Const</u> <u>Exp</u>	<u>Type</u> <u>of work</u>	<u>Cost</u> <u>Range</u>	<u>What capacity</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

13. List all Prime Construction current contracts the Contractor has underway on this date. Projects must be applicable per Discipline/trade (GC, Mechanical—A/C, Electrical, Roofing):

Name of Work	Contract Amount	Percent Complete	Design, Architect, Engineer Name and Phone	Owner Address	Phone
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

14. List all Prime Construction Projects completed in the past five years (Over \$50,000) completed by the Contractor. Projects must Be applicable for discipline/trade (GC, Mechanical—A/C, Electrical, Roofing, etc...)

Name of Work	Type of work Performed	Contract Amount & Date	Design Architect or Engineer Name, Address, Phone, Email	Owner Name, Address, Phone and Email
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

THE SCHOOL BOARD OF VOLUSIA COUNTY
3750 OLSON DRIVE
DAYTONA BEACH, FL 32124

REQUEST NO.: RFQu-20-009TH
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15. What is the total cost of the largest project completed by the Contractor? Largest project must be for applicable discipline/trade (GC, Mechanical—A/C, Electrical, Roofing, etc...) Description _____
Year Completed _____ Cost \$ _____ Owner Name and Phone _____
16. Give total contract value of work accomplished by the Contractor in the last 3 years: Date: 2022 \$ _____;
Date: 2021 \$ _____; Date: 2020 \$ _____.
17. Give the contract value of work now pending award to the Contractor: \$ _____ Amount requiring bond if awarded:
\$ _____
18. Give the value of any judgement or liens outstanding against the Contractor: \$ _____ Explain _____

19. Has your business operated under any previous business name? _____ Yes _____ No If yes, state business name(s) and begin year and end year of operation: _____

20. How many years has your organization been operating under your present business name? _____ Years

I hereby certify that all information provided on this three (3) page form titled Contractor(s) Company Information and Experience is true and correct.

Company Name

Date

Authorized Signature

Printed Name

Address

City, State, Zip

Phone

Cell Phone

Email Address

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CONTRACTOR'S QUALIFICATIONS AND REFERENCES

Please provide written responses to the following questions. If the answer to any of the questions is "Yes", Vendor shall describe fully the circumstances, reasons therefore, status, and ultimate disposition of each matter that is the subject of this inquiry.

1. Years in business under present name: _____ Years performing work specialty: _____
License or business tax receipt currently valid in force: _____
2. Vendor's Representative
Provide the following information for the person assigned to this contract. Representative will assist in the overall coordination of services to include but not be limited to quoting projects and resolving issues with invoices, etc.:
Name: _____ Phone #: _____ Cell #: _____
Email: _____
3. Has Vendor been declared in default of any contract? ☐ Yes No
4. Has Vendor ever forfeited on any performance bond payment issued by a surety company on any contract?
Yes No
5. Has an uncompleted contract been assigned by Vendor's surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations there under? Yes No
6. Within the past three (3) years, has Vendor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?
☐ Yes No
7. Is Vendor now the subject of any litigation in which an adverse decision might result in a material change in the respondent's financial position or future viability? Yes No
8. Is Vendor currently involved in any state of a fact-finding, negotiations or resistance to a merger, friendly acquisition or hostile take-over, either as a target or as a pursuer? Yes No
9. At the time of bidding, does the vendor have the resources and personnel to provide the services listed herein? Yes No
10. References: Provide three references from agencies you have provided goods or services to in the past three (3) years, at least one reference should be a public-schoolsystem.

Reference # 1

Organization Name: _____ Telephone #: _____
Contact Name: _____ E-mail Address: _____
Scope of Work Provided: _____
Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

Reference # 2

Organization Name: _____ Telephone #: _____
Contact Name: _____ E-mail Address: _____
Scope of Work Provided: _____
Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

Reference # 3

Organization Name: _____ Telephone #: _____
Contact Name: _____ E-mail Address: _____
Scope of Work Provided: _____
Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

DEBARMENT FORM

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this document is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this document is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this document that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the No Purchasing List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this document.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

**AUTHENTICATION OF PROPOSAL AND STATEMENT
OF NON-COLLUSION AND NON-CONFLICT OF INTEREST**

I hereby certify:

1. That I am the vendor (if the vendor is an individual), a partner of the vendor (if the vendor is a partnership) or an officer or employee of the proposing corporation having authority to sign on its behalf (if the vendor is a corporation);
2. That the submitted quote covering Volusia County School District's _____ has arrived at the vendor independently, and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Request for Proposals, designed to limit the independent proposing or competition as prohibited by provisions; or any attendant procurement regulations of the Volusia County School District.
3. That the contents of the proposal have not been communicated by the Vendor or its employees or agents to any person not an employee or agent of the Vendor and will not be communicated to any such person prior to the official opening of the proposal;
4. That the Vendor is legally entitled to enter into the contract with the School District of Volusia County and is not in violation of any prohibited conflict of interest, including those prohibited or any procurement regulation of the School District of Volusia County.
5. That the vendor has fully disclosed with their response the name(s) of any officer, director, or agent who is or was an employee of the School Board of Volusia County, Florida.
6. In submitting the above, it is expressly agreed that upon proper acceptance by the School District of Volusia County of any or all items proposed above, a contract shall thereby be created with respect to the items in this proposal being accepted.
7. That I have fully informed myself regarding and affirm the accuracy of all statements in this proposal, including the price proposal.

READ CAREFULLY - SIGN IN SPACE BELOW - FAILURE TO SIGN INVALIDATES PROPOSAL:

SIGNED BY _____ TITLE _____

COMPANY NAME _____ TELEPHONE NO. _____

ADDRESS _____ DATE _____

CITY _____ STATE _____ ZIP CODE _____

**REQUEST FOR APPROVAL OF PROPOSED PURCHASING TRANSACTION
INVOLVING POSSIBLE CONFLICT OF INTEREST**

INSTRUCTIONS: This form is required to be completed by any employee or former employee within two years of termination of employment who proposes or whose near relative proposes to either directly or indirectly purchase, sell, rent, or lease any realty, goods, or services from any business entity of which the employee or employee's immediate family has a material interest; nor shall any such individual either directly or indirectly sell, rent or lease any realty, goods, or services to the District.

See previous page for full policy statement.

Completion of this request does not constitute authorization for work to begin or for services to be provided

Name and Title of Employee making request	<input type="checkbox"/> Employee <input type="checkbox"/> Former Employee
Division / Department	Separation Date:
Building / Room	Telephone Extension

CHECK AND COMPLETE THE APPROPRIATE ITEM:

- ☐ I propose to directly or indirectly purchase, rent, sell, or lease any realty, goods, or services to the District.
- ☐ A near relative * proposes to directly or indirectly purchase, rent, sell or lease any realty, goods, or services to the District.

Name of Relative:	Relationship:
Address:	

- ☐ I own or control more than 5% interest in a business which proposes to directly or indirectly purchase, rent, sell or lease any realty, goods, or services to the District.

Name of Business:
Nature of Interest:

- ☐ A near relative * own or controls more than 5% interest in a business which proposes to directly or indirectly purchase, rent, sell or lease any realty, goods, or services to the District.

Name of Relative:	Relationship:
Address:	
Name of Business:	
Nature of Interest:	

Describe the realty, goods or services proposed:

Are the realty, goods or services available commercially?

I certify that no District time, material, equipment or facilities have been or will be used in connection with any resulting purchase order or contract.

I certify that I have not or will not make, or participate in the making of the District's decision to purchase the realty, goods or services covered by this disclosure.

Signature of Employee	Date
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APPROVALS

Employee's Department Head (not required if former employee)	Other Administrative Approval
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* See reverse side for definition



The School District of Volusia County
Purchasing & Warehouse Services
3750 Olson Drive
Daytona Beach, FL 32124

Ph: 386-947-8786
Fax: 386-506-505

POLICY REGARDING EMPLOYEE CONFLICT OF INTEREST IN PURCHASING

Definitions

Employee—any individual who is presently employed by the District or whose separation from the District occurred within two years of the date of the proposed transaction.

Near Relative—spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, and step relatives in the same relationship.

Employee-Vendor Relationship—a relationship in which an employee, or near relative, acts as an independent contractor for the purpose of renting or selling goods or providing services to the District.

Policy

Conflict of Interest—The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the School Board of Volusia County, Florida. Furthermore, all bidders must disclose the name of any Board Employee who owns directly or indirectly, any interest of five per cent (5%) or more of the total assets of capital stock in the bidder's firm.

(F.S. Chapter 112, Part III.)— *"No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest."*

Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision."

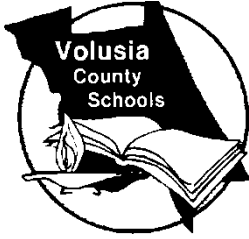
Ethics in Purchasing—The provisions of School Board policy 426 regarding Vendor Relations shall apply regarding any "compensation" or "gifts".

Pursuant to Section 1-3 of the Volusia County School's Purchasing Manual, each transaction shall be handled objectively, without favoritism or discrimination, without seeking or dispensing personal favors and based on sound business judgment.

READ CAREFULLY – SIGN IN THE SPACE BELOW – FAILURE TO SIGN INVALIDATES PROPOSAL

SIGNED BY: _____ TITLE _____
COMPANY NAME: _____ TELEPHONE NO.: _____
ADDRESS: _____ DATE: _____
CITY: _____ STATE: _____

SCHOOL DISTRICT OF VOLUSIA COUNTY PURCHASING DEPARTMENT



DRUG-FREE WORKPLACE

CERTIFICATION FORM

In accordance with Florida Statute 287.087, whenever two or more bids, proposals, or replies, that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply 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 bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

DATE

TYPE OR PRINT COMPANY NAME

PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, PUBLIC ENTITY CRIMES

1. This sworn statement is submitted with Bid, Proposal or Contract No. RFQu-20-009TH for Prequalification of Contractors for Educational Facilities Construction.
2. This sworn statement is submitted by _____ (Name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.
3. My name is _____ and my relationship to the _____ (please print name of individual signing) entity name above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a violation of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, *means*:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. as entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, not any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

_____ The person or affiliate has not been placed on the convicted contractor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

Date: _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to sub-contracts, sub-grants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Sub-awardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example; Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1), if known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identify number available for the Federal action identified in Item 1 (e.g., Request for Proposal number (RFP), Invitation to Bid (ITB) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "ITB-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. a. Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
b. Enter the full names of the individual(s) performing service(s), and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington D.C. 20503.

Certification Regarding Lobbying

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds. Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub- recipients shall certify and disclose accordingly.

Organization Name/Address

Name /Title of Submitting Official

Signature

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose
lobbying activities pursuant to 31
U.S.C. 1352 (See reverse for public
burden disclosure.)

1. Type of Federal Action: ()

- a. contract
- b. grant
- c. cooperative agreement
- d. loan
- e. loan guarantee
- f. loan insurance

2. Status of Federal Action: ()

- a. bid/offer/application
- b. initial award c. post-award

3. Report Type: ()

- a. initial filing
- b. material change

For Material Change Only:

year quarter
date of last report

4. Name and Address of Reporting Entity: () Prime () Sub-awardee

Tier (if known)

Congressional District, if known:

5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name and Address of Prime:

Congressional District, if known:

6. Federal Department/Agency:

7. Federal Program Name/Description:

CDA Number, if applicable:

8. Federal Action Number, if known:

9. Award Amount, if known:

\$

10. a. Name and Address of Lobbying Entity

(if individual, last name, first name, MI):

b. Individuals Performing Services (including address if different from No. 10a)

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities in a material representation of fact upon which reliance was pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and nor more than \$100,000 for each such failure.

Federal Use Only:

Name: Title: Telephone No.: Date:

Signature

Authorized for Local Reproduction Standard Form LLL
(Rev.7-97)

If this form does not apply, please put a check mark here () and provide

your company name _____ and

Authorized Signature here _____.

**CONTRACTORS CHECK LIST
INSTRUCTIONS**

Contractor(s) shall indicate compliance with the RFQu's submittal requirements by checking the appropriate box.

Item	Included (Initial Each)	Reference page #(s)	Description
1		1	Signed Request for Qualification
2		14, 15, 16, 17, 18, 19, 20	Responsive and Responsibility Criteria (All Supporting Documentation)
3		1, 16, 18, 19, 23, 25	Contractor's Experience/Qualifications and References Form
4		1, 7, 17, and 21	Contractor's Statement of Principal Place of Business
5		1, 17, and 25	Debarment, Suspension, Ineligibility and Voluntary Exclusion Form
6		17, 27	Authentication of RFQu and Statement of Non-Collusion and Non-Conflict of Interest Request for Approval of Proposed Purchasing Transaction Involving Possible Conflict of Interest Policy Regarding Employee Conflict of Interest in Purchasing
7		17, 30	Addenda Acknowledgement Form Signed Addendum(s) Acknowledgement (if applicable)
8		1, 5, 16, 29, 31	Drug-Free Workplace Certificate
9		2, 17, and 32	Public Entity Crimes Form
10		2, 3, 8, 10, 17, 18, 34, 35, 36	Certification Regarding Lobbying Disclosure of Lobbying Activities Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities
11		1, 5, 14, 16, 18, 19, 35	Insurance Requirements Form Certificate of Insurance (Copy of Contractor's Current ACORD form)
12		13 and 37	RFQu Label (Only applicable when hardcopies are submitted)


CONTRACTOR'S SIGNATURE

DATE

TYPE OR PRINT COMPANY NAME

(ONLY APPLICABLE IF SUBMITTING A HARDCOPY)

Vendor: Cut along the border and affix this label to your sealed RFQu envelope to identify it as a SEALED RESPONSE. Be sure to include the name and location of the company submitting the RFQu where requested on the label.

-----

SEALED RESPONSE – DO NOT OPEN	
RFQu No.: RFQu-20-009TH	
RFQu Name: Pre-Qualification of Contractors for Educational Facilities Construction	
Due Date/Time: December 17, 2019 at 2:00 PM	
Submitted By:	_____
	(Company Name)

	(City/State)

DELIVER TO: **Purchasing Department
School Board of Volusia County
Facilities - Maintenance Building
3750 Olson Drive
Daytona Beach, FL 32124**

Please note

From time to time, an addendum may be issued to a RFQu. Any such addenda will be posted on the same web site from which you obtained this RFQu. If you are a registered Vendor with the district, you will automatically receive notification of all addenda. If you are not, you should periodically check our web site to download any addenda which may have been issued since the release date of the RFQu.

To become a registered Vendor, you must complete an application in VendorLink, choose the commodities for which you wish to receive notifications, and submit. Once you receive notice you have been approved, you will begin to receive automatic notifications of both solicitations and addenda from VendorLink.

AFFIDAVIT BY CORPORATION

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that he is

_____ of _____, the corporation described in

and which executed the foregoing statement; that he is familiar with the books of said corporation showing its financial condition and that the statements made and answers given in response to the request for information contained in the foregoing application for prequalification are true and correct to the best of my knowledge.

Signature of Principal

Print Name & Title

(Affix Corporate Seal)

Sworn to and subscribed before me this _____ day of _____, 20__.

NOTARY PUBLIC, STATE OF FLORIDA (stamp or seal)

My commission expires:

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

AFFIDAVIT BY PARTNERSHIP

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that he is a partner of the firm of _____ and that the statements made and answers given in response to the request for information contained in the foregoing application for prequalification are true and correct to the best of my knowledge.

Signature of Partner

Print Name & Title

Sworn to and subscribed before me this _____ day of _____, 20_____.

NOTARY PUBLIC, STATE OF FLORIDA (stamp or seal)
My commission expires:

Personally Known _____ OR Produced Identification _____
Type of Identification Produced: _____

AFFIDAVIT BY INDIVIDUAL

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that the statements made and answers given in response to the request for information contained in the foregoing application for prequalification are true and correct to the best of my knowledge.

Signature

Print Name & Title

Sworn to and subscribed before me this _____ day of _____, 20____.

NOTARY PUBLIC, STATE OF FLORIDA (stamp or seal)

My commission expires:

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

Exhibit 3

**SAMPLE****CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Producer Name Producer Address	CONTACT NAME: John Smith PHONE (A/C, No. Ext): 999-999-9999 E-MAIL ADDRESS:		FAX (A/C, No): 999-999-9999
	INSURER(S) AFFORDING COVERAGE INSURER A: Name of Insurance Carrier		NAIC # Code Required
INSURED Vendor Name as Registered with the State of Florida DBA if applicable Mailing Address	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		Policy #	Effective Date	Expiration Date	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						MED EXP (Any one person) \$	
	OTHER:						PERSONAL & ADV INJURY \$	
							GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMP/OP AGG \$ 2,000,000	
							\$	
A	AUTOMOBILE LIABILITY			Policy # Required if transporting students	Effective Date	Expiration Date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000(3,000,000)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$	
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$	
							\$	
	UMBRELLA LIAB						EACH OCCURRENCE \$	
	EXCESS LIAB						CLAIMS-MADE	AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y / N <input type="checkbox"/> N / A		Policy #	Effective Date	Expiration Date	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000	
							E.L. DISEASE - POLICY LIMIT \$ 500,000	
A	Professional Liability			Policy #	Effective Date	Expiration Date	1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** GL: Provide Additional Insured to include Primary Non-Contributory, On-going & Completed Operations along with a Waiver of Subrogation (OPTIONAL 30 day Notice of Cancellation in favor of the Addl Insured)
 **Auto: Provide Additional Insured to include Primary Non-Contributory along with a Waiver of Subrogation and a 30 day Notice of Cancellation in favor of the Additional Insured
 **Work Comp: Waiver of Subrogation & 30 day NOC in favor of the School Board of Volusia County
 **Umbrella: Should follow form over the GL, Auto & WC
 *** SITE Work, Underground Utilities, General Construction Contractors should provide coverage for XCU on the GL (XCU = Explosion, Collapse & Underground)
 ** ADDITIONAL INSURED SHOULD READ: THE SCHOOL BOARD DISTRICT OF VOLUSIA COUNTY FLORIDA and it's subsidiaries.

CERTIFICATE HOLDER**CANCELLATION**

The School Board of Volusia County Florida 200 North Clara Avenue Deland, FL. 32720	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Signature Required

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Vendor Application

Please complete, sign and submit along with any corresponding required forms to the school/department requesting the goods or services. NOTE: All new vendors must submit an IRS Form W-9. Additionally, prior to starting work, ALL Services related vendors are required to be "Jessica Lunsford Act" compliant and must submit a Drugfree Workplace Certificate and a Certificate of Insurance. Incomplete applications will not be processed. For additional information please contact the VCS Purchasing Department at: 386-947-8786 Extension 50855 / PurchasingDept@groups.volusia.k12.fl.us

Possible Conflict of Interest Situations per Florida Statute 112.313 and School Board Policies

If you answer "Yes" to any questions below, please contact the Volusia County Schools (VCS) Purchasing Department before completing the rest of the form.

1. Are you requesting a <u>new</u> supplier to be loaded or is this a request to <u>update</u> an existing supplier profile? NOTE: A government issued, valid form of identification is required with any updates to an existing "Remit to" address as per the Vendor Application.	<input type="checkbox"/> NEW <input type="checkbox"/> UPDATE
2. Are you an employee of the Volusia County Schools (includes substitutes and community coaches)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Is any employee of VCS an owner, proprietor, partner, director, or officer of this business?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Is any spouse, parent, or child of any employee of the VCS an owner, proprietor, director or officer of this business?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If yes, Employee's full name:		Relationship to Employee:	
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General Business Information

Vendor's Legal Name (To be used on the Purchase Order)		FEIN or Social Security Number:	
Vendor's Invoicing Name (To allow A/P to accept invoices in this name)		Parent Supplier (If applicable):	

Mailing Address:	Address / Attn To Name:	/			
	City / County:	/	State:		Zip Code:

Remit to Address: (If different from address above):	Address / Attn To Name:	/			
	City / County:	/	State:		Zip Code:

Business Classification: Are you operating as a certified Small Business? (If Yes, you must provide a copy of your SBA, OSD, or other certifying agency certification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Check all Socio-Economic Business Classifications that apply:

<input type="checkbox"/> Business Development Program	<input type="checkbox"/> Disadvantage Business	<input type="checkbox"/> Hub Zone	<input type="checkbox"/> Mentor-Protege Program	<input type="checkbox"/> Minority Owned
<input type="checkbox"/> Service-disable Veteran Owned	<input type="checkbox"/> Small Business	<input type="checkbox"/> Veteran Owned	<input type="checkbox"/> Woman Owned	

Vendor Representative Contact Name:		Telephone (include Area Code):	
Vendor Representative Title:		Vendor Representative Email Address:	
Do you want to receive purchase orders electronically?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please provide the designated email address below:	
		Fax # (include area code):	

Type of Business (Please check focus below and provide a brief description in the space provided)

<input type="checkbox"/> Corporation	<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Foreign Governmental Agency	<input type="checkbox"/> Foreign Individual	<input type="checkbox"/> Foreign Partnership	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
--------------------------------------	--	--	---	--	--	-------------------------------------	--------------------------------------

Description of Goods and/or Services to be provided:	
--	--

Preferred Method of Payment (Please check all that apply):
<input type="checkbox"/> Check <input type="checkbox"/> P-Card

I hereby certify to the best of my knowledge, that the information supplied herein, including all pages attached, is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal officer, so far as known, is now debarred or otherwise ineligible by the School District of Volusia County from bidding to provide materials, supplies, or services to the District or any other governmental agency.

Vendor Signature:		Date:	
-------------------	--	-------	--

INTERNAL USE ONLY

REQUESTING SCHOOL/DEPARTMENT SECTION (REQUIRED):

By signing and submitting this application, I hereby confirm that the information contained in this application is true, complete, and has been validated by the following authorized vendor representative. _____ Sign Here

Vendor Rep Name:	Title:	Email:	Phone #:	Validation Date:
Requestor Name:		School/Department:		
Requestor Title:		Date:		

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	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>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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
4. 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*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

School Board of Volusia County
Purchasing Department
3750 Olson Drive
Daytona Beach, Florida 32124



REQUEST FOR QUALIFICATION

PAGE 1 OF 38

**RFQu TITLE: Pre-Qualification of Contractors
for Educational Facilities Construction**

RFQu NO.: RF Q u - 20 - 009 T H
RELEASE DATE: November 15, 2019

F.O.B. DESTINATION: REFER TO RFQu DETAILS FOR LOCATIONS

The public is invited to attend the RFQu opening on:

RFQu DUE DATE and TIME: December 17, 2019 @ 2:00 P.M.

BUYER: Tammy Hodgkins, CPPB, BAS

tkhodgki@volusia.k12.fl.us

RFQu Submittal shall be electronically uploaded into VendorLink prior to the RFQu DUE DATE and TIME listed above.

RFQu OPENING LOCATION: Purchasing Conference Room
3750 Olson Drive
Workroom 4
Daytona Beach, Florida 32124

REQUIRED SUBMITTALS CHECKLIST - Note: Submittal is **required** for each box checked for response to be considered.

<input type="checkbox"/> Literature	<input type="checkbox"/> Specifications	<input type="checkbox"/> Catalogs	<input checked="" type="checkbox"/> Non-Collusion & Non-Conflict of Interest
<input checked="" type="checkbox"/> Debarment Form			<input checked="" type="checkbox"/> Statement of Principal Place of Business Form
<input checked="" type="checkbox"/> List of References			<input checked="" type="checkbox"/> Contractor's Company Info. and Experience Form
<input checked="" type="checkbox"/> Drug-Free Workplace Certification			
<input checked="" type="checkbox"/> Electronic Submittal Required			
<input checked="" type="checkbox"/> Certificate of Insurance: See enclosed guidelines for detailed coverage requirements			
<input checked="" type="checkbox"/> Additional submittals specific to this RFQu may also be required: See solicitation for details			

PERIOD OF PERFORMANCE: February 1, 2020 THRU January 31, 2023 WITH TWO (2) OPTIONAL ONE (1) YEAR RENEWAL PERIODS.

THE ANTICIPATED DATE OF BOARD APPROVAL IS January 2020

VENDOR MUST FILL IN THE INFORMATION LISTED BELOW, AND SIGN WHERE INDICATED FOR RFQu TO BE CONSIDERED

Legal Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

EMAIL: _____ Telephone: _____ FAX: _____

**Signature of Owner or
Authorized Officer/Agent:** _____

Typed Name of Above: _____

By my signature, I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting an offer for the same materials, supplies, equipment, or service(s), and is in all respects fair and without collusion or fraud. I further agree to abide by all conditions of this invitation and certify that I am authorized by the Offeror to sign this response. In submitting an offer to the School Board of Volusia County, I, as the respondent, offer and agree that if the offer is accepted, the Offeror will convey, sell, assign, or transfer to the School Board of Volusia County all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodity(s) or services(s) purchased or acquired by the School Board of Volusia County. At the School Board's discretion, such assignment shall be made and become effective at the time the School Board of Volusia County tenders' final payment to the Vendor. Upon approval by Board the information contained herein shall constitute the contract between the Board and Vendor. Per Purchasing Policy 702, Vendor(s) must initiate any protest of notice of intended decision within 72 hours after posting of the tabulation in the Purchasing Department.

NO RESPONSE I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASONS CHECKED BELOW:

- | | |
|--|--|
| <input type="checkbox"/> 1. Insufficient time to respond | <input type="checkbox"/> 7. Addendum received too late to respond |
| <input type="checkbox"/> 2. Specifications were unclear or restrictive | <input type="checkbox"/> 8. Could not meet Insurance requirements |
| <input type="checkbox"/> 3. Could not meet bonding requirements | <input type="checkbox"/> 9. We do not offer the product or service requested |
| <input type="checkbox"/> 4. Our schedule will not permit us to respond | <input type="checkbox"/> 10. Remove our company name from this <u>commodity listing only</u> . |
| <input type="checkbox"/> 5. Terms & Conditions were unclear or restrictive | <input type="checkbox"/> 11. Keep our company on the Vendor list for future solicitations. |
| <input type="checkbox"/> 6. Could not meet specifications | <input type="checkbox"/> 12. Other _____ |

GENERAL TERMS AND CONDITIONS

Vendor/Contractor: to ensure acceptance of the RFQu follow these instructions:

1. **Sealed Solicitation Requirements:** The "Request for Qualification" sheet must be completed, signed, and returned with each response. RFQu shall be signed by a representative authorized to legally bind the Vendor to the provisions herein. All responses shall be submitted electronically via VendorLink unless otherwise instructed. Additional submittal requirements may be defined in the detailed specifications herein. Unless otherwise specified, Vendor(s) must use the form(s) furnished by The District. All responses shall be typewritten or filled in with pen and ink. Responses having erasure or corrections must be initialed by the Vendor in ink. All responses must be e-signed or signed in ink by an officer or employee having authority to legally bind the Vendor. By signing, Vendor attests that they fully understand there will be no recourse for negligence or oversight for not doing so. **Responses received that fail to comply with these submittal requirements may not be considered for award.**
 - a) **Delivery of RFQu:** Electronic RFQu submittals, described in the Electronic Submittal of the response section of this solicitation, are mandatory unless otherwise specified. Responses must be furnished and uploaded in VendorLink no later than 2:00 PM, EST, on or before the due date specified on the cover sheet of this RFQu, to be considered. Responses shall be organized and shall include necessary information as to be in full compliance with the RFQu specifications. The District reserves the right to reject and not consider any RFQu that is not submitted in accordance with the RFQu general conditions, specifications or RFQu submittal requirements.
 - b) **VendorLink help can be accessed by calling (407) 222-1885, or by emailing support@evendorlink.com.**
 - c) Responses received by telephone, telegraph, electronic mail, or facsimile machine shall NOT be accepted unless stated in the special conditions of this RFQu.
2. **Vendor's Responsibility:** It is the responsibility of the Vendor to obtain all pages of the RFQu package and all attachments thereto, together with any addenda to the RFQu package that may be issued prior to the RFQu due date. Vendor(s) are required, before submitting their RFQu, to obtain and carefully examine the RFQu specifications and to completely familiarize themselves with all of the terms and conditions. Ignorance on the part of a Vendor will in no way relieve them of any of the obligations and responsibilities which are a part of this RFQu.
3. **RFQu Opening:** RFQu openings shall be public at the date and time stated in the RFQu unless otherwise indicated.
4. **Responses Received Late:** It is the Vendor(s) responsibility to assure that the RFQu is uploaded in VendorLink prior to the opening date and time specified. Any RFQu received after the opening date and time will be rejected regardless of the circumstances.
5. **Special Conditions:** If a conflict exists between the general conditions and the detailed specifications, then the term or condition that is more stringent and/or specific shall govern and apply.
6. **Public Entity Crime:** Pursuant to Florida Statute 287.133, 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 RFQu on a contract to provide any goods or services to a public entity, may not submit a RFQu on a contract with a public entity for the construction or repair of a public building or public work, may not submit responses on leases of real property to a public entity, may not be awarded or perform work as a Vendor, supplier, subcontractor, or Vendor 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. Vendor(s) shall complete and submit with their RFQu the complete, accurate, and notarized statement required by Section 287.133, Florida Statutes, Public Entity Crimes Statement provided herein. Failure to submit a properly completed and notarized form shall be cause for submittal to be judged non-responsive.
7. **Specification/Variations:** For purpose of evaluation, the Vendor shall indicate any and all variances from specifications, terms and/or conditions regardless of how slight. If variations are not stated in the RFQu, it shall be assumed that the offered product or service fully complies with the specifications, terms and conditions herein.
 - a) Any purchasing agreements and state term contracts available under s.287.056 of the Department of Management. Services for this non-academic commodity and contracted services have been reviewed for the subject of this solicitation. //TKH// Buyer's Initials
8. **Requests for Clarifications:** Any and all questions regarding this RFQu, whether technical, procedural, or otherwise, must be submitted in writing to the attention of the Purchasing Agent designated herein, seven (7) business days prior to the RFQu due date, unless otherwise stated in the specifications. All such interpretations and supplemental instructions will be in the form of written addenda to the RFQu documents. No correction or clarification of any ambiguity, inconsistency or error in the RFQu terms, conditions or specifications will be made to any Vendor orally. Only the interpretation or correction so given by the Purchasing Agent, in writing, shall be binding. Vendor(s) are advised that no other source is authorized to give information concerning, explaining, or interpreting the RFQu documents. If a Vendor should be of the opinion that the meaning of any part of the RFQu specifications are uncertain, obscure, or contains errors or omissions, they should report such opinion to the Purchasing Agent in writing no more than three (3) days after the receipt of the documents.
9. **Processing Time:** It is understood that the normal processing time shall be 90 days after the opening date of this RFQu, and that prices reflected by the RFQu will be firm through the processing time and the delivery of the items awarded.
10. **Original and Renewal Term:** The award resulting from this RFQu shall be in effect for the term defined in the detailed specifications commencing upon District approval or until new responses are taken and awarded. The award resulting from this RFQu (or any portion thereof) has the option of being renewed as defined in the detailed specifications, or extended for a period up to 180 days, upon mutual agreement of both parties, under the same terms and conditions as the original award. The District, through its Purchasing Department, will, if considering a renewal or extension, request a letter of intent to renew or extend from one or more awardees, prior to the end of the current contract period. The awardees will be notified when the recommendation has been acted upon by The District. The Vendor agrees to these conditions by signing its RFQu.
11. **Lobbying:** Vendor(s) are hereby advised that they are **not** to lobby with any District Personnel or Board Members regarding this RFQu. All inquiries must be written and directed to the Department of Purchasing Services.
 - a) Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation,

and all other groups who seek to influence the governmental decision of a Board Member or District personnel on the award of this contract. Lobbying by any Vendor or any individual on behalf of a Vendor will result in rejection/disqualification of said RFQu.

- b) Violation of this provision regarding lobbying may also result in disqualification of the Vendor from participation in competitive solicitations with The District for the duration of the document contract period or for some other term, at the recommendation of the Director of Purchasing and as acted upon by the Superintendent and the School Board, as appropriate.
12. **Prompt Payment Discount:** Cash discount for prompt payment of invoices, if offered, shall not be considered in evaluating responses and making awards. Cash discount terms, if offered in the RFQu, must be clearly indicated on each invoice.
13. **Brands:** If specified, Vendor(s) shall indicate, for each item, the name and model of the brand. Use of brand names, trade names, make, and model, manufacturer, or Vendor catalog number in the specifications is for the purpose of establishing a grade or quality of material only. It is not The District's intent to rule out other competition; therefore, the phrase "OR APPROVED EQUAL" is added, unless otherwise indicated in the specifications. However, if a product other than specified is responded to, it is the Vendor's responsibility to submit, with the RFQu, samples, descriptive literature and/or detailed specifications which illustrate the product sufficiently for evaluation. Responses received without this information, or with insufficient information, as determined by the evaluation committee, may not be considered. If the words "ONLY" or "NO SUBSTITUTES" appear in the specification, then no other brands, trade names, makes, models or manufacturers shall be considered. The District shall be the sole judge concerning the merits of RFQu's submitted. Once an item is awarded from this RFQu to a Vendor, no substitution of brands shall be permitted. If a Vendor does not indicate what he is offering in the proper blank and if the Vendor is successful in being awarded the item(s) then the Vendor shall be obligated to furnish the item(s) specified by The District.
14. **Warranty/Guarantee:** All materials and/or services furnished under this RFQu shall be warranted by the Vendor, distributor and manufacturer to be free from defects and fit for the intended use. Unless otherwise requested, the items must be new and equal to or exceed specifications. The manufacturer's standard guarantee or warranty shall apply. During the guarantee or warranty period, the Vendor must repair and/or replace the unit without cost to The District with the understanding that all replacements shall carry the same guarantee or warranty as the original equipment. The Vendor shall make any such repairs and/or replacements immediately upon receiving notice from The District.
15. **Notification of Award/Purchase Orders:** Upon Board approval to award a contract, participating Vendor(s), successful and unsuccessful, shall be notified of the award configuration in writing by the Purchasing Department. Vendor(s) who are awarded a contract resulting from this RFQu are cautioned not to provide goods or services to any District site or to any District employee prior to receiving purchase orders issued by the District's Purchasing Department. Notification of Award is not to be construed as authorization to provide goods or services.
16. **Contract Documents:** The submission of a RFQu constitutes an offer by the Vendor. Upon Board approval the Purchasing Department will issue a letter of award. The District does not anticipate issuing a specific contract document for this award, however the District does reserve the right to request the Vendor enter into a separate contract if determined to be in the best interest of the District. If a specific contract document is not requested, this RFQu, any addenda to this RFQu, the submitted RFQu, and the corresponding purchase order(s) and change order(s) will constitute the complete agreement between the successful Vendor and the District. If a specific contract document is requested by the District, it shall be included with the above-mentioned items as part of the contract agreement. Each RFQu is received with the understanding that an acceptance in writing by The District of the offer to furnish any or all of the services and materials described shall constitute a contract between the Vendor and The District. This contract shall bind the Vendor to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted RFQu. It is agreed that the Vendor will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of The District and any sureties.
17. **General Information about the District:** The District and its School Board of Volusia County were created pursuant to Section 4, Article IX of the Constitution of the State of Florida. The District is an independent taxing and reporting entity managed, controlled, operated, administered, and supervised by District school officials in accordance with Chapter 1001, Florida Statutes.
- a) The School Board consists of five elected officials responsible for the adoption of policies, which govern the operation of District public schools. The Superintendent of Schools is responsible for the administration and management of the schools within the applicable parameters of State Laws, State Board of Education Rules, and School Board policies. The Superintendent is also specifically delegated the responsibility of maintaining a uniform system of records and accounts in the Board by Section 1001.51, Florida Statutes as prescribed by the State Board of Education.
- b) The School District of Volusia County serves the entire area of the county. The District's enrollment is approximately 62,800 K-12 students. With approximately 7,500 employees (including full-time, part-time, substitutes, short-course instructors, and hourly employees), the School District is one of the largest employers in Volusia County.
18. **Price Adjustments:** The District may, in its sole discretion, make an equitable adjustment in the contract terms and/or pricing if pricing or availability of supply and/or service are affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all of the following criteria:
- a) The volatility is due to causes wholly beyond the Vendor's control
- b) The volatility affects the marketplace or industry, not just the particular Vendors source of supply
- c) The effect on pricing or availability of supply is substantial
- d) The volatility so affects the Vendor that continued performance of the contract would result in substantial loss or financial hardship.
- The determination as to whether a situation represents "extreme" volatility of the marketplace and/or whether the effect on pricing or availability is "substantial" shall be solely at the discretion of the District. Requests for adjustments must be made to the Director of Purchasing within twenty-four hours after receipt of an order from the District for the affected product and will not be considered more than once in a 120-day period. For contracts with an initial award period exceeding one (1) year, prices shall remain firm for the first year.
19. **Substitutions:** Should a particular product become unavailable after award due to discontinuance by manufacturer, extreme market demand or inability of manufacturer to produce the product for a certain period of time, or quality or compatibility as solely determined by the District, Vendor may offer a substitute product to the District. The Vendor shall provide specifications for the offered substitute product, or if requested by the District, a sample of the offered substitute. Vendor will also provide documentation as to the unavailability of the original awarded product to the District for its review. Such a substitute will only be considered if the District has a continued need for the product within a specified time frame where the original awarded product will be unavailable. Whether a substitute is necessary and whether the offered substitute is acceptable are solely within the discretion of the District.

20. Vendor Performance: The Vendor shall provide competent, suitable, qualified personnel to perform any project required by the RFQ. The Vendor shall at all times maintain good discipline and order while on District property. Vendor employees and subcontractor employees (if authorized) assigned to this project must be pre-screened and will be thoroughly reviewed for but not limited to current certification and documentation.

- a) The Vendor shall furnish all equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, heat, light, telephone, water and sanitary facilities and incidentals necessary for the execution, testing, initial operation and completion of any project unless otherwise specified.
- b) The Vendor shall be responsible for the appearance and demeanor of all personnel assigned to the project and shall require that all employees wear shirts with visible company logo and personal identification of the individual employee. Uniforms and/or dress code shall be inclusive of, but not limited to, neat and clean company uniforms or attire that are appropriate and easily identifiable. District identification badges shall be worn and clearly visible while on any District property.
- c) The Vendor's personnel shall have no contact with students or school staff, other than administrative staff or designated representatives, with the exception of emergency situations. The Vendors employees shall refrain from using foul, abusive, or profane language on District property.
- d) Upon arrival and departure onto any District school campus, the Vendor's employees shall enter their company information into the School Log Book provided in the Administrative office of each campus.
- e) The Vendor's personnel shall be aware that all District sites are smoke free areas. The use of tobacco products is prohibited on any property owned by The District. Vendor's personnel shall be aware that it is illegal to have in one's possession any illegal drug or alcoholic beverage while on District property.
- f) Vendor shall strictly limit its operations to the designated work areas and shall not permit any employees to enter any other portions of District property without District's expressed prior written consent.
- g) All employees are prohibited from distributing any papers or other materials upon District property and are strictly prohibited from using any District telephones or other office equipment.
- h) All employees shall enter and leave District facilities only through the ingress and egress points designated, from time to time, by The District.
- i) The Vendor shall be responsible for the removal of all trash and debris occasioned by this contract. Failure to adhere to this requirement will result in the costs of the performance of this work by others being charged to the Vendor.
- j) The Vendor shall be responsible for all damages caused by the Vendor and shall be held responsible for replacing or repairing any damage due to negligence on their part to any person(s) and/or property. The District may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property.
- k) Any existing surface or subsurface improvements, including, but not limited to, pavements, curbs, sidewalks, pipes, utilities, footings, structures, trees and shrubbery, not indicated in the contract documents to be removed or altered, shall be protected by Vendor from damage during the prosecution of any project. Any such improvements so damaged shall be restored by Vendor to condition at least equal to that existing at the time of Vendor's commencement of any project.
- l) Vendor acknowledges that work may be performed at a particular project site where The District simultaneously is conducting and continuing its operations upon the same site. In such event, Vendor shall coordinate its work so as to cause no unreasonable

interference with or disruption to The District's operations. The District may perform other work related to any particular project at the site by The District's own forces, have other work performed by utility owners or let other direct contracts.

- m) If during the performance of any project, Vendor or any subcontractor, sub-subcontractor, agent, employee or anyone else for whom Vendor is legally liable, causes a disruption to any Utilities service to other facilities or customers within a project area, Vendor shall take all actions necessary and required to immediately restore such Utilities service. If Vendor fails to take such immediate actions The District shall have the right to take whatever actions it deems necessary and required to immediately restore the disrupted services, and all costs incurred by The District as a result thereof shall be reimbursed to The District by Vendor within five (5) business days of written demand for same from The District.
- n) Vendor is responsible for the safety and protection of all persons and property on or about the project site during the progress of any project. Further, it is Vendor's responsibility to protect from damage or loss all material and equipment to be incorporated into any project which may be stored off the project site. Vendor shall develop and implement, in accordance with the requirements of the contract documents (including any District rules or regulations), a safety plan for any project, as required. Vendor shall comply with all applicable codes, laws, ordinances, rules and regulations of The District and any public body having jurisdiction over any project, including all of their safety codes, laws, ordinances, rules and regulations. If Vendor observes that the Contract Documents are at variance therewith, it shall promptly notify The District in writing.
- o) When requested, Vendor shall cooperate with any ongoing District investigation involving personal injury, economic loss or damage to The District's facilities or personal property therein.
- p) Proper safety barricades, protective, and covering devices shall be used to divert traffic and protect personnel. Normal safety signs, necessary lighting and temporary fencing/barricades around work areas shall be installed and maintained in accordance with OSHA requirements while the work is in progress. Materials must be secured in accordance with OSHA regulations when not in use.
- q) The Vendor shall be responsible for instructing their employees in all safety measures. All equipment used by the Vendor shall be free from defects or wear that may in any way constitute a hazard to any person or persons on District property. At no time shall equipment be operated without guards, shields, or other manufactures recommended safety accessories in place and functioning as intended by the manufacturer. All current OSHA safety standards shall be reinforced including, but not limited to, the following rules:
 - I. All OSHA and Federal required safety equipment shall be installed and functioning on all equipment.
 - II. All equipment shall be in sound working condition and must meet all OSHA Safety Standards. All workers shall be aware of and trained in the operation of all safety equipment required for this project.
 - III. The Vendor shall ensure that employees are equipped with proper safety items such as glasses, hard hats, gloves, etc.
 - IV. All incidents on campus involving District property or personnel shall be reported to the Director of Maintenance Services Department and the Campus Administrator immediately upon occurrence.

FAILURE TO COMPLY WITH ANY OF THE ABOVE PERFORMANCE REQUIREMENTS MAY RESULT IN TERMINATION OF CONTRACT.

- 21. Inspection, Identification and Acceptance:** Vendors shall be responsible for delivery of items in new condition meeting specification at point of destination. Vendors shall file with the carrier all claims for breakage, imperfections and other losses. If the material and/or services supplied to The District is found to be defective or does not conform to specifications, The District reserves the right to cancel the order upon written notice to the seller and return the product to the seller at the seller's expense.
- 22. Bid Bonds and Performance Bonds:** Bid bonds, when required, shall be submitted with the RFQu in the amount specified in the detailed specifications. Bid bonds will be returned to unsuccessful Vendor(s). After acceptance of a RFQu, the District will notify the successful Vendor to submit a recorded payment and performance bond in the amount specified in the detailed specifications.
- 23. Worker's Compensation:** Vendors shall obtain and maintain during the life of the contract Workers' Compensation Insurance in compliance with Chapter 440, Florida Statutes for all of his employees employed on the project. In case any work is sublet, Vendor shall require subcontractors similarly to provide Workers' Compensation Insurance.
- 24. Cancellation/Termination:** In the event any of the provisions of the contract awarded as a result of this RFQu are violated by the Vendor, the Superintendent or designee will give written notice to the Vendor stating the deficiencies and unless the deficiencies are corrected within ten (10) calendar days, recommendation may be made to the District for immediate cancellation. Upon cancellation, hereunder the District may pursue any and all legal remedies as provided herein and by law. The District reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving seven (7) days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the District will be relieved of all obligations under said contract. The District will only be required to pay to the Vendor that amount of the contract actually performed to the date of termination. Repeated instance of failure to perform may result in cancellation of the contract and removal of the Vendor from consideration on other District contracts for the duration of the document contract period or for three years, whichever is longer, at the discretion of the Director of Purchasing.
- a) Default/Cause:** In the event that the awarded Vendor should breach this contract, the District and the School Board reserve the right to seek all remedies in law and/or in equity.
- 25. Liability:** Where Vendors are required to enter or go onto District property to deliver materials, perform work or provide services as a result of a RFQu award, the Vendor assumes full duty, obligation and expense of obtaining all necessary licenses, permits and insurance, and shall be fully responsible for its own negligent or willful acts or omissions. Refer to the Attachment C (Insurance Requirements form) for the District's insurance requirements.
- 26. Indemnity:** This General Condition of the RFQu is NOT subject to negotiation and any RFQu that fails to accept these conditions will be rejected as "non-responsive", unless Vendor is entitled to sovereign immunity by action of the Florida Legislature. The District agrees to be fully responsible for its acts of negligence, or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by the District. Nothing herein shall be construed as consent by the District to be sued by third parties in any matter arising out of any contract. Vendor shall hold harmless and defend the District and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against the District by an employee of the named Vendor, any Subcontractor, or anyone directly or indirectly employed by any of them. The Vendor's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this Contract or the Vendor's limit of, or lack of, sufficient insurance protection.
- 27. Taxes:** The District is exempt from any Taxes. State Exemption Certificate certified on request. State Sales Tax Exemption Certificate is No. 85-8012622388C-5, and Federal Tax Identification is No. 59-6000884.
- 28. Occupational Safety Hazards Act Requirements:** The Vendor certifies that all material, equipment, etc., contained in the RFQu meets all Occupational Safety Hazards Act (OSHA) requirements. The Vendor further certifies that if he or she is the successful Vendor and the material, equipment, etc., delivered is subsequently found to be deficient pursuant to any OSHA requirement in effect on the date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with aforementioned requirements shall borne solely by the Vendor.
- 29. Drug Free Workplace/Identical Tie Responses:** Whenever two or more responses, which are equal with respect to price, quality and service, are received for the Purchasing of commodities or contractual services, a RFQu received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statute 287.087.
- 30. Ethics:** All awarded Vendor(s) shall comply with the requirements of law regarding ethics as set forth in Chapter 112, Florida Statutes, and rules promulgated by the Florida Commission of Ethics.
- 31. Confidentiality:** Vendor(s) shall be aware that all submittals provided with a RFQu are subject to public disclosure and will **not** be afforded confidentiality with the exception of "sealed" financial statements.
- 32. Use of Other Contracts:** The District reserves the right to utilize other District contracts, State of Florida Contracts, contracts awarded by other city or county governmental agencies, other school Districts, other community college/state university system cooperative agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(5) in lieu of any offer received, or award made as a result of this RFQu, if it is in its best interest to do so. The District also reserves the right to separately solicit any single order to purchase any item on this RFQu if it is in its best interest to do so.
- 33. Authority to Piggyback:** The School District of Volusia County is a member of the Bay Area Cooperative Purchasing Consortium. Upon award of this solicitation, if mutually agreed upon between the successful Vendor(s) and governmental entity, submission of any RFQu in response to this request constitutes a response made under the same conditions, for the same pricing, and for the same effective period as this RFQu, to any other governmental entity.
- 34. Invoicing:** Orders shall be processed, or work performed only upon receipt of authorized purchase orders issued by the District. The Vendor will provide **two copies of the original invoice to The School District of Volusia County, Financial Accounting Department, located at 200 North Clara Ave, DeLand, FL 32721.**
- a)** All invoices shall include purchase order number, date and location of delivery or services, and confirmation of acceptance by the appropriate District representative. Invoices must be prepared properly to avoid unnecessary delays in payment. Upon receipt of invoices forwarded from the Finance Department, the user school/department will approve payment for requested work that has been completed satisfactorily. All invoices and correspondence shall be legibly written, signed and dated.
- 35. Liquidated Damages Recovery:** Vendor agrees to the use of Liquidated Damages Recovery in the event the Vendor fails to perform in accordance with contract provisions. On any occasion where the

Vendor fails to perform or defaults on the contract, or any material provision thereof, the District may procure the necessary supplies/services from other sources and hold the Vendor financially responsible for any excess costs incurred. The difference between the contracted price of the products and the actual price paid in this circumstance may be deducted from funds owed to the non-performing Vendor.

36. **Contact Information:** The Vendor shall appoint a person or persons to act as a primary contact with the District. This person or their designated back up shall be readily available during normal business hours by phone or in person; knowledgeable of the terms, conditions and procedures involved; and respond to messages within 24 hours. The District shall appoint a person or persons to act as the District Representative. The Vendor shall have access to the site after school hours, on weekends, and during school hours at the discretion of District Representative. All scheduling shall be coordinated with the District Representative.
37. **Protest:** Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes and District Policy 702, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes, and failure to follow any other requirements in the protest procedures established by the School District of Volusia County, Florida shall constitute a waiver of all protest rights.
38. **Public Records Compliance:** In addition to other contract requirements provided by law, the Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:
- Keep and maintain public records required by the school district to perform the services;
 - Upon request from the school district's custodian of public records, provide the schools districts with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
 - Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the school district; and
 - Upon completion of the contract, transfer, at no cost, to the school district all public records in possession of the contractor or keep and maintain public records required by the school district to perform the service. If the contractor transfers all public records to the school district upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the school district, upon request from the school district's custodian of public records, in a format that is compatible with the information technology systems of the school district.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

CUSTODIAN OF PUBLIC RECORDS
(386)-734-7190 Ext. 20110 or 20138
publicrecordsrequest@volusia.k12.fl.us
200 N. Clara Ave., Deland, FL 32720

Failure of the Contractor to abide by the terms of this provision shall be deemed a material breach of this agreement and the School District of Volusia County may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

39. **Vendor Background Screening Requirements:** Vendor will comply with all requirements of Florida Statutes 1012.32, 1012.465, 1012.467 and 1012.468, by certifying that the Vendor and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to The District in advance of the Vendor providing any services on campus while students are present. The Vendor will bear the cost of acquiring the background screening and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Vendor and its employees. Vendor will provide The District a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Vendor will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. Vendor agrees that in the event the Vendor or any employee who the Vendor has certified as completing the background check and meeting the statutory standards then is convicted of any disqualifying offense, the Vendor will notify The District within 48 hours of such.
- The parties agree that in the event that Vendor fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling The District to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Vendor agrees to indemnify and hold harmless The District, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from Vendor's failure to comply with the requirements of this paragraph of the Florida Statutes.
 - Effective October 1, 2005 the Florida Department of Law Enforcement opened a new shared fingerprint database that is available to all School Districts in Florida. Vendor and their employees who were fingerprinted within the last five (5) years in any county in Florida should be in the State fingerprinting database. Vendors and their employees who have been fingerprinted in one of the School Districts should have the ability to notify other School Districts Human Resources Department of their fingerprinting status by providing the name of the School District in which they were fingerprinted, employee name and social security number. This legislation alleviates the issue of requiring Vendors to be fingerprinted in every District in which they provide services.
 - Vendor must provide a list of employees that will participate in this contract for fingerprinting appointments to the District's Office of Professional Standards. Any costs associated with obtaining District badges through the Department of Professional Standards shall be the sole responsibility of the Vendor.
40. **Vendor Process for Fingerprinting:** Upon award, Vendor is required to comply with the requirements of Florida Statutes, Section 1012.465. Vendors who will never be present on a school district campus are not required to be fingerprinted.
41. **Confidential, Proprietary, or Trade Secret Material:** If the Vendor considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to Chapter 119

Florida Statutes, the Florida Constitution or other authority, the Vendor must also simultaneously provide the School Board with a separate redacted copy of its response. The redacted copy shall contain the School Board's solicitation name, number, and the name of Vendor on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy shall be provided to the School Board at the same time Vendor submits its response to the solicitation and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret.

- a) Vendor shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret or otherwise not subject to disclosure. Further, Vendor shall protect, defend and indemnify the School Board for any and all the claims from or relating to Vendor(s) determination that the redacted portions of its response are confidential, proprietary, trade secret or otherwise not subject to disclosure.
 - b) If the Vendor fails to submit a Redacted Copy with its response, the Department is authorized to produce the entire documents, data or records submitted by Vendor in response to a public records request for these records.
- 42. Confidentiality of Student Records:** Contractor(s) understand and agree that it is subject to all federal and state laws and the School Board rules relating to the confidentiality of student information. The Contractor(s) further agree to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. 99. The Contractor(s) shall regard all student information as confidential and will not disclose the student information to any third party.
- 43. Florida Preference:** Pursuant to Section 287.084, Florida Statutes, effective July 2012, the Board shall make appropriate adjustments to pricing of responses, as required, when responses have been submitted by Vendor(s) having a principal place of business outside the State of Florida. Responding Vendor(s) must complete and submit with their RFQu response the attached Vendor's Statement of Principal Place of Business form, attached at the end of this document. **Failure to comply shall be considered non-responsive to the terms and conditions of this solicitation.** For additional information regarding this statute, Vendor(s) may refer to: <http://www.leg.state.fl.us/Statutes/index.cfm>.
- 44. Florida Sunshine Law:** In order for the District to be in compliance with Florida Statute Chapter 286.0113, any questions pertaining to a competitive solicitation must be submitted in writing (i.e., U.S. mail services or a third-party mail services company, fax, email).
- 45. Illegal Alien Labor:** CONTRACTOR shall comply with all provisions of the Federal Immigration and Control Act of 1986 (8 U.S. Code § 1324 a) and any successor federal laws, as well as all provisions of Section 448.09, Florida Statutes, prohibiting the hiring and continued employment of aliens not authorized to work in the United States. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to the contractor that the subcontractor is in compliance with the terms stated within. The General Contractor nor any subcontractor employed by him shall not knowingly employ or contract with an illegal alien to perform work under this contract. Contractor agrees that it shall confirm the employment eligibility of all employees through participation in E-Verify or an employment eligibility program approved by the Social Security Administration and will require same requirement to confirm employment eligibility of all subcontractors. All cost incurred to initiate and sustain the aforementioned programs shall be included in contract price. Failure to meet this requirement may result in contract termination by the District.
- 46. Fair Labor Standards Act:** No contractor or subcontractor holding a service contract with the District for any dollar amount shall pay any of its employees working on the contract less than the minimum wage specified in section 6(a)(1) of the Fair Labor Standards Act 29 U.S.C. 206. Failure to meet this requirement may result in contract termination by the District.
- 47. Disputes:** In case of any doubt or differences of opinion as to the items to be furnished hereunder, the decision of the District Purchasing Department shall be final and binding on both parties.
- 48. Governing Law/Jurisdiction:** The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida. Venue of any court action shall be in Volusia County, Florida. If in the event a suit is brought for the enforcement of any term of the contract(s).
- 49. Non-Appropriation:** The vendor understands and agrees any and every contract is subject to the availability of funds to the District to purchase the specified products/services. As used herein, a "non-appropriation" shall be defined as an occurrence wherein the District, in any fiscal period, does not allocate funds in its budget for the purchase of the specified products/services or other amounts owed pursuant to any Contract, from the source of funding which the District anticipates using to pay its obligations hereunder, and the District has no other funds, from sources other than taxes, which it deems to be available to pay its obligations under Contract. The District may terminate a contract, with no further liability to the vendor, effective the first day of a fiscal period provided that:
- a) a non-appropriation has occurred, and,
 - b) The District has provided the vendor with written notice of termination not less than fifteen (15) days before the proposed termination date.
 - c) Upon the occurrence of such non-appropriation the District shall not be obligated for payment for any fiscal period for which funds have not been appropriated.
- 50. State Registration Requirements:** Any corporation submitting a RFQu/RFQu in response to this Solicitation shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application may be required prior to award of a contract. Any partnership submitting a response to this Solicitation shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, (800) 755-5111 (<http://www.dos.state.fl.us>).
- 51. Jessica Lunsford Act – House Bill 1877:** The state of Florida has passed a law stating that ALL Vendors visiting a school campus shall be in compliance with Florida House Bill 1877; the Jessica Lunsford Act, effective September 1, 2005, amended July 2007. The requirements of this Act can be viewed on the District's web site, www.volusia.k12.fl.us.
- 52. Assignment:** The Contractor(s) obligations under resulting contract may not be assigned or transferred to any other entity without prior written consent of the Contract Administrator.
- 53. Possession of Firearms:** Possession of firearms will not be tolerated on District property. "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any destructive device; or any machine gun.
- a) No person who has a firearm in their vehicle may park their vehicle on District property. Furthermore, no person may possess or bring a firearm on District property in any manner or on any occasion. Violation of this provision by the contractor, or failure of contractor to enforce this provision with its personnel, shall constitute a material breach of the Contract.

THERE WILL BE NO EXCEPTIONS TO THIS PROCESS

Definitions:

Addendum: A written change to a Solicitation prior to the time for receipt of the RFQu.

Acquisition: The process of obtaining supplies, services, or construction through purchase, lease, or grants. The process includes the establishment of needs, description of requirements, selection of method of procurement, selection of sources, solicitation of offers, award of contract, financing, and contract administration.

Awarded Contractor /Awardee: Board approved Vendor(s) for this RFQu. **Offer, Submittal, or Response:** Shall refer to any offer, or response submitted in regard to this solicitation that if accepted would bind the Offeror to perform the resultant contract.

RFQu: The information submitted by a firm in response to this solicitation.

Vendor: Representatives of the vendor submitting a RFQu.

Board: Volusia County School Board; also known as District or BOARD

Conflict of Interest: An actual or potential situation in which the personal interests of a Vendor, employee or public official, are, or appear to be, in conflict with the best interests of the Board.

Consideration: The cause, motive, price or compelling influence that leads a party to enter a contract. A binding contract requires an offer, acceptance of the offer, and consideration.

Contract: An agreement, enforceable by law, between two or more competent parties, to provide goods and/or perform services as set forth in this solicitation.

- **Purchase of Goods** - The contract will be comprised of the solicitation document signed by the vendor with any addenda and other attachments specifically incorporated and a District purchase order.
- **Performance of Services** – The contract will be comprised of the Agreement between the District and the vendor, the solicitation document, any addenda, and other attachments incorporated into the agreement.

Contractor: The party/legal entity to whom an award has been made. (also referred to as Vendor, Offeror, or Proposer)

District: All buildings, grounds, facilities, and any other indoor or outdoor areas owned and/or operated by the BOARD.

Firm: A general reference to any entity responding to this solicitation or performing under any resulting contract, also includes vendor, contractor, respondent, etc.

Interested Party: The terms professional, contractor, vendor, firm, company, offeror, respondent etc., is used interchangeably in this document. Each reference when used refers to any entity that is participating in this solicitation. An actual or prospective offeror whose direct economic interest could be affected by the award of a contract or by the failure to award a contract.

Lobbying: Any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the decision of a Board Member or District personnel after advertisement and prior to the award or contract.

Modification: A written change to the terms of a contract.

Offeror: Anyone submitting a response; Also referred to as Vendor, Respondent, Submitter, or Vendor.

Request for Bids (ITB)/Request for Qualifications (RFQu): A solicitation document used in other-than-sealed procurements. ITB's and RFQu's are used in negotiated procurements to communicate District requirements to prospective contractors and to solicit bids / qualification statements from them. Used where Qualifications are considered equal to; or greater than price.

Responsible: Refers to a vendor that has the capacity and capability to perform the work required under a Solicitation and is otherwise eligible for award.

Responsive: Refers to a Respondent that has taken no exception or deviation from the terms, conditions, and specifications set forth in this

RFQu. Their RFQu, offer, or response conforms to the instructions and format specified in the solicitation document.

Solicitation: The written document, sent to prospective contractors, detailing the solicitation requirements and requesting submittals from interested parties.

Superintendent: The Superintendent of Schools of the District or designee.

Vendor/Contractor: A general reference to any entity responding to this solicitation or performing under any resulting contract, also includes contractor, firm, offeror, Vendor, respondent, etc.

2 C.F.R. § 200.326. & 2 C.F.R. PART 200, APPENDIX II

Federal Provisions/Clauses apply to all BOARD contracts utilizing Federal funding as a source for the procurement of goods and/or services. Respondents and resultant awardees shall not take exception to any part of these regulations; doing so shall result in rejection of their response.

1. **Prohibitions of Gratuities:** By submission of a proposal, a vendor certifies that no employee of Volusia County School District has or shall benefit financially or materially from such proposal or subsequent contract. Any contract issued as a result of this RFP may be terminated at such time as it is determined that gratuities of any kind were either offered or received by any of the aforementioned persons.
2. **Civil Rights:** The VENDOR shall comply with the Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; 7 C.F.R. Parts 15, 15a, and 15b; and FNS Instruction 113-1, *Civil Rights Compliance and Enforcement—Nutrition Programs and Activities*, and any additions or amendments.
3. **Minority and Women-Owned Businesses Enterprise: Regulation 2 CFR 200.321** When feasible, Volusia County School District will take all necessary affirmative steps to ensure that small businesses, minority-owned businesses and women's business enterprises are used whenever possible:
 - Affirmative steps shall include the following: Include qualified small businesses, minority-owned businesses and women's business enterprises on solicitation lists.
 - Assuring those small businesses, minority-owned businesses and women's businesses are solicited whenever they are potential sources.
 - When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small businesses, minority-owned businesses and women's business participation.
 - Where the requirement permits, establishing delivery schedules which will encourage participation by small businesses, minority-owned businesses and women's businesses.
 - Using the services and assistance of the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned businesses and women's business enterprises.
4. **Equal Employment Opportunity (41 CFR Part 60):** All Vendors and Contractors must comply with mandatory standards and policies relating to Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractors' commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigating to ascertain compliance with such rules, regulations, and orders. (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."
5. **Copeland "Anti-Kickback" Act (40 U.S.C. 3145):** All Vendors and Contractors must comply with mandatory standards and policies relating to the provision for compliance as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
6. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** All Vendors and Contractors must comply with mandatory standards and policies relating to the Davis-Bacon Act. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for

compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.

7. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708):

All Vendors and Contractors must comply with mandatory standards and policies relating to the Contract Work Hours and Safety Standards Act. Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

a) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

b) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a) of this section.

c) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any

liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b) of this section.

d) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a) through (d) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a) through (d) of this section."

8. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387):

All Vendors and Contractors must comply with mandatory standards and policies relating to as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. Energy Policy and Conservation Act (42 U.S.C. 6201):

Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):

All Vendors and Contractors must comply with mandatory standards and policies relating to Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

11. Rights to Inventions Made Under a Contract or Agreement. (37 CFR §401.2 (a)) :

All Vendors and Contractors must comply with mandatory standards and policies relating to if the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

12. Procurement of recovered materials (See §200.322):

All Vendors and Contractors must comply with mandatory standards and policies relating to section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a

manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

13. **Debarment and Suspension (Executive Orders 12549 and 12689):** All Vendors and Contractors must comply with mandatory standards and policies relating to a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
14. **Procurement of Recovered Materials:** "(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired— (i) Competitively within a timeframe providing for compliance with the contract performance schedule; (ii) Meeting contract performance requirements; or (iii) At a reasonable price. (2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>."
15. **Changes/Modifications:** (a) The Purchasing Department may, in writing, order changes in the drawings and specifications within the general scope of the contract. (b) The Contractor shall promptly notify the Purchasing Department, in writing, of subsurface or latent physical conditions differing materially from those indicated in this contract or unknown unusual physical conditions at the site before proceeding with the work. (c) If changes under paragraph (a) or conditions under paragraph (b) increase or decrease the cost of, or time required for performing the work, the Purchasing Department shall make an equitable adjustment (see paragraph (d)) upon submittal of a "proposal for adjustment" (hereafter referred to as proposal) by the Contractor before final payment under the contract.
16. **Access to Records:** (1) The contractor agrees to provide the BOARD, the Grantee Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. (3) The contractor agrees to provide the Grantor Administrator or the authorized representatives access to construction or other work sites pertaining to the work being completed under the contract."
17. **DHS Seal, Logo, and Flags:** The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific Grantor pre- approval.
18. **Compliance with Federal Law, Regulations, and Executive Orders:** This is an acknowledgement that Grantor financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, Grantor policies, procedures, and directives.
19. **No Obligation by Federal Government:** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

20. Program Fraud and False or Fraudulent Statements or Related

Acts: By submitting a proposal in response to this solicitation, the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

21. **Access by the Grantee, Sub-Grantee, Federal Grantor Agency and Comptroller General:** The Contractor shall allow access by the grantee, sub-grantee, Federal grantor agency and Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts and transcriptions.

22. **Americans with Disabilities Act of 1990 (ADA):** The Contractor shall ensure compliance with all requirements imposed by ADA, and regulations of the federal government issued there under.

23. **Convict Labor:** Ensure compliance with the Convict Labor prohibition in 23 U.S.C. 114 whereby Convict Labor cannot be used in Emergency Relief Programs subject to FHWA funding.

24. **Copyrights:** The Grantee is free to copyright original work developed in the course of or under the agreement. Grantor reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes. Publication resulting from work performed under this agreement shall include an acknowledgement of Grantor financial support, by grant number, and a statement that the publication does not constitute an endorsement by the Grantor or reflect Grantor views.

25. **Disadvantaged Business Enterprises (DBE) Contractors:** The contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 C.F.R., Part 23, as amended, have the maximum opportunity to participate in the performance of contracts and this agreement. In this regard, contractor shall take all necessary and reasonable steps in accordance with 49 C.F.R., Part 23, as amended, to ensure that the Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. The contractor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of federal assisted contracts.

26. **Reporting:** Reports Submission: Per 44 CFR 13.50, when the appropriate grant award performance period expires, the Grantee shall submit the following documents within 90 days: (1) Financial performance or Progress Report; (2) Financial Status Report (SF 269) or Outlay Report and Request for Reimbursement for Construction Programs (SF-271) (as applicable); (3) Final request for payment (SF-270) (if applicable); (4) Invention disclosure (if applicable); and (5) Federally-owned property report. **Reports Acceptance:** Grantor shall review the Grantee reports, perform the necessary financial reconciliation, negotiate necessary adjustments between the Grantee's and Grantor's records, and close out the grant in writing.

27. **Retention of ALL Records:** The Contractor is required to retain all records for seven (7) years after grantees or sub-grantees make final payments and all other pending matters are closed. Proposer agrees to allow access by the BOARD, any relevant Federal Agency, or the Comptroller General of the United States to any records, documents books or papers for the purpose of audit, examination, excerpts or transcription.

SECTION 1: ADDITIONAL CONDITIONS

1. **Intent:** The intent of this solicitation is to obtain multiple pre-qualified Contractor(s) to provide professional and reliable services within seven (7) distinct disciplines:
 - a) Site Work
 - b) General Construction
 - c) Underground Utilities for Construction
 - d) Mechanical- HVAC
 - e) Electrical
 - f) Fire Alarm and Communications
 - g) Roofing

These disciplines will be utilized for various projects needed by the School District of Volusia County, Florida (hereinafter referred to as the "District"). The services will be on an as-needed basis determined by the Facilities Planning and Business Services Department located within the vicinity of the District. This RFQu pertains to construction which could include extensive repair, alteration, remodeling, renovation, and/or improvements of any existing educational facility in the Volusia County, Florida vicinity

2. Solicitation Time:

SOLICITATION PERIOD – RFQu-20-009TH	
November 15, 2019	Public Release
December 5, 2019 at 3:00 PM	Deadline for Questions
December 9, 2019 at 3:00PM	Answers to all Questions Posted
December 11, 2019	Last Day for Addendums
EVALUATION PERIOD	
December 17, 2019 @ 2:00 PM	Opening date and time
January 9, 2020	RFQu Evaluation
January 10, 2020	Notice of Intended Decision is posted publicly on VendorLink
BOARD APPROVAL PERIOD	
January 2020	Board Approval
GENERAL PERFORMANCE TIMELINE	
February 1, 2020	Performance Period Begins

Note: Dates and times are estimated and are subject to change. Notification of changes to the time schedule will be made to registered Vendors. Response to inquiries regarding the status of a RFQu will not be made prior to the posting of the notice of intended decision.

3. Questions and RFQu Submittal: Please submit and refer RFQu specification questions to:

Tammy Hodgkins, CPPB, BAS
Procurement Specialist, Buyer
The School District of Volusia County
Facilities Services Building
3750 Olson Drive
Daytona Beach, Florida 32124
Email: tkhodgki@volusia.k12.fl.us
Phone: (386) 947-8786, Ext. 50864
Fax: (386) 506-5056

- 3.1** The District will post answers to questions posed by prospective Vendors and/or general information concerning this Request for Qualifications in the form of an addendum to the Request for Qualifications on the Internet at <https://www.myvendorlink.com/common/default.aspx>. **Information provided verbally to any Vendor shall NOT be considered as an official answer. Vendors must comply with information provided in written addenda only, and not verbal conversations.** Request for Qualification information can be accessed at the website by searching for RFQu number RFQu-20-009TH. **It is the responsibility of the prospective Vendor to check the website for any addenda issued for this Request for Qualification.** The District reserves the right to disqualify any prospective Vendor who contacts a District employee, or agent concerning this Request for Qualification, other than in accordance with this Section.

4. Electronic Submittal/Delivery of Solicitation Response: Vendor(s) shall prepare RFQu's in accordance with the requirements of these instructions to Vendor(s). RFQu submission not prepared in accordance with published instructions, will be considered non-responsive/non-responsible and may be rejected.

- 4.1** RFQu submission will be received through the VendorLink system for goods, equipment, materials, and related services set forth in the included specifications and documents. "No Response" submitted may be withdrawn after the scheduled closing time for the RFQu for a period of 120 days. If you are having any system errors when uploading the RFQu Submittal in VendorLink, hardcopies and an electronic copy provided on a flash drive (with all applicable original "wet" signatures) will be accepted at the address listed in Section 1, Paragraph 3 (include RFQu Label (pg. 39) on outside of package); however, the full submittals must be submitted by closing time; **December 17, 2019 @ 2:00 PM with no exceptions.**

- 4.1.1** All Vendors are reminded that it is the sole responsibility of the Vendor to ensure that their RFQu is received by the School District of Volusia County Purchasing Department on or before the time and date due for RFQu's to be considered. RFQu's received after the date and hour specified will NOT be considered. Late RFQu's will be rejected.

NOTE: FACSIMILE (FAX) AND E-MAIL RFQu SUBMISSION WILL NOT BE ACCEPTED.

4.2 To ensure correct RFQu formatting, Vendor(s) shall:

- a) Submit all RFQu's, response pages, and supplemental documents electronically through VendorLink.
- b) Upload files only in MS Word (.doc or .docx), Excel (.xls or .xlsx), and PowerPoint (.ppt or .pptx); Adobe Portable Document Format (.pdf); Compressed File (ZIP) formats.
- c) Enable printing on files submitted.
- d) Separate and identify each part of the submission (i.e. document type, form type, content type) with a divider/separation page.
- e) Contact VendorLink technical support at support@evendorlink.com, if technical difficulties arise during RFQu submission. Note: Vendors are strongly encouraged to be proactive with their responses, should technical difficulties arise.
- f) Follow all instructions outlined in this RFQu and provide all requested information.

4.3 Signatures: An authorized representative of each Vendor shall:

- a) Sign or e-sign the RFQu, give their full name and title, and provide the Vendor's business name and address.
- b) Enter the organization's exact legal name on the RFQu.
- c) Sign or e-sign compliance forms, if applicable

4.4 Withdrawal/Alter: Vendor(s) may withdraw, alter, and resubmit their RFQu's through VendorLink at any time prior to the RFQu due date and time. RFQu's may not be withdrawn, altered, or resubmitted after the RFQu due date and time. The District may request clarifications and additional information after RFQu submission.

5. Award: A Pre-Qualification Certificate will be issued to each Contractor who meets all criteria requested in Section II and provides the documentation required as stated in Section II and within this solicitation. The award may be made to multiple responsive and responsible Contractors by Discipline/Trade and Item number as listed in Section II, Items 1-7 who comply with all specifications, terms, and conditions of this solicitation.

5.1 The District has the sole discretion and reserves the right to cancel this RFQu, to reject any and all RFQu's submitted, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the District to do so.

NOTE: This contract will remain open to add new vendors during the contract period. If during the contract period a vendor submits all necessary RFQu documents and complies with all specifications, terms, and conditions of the contract, the Contractor's request to be added as an awarded vendor will be taken into consideration for Board review/approval. The effective dates for the new Contractor will be from the day after Board approval until the final contract expiration date. In order to be able to bid on a specific project, a Contractor must be in possession of a Pre-Qualification Certificate issued by the District.

6. Term of Contract: The contract term shall be for an initial one (1) year period with the option of two (2) one (1) year renewal options. Upon renewal, all qualifying documentation must be current and provided to the District including a valid Contractor's license, a current surety letter from the Contractor's bonding agent, and a copy of the Contractor's insurance.

7. Renewal: In accordance with Florida Statute 287.057, Procurement of Commodities or Contractual Services, Paragraphs (12 & 13), The District reserves the right to renew and negotiate any or all terms, conditions and specifications of the contract for up to two (2) additional one (1) year period upon mutual agreement by both the District and awarded Respondent(s). Renewals must be submitted in writing with the signature of the awarded Respondent(s) Authorized Representative(s). The District, through its Purchasing Department, will, if considering a renewal, will request a current copy of the Contractor License and a new letter from the Contractor's Surety Company to renew from one or more awardees, prior to the end of the current contract period. The awardees will be notified when the recommendation has been acted upon by the District.

8. Responsive and Responsible Criteria: Each submittal shall be evaluated for conformance as responsive and responsible using the following criteria:

8.1 Proper submittal of ALL documentation as required by this RFQu. (Responsive)

8.2 The greatest benefits to the District as it pertains to:

The Award Criteria in Section 1 – Additional Conditions, Paragraph 5 - Award. (Responsible)

11. Incurred Expenses: This solicitation does not obligate the District to award an Agreement, nor shall the District be responsible for any cost or expense which may be incurred by the Vendor in preparing and submitting the submittal called for in this RFQu, or any cost or expense incurred by the Vendor prior to the execution of an Agreement.

12. **Waiver of Claims:** Once this Agreement expires, or final payment has been requested and made, the awarded Vendor shall have no more than thirty (30) calendar days to present or file any claims against the District concerning this Agreement. After that period, the District will consider the Vendor to have waived any right to claims against the District concerning this Agreement.
13. **Sign-In, Sign-Out:** If and when performing services at District facilities and schools, it will be the responsibility of the awarded Vendor(s) to have their Representative sign in and sign out upon arrival and departure with the appropriate District personnel (i.e., Principal or Principal's designated representative). Awarded Vendor(s) and their employees are required to wear/display a JLA identification card, photo badge or type of clothing that clearly identifies both the awarded Vendor's and their employee's name at all times while on District property.
14. **Security:** It shall be the sole responsibility of the Vendor(s) to safeguard their own materials, tools, and equipment. The District shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment.
15. **Limitation on Vendor Contact:** Solely with regard to a released solicitation, no vendor or their representative shall contact or lobby District personnel or School Board members, prior to a posted notice of intended decision. All questions are to be directed to the identified Purchasing Department Buyer, unless otherwise stated in the special conditions of the solicitation. Violation of this policy may result in the rejection/disqualification of Vendor's response per School Board Fiscal Management Policy 702.
16. **Assignment:** The Vendor(s) obligations under the resulting contract may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the Purchasing Department.
- 16.1 The Vendor(s) will be prohibited from publishing or releasing any information related to the requested services without the prior written permission of the District. All reports and other documents resulting from the ensuing Contract will remain the sole property of the District.
17. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract so long as the material purposes of the contract can be determined and effectuated. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision, but only to the extent that such provision is unenforceable, and the contract shall be deemed amended by modifying such provision to the extent necessary to make it enforceable while preserving its intent.
18. **Force Majeure:** Neither party shall be liable for any failure or delay in the performance of its obligations pursuant to the Contract, and such failure or delay shall not be deemed a default of the Contract or grounds for termination hereunder if all of the following conditions are satisfied:
- If such failure or delay;
- 18.1 Could not have been prevented by reasonable precaution;
- 18.2 Cannot reasonably be circumvented by the non-performing party through the use of alternate sources, work-around plans, or other means; and
- 18.3 If, and to the extent, such failure or delay is caused, directly or indirectly, by fire, flood, earthquake, hurricane, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions or court order.
- 18.4 An event that satisfies all of the conditions set forth above shall be referred to as a "Force Majeure Event." Upon the occurrence of a Force Majeure Event, the affected party shall be excused from any further performance of those of its obligations which are affected by the Force Majeure Event for as long as (a) such Force Majeure Event continues and (b) the affected party continues to use reasonable efforts to recommence performance whenever and to whatever extent possible without delay.

- 18.5** Upon the occurrence of a Force Majeure Event, the affected party shall promptly notify the other by telephone (to be confirmed by written notice within five (5) days of the inception of the failure or delay) of the occurrence of a Force Majeure Event and shall describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event prevents the successful Vendor from performing its obligations for more than fifteen (15) days, the District shall have the right to terminate the contract by written notice to the successful Vendor.
- 18.6** Notwithstanding anything contained herein to the contrary, strikes, slow-downs, walkouts, lockouts, and industrial disputes of the successful Vendor shall not constitute "Force Majeure Events" and are not excused under this provision. Nothing in the preceding Force Majeure provisions shall relieve the successful Vendor of any obligation it may have regarding disaster recovery, whether under the contract or at law.
- 19.** **Insurance:** Awarded vendor shall name **The School Board of Volusia County, Florida, 200 N. Clara Ave, DeLand, FL, 32720 as an additional Certificate Holder on Contractor's policy.** Responding Contractor(s) shall provide this information with their RFQu. There will be **no exception** to the minimum requirements set forth. Vendor shall maintain the following insurance for the life of the RFQu contract as follows:
- 19.1** Worker's Compensation Insurance: The Contractor shall maintain Worker's Compensation and Employer's Liability Insurance in the minimum amounts of \$500,000/\$500,000/\$500,000 per the attached sample Acord Certificate of Liability Insurance form which provide further explanation.
- 19.2** Commercial General Liability with Bodily Injury and Property Damage: The Contractor shall maintain Commercial General Liability Insurance at a minimum of \$1,000,000.00 and Bodily Injury and Property Damage Insurance at a minimum of \$1,000,000.00, damage to rented premises, \$100,000, and Medical Expenses \$5,000 as per the attached sample Acord Certificate of Liability Insurance form which will provide further explanation.
- 19.3** Commercial Automotive Liability Insurance: The Contractor shall maintain Commercial Automobile Liability Insurance, including but not limited to bodily injury and property damage, combined single limit, including any automobiles, hired and non-owned, at a minimum of \$1,000,000.00 per the attached sample Acord Certificate of Liability Insurance form which will provide further explanation.
- 19.4** An Umbrella Liability policy with a minimum of \$1,000,000 per each occurrence and aggregate with retention listed, if any per the attached sample Acord Certificate of Liability Insurance form which will provide further explanation.
- 19.5** The insurance carrier shall notify the District at least thirty (30) days prior to canceling any of the specified coverage. Upon written request by the District, the insurance carrier shall provide a copy of each policy. Awarded Vendor shall provide a copy of their current Certificate of Insurance with their RFQu response and when bidding on specific projects for the District. **The specific information listed on the attached sample Acord Certificate of Liability Insurance Form in the Description of Operations/Locations/Vehicles should be submitted for "each project the Contractor responds to" along with the Project Number, Project Name, and Location of the project also listed in this section.**
- 20.** **Drug-Free Workplace:** All of our schools are smoke free. In accordance with the District's "Drug-Free Workplace General Policy" employees shall not possess or be under the influence of tobacco products, alcohol, drugs or any illegal substances while on District property. The use of tobacco products is also prohibited while on District property. Vendors will be required to assure that assigned personnel work in a drug-free environment and will conduct themselves in a manner that does not violate the District's standards for employment. Responding Vendors shall provide this information with their RFQu.
- 21.** **References:** Vendors shall furnish current references from three (3) customers, preferably K-12, for same or similar products and services specified in this RFQu. The form shall contain sufficient and specific information which directly responds to the request. Responding Vendors shall provide this information with their RFQu.

22. **Debarment:** All RFQu's shall be accompanied by a completed Certificate regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form. Responding Vendors shall provide this information with their RFQu.
23. **Certification Regarding Lobbying:** All RFQu's shall be accompanied by a completed Anti-Lobbying form. Responding Vendors shall provide this information with their RFQu.
24. **Public Entity Crimes:** Vendors shall complete the required sworn statement under section 287.133(3), (A), Florida Statutes, Public Entity Crimes. Form shall be signed and notarized. Responding Vendors shall provide this information with their RFQu.
25. **Non-Conflict of Interest:** All Vendors review and complete all necessary forms for authentication of RFQu, and the District's policy statement of non-collusion and non-conflict of interest. Responding Vendors shall provide this information with their RFQu.
26. **Principal Place of Business:** Vendor shall complete the form with all required information and all signatures as specified. Responding Vendors shall provide this information with their RFQu.
27. **Addenda Acknowledgement:** All Vendors shall complete the form with all required information and all signatures as specified. The enclosed Addenda Acknowledgement Form must be signed and returned in order for your RFQu to be considered. Responding Vendors shall provide this information with their RFQu.
28. **Florida Preference:** Pursuant to Section 287.084, Florida Statutes, effective July 2012, the District shall make appropriate adjustments to pricing of responses, as required, when RFQu's have been submitted by Vendors having a principal place of business outside the State of Florida. Responding Vendors must complete and submit with their RFQu response the attached Vendor's Statement of Principal Place of Business form, attached at the end of this document. **Failure to comply shall be considered non-responsive to the terms and conditions of this solicitation.** For additional information regarding this statute, Vendors may refer to: <http://www.leg.state.fl.us/Statutes/index.cfm>.
29. **Florida Department of State, Division of Corporations Registration Requirements:** Vendor(s) who are required to be registered with the Florida Department of State, Division of Corporations or who are incorporated within the State of Florida must furnish their Florida document number, and a screen shot of their "active" status. All registered Vendor(s) must have an active status in order to be eligible to do business with the District. Vendor(s) doing business under a fictitious name, on Page 1, must submit their offer using the company's complete registered legal name; example: ABC, Inc. d/b/a XYZ Company. To register with the State of Florida, visit: www.Sunbiz.org. Responding Vendors shall provide this information with their RFQu.

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31. Criteria for Project Awards

Once a Contractor has received a Certificate of Pre-Qualification from the District, they will then be eligible to compete through an RFQ or respond to a formal solicitation on pre-qualified discipline(s). As construction projects develop within the District, only those pre-qualified Contractors who meet the bonding and insurance requirements will be able to bid on that project. On a per project basis, a Bid and Performance Bond may be required, and the award of each project will be based on lowest price.

II. OUTLINE AND EXPLANATION OF DISCIPLINES

1. Site Work: Provide site contracting services to include but not be limited to site grading and paving
2. General Construction: Provide construction contracting services to include but not be limited to new construction, renovations, remodeling, and additions
3. Underground Utilities: Provide utilities contracting services to include but not limited to water distribution, sanitary sewer systems and stormwater systems
4. Mechanical: Provide mechanical contracting services to include but not limited to heating, ventilation, air conditioning, refrigeration, and controls
5. Electrical: Provide electrical contracting services to include but not be limited to power distribution, grounding, Surge and lightning protection, and controls
6. Fire Alarm and Communication: Provide low voltage contracting services to include but not be limited to fire alarm, Intercom, premise distribution, and intrusion detection
7. Roofing: Provide roofing contracting services to include but not be limited to new installation, repairs, replacements, coatings, gutters, and downspouts.

Services needed for any of the above listed disciplines could be associated with extensive repair, alteration, remodeling, renovation, improvements, or new construction of any existing or new educational facility within Volusia County, Florida.

III. CRITERIA FOR PRE-QUALIFICATION

1. Contractor License Proof that the Contractor holds a valid contractor's license that authorizes the contractor to perform and supervise the work within the scope of the construction project, including license classification. Contractor(s) shall be authorized to do business in the State of Florida and must possess all necessary and applicable professional service registrations, licenses, permits, and authority as may be required by Federal, State, or Local laws to perform their applicable work and related services.
2. Surety Letter Evidence that the contractor has financial resources to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the Contractor seeks pre-qualification. The written verification must be submitted by a licensed surety company rated excellent ("A-" or better) in the current A. M. Best Guide and qualified to do business within the State of Florida. In absence of such written verification, the Board may require the Contractor to submit any audited financial information necessary to evaluate the Contractor's financial ability to perform the project and to respond to damages in the event of default.
3. Contractor's Company Information and Experience Form Evidence of experience with construction techniques, trade standards, quality, workmanship, project scheduling, cost control, management of projects and building codes for similar or lower cost projects as shown by the successful completion within the past five years of at least two other projects of similar size. Evidence of satisfactorily resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five years preceding the submission of the submittal for pre-qualification. Any claim against the Contractor shall be deemed to have been satisfactorily resolved if final judgement is rendered in favor of the Contractor or any final judgement rendered against the Contractor is satisfied within 90 days of the date the judgement becomes final.
4. Current Proof of Insurance- Acord Form meeting all requirements listed in Section I, Line #19 as per the sample attached.
5. All forms listed in Section I signed, Line numbers 20 – 28; All forms are attached.
6. Disclosure of Lobbying Activities Form, attached.
7. Request for Approval of Proposed Purchasing Transaction Involving possible Conflict of Interest Form, attached.

8. Policy Involving Employee Conflict of Interest in Purchasing Form, attached.
9. Proof of registration with the Division of Corporations, attach print-out, as listed in Section 1, Line# 29.
Appropriate Affidavit Form signed and notarized by the Contractors Bonding Agent (See Exhibits 1, 2, and 3 attached)

IV. Pre-Qualification Requirements and Responsibilities

1. Requirements for the Request for Qualification (RFQu) must be submitted to the District on or before the time and date listed within this solicitation.
2. Contractor(s) must be knowledgeable of the requirements of Florida Statutes.
3. Contractor(s) shall provide all supervision, labor, materials, tools, equipment, and transportation in order to provide services throughout the District on an as-needed basis during the term of the RFQu.
4. Contractors shall submit all documentation required in Section 1, Item 5 and Item 8 of this RFQu.
5. Contractor(s) must be able to demonstrate financial strength appropriate to the scale of the project(s) to be managed.
6. Contractor(s) shall be required to meet the insurance requirements of the District as stated in Section 1, Item 19 as per the attached sample Acord Certificate of Liability Insurance form and the requirements to bid on each project.
7. The District may require the Contractor(s) to provide a performance/payment bond, and/or a bid bond on a project. This bond shall require one hundred (100) percent of the total project cost.
8. Any Contractor holding a current Certificate of Pre-Qualification has met all District requirements.
9. Contractor(s) must hold a valid Certificate of Pre-Qualification issued by the District prior to negotiating a contract for a construction project.
10. All Contractor(s) employees must have sufficient training and experience to perform the work. Any contractor employee that does not meet the District's expected level of performance shall be removed by the contractor from District work. Contractor employees assigned to work under this RFQu must be 18 years of age or older, physically capable and qualified for this type of work, demonstrates acceptable hygiene habits and be free of communicable diseases.
11. Any Contractor employee found not in conformance with any laws, statutes, rules or regulations would be removed from District facilities. Continued violations by a Contractor shall constitute cause for immediate termination of the RFQu.
12. Contractor employees shall be required to dress with appropriate personal safety equipment, neatly and wear their identification badges on the outside of their uniform at all times when on District property. It shall be the Contractor's responsibility to inform the District of all new employees that will be assigned to our work.
13. The Contractor shall prohibit employees from disturbing any areas or items such as papers on desk, opening desk drawers or cabinets, or using the telephone or office equipment provided for official use without the knowledge or consent of the District.
14. The Contractor shall require employees to comply with the District and the individual facilities policies and regulations. The District will provide the Contractor procedures and contact points for access to our facilities. The District will provide the contractor with the locations at each facility for work breaks.
15. The District is committed to the education and safety of its students and employees. The contractor(s) on the approved

Contractor pre-qualification list will be required to assure that personnel assigned to District work do not possess criminal records that would jeopardize the safety of children or personnel. The Contractor shall strictly prohibit interaction between their employees and students.

16. Contractor employees may not solicit, distribute or sell products while on District property. The Contractor shall require all employees to comply with the instructions pertaining to conduct and building regulations, issued by duly appointed officials, such as, the building managers, guards, inspectors, security, etc. Employees shall not possess or be under the influence of alcohol, drugs or any illegal substances while on District property. All District Campuses are smoke free – smoking on school grounds is prohibited.
17. Friends, visitors, or family members of employees are not permitted in the work area.

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ADDENDA ACKNOWLEDGEMENT FORM

It is the sole responsibility of each Vendor to ensure that all addenda released are received; that all RFQu and addenda requirements have been completed and that all required submittals have been included.

The undersigned acknowledges the receipt of any addenda. Include a copy of each addenda with RFQu.

Addendum #1 _____ Date issued: _____
Signature
Attached to RFQu? __Y__N

Addendum #2 _____ Date issued: _____
Signature
Attached to RFQu? __Y__N

Addendum #3 _____ Date issued: _____
Signature
Attached to RFQu? __Y__N

Addendum #4 _____ Date issued: _____
Signature
Attached to RFQu? __Y__N

Addendum #5 _____ Date issued: _____
Signature
Attached to RFQu? __Y__N