

**THE GOVERNING BOARD OF THE
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
MULTIFUNCTION PRINTING DEVICES
INVITATION TO NEGOTIATE 33041**

The Governing Board of the St. Johns River Water Management District (the “District”), requests that interested parties respond to the solicitation below by 2:00 p.m., May 30, 2018. Further information is available through Onvia DemandStar at *Demandstar.com* [(800) 711-1712], Vendor Registry at *Vendorregistry.com*, or the District’s website at *sjrwm.com*. Solicitation packages may be obtained from Onvia DemandStar, Vendor Registry, or the District by calling or emailing Alan Weaver, Sr. Procurement Specialist, at 386-329-4271 or aweaver@sjrwm.com. Responses will be opened in the Procurement Conference Room, Administration Building, Palatka Headquarters, 4049 Reid Street, Palatka, Florida 32177-2571.

Implementation of either a (1) District-provided solution (Base Proposal); (2) Respondent-provided solution (Alternate 1 Proposal); or (3) maintain the District current fleet of Konica-Minolta multifunction printing devices (MFPDs) (Alternate 2 Proposal), for meeting the District’s copying, printing, faxing and scanning needs. The MFPDs will function as network printers for desktop printing and will be integrated to perform network Internet protocol faxing toward unified communications, with a pull-print/follow-me solution, and provide cost effective scanning for up to 11 x 17 documents. The estimated budget for the 60-month term of this project is \$400,000.

A NON-MANDATORY PRE-PROPOSAL CONFERENCE IS SCHEDULED FOR
10:00 A.M., MAY 16, 2018, IN CONFERENCE ROOM 136A
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT HEADQUARTERS,
4049 REID STREET, PALATKA, FLORIDA 32177
RESPONDENTS MAY ATTEND IN PERSON OR BY TELECONFERENCE:
CALL-IN NUMBER: (888) 670-3525, PARTICIPANT CODE: 6285130206 THEN #

Special accommodations for disabilities may be requested through Alan Weaver, Sr. Procurement Specialist, at 386-329-4271 or by calling (800) 955-8771 (TTY), at least five business days before the date needed.

The District’s Evaluation Committee will meet at District headquarters at 4049 Reid Street, Palatka, Florida 32177-2571, to evaluate and rank Proposals as follows:

- 10:00 a.m., June 5, 2018, to
 - Review the evaluation criteria, qualifications, statement of work, and responsibilities of the evaluators
- 10:00 a.m. and 2:00 p.m., on June 7, 2018, to
 - Discuss the responses
 - Finalize the initial ranking
 - Determine a shortlist of Respondents and/or
 - Decide if oral presentations (by some or all of the Respondents) are necessary to assist in facilitating the evaluation process in determining a final recommendation and discuss negotiation strategies

- 9:00 a.m., June 14, 2018, to
 - Conduct negotiations and oral presentations at the District's headquarters, immediately followed by an evaluation meeting to establish the final rankings
 - Respondents selected for the negotiation process and oral presentations will be notified in advance
 - If oral presentations are not required the District will commence negotiations with the Respondents
- 9:00 a.m., June 14, 2018 to
 - Negotiate final details and costs with the top-ranked Respondent (if oral presentations are required to determine a final recommendation) — after negotiations have been completed, all Respondents will be notified in writing of the staff's intended recommendation to the Governing Board

Special accommodations for disabilities may be requested through Alan Weaver, or by calling (800) 955-8771 (TTY), at least five business days before the date needed.

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Additional information provided in the following external file:
 Excel® file — 33041 Exhibit 1 Printer Usage May 17 - Mar 18.xlsx

INSTRUCTIONS TO RESPONDENTS

1. DEFINITIONS

The definitions of capitalized terms used in this solicitation that are not otherwise defined herein can be found in the sample contract document (the “Agreement”) that is at the end of these instructions. The Agreement includes these Instructions to Respondents, any addenda published by the District, the proposal provided by Respondent (the “Proposal”), and all required certifications and affidavits.

2. CONTRACT ADMINISTRATION

All inquiries related to this solicitation may only be directed to the Procurement Specialist:

Alan Weaver, Sr. Procurement Specialist
 Phone: 386-329-4271
 Fax: 386-329-4546
 Email: aweaver@sjrwmd.com

Between the release of this solicitation and the posting of the notice of intended decision, Respondents to this solicitation or persons acting on their behalf may not contact any employee or officer of the District concerning any aspect of this solicitation, except the procurement employee listed above. Violation of this provision is grounds for rejecting a response.

3. WHERE TO DELIVER PROPOSAL

The Proposal must be submitted in a sealed envelope to:

Alan Weaver, Sr. Procurement Specialist
 Attn: Office of Financial Services
 St. Johns River Water Management District
 4049 Reid St, Palatka, FL 32177-2571

Respondents must clearly label the Proposal envelope with **large bold, and/or colored lettering (place label on inner envelope if double sealed)** as follows:

SEALED PROPOSAL — DO NOT OPEN
 Respondent’s Name: _____
 Invitation to Negotiate: 33041
 Opening Time: 2:00 p.m.
 Opening Date: May 30, 2018

Please note that the United States Postal Service does not deliver regular mail or express mail to the above address. The District’s experience is that Federal Express and United Parcel Service will.

4. OPENING OF PROPOSALS

Respondents or their authorized agents are invited to attend the opening of the Proposals at the following time and place:

Alan Weaver, Sr. Procurement Specialist
 St. Johns River Water Management District Headquarters
 4049 Reid Street, Palatka, Florida 32177-2571

The Florida Public Records Act, §119.071(1)(b), Fla. Stat., exempts sealed Proposals from inspection and copying until such time as the District provides notice of an intended decision pursuant to

§120.57(3)(a), Fla. Stat., or until 30 days after opening of Proposals, whichever is earlier. This exemption is not waived by the public opening of the Proposals.

Unless otherwise exempt, Respondent's Proposal is a public record subject to disclosure upon expiration of the above exemption period. If any information submitted with the Proposal is a trade secret as defined in §812.081, Fla. Stat., and exempt from disclosure pursuant to §815.04, Fla. Stat., Respondent must clearly identify any such material as "CONFIDENTIAL TRADE SECRET" in its Proposal and explain the basis for such exemption. The District reserves the right, in its sole judgment and discretion, to reject a Proposal for excessive or unwarranted assertion of trade secret confidentiality and return the Proposal to Respondent.

5. PREPARATION AND ORGANIZATION OF PROPOSAL DOCUMENTS

Respondent must submit its Proposal in "digital" format. Instructions for submitting are provided below.

1. Respondents must submit the following fully completed documents on reproduced copies of the attached forms provided in FORMS:
 - a) Proposal Form
 - b) Cost Schedule (and Excel® spreadsheet, if applicable)
 - c) Certificate as to Corporation
 - d) Affidavit as to Non-collusion and Certification of Material Conformance with Specifications
 - e) Qualifications (General, Similar Projects, Client References, Subcontractors, and other required qualification forms)
 - f) Drug-Free Workplace Form (not required unless there is a tie)
2. All blank spaces on the Proposal Form shall be typed or legibly printed in ink.
3. Respondents shall provide and complete the following forms and questionnaires, and include them in their Proposal under the tabs identified below (responses to the forms and questionnaires can be submitted on reproduced copies):

Introductory Materials

- a) Title page – Include the ITN subject and number, the name of the Proposer's firm, address, telephone and fax numbers, email address, tax identification number, name of contact person(s) and the date submitted.
- b) Table of contents – Include a clear identification of the materials submitted by name and subfolder location.

Tab 1: Background and Qualifications

- a) If Respondent is not the manufacturer of the equipment, it shall include a letter from the MFPD Manufacturer confirming and detailing its relationship with Respondent.
- b) Certificate as to Corporation Form
- c) Affidavit as to Non-Collusion and Certification of Material Conformance with Specifications
- d) Drug-Free Workplace Form – required only in the event of a tie
- e) Qualifications Form — General
- f) Qualifications Form — Similar Projects
- g) Proposed Subcontractors

In addition to the above forms, the Respondent is responsible for providing evaluative documentation that it possesses the background and qualifications necessary to perform the Work

- h) Respondent is responsible for providing evaluative documentation that it has the personnel required to perform the Work

- i) Project management staff —Respondent is responsible for providing evaluative documentation that it has the necessary project management staff and skills required to perform the Work

Tab 2: Client References

- a) Qualification Form — Client References

Tab 3: Service Requirements/Mandatory Questions

Although, there are no forms to complete under this section, the Respondent is responsible for providing evaluative information demonstrating the capabilities of the equipment and its service/maintenance network, and reporting capabilities.

Tab 4: Pricing — Cost Effectiveness

- a) Proposal and Addenda Acknowledgement Form
- b) Cost Schedule – Base Proposal and Alternate Proposals

Tab 5: Additional Information:

- a) Standard brochures and specifications may be submitted as additional material, but shall not be submitted as the primary qualification data (Information included under this tab will not receive a score).

Respondent is encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of its qualifications.

4. Respondent must follow all procedures for electronic submission or the Respondent's Proposal may be determined as "non-responsive" and rejected.
5. Unless directed otherwise, all information required by the solicitation, including the forms and questionnaires listed under Item "A" above must be completed (typed or hand written) and included in the submission in electronic format (forms must be completed and converted/scanned to PDF format (Adobe).
6. All of the forms and questionnaires in the Request for Proposals package are available upon request in Microsoft® Word to aid the Respondent in submitting its Proposal in electronic format.
7. The file-naming conventions for the Proposal shall include:
 - a) Proposal submittal: RFP # Respondent's name (abbreviated) Due Date
(Example: RFP 33041 ABC Company 05 30 18)
8. The Proposal submittal must include a separator page between each "Tabbed" section:
Example: Tab 1 – Background and Qualifications
9. All electronically submitted files shall be saved to a single CD or pin/thumb/jump drive. The CD or pin/thumb/jump drive MUST be placed in a sealed envelope pursuant to the instructions under Item 3 for sealed responses – DO NOT SUBMIT YOUR RESPONSE BY EMAIL — THIS WILL RESULT IN THE SUBMITTAL BEING REJECTED AS NON-RESPONSIVE.

If you need assistance or have any questions about the format, please email or call Alan Weaver at aweaver@sjrwmd.com or (386) 329-4271.

In the event you decline to submit a Proposal, the District would appreciate submittal of the "No Response Form" provided at the end of the "FORMS" section to describe the reason for not submitting a Proposal.

6. INQUIRIES AND ADDENDA

District staff are not authorized to orally interpret the meaning of the specifications or other Agreement documents, or correct any apparent ambiguity, inconsistency, or error therein. In order to be binding upon the District, the interpretation or correction must be given by the Procurement Specialist and must

be in writing. The Procurement Specialist may orally explain the District's procedures and assist Respondents in referring to any applicable provision in the Invitation to Negotiate documents, but the Respondent is ultimately responsible for submitting the Proposal in the appropriate form and in accordance with written procedures.

Every request for a written interpretation or correction must be received at least nine days prior to opening of Proposals in order to be considered. Requests may be submitted by fax at 386-329-4546 or by email at aweaver@sjrwmd.com. Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation posted by Onvia DemandStar and Vendor Registry to all prospective Respondents (at the respective addresses furnished for such purposes) no later than five days before the opening of Proposals.

Submission of a Proposal constitutes acknowledgment of receipt of all addenda. Proposals will be construed as though all addenda had been received. Failure of the Respondent to receive any addenda does not relieve Respondent from any and all obligations under the Proposal, as submitted. All addenda become part of the Agreement.

7. BUDGET

The estimated budget for the Work is \$400,000. The above amount is an estimate only and does not limit the District in awarding the Agreement. Respondents are cautioned to not make any assumptions from the budget estimate about the total funds available for the Work. The District retains the right to adjust the estimated budget in awarding the Agreement. The District also reserves the right to reject all Proposals if subsequent negotiations with qualified Respondents result in costs over this estimated budget amount. In addition, the District reserves the right to increase, decrease, or delete any class, item, or part of the Work in order to reduce costs for any reason. The District may discuss alternatives for reducing the cost of the Work with Respondents and make such modifications as it determines to be in its best interest.

8. MINIMUM QUALIFICATIONS

Respondent must use the "Qualification" forms (General, Similar Projects, and Client References) provided in these documents to document the minimum qualifications listed below. Failure to include these forms with the Proposal may be considered non-responsive.

- a. Respondent (or a combination of the firm, individual, or project/Account Manager assigned to the work) must have successfully completed at least two projects/installations of a similar nature (installation of multi-function printing devices) within the five years immediately preceding the date for receipt of Proposals. Each project/installation must consist of at least 30 MFPDs.
(District form provided)
- b. Respondent (or a combination of the firm, individual, or project/Account Manager assigned to the installation) shall have five years experience on installations of a similar nature (multifunctional printing devices) and shall have completed at least two installations of the nature specified in the past three years. The minimum value of the printing and copying equipment associated with each installation must have been \$250,000 or greater at the time of installation. *Those respondents who provide documentation that shows it has successfully completed more than two installations within the past three years will receive higher scores.*
(Respondent-provided documentation – solicitation package does not include a form for this)
- c. Proposals will only be considered from firms that have been engaged in the business of manufacturing or distributing the goods and/or performing services as described in this ITN for a minimum of ten years (include written evidence with Proposal) prior to the date set for the receipt of Proposals. Additionally, all Respondents must provide evidence with their Proposal that establishes a

satisfactory record of performance for the five years immediately preceding the date set for receipt of Proposals.

(Respondent-provided documentation – solicitation package does not include a form for this)

- d. If Respondent is not the manufacturer of the equipment, it shall include a letter from the MFPD Manufacturer confirming and detailing its relationship with Respondent.

(Respondent-provided documentation – solicitation package does not include a form for this)

- e. Proposals shall include the responses and statements required by the Mandatory Questions and Statements relating to the equipment and services proposed under this solicitation

(District form provided)

- f. Respondent shall provide a three client references that have utilized the proposed or similar equipment and provided services to a private or public entity during the five years prior to this date set for receipt of Proposals, which shall include the similar projects listed. No more than one reference shall be from the District.

(District form provided)

Irrespective of the minimum qualifications stated above, the District may make such investigations as it deems necessary to determine the ability of the Respondent to perform the Work. The District reserves the right to reject any Proposal if the evidence submitted by such Respondent and/or the District's independent investigation of such Respondent fails to satisfy the District that such Respondent is properly qualified to carry out the obligations of the Agreement and complete the Work in a manner acceptable to the District within the time period specified.

9. PROPOSAL GUARANTY

For the purposes of this Proposal, a Proposal guaranty is not required.

10. SUBCONTRACTS

Respondent must identify all portions of the Work Respondent intends to perform through subcontractors for each portion of the Work exceeding 15% of the Work on the attached "Proposed Subcontractors" form. Respondent must submit with its Proposal a list of all known subcontractors who will be paid more than 15% of the Work. Acceptance of the Proposal does not constitute approval of the subcontractors identified with the Proposal.

11. SIGNATURE AND CERTIFICATION REQUIREMENTS

An individual submitting a Proposal must sign his/her name therein and state his/her address and the name and address of every other person interested in the Proposal as principal. If a firm or partnership submits the Proposal, state the name and address of each member of the firm or partnership. If a corporation submits the Proposal, an authorized officer or agent must sign the Proposal, subscribing the name of the corporation with his or her own name and affixing the corporate seal. Such officer or agent must also provide the name of the state under which the corporation is chartered, and the names and business addresses of the President, Secretary, and Treasurer. Corporations chartered in states other than Florida must submit evidence of registration with the Florida Secretary of State for doing business in the State of Florida. Respondent must certify that all persons or entities having an interest as principal in the Proposal or in substantial performance of the Work have been identified in the Proposal forms.

12. DISQUALIFICATION OF RESPONDENTS

Any of the following causes will be considered as sufficient grounds for disqualification of a Respondent and rejection of the Proposal:

- a. Contacting a District employee or officer other than the procurement employee named in this solicitation about any aspect of this solicitation before the notice of intended decision is posted.
- b. Submission of more than one Proposal for the same subject matter by an individual, firm, partnership, or corporation under the same or different names;
- c. Evidence of collusion among Respondents;
- d. Submission of materially false information with the Proposal;
- e. Information gained through checking of references or other sources which indicates that Respondent may not successfully perform the Work;
- f. Respondent is failing to adequately perform on any existing contract with the District;
- g. Respondent has defaulted on a previous contract with the District;
- h. The evidence submitted by Respondent, or the District's investigation of Respondent, fails to satisfy the District that Respondent is properly qualified to carry out the obligations of the Agreement in a manner acceptable to the District and within the time period specified;
- i. Any other cause that is sufficient to raise doubt regarding the ability of a Respondent to perform the Work in a manner that meets the District's objectives for the Work.

13. REJECTION OF PROPOSAL

Proposals must be delivered to the specified location and received before the Proposal opening in order to be considered. Untimely Proposals will be returned to the Respondent unopened. Proposals will be considered irregular and may be rejected if they show material omissions, alterations of form, additions not called for, conditions, limitations, or other material irregularities. The District may consider incomplete any Proposal not prepared and submitted in accordance with the provisions specified herein, and reserves the right to waive any minor deviations or irregularities in an otherwise valid Proposal.

The District reserves the right to reject any and all Proposals and cancel this request for qualifications when it determines, in its sole judgment and discretion, that it is not in its best interest to award the agreement.

14. WITHDRAWAL OF PROPOSAL

Respondent may withdraw its Proposal if it submits such a written request to the District prior to the designated date and hour of opening of Proposals. Respondent may be permitted to withdraw its Proposal no later than 72 hours after the Proposal opening for good cause, as determined by the District in its sole judgment and discretion.

15. EVALUATION AND AWARD PROCEDURES

- a. Proposals will be evaluated by a staff evaluation committee based upon the criteria and weighting set forth in "EVALUATION CRITERIA." The committee members will meet at District headquarters or other location as appropriate to discuss the Proposals and their individual evaluations. Each committee member completes a paper or electronic evaluation form, from which the overall ranking of Proposals is compiled. Evaluation forms may be submitted at or subsequent to the evaluation committee meeting. If it is determined that it will assist the committee's evaluation for some or all Respondents to make an oral presentation, such presentations will be scheduled at District headquarters or other location as appropriate.
- b. Section 286.0113, Fla. Stat., exempts from being open to the public, any portion of a meeting at which: (1) a negotiation with a Respondent is conducted pursuant to a competitive solicitation; (2) a Respondent makes an oral presentation as part of a competitive solicitation; (3) a Respondent answers questions as part of a competitive solicitation; or (4) negotiation strategies are discussed. Also, recordings of, and any records presented at, the exempt meeting are exempt from §119.07(1) and §24(a), Art. I of the State Constitution (Public Records) until such time as the District provides

notice of an intended decision or until 30 days after opening the Proposals or final replies, whichever occurs earlier. A complete recording shall be made of any portion of an exempt meeting. No portion of the exempt meeting may be held off the record.

- c. Pursuant to §286.0113 Fla. Stat., if the District rejects all Proposals and concurrently provides notice of its intent to reissue the competitive solicitation, the recording and any records presented at any exempt meeting shall remain exempt from §119.07(1) and §24(a), Art. I of the State Constitution (Public Records) until such time as the District provides notice of an intended decision concerning the reissued competitive solicitation or until the District withdraws the reissued competitive solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the initial District notice rejecting all Proposals.
- d. Following the evaluation process, contract negotiations will commence with the Respondent submitting the highest-ranked Proposal. If negotiations fail with the highest-ranked Respondent, negotiations will proceed with the next highest-ranked Respondent, and so forth.
- e. Following the evaluation process, the District will submit the final ranking of Submittals to the Governing Board for approval, except for those instances in which the authority to approve and execute the Agreement has been delegated by the Governing Board to the Executive Director, or designee. All Respondents will be notified in writing of the evaluation committee's final ranking of Submittals.
- f. The committee will meet to evaluate and rank the Proposals in the location(s), time(s) and date(s), stated at the beginning of this Invitation to Negotiate package.
- g. The Agreement will be awarded to the Respondent having the highest ranked Proposal, which successfully concludes negotiations with the District (the "Successful Respondent"). The Agreement may be modified based on the District's acceptance of any alternatives listed in the Proposal that the District deems in its best interest.
- h. If two or more Proposals are equal in all respects, the Agreement will be awarded as follows: (1) to the Respondent that certifies compliance with §287.087, Fla. Stat., via the Drug-Free Workplace Form; (2) to a Respondent university in the State University System pursuant to §373.63, Fla. Stat.; or (3) by lot.
- i. In the event the Successful Respondent fails to enter into the Agreement or the Agreement with said Respondent is terminated within 90 days of the effective date, the District reserves the right to negotiate with the other respondents in ranked order, if available, and award an Agreement.
- j. All Respondents will be notified of the District's intent to award or decision to award the Agreement. For the purpose of filing a protest under §120.57(3), Fla. Stat., the time period will commence as provided in "NOTICES AND SERVICES THEREOF."

16. USE BY OTHER FLORIDA GOVERNMENTAL ENTITIES

Respondent may provide services to other State of Florida governmental entities pursuant to the terms and conditions of the Agreement. These governmental entities include other water management districts, state of Florida agencies (including members of the state university system and community college system), counties, school boards, municipalities, special districts, and other local public agencies or authorities. References to the St. Johns River Water Management District in the Agreement will be replaced with the purchasing entity and the District will not be a party to any other governmental entity's agreement to purchase. Nor will the District be responsible for payment for any goods or services delivered or performed for any other governmental entity that utilizes Respondent pursuant to this paragraph.

17. EVALUATION CRITERIA

Responses shall include information or documentation regarding, and will be evaluated using, the evaluation criteria set forth below. The evaluation rating scale is as follows:

- More than adequate 8 – 10 Less than adequate..... 1 – 4
 Adequate 5 – 7 Not covered in submittal 0

Criteria	Weight	Written Proposal & Cost Score		Written Proposal, Oral Presentations & BAFO	
		Raw Score	Weighted Score	Raw Score	Weighted Score
1 Background and Qualifications a) Quality and relevance of Respondent’s experience and background b) Prior experience with similar sized installations c) Key Personnel assigned to project d) Expertise of key personnel e) Financial Capability and Insurability	25%				
2 Client References a) List all similar projects/installations (in the past three years) b) Client References	5%				
3 Service Requirements/Mandatory Questions a) Implementation plan and training timeframes b) Equipment provides minimum required features per the SOW c) Maintenance/Service management of equipment and response times d) Service model e) Resolution of services and/or equipment issues f) Account reconciliation, analysis, and reporting g) Information technology and other electronic capabilities h) Reporting capabilities	35%				
4 Cost Effectiveness – (Cost Schedule shall be included in the proposal package) The responsive and responsible Respondent who submits the lowest 60-month lease amount (Base Proposal: Total for Items 1 – 3 OR Alternate 1 Proposal: Total for Items 1 – 3) OR maintaining the existing fleet (Alternate 3) will receive a raw score of 10. All other responses will be scored proportionately using the following formula: Multiply the lowest score by 10, divide that amount by the other proposed amounts to determine the Cost Effectiveness score for each Respondent. The Base Proposal and Alternate Proposals will be scored separately.	35%				
TOTALS	100%				

18. FLORIDA SALES TAX

The District is exempt from payment of State of Florida sales tax pursuant to §212.08(6), Fla. Stat. Any tangible personal property that is the subject of this Invitation to Negotiate is intended to remain tangible personal property and not become part of a public work owned by the District.

19. PUBLIC ENTITY CRIMES/DISCRIMINATORY VENDORS

In accordance with §287.133 and §287.134, Fla. Stat., a person or affiliate who has been placed on the convicted or discriminatory vendor lists following a conviction for a public entity crime or placement on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in §287.017 for CATEGORY TWO (\$35,000) for a period of 36 months following the date of being placed on the convicted or discriminatory vendor lists.

20. DIVERSITY

The District is committed to the opportunity for diversity in the award and performance of all procurement activities. The District encourages its Prime Respondents to make a good faith effort to ensure that women and minority-owned business enterprises (W/MBE) are given the opportunity for maximum participation as second and lower tier participants. The District will assist Respondents by sharing information on W/MBEs to encourage their participation.

21. EXECUTION OF AGREEMENT

Submittal of a Proposal binds the Successful Respondent to perform the Work upon acceptance of the Proposal and execution of the Agreement by the District.

Unless all Proposals are rejected, a contract substantially in the form included in these documents will be provided to the Successful Respondent, who must execute and return the Agreement to the District within ten days of the date of receipt, along with the following:

- a. A completed Internal Revenue Service Form W-9;
- b. Satisfactory evidence of all required insurance coverage;
- c. Proof satisfactory to the District of the authority of the person or persons executing the Agreement on behalf of Respondent;
- d. All other information and documentation required by the Agreement.

The District will not execute the Agreement until the above documents have been executed and delivered to the District. The Agreement will not be binding until executed by the District. A copy of the fully executed Agreement will be delivered to the Successful Respondent. The District reserves the right to cancel award of the Agreement without liability at any time before the Agreement has been fully executed by all parties and delivered to the Successful Respondent.

Failure upon the part of the Successful Respondent to execute the Agreement or timely submit the required evidence of insurance coverage, or any other matter required by the Agreement, will be just cause, if the District so elects, for the recommended award to be annulled. In such event, the District will be entitled to the full amount of the Proposal guaranty, not as a penalty, but in liquidation of and compensation for damages sustained.

22. EXAMINATION OF AGREEMENT DOCUMENTS AND WORK AREA

Respondent is solely responsible for being fully informed of the conditions under which the Work is to be performed in relation to existing conditions. Respondent is responsible for carefully examining the general area of the Work, the requirements of the drawings and other contract documents related to the Work, the time in which the Work must be completed, and any other details of the Work. Respondent must satisfy itself from its own personal knowledge and experience or professional advice as to the character of the Work, the conditions and materials to be encountered, the character, quality, and quantities of the Work, and any other conditions affecting the Work, including surrounding land.

Failure to satisfy the obligations of this paragraph will not relieve a Successful Respondent of its obligation to furnish all material, equipment, and labor necessary to perform the Agreement and to complete the Work for the consideration set forth in its proposal. Any such failure will not be sufficient cause to submit a claim for additional compensation.

No verbal agreement or conversation with any District officer, agent or employee, either before or after the execution of the Agreement, will affect or modify any of its terms.

23. SERVICE TO EQUIPMENT SHALL BE OFFERED

As stated herein, the Proposals shall include all MFPD equipment, maintenance, service, and supplies, as part of the contract (paper excluded).

24. STANDARD CONTRACTUAL REQUIREMENTS

The attached Draft Agreement is representative of the Agreement the successful Respondent will be requested to execute. To meet the needs of the District, this Agreement may be changed during the negotiations with the top-ranked firm. The Successful Respondent may submit its standard services and lease Agreement with its proposal for the District's consideration.

25. FURNISH AND SET IN PLACE REQUIREMENTS

The successful Respondent shall be required to furnish the materials, products and/or equipment identified in the specifications as well as to set in place or install these materials, products and/or equipment at the facility designated by the District. Accordingly, Respondent shall include all costs associated with installation in its proposed unit cost to the District and shall not identify installation costs as a separate item unless specifically allowed on the Proposal form. Successful Respondent is responsible for provide training, pursuant to its standard training program, to District personnel at each District facility on the appropriate use of the materials, products and/or equipment. The location of all District facilities is stated in Attachment A — Statement of Work.

26. NOTICES AND SERVICES THEREOF

The District will publish notice of specifications and criteria, including addenda, intended agency decisions, or other matters pertinent to this solicitation on Onvia DemandStar at *DemandStar.com* and Vendor Registry at *vendorregistry.com*. Onvia DemandStar and Vendor Registry may also be accessed through the District's web site at *sjrwm.com*. In addition, the District will post notices of intended agency decisions at the District's headquarters, 4049 Reid Street, Palatka, Florida, Administration Building, Procurement Bulletin Board, on the date the publication is posted on Onvia DemandStar.

Notices that are posted on Onvia DemandStar and Vendor Registry are deemed received at 8:00 a.m. on the next business day following the date posted. Notices that are posted at the District's Procurement Bulletin Board are deemed received at 8:00 a.m. on the next business day following the date of posting. Notices will be posted for a minimum of 72 hours following the time at which they are deemed received. The time period for filing a Notice of Protest pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, commences at the time notices are deemed received.

As a courtesy to Respondents, the District may send copies of the notices of intended agency decisions via email or facsimile to Respondent. These courtesy communications neither constitute official notice nor vary the times of receipt set forth above.

27. PROTEST PROCEDURES

Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, any person adversely affected by the procurement methodology described herein, or the specifications or criteria, including addenda, must file a Notice of Protest within 72 hours after receipt of the solicitation documents or addenda.

Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, any person adversely affected by a District decision or intended decision to award a contract, or to reject all bids, proposals, or qualifications, must file a Notice of Protest within 72 hours after receipt of the decision or intended decision. Pursuant to §287.042(2)(c), Fla. Stat., any person who files an action protesting the decision or intended decision must post with the District Clerk at the time of filing the formal written protest a bond, cashier's check, or money order made payable to the St. Johns River Water Management District in an amount equal to one percent (1%) of the District's estimated contract amount.

Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.004, Fla. Admin. Code, the protester must also file with the District Clerk a Formal Written Protest within ten days after the date the Notice of Protest is

filed with the District. The Formal Written Protest must state with particularity the facts and law upon which the protest is based.

No additional time will be added for mailing. All filings must comply with Rule 28-106.104, Fla. Admin. Code, and must be addressed to and received by the District Clerk at the District Headquarters in Palatka, Florida within the prescribed time periods. The District will not accept as filed any electronically transmitted facsimile pleadings, petitions, Notice of Protest or other documents. Failure to file a protest within the time prescribed in §120.57(3), Fla. Stat., or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under chapter 120, Fla. Stat. Mediation under §120.573, Fla. Stat., is not available.

FORMS

PROPOSAL FORM

Include this form in the response

RESPONDENT:

The undersigned, as Respondent, hereby declares and certifies that the only person(s) or entities interested in this proposal as principal(s), or as persons or entities who are not principal(s) of the Respondent but are substantially involved in performance of the Work, is or are named herein, and that no person other than herein mentioned has any interest in this proposal or in the Agreement to be entered into; that this proposal is made without connection with any other person, company, or parties making a proposal; and that this proposal is in all respects fair and in good faith without collusion or fraud.

Respondent represents to the District that, except as may be disclosed in an addendum hereto, no officer, employee or agent of the District has any interest, either directly or indirectly, in the business of Respondent to be conducted under the Agreement, and that no such person shall have any such interest at any time during the term of the Agreement, should it be awarded to Respondent.

Respondent further declares that it has examined the Agreement and informed itself fully in regard to all conditions pertaining to this solicitation; it has examined the specifications for the Work and any other Agreement documents relative thereto; it has read all of the addenda furnished prior to the proposal opening, as acknowledged below; and has otherwise satisfied itself that it is fully informed relative to the Work to be performed.

Respondent agrees that if its proposal is accepted, Respondent shall contract with the District in the form of the attached Agreement, and shall furnish everything necessary to complete the Work in accordance with the time for completion specified in the Agreement, and shall furnish the required evidence of the specified insurance.

Acknowledgment is hereby made of the following addenda (identified by number) received:

Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Respondent (firm name) _____
Date

Address

Email address

Signature _____
Telephone number

Typed name and title _____
Fax number

COST SCHEDULE

Include this form in the response

Proposal to be opened at 2:00 p.m., May 30, 2018.

To: St. Johns River Water Management District

In accordance with the advertisement requesting Proposals for multi-functional printing devices, subject to the terms and conditions of the contract documents, all of which so far as they relate to the Proposal are made a part thereof, the undersigned proposes to perform the specified work for the prices contained in the following schedule (Fill in all blanks):

NOTE: The below amounts must include all MFPDs, options, service, maintenance, replacement parts and labor, toner, staples and any other item inherent or needed to copy, print, scan, or fax, and other supplies as stated in the contract and technical specifications, with the exception of paper. Proposed cost must include end-of-lease purchase option to transfer ownership to the District (The District will pay \$1.00/MFPD to the Successful Respondent at the of the 60-month lease period as compensation for transfer of ownership). All MFPDs must be capable of producing black-ink and color copies. See the technical specifications for complete details on the MFPDs.

BASE PROPOSAL: DISTRICT-RECOMMENDED SOLUTION

1. Multifunctional Printing Devices: Fixed Base Monthly Lease:

45 Copies/Minute..... \$ _____ x 31 each..... x 60 months=\$ _____

10 Copies/Minute..... \$ _____ x 6 each..... x 60 months=\$ _____

2. Service and maintenance will be based on a cost-per-impression basis with no minimum guarantee of the number of impressions.

Black-Ink Impressions (45 Copies/Minute MFPD)\$ _____

Color Impressions (45 Copies/Minute MFPD)\$ _____

Black-Ink Impressions (10 Copies/Minute MFPD)\$ _____

Color Impressions (10 Copies/Minute MFPD)\$ _____

3. Consumables – i.e., toner and staples:

Toner: Black-Ink Impression Rate (45 Copies/Minute MFPD).....\$ _____

Toner: Color Copy Impression Rate (45 Copies/Minute MFPD).....\$ _____

Toner: Black-Ink Impression Rate (10 Copies/Minute MFPD).....\$ _____

Toner: Color Copy Impression Rate (10 Copies/Minute MFPD).....\$ _____

Staples: Per Impression Rate.....\$ _____

TOTAL (Base Proposal — Items 1 – 3).....\$ _____

4. Optional Items: Include the following additional equipment and capability (with service and maintenance) to the 45 copies/minute MFPD in the Communications Office (these items are optional and may not be included in the Best-and-Final Offer (BAFO) after negotiations are completed):

Fiery Rastor Image.....\$ _____x 1 each.....x 60 months=\$ _____

Tab printing capability \$ _____x 1 each.....x 60 months=\$ _____

5. Optional Item: Pull Print/Follow Me Solution

.....\$ _____x 37 each.....x 60 months=\$ _____

Respondents are **not** required, but are encouraged to, propose on Item 6 or 7 below. However, if Respondent is invited to participate in the negotiations portion of the solicitation process, these items will be discussed at that time and considered for inclusion in the best-and-final offers.

6. Optional — Extended Service and Maintenance: In the event the District requires service, maintenance, and replacement parts and labor and any other item inherent or needed to copy, print, scan, or fax, as stated in the contract and technical specifications, except for toner, staples, and paper, beyond the 60-month contract term.

A. Cost-per-copy to extend warranty

(a) Year 5 (1st year after 60-month lease term) –Black-Ink Impression Rate\$ _____

(b) Year 5 (1st year after 60-month lease term) – Per Color Impression Rate.....\$ _____

(c) Year 6 (2nd year after 60-month lease term) – Per Black-Ink Impression Rate...\$ _____

(d) Year 6 (2nd year after 60-month lease term) – Per Color Impression Rate.....\$ _____

(e) Year 7 (3rd year after 60-month lease term) – Per Black-Ink Impression Rate ...\$ _____

(f) Year 8 (3rd year after 60-month lease term) – Per Color Impression Rate\$ _____

(g) Year 8 (4th year after 60-month lease term) – Per Black-Ink Impression Rate....\$ _____

(h) Year 8 (4th year after 60-month lease term) – Per Color Impression Rate\$ _____

7. Consumables – i.e., toner and staples:

Toner: Black-Ink Impression Rate\$ _____

Toner: Color Copy Impression Rate\$ _____

Staples: Impression Rate\$ _____

ALTERNATE PROPOSAL 1: RESPONDENT-RECOMMENDED RIGHT-SIZING SOLUTION

1. Multifunctional Printing Devices: Fixed Base Monthly Lease — the two rows shown below are show below as samples — Respondents should propose as few or as many MFPDs models to right-size their proposed solution.

___ Copies/Minute.....\$ _____x .. ___ each.....x 60 months=\$ _____

___ Copies/Minute.....\$ _____x .. ___ each.....x 60 months=\$ _____

- 2. Service and maintenance will be based on a cost-per-impression basis with no minimum guarantee of the number of impressions.

Black-Ink Impressions\$ _____

Color Impressions\$ _____

- 3. Consumables – i.e., toner and staples:

Toner: Black-Ink Impression Rate\$ _____

Toner: Color Copy Impression Rate\$ _____

Staples: Impression Rate\$ _____

TOTAL (Alternate 1 Proposal — Items 1 – 3).....\$ _____

- 4. Optional Items: Include the following additional equipment and capability (with service and maintenance) to the MFPD in the Communications Office (these items are optional and may not be included in the Best-and-Final Offer (BAFO) after negotiations are completed):

Fiery Rastor Image..... \$ _____x 1 each.....x 60 months=\$ _____

Tab printing capability \$ _____x 1 each.....x 60 months=\$ _____

- 5. Optional Item: Pull Print/Follow Me Solution or other similar solution

..... \$ _____x 37 each.....x 60 months=\$ _____

- 6. Optional Item: Extended Service and Maintenance: Respondent is requested to propose the manner in which it would consider extending the service and maintenance beyond the 60-month contract term.

- 7. Optional Item: Consumables – i.e., toner and staples: Respondent is requested to propose the manner in which it would consider supplying the toner and staples beyond the 60-month contract term.

Alternate Proposal 2: Maintain the District’s Current Fleet of Konica-Minolta MFPDs

Service and Maintenance: The District is requesting that Respondents consider providing the District with service and maintenance of its existing fleet of 58 MFPDs for the next several years. The service contract may be based on a cost-per-copy or other basis as determined by Respondent. The services should include parts and labor for repairs; and supplies (toner and staples). Respondent may propose to maintain all MFPDs or combining the maintenance services for a portion of the existing fleet with new devices as part of its overall proposed strategy to meet the printing, copying, faxing, scanning, and scan-to-email needs of the District.

Pursuant to §287.084(2) Fla. Stat., a vendor whose principal place of business is outside the State of Florida must accompany any written bid, 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 to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

I HEREBY ACKNOWLEDGE, as Respondent's authorized representative, that I have fully read and understand all terms and conditions as set forth in this proposal and upon award of such proposal, shall fully comply with such terms and conditions.

Date

Respondent (firm name)

Address

E-mail address

Signature

Telephone number

Typed name and title

Fax number

PROPOSED SUBCONTRACTORS

Include this form in the response

Respondent must identify all portions of the Work Respondent intends to perform through subcontractors.

- 1. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____
- 2. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____
- 3. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____
- 4. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____
- 5. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____
- 6. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____

CERTIFICATE AS TO CORPORATION

Include this form in the response

The below Corporation is organized under the laws of the State of _____; is authorized by law to respond to this Invitation to Negotiate and perform all work and furnish materials and equipment required under the Agreement, and is authorized to do business in the state of Florida.

Corporation name: _____

Address: _____

Registration No.: _____

Registered Agent: _____

By: _____

(Official title)

(Affix corporate seal)

Attest: _____

(Secretary)

The full names and business or residence addresses of persons or firms interested in the foregoing proposal as principals or officers of Respondent are as follows (specifically include the President, Secretary, and Treasurer and state the corporate office held of all other individuals listed):

Identify any parent, subsidiary, or sister corporations involving the same or substantially the same officers and directors that will or may be involved in performance of the Project, and provide the same information requested above on a photocopy of this form.

If applicable, attach a copy of a certificate to do business in the state of Florida, or a copy of the application that has been accepted by the state of Florida to do business in the state of Florida, for the Respondent and/or all out-of-state corporations that are listed pursuant to this form.

AFFIDAVIT AS TO NON-COLLUSION AND CERTIFICATION OF MATERIAL CONFORMANCE WITH SPECIFICATIONS

Include this form in the response

STATE OF _____

COUNTY OF _____

I, the undersigned, _____ being first duly sworn, depose and say that:

1. I am the owner or duly authorized officer, representative, or agent of:

_____ the Respondent that has submitted the attached proposal.

2. The attached proposal is genuine. It is not a collusive or sham proposal.

3. I am fully informed respecting the preparation and contents of, and knowledgeable of all pertinent circumstances respecting the attached proposal.

4. Neither Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham proposal in connection with the Agreement for which the attached proposal has been submitted, or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement, collusion, communication, or conference with any other Respondent, firm, or person to fix the price or prices in the attached proposal of any other Respondent, or to fix any overhead, profit, or cost element of the proposal prices or the proposal price of any other Respondent, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the District or any other person interested in the proposed Agreement.

5. The price(s) quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

6. No official or other officer or employee of the District, whose salary or compensation is payable in whole or in part by the District, is directly or indirectly interested in this proposal, or in the supplies, materials, equipment, work, or labor to which it relates, or in any of the profits therefrom.

7. Any materials and equipment proposed to be supplied in fulfillment of the Agreement to be awarded conform in all respects to the specifications thereof. Further, the proposed materials and equipment will perform the intended function in a manner acceptable and suitable for the intended purposes of the District.

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary Public, state of _____ at Large

My commission expires:

(SEAL)

QUALIFICATIONS — GENERAL

Include this form in the response

MANDATORY QUESTIONS AND STATEMENTS

As part of the Proposal, Respondent shall complete the following so that the District can determine the Respondent's ability, experience, and facilities for performing the proposed Work.

Name of Respondent: _____

Year company was organized/formed: _____

Number of years Respondent has been engaged in business under the present firm or trade name: _____

Total number of years Respondent has experience in similar work described in the Instructions to Respondents: _____

A. Provide responses to the following general questions:

1. Has Respondent previously been engaged in the same or similar business under another firm or trade name? If so, please describe each such instance.
2. Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this Proposal or a prior entity that Respondent substantially operated or controlled? If yes, please describe the nature and result of those proceedings and the entity involved.
3. Describe the background/experience of the person or persons who will be primarily responsible for directing the Work that will be performed pursuant to this Proposal. This inquiry is intended to encompass the project manager/Account Manager who will be engaged on a daily basis in directing the performance of the Work.
4. The Respondent shall identify any judgments, claims, arbitration proceedings or suits pending or outstanding against it or its officers:
5. The Respondent shall list any lawsuits filed or arbitration activities regarding similar service contracts within the last five years:
6. The Respondent shall identify any officer or principal that has ever been an officer or principal of another firm when it failed to complete a similar service contract within the last five years:
7. Has the Respondent failed to accept a contract award or to complete an awarded contract? If yes, please state the project(s), date, owner and reason:
8. Has the Respondent ever had a contract terminated? _____ If yes, please state the project(s), date, owner and reason:
9. Quality and reliability of proposed equipment: Provide a summary that explains an overview of the Proposal and the highlights and benefits. Emphasize why your firm's solution is best suited to meet the needs of the District. Include documented testing and/or recommendation results and the source of the documentation (i.e.: Buyer's Labs, Consumer Reports, etc.) Attach additional sheets/information as necessary. The Evaluation Committee will consider documentation presented during the ITN evaluation process and equipment demonstrations.

B. Provide responses to the following equipment questions:

1. From contract signing to installation of the equipment, what would be the maximum and minimum time frame?
2. Given that the District will need to coordinate equipment removals with new installations, would it be possible to schedule the equipment deliveries down to a specific hour?
3. Are the installing technicians also qualified to install the equipment on the network and load drivers? If no, please detail the time frame for installing equipment on the network and installing drivers.
4. Describe your proposed implementation.
5. Describe any efforts made by the equipment and consumables' manufacturers to be more environmentally friendly or "Green."
6. Does the equipment offered have Advanced Scanning Software available? If so, describe the capabilities, especially as it relates to OCR capabilities for PDF formats, and detail any related costs within the Cost Schedule.

C. Provide responses to the following service questions:

1. Describe your service response time guarantees.
2. Describe your service model.
3. Reference the attached Service Level Agreement (SLA) and illustrate how you can best meet these objectives. The attached SLA is intended to outline many of the areas important to the District. Using the same format and methodology, what components and measurements are you confident in offering?
4. Detail the total process ("cradle to grave") for ordering a service call including any electronic methods.
5. Describe the circumstances, if any, the District will be liable for additional service/repair calls.
6. Confirm available hours for placing service calls between 7:00 A.M. and 6:00 P.M., E.S.T.
7. Confirm your ability to meet the required four-hour guaranteed service response time for service. If you are unable to meet this guarantee, what time frame can you guarantee? Greater consideration will be given to those Respondents who can meet the four-hour requirement.
8. Confirm your ability to meet the required two-day guaranteed repair response time for service. If you are unable to meet this guarantee, what time frame can you guarantee? Greater consideration will be given to those Respondents who can meet the two-day requirement.
9. Describe emergency service requirements including before/after the above hours and on weekends/ holidays.
10. Describe the methodology that your organization utilizes for notifying technicians that a service call is required? Are "service error codes" that appear on the MFPD forwarded to the technician, if applicable?
11. What is the process a customer should follow for the escalation of a service issue? Describe in detail the timeframe, sequence and chain of responsibility for any service issue that cannot be resolved in one technician service call.

12. Does your organization set a supply budget for your field service technicians or require them to purchase parts?
13. Who inside your organization would be the main contact for the District regarding service issues?

D. Provide responses to the following pricing and billing questions:

1. Detail your capabilities for reporting, particularly for service calls and monthly volumes. Include sample reports.
2. Detail your firm's meter read collection process relative to the makes/models you have specified within this ITN that have automated meter read collections and reporting processes, including online access.
3. Describe your process for issuing credits for billing disputes.
4. Detail any additional costs as it relates to on-going training, information technologies and/or networking support.
5. Detail any additional or optional services, as it relates to your Proposal, which would result in any additional charges if any.
6. Detail your capability to bill one consolidated invoice for the entire District MFPD fleet. Include sample invoices.
7. Include (in the ITN response) any contracts/documents the District would be required to execute as part of any subsequent agreement.

E. Provide responses to the following technology questions:

1. Does your equipment have a network device monitoring system? If so, describe the software's capabilities to perform Meter Reads, Active Alerts (Error Codes, Low Consumable Levels, etc.), device installation, device management, and device monitoring across the entire fleet (where connected to the WAN).
2. How many drivers would be needed for all the equipment proposed?
3. Across all models proposed, is there a PostScript® driver available for printing and/or an upgraded print board that contains Adobe Postscript®?
4. Do your products have standard network accessible administration tools throughout the entire line proposed?
5. Describe your equipment's secure print capabilities/functionalities including any encryption used.
6. Describe the scanning capability including scan to file, scan to email, scan to network folder, scan to desktop and scan to hard drive.
 - a. What, if any, encryption can be used within these scanning destinations (i.e. file, email, etc.)?
 - b. St. Johns River Water Management District currently uses Microsoft Office 365 with on-premise Windows Domain Controllers for email. Can your equipment scan to email within this environment? If so, would the global address books be available through your equipment's touch screen?

- c. When sending a scan from your equipment via email can the “from” line be customized? If not, what is the default?
 - d. When sending a document via email, do your products provide attachment size control? If so, describe how this is accomplished.
7. Does your equipment possess the ability to disable features individually (e.g. scan to email) on the local control panel and/or through the network administrator controls?

F. Network Connection Requirements

- 1. Describe the requirements to connect proposed equipment to the District’s network.

G. Implementation Plan and Training Timeline

- 1. Describe your firm’s approach and process for equipment installation.
- 2. Who will install the equipment (if direct employees, please state; otherwise provide the name and other information on the Proposed Subcontractor form provided in Section II — Forms).
- 3. Time requirement to complete installation.
- 4. Electrical Requirements (Outlet) by Model Number.
- 5. Recommended Additional/Special installation requirements.
- 6. Describe your firm’s general training approach and process.

H. Provide responses/confirmations to the following maintenance management of equipment questions/requirements:

- 1. Provide a detailed description of the proposed preventative maintenance schedule and supplies included.
- 2. Describe software used to monitor printing usage and supplies.
- 3. Describe your firm’s policy to determine equipment replacement at locations and how the need is determined.
- 4. Describe the process for providing supplies and expected delivery lead time.
- 5. Explain your firm’s policies regarding the District’s decision-making power regarding local service processes (maintenance, records, onsite parts, upgrades, etc) and level of service delivery? (Response time, downtime, reliability, etc)

I. Warranty Provisions Statement

The District requires Contractor to warrant its product and/or services against faulty labor and/or material for the entire 60-month period of the Contract through service and maintenance.

In the event a MFPD fails to perform according to the Contract or Service Level Agreement requirements within the first 90 days of service, the District reserves the right to require the immediate removal and replacement of that MFPD with the same product or better.

J. Reporting information offered the District

The Respondent must confirm its ability to provide monthly service reports to the District. Reports shall include, at a minimum, the following information for each machine:

- Equipment ID#, Serial Number, Make, Model and meter reading
- Machine location and address
- End-User Error reported
- Services performed and parts used
- Regular Preventative Maintenance services performed
- Copies between calls on all equipment
- Average Service Response time
- Total downtime and response time for each month
- Date and time of issue resolution
- Complete service call record for each month
- Complete supplies used for each month

K. Other Required Documentation to be submitted with Proposal

- Brochures/Specification Sheets of MFPD Equipment Proposed
- All required exhibits, qualifications forms and questionnaires
- Standard Warranty provisions
- Include cell phone numbers for the Service Manager and Service repair personnel

QUALIFICATIONS — SIMILAR PROJECTS

Include this form in the response

Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least two similar projects within the five years immediately preceding the date set for receipt of the response, as described in the INSTRUCTIONS TO RESPONDENTS. Each project/installation must consist of at least 30 MFPDs. (Add additional sheet for optional additional completed projects.).

Similar Installation 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____

Email: _____

Address of agency/company: _____

Installation description: _____

Installation value: _____

Start date: _____ Completion date: _____
(month/year) (month/year)

Names of personnel assigned to installation:

Project manager: _____

Others: _____

QUALIFICATIONS — SIMILAR PROJECTS (continued)

Similar Installation 2:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____

Email: _____

Address of agency/company: _____

Installation description: _____

Installation value: _____

Start date: _____ Completion date: _____
(month/year) (month/year)

Names of personnel assigned to installation:

Project manager: _____

Others: _____

Make additional copies if needed.

QUALIFICATIONS — CLIENT REFERENCE

Include this form in the response

Respondent shall provide a three client references that have utilized the proposed or similar equipment and provided services to a private or public entity during the five years prior to this date set for receipt of Proposals, which shall include the similar projects listed. No more than one reference shall be from the District. (For similar installations listed above, simply state "Similar Installation No. ____.")

Client Reference 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Agency/Company Address: _____

Name of project: _____

Description: _____

Project value: _____ Project/Account Manager: _____

Client Reference 2:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Agency/Company Address: _____

Name of project: _____

Description: _____

Project value: _____ Project/Account Manager: _____

Client Reference 3:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Agency/Company Address: _____

Name of project: _____

Description: _____

Project value: _____ Project/Account Manager: _____

QUALIFICATIONS — EXPERTISE OF KEY PERSONNEL

Include this form in the response

List the types of services and qualifications of key personnel that will be assigned to this contract to assist in the implementation and support of the Respondent’s Proposal:

Name:	Responsible For	Qualifications*
_____	Contract Administration	_____
_____	Service Manager	_____
_____	Maintenance/Repair Service	_____
_____	Supplies Contact	_____
_____	On-Site Training Services	_____
_____	Invoices/Accounts Payable	_____
_____	Other	_____
_____	Other	_____
_____	Other	_____

*Qualifications — State number of years experience in the MFPD industry for the position/role the individual will fill on this installation and contract; attach copies of any certifications or industry awards the individual has received relative to the MFPD industry.

DRUG-FREE WORKPLACE FORM

This form required only in the event of a tie response

The Respondent, (business name) _____, in accordance with §287.087, Fla. Stat., hereby certifies that Respondent does the following:

1. Informs 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
2. Publishes a statement notifying employees that
 - a. 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 its employees for violations of such prohibition.
 - b. as a condition of working on the contractual services that are the subject of this solicitation, 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, Fla. Stat., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
3. Gives each employee engaged in providing the contractual services that are the subject of this solicitation a copy of the statement specified in paragraph 2, above.
4. Imposes 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 convicted of a violation listed in sub-paragraph 2.b., above.
5. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of §287.087, Fla. Stat.

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

By: _____

Title: _____

Date: _____/

NO RESPONSE FORM
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
INVITATION TO NEGOTIATE 33041

Your reasons for not responding to this Invitation to Negotiate are valuable to the St. Johns River Water Management District's procurement process. Please complete this form and return it to the Office of Procurement Services no later than the date set for receipt of proposals. Thank you for your cooperation.

Please check (as applicable):

- Specifications too "general" (explain below)
- Insufficient time to respond to the Invitation for Bids
- Do not provide this type of work for this project
- Schedule would not permit us to perform
- Unable to meet bid specifications
- Specifications unclear (explain below)
- Disagree with solicitation or Agreement terms and conditions (explain below)
- Other (specify below)

Remarks: _____

DATE _____

RESPONDENT (FIRM NAME) _____

ADDRESS _____

E-MAIL ADDRESS _____

SIGNATURE _____ TYPED NAME AND TITLE _____

TELEPHONE NUMBER _____ FAX NUMBER _____

**AGREEMENT
BETWEEN THE
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
AND _____ FOR
MULTIFUNCTION PRINTING DEVICES**

THIS AGREEMENT is entered into by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (the "District"), whose address is 4049 Reid Street, Palatka, Florida 32177-2571, and _____ ("Contractor"), whose address is _____. All references to the parties hereto include the parties, their officers, employees, agents, successors, and assigns.

In consideration of the payments hereinafter specified, Contractor agrees to furnish and deliver all materials and perform all labor required for 33041, Multifunction Printing Devices (the "Work"). In accordance with ITN 33041, Contractor shall complete the Work in conformity with this Agreement, which consists of and incorporates all of the following documents: (1) advertisement for bids, proposals, or qualifications; (2) Instructions to Respondents; (3) addenda; certifications, and affidavits; (4) bid, proposal, or qualifications submittals; (5) Agreement, including the Statement of Work, and any Special Conditions or other attachments. If any provision in the body of this Agreement conflicts with any attachment hereto, the body of this Agreement shall prevail. This Agreement, including attachments, shall take precedence over all solicitation documents (items 1 – 4). The parties hereby agree to the following terms and conditions.

1. TERM

- (a) The term of this Agreement shall be from the Effective Date to the Completion Date. Time is of the essence for each and every aspect of this Agreement. Where additional time is allowed to complete the Work, the new time limit shall also be of the essence. All provisions of this Agreement that by their nature extend beyond the Completion Date survive termination or expiration hereof.
- (b) **Effective Date.** The Effective Date is the date upon which the last party to this Agreement has dated and executed the same.
- (c) **Equipment Installation Period.** All Multifunctional Printing Device (MFPD) equipment shall be installed and be operational by not later than September 14, 2018. It is expressly understood and agreed that all impression counts are waived until **ALL** equipment is installed and operational. Contractor will not be entitled to any compensation or lease payments during the Equipment Installation Period.
- (d) **Completion Date.** The Completion Date of this Agreement is 60 months from the date that all {quantity to be determined} Multifunctional Printing Devices are operational as stipulated under Paragraph 1(c) above.
- (e) **Equipment Retrieval or Contract Renewal.** At least 60 days prior to the Completion Date, the District will notify Contractor: (1) to pick up all multifunctional printing devices; or (2) that District will exercise its end-of-lease purchase option and that the service and maintenance portion of the contract will be renewed for up to four years at the rates stated in the proposal. All loading and return shipping costs for the MFPDs shall be borne by Contractor.

2. DELIVERABLES

- (a) The Work is specified in the Statement of Work, Attachment A. Contractor shall deliver all products and deliverables as stated therein. Contractor is responsible for the professional quality,

technical accuracy, and timely completion of the Work. Both workmanship and materials shall be of good quality. Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials provided. Unless otherwise specifically provided for herein, Contractor shall provide and pay for all materials, labor, and other facilities and equipment necessary for performance of the Work. The District’s Project/Account Manager shall make a final acceptance inspection of the deliverables when completed and finished in all respects.

- (b) If not otherwise addressed in the Statement of Work, upon written request, Contractor shall submit written progress reports to the District’s Project/Account Manager at the frequency requested in the form approved by the Project/Account Manager at no additional cost to the District. The progress report shall provide an updated progress schedule, taking into account all delays and approved changes in the Work. Failure to provide a progress report will be cause to withhold payment.

3. **OWNERSHIP OF DELIVERABLES.** The Work is specified in the Statement of Work, Attachment A. Contractor shall deliver all products and deliverables as stated therein. Contractor is responsible for the professional quality, technical accuracy, and timely completion of the Work. Both workmanship and materials shall be of good quality. Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials provided. Unless otherwise specifically provided for herein, Contractor shall provide and pay for all materials, labor, and other facilities and equipment necessary for performance of the Work. The District’s Project/Account Manager shall make a final acceptance inspection of the deliverables when completed and finished in all respects.

4. **FUNDING OF AGREEMENT**

- (a) For satisfactory performance of the Work, the District agrees to pay Contractor a sum not to exceed \$ _____ (the “Total Compensation”). The amount expended hereunder shall be paid in accordance with and subject to the following multi-year funding allocations for each District fiscal year:

Fiscal Year: September 1, 2018 – September 30, 2018	Amount:	\$ _____
Fiscal Year: October 1, 2018 – September 30, 2019	Amount:	\$ _____
Fiscal Year: October 1, 2019 – September 30, 2020	Amount:	\$ _____
Fiscal Year: October 1, 2020 – September 30, 2021	Amount:	\$ _____
Fiscal Year: October 1, 2021 – September 1, 2022	Amount:	\$ _____
Fiscal Year: October 1, 2022 – September 1, 2023	Amount:	\$ _____

Funding for each applicable fiscal year is subject to District Governing Board budgetary appropriation.

5. **PAYMENT OF INVOICES**

- (a) Contractor shall submit itemized invoices on a monthly basis for the Work by one of the following two methods: (1) by email to acctpay@sjrwmd.com (preferred) or (2) by mail to the St. Johns River Water Management District, Finance Director, 4049 Reid Street, Palatka, Florida 32177-2571. Each invoice shall be submitted in detail sufficient for proper pre-audit and post-audit review. If necessary for audit purposes, Contractor shall provide additional supporting information as required to document invoices.
- (b) **End of District Fiscal Year Reporting.** The District’s fiscal year ends on September 30. Irrespective of the invoicing frequency, the District is required to account for all encumbered funds at that time. When authorized under the Agreement, submittal of an invoice as of September 30 satisfies this requirement. The invoice shall be submitted no later than October 30. If the Agreement does not authorize submittal of an invoice as of September 30, Contractor shall

submit, prior to October 30, a description of the additional Work completed between the last invoice and September 30, and an estimate of the additional amount due as of September 30 for such Work. If there have been no prior invoices, Contractor shall submit a description of the Work completed on the project through September 30 and a statement estimating the dollar value of that Work as of September 30.

- (c) **Final Invoice.** The final invoice must be submitted no later than 45 days after the Completion Date; provided, however, that when the Completion Date corresponds with the end of the District's fiscal year (September 30), the final invoice must be submitted no later than 30 days after the Completion Date. **Final invoices that are submitted after the requisite date shall be subject to a penalty of ten percent of the invoice. This penalty may be waived by the District, in its sole judgment and discretion, upon a showing of special circumstances that prevent the timely submittal of the final invoice. Contractor must request approval for delayed submittal of the final invoice not later than ten days prior to the due date and state the basis for the delay.**
- (d) All invoices shall include the following information: (1) District contract number; (2) Contractor's name and address (include remit address, if necessary); (3) Contractor's invoice number and date of invoice; (4) District Project/Account Manager; (5) Contractor's Project/Account Manager; (6) supporting documentation as to cost and/or project completion (as per the cost schedule and other requirements of the Statement of Work; (7) Progress Report (if required); (8) Diversity Report (if otherwise required herein). Invoices that do not correspond with this paragraph shall be returned without action, stating the basis for rejection. Payments shall be made within 45 days of receipt of an approved invoice. Disputes regarding invoice sufficiency are resolved pursuant to the dispute resolution procedure of this Agreement.
- (e) **Travel expenses.** If the cost schedule for this Agreement includes a line item for travel expenses, travel expenses shall be drawn from the project budget and are not otherwise compensable. If travel expenses are not included in the cost schedule, they are a cost of providing the service that is borne by Contractor and are only compensable when specifically approved by the District as an authorized District traveler. In such instance, travel expenses must be submitted on District or State of Florida travel forms and shall be paid pursuant to District Administrative Directive 2000-02.
- (f) **Payments.** Absent exceptional circumstances, Contractor is required to sign up and receive payment(s) electronically from the District via Automated Clearing House (ACH) payment.
- (g) **Payments withheld.** The District may withhold or, on account of subsequently discovered evidence, nullify, in whole or in part, any payment to such an extent as may be necessary to protect the District from loss as a result of: (1) defective Work not remedied; (2) failure of Contractor to make payments when due to subcontractors or suppliers for materials or labor; (3) failure to maintain adequate progress in the Work; (4) damage to another contractor; or (5) any other material breach of this Agreement. Amounts withheld shall not be considered due and shall not be paid until the ground(s) for withholding payment have been remedied.
- (h) **Payments.** The District shall pay Contractor 100% of each approved invoice.
6. **PAYMENT AND RELEASE.** Upon satisfactory completion of the Work, the District will provide Contractor a written statement accepting all deliverables. Contractor's acceptance of final payment shall constitute a release in full of all Contractor claims against the District arising from the performance of this Agreement, with the exception of any pending claims for additional compensation that have been documented and filed as required by this Agreement.

7. **INDEMNIFICATION.** Contractor shall indemnify and hold harmless, release, and forever discharge the District, its public officers, employees, agents, representatives, successors, and assigns, from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, arising from or caused by the Contractor, its employees or subcontractors, in the performance of the Work. Contractor shall further indemnify the District for all costs and penalties the District incurs related to any failure to offer Patient Protection and Affordable Care Act compliant health care coverage to Contractor-employees performing under this contract.
8. **INSURANCE.** Contractor shall acquire and maintain all insurance required by Attachment B, Insurance Requirements, and shall not commence Work until it has provided Certificates of Insurance to the District as per Attachment B. Receipt of Certificates of Insurance indicating less coverage than required does not constitute a waiver of the Insurance Requirements. Contractor waives its right of recovery against the District to the extent permitted by its insurance policies. Contractor's insurance shall be considered primary, and District insurance shall be considered excess, as may be applicable to Contractor's obligation to provide insurance.
9. **FUNDING CONTINGENCY.** This Agreement is at all times contingent upon funding availability, which may include a single source or multiple sources, including, but not limited to: (1) ad valorem tax revenues appropriated by the District's Governing Board; (2) annual appropriations by the Florida Legislature, or (3) appropriations from other agencies or funding sources. Agreements that extend for a period of more than one Fiscal Year are subject to annual appropriation of funds in the sole discretion and judgment of the District's Governing Board for each succeeding Fiscal Year. Should the Work not be funded, in whole or in part, in the current Fiscal Year or succeeding Fiscal Years, the District shall so notify Contractor and this Agreement shall be deemed terminated for convenience five days after receipt of such notice, or within such additional time as the District may allow. For the purpose of this Agreement, "Fiscal Year" is defined as the period beginning on October 1 and ending on September 30.

10. **PROJECT MANAGEMENT PERSONNEL**

- (a) The Project/Account Managers listed below shall be responsible for overall coordination and management of the Work. Either party may change its Project/Account Manager upon three business days' prior written notice to the other party. Written notice of change of address shall be provided within five business days. All notices shall be in writing to the Project/Account Managers at the addresses below and shall be sent by one of the following methods: (1) hand delivery; (2) U.S. certified mail; (3) national overnight courier; (4) email or, (5) fax. Notices via certified mail are deemed delivered upon receipt. Notices via overnight courier are deemed delivered one business day after having been deposited with the courier. Notices via email or fax are deemed delivered on the date transmitted and received.

DISTRICT

Pamela Thompson, Project/Account Manager
 St. Johns River Water Management District
 4049 Reid Street
 Palatka, FL 32177-2571
 Phone: (386) 329-4323
 Email: pthompson@sjrwmd.com

Contractor

TBD, Project/Account Manager
 TBD
 TBD
 TBD
 Phone: TBD
 Email: TBD

- (b) The District's Project/Account Manager shall have sole responsibility for transmitting instructions, receiving information, and communicating District policies and decisions regarding all matters pertinent to performance of the Work.

- (c) Contractor shall provide efficient supervision of the Work, using its best skill and attention. shall keep on Contractor the worksite during its progress a competent superintendent, satisfactory to the District. The superintendent shall not be changed except with the District's consent, unless the superintendent proves to be unsatisfactory to Contractor and/or ceases to be in its employ. The superintendent shall represent Contractor in the absence of Contractor's Project/Account Manager. All directions given to him shall be as binding as if given to Contractor. If the District produces documented evidence and informs the Contractor that any person on the job is incompetent, disorderly, or is working contrary to the Agreement or the District's instructions, that person shall thereupon be immediately dismissed from the project and shall not be given employment on any work connected with this Agreement. The District may request Contractor replace its Project/Account Manager if said manager fails to carry the Work forward in a competent manner, follow instructions or specifications, or for other reasonable cause.
- (d) Contractor shall maintain an adequate and competent professional staff. Contractor's employees, subcontractors, or agents shall be properly trained to meet or exceed any specified licensing, training and/or certification applicable to their profession. Upon request, Contractor shall furnish proof thereof.

11. SCHEDULING AND WORK PLANNING; PROGRESS REPORTING

- (a) **Progress Reports.** Contractor shall provide to the District update/status reports as provided in the Statement of Work. Reports will provide detail on progress of the Work and outline any potential issues affecting completion or the overall schedule. Reports may be submitted in any form agreed to by District's Project/Account Manager and Contractor, and may include emails, memos, and letters.
 1. **Progress Meetings.** The District may conduct progress meetings with Contractor on a frequency to be determined by the District. In such event, Contractor shall make available its Project/Account Manager and other appropriate personnel to discuss matters pertinent to the Work.
 2. **Failure to Meet Schedule.** If progress of the Work falls five percent or more behind schedule, except as a result of District-approved delays, Contractor shall take all necessary steps to augment the work effort to get the project back on schedule. Should the progress of the Work fall ten percent or more behind schedule, the District may advise Contractor through a "cure" notice that this Agreement is subject to termination for cause if the failure is not cured within the time frame specified in said notice.

12. AMENDMENTS; EMERGENCY CHANGES IN WORK

- (a) **Amendments.** The parties may not amend this Agreement except in writing. Modifications that alter, add to, or deduct from the Work, or otherwise modify the terms of this Agreement, shall be implemented through a change order or formal amendment, specifying the nature of the change and any associated change in the Total Compensation and/or Completion Date. The District's Project/Account Manager may also issue a District Supplemental Instruction (DSI) form (Attachment C) to authorize minor adjustments to the Work that are consistent with the purpose of the Work. Both parties must sign the DSI. A DSI may not be used to change the Total Compensation, quantity, quality or the Completion Date of the Work, or to change or modify the Agreement.
- (b) **Emergency Changes in Work.** In the event an emergency endangering life or property requires immediate action, the District may give Contractor an oral instruction to proceed with an emergency change in the Work, which will be confirmed in writing within five days. Within 15 days after commencement of the emergency change in the Work, Contractor shall provide the

District with a written estimate of any increased costs or delays as a result thereof. **Failure to so notify the District constitutes a waiver of any right to an extension of time or increase in compensation.** Within 15 days after receipt of Contractor's estimate, the parties shall negotiate a Change Order. If unable to reach agreement, disputed issues shall be resolved pursuant to the dispute resolution procedure. In no event shall Contractor decline to perform the emergency change in the Work.

13. TERMINATION AND SUSPENSION

- (a) **District Termination for Cause.** The Agreement may be terminated by the District for cause in the event of any breach hereof, including, but not limited to, Contractor's: (1) failing to carry forward and complete the Work as provided herein; (2) failing to comply with applicable laws, regulations, permits, or ordinances; (3) failing to timely correct defective Work; (4) making a general assignment for the benefit of its creditors; (5) having a receiver appointed because of insolvency; (6) filing bankruptcy or having a petition for involuntary bankruptcy filed against it; (7) failing to make payments when due to subcontractors, vendors, or others for materials or labor used in the Work; (8) making a material misrepresentation to the District regarding the Work, or (9) any other material breach of this Agreement. In such event, the District shall provide Contractor with written notice of its intention to terminate this Agreement, stating the nature of the deficiency and the effective date of termination. At the District's sole judgment and discretion, the District may afford Contractor an opportunity to cure said deficiency, in which event the notice shall specify the time allowed. Upon termination, the District may take possession of the premises and of all materials thereon and finish the Work by whatever means it deems expedient. In such event, Contractor shall not receive any further payment until the Work is completed by the District. Contractor shall be liable for all costs involved in completing the Work, including additional managerial and administrative services, which shall be offset against any amount due to Contractor.
- (b) **District Termination for Convenience.** Notwithstanding any other provision hereof, the District may at any time terminate this Agreement or any Work issued under it, in whole or in part, without cause, upon 30 days' written notice to Contractor. In such event, Contractor shall be compensated for any Work performed prior to the date of termination and for materials that were ordered prior to receipt of notice of termination that cannot be returned to the vendor, which shall become District property. Upon receipt of notice, Contractor shall discontinue the Work on the date and to the extent specified therein and shall place no further orders for materials, equipment, services, or facilities, except as needed to continue any portion of the Work not terminated. Contractor shall also make every reasonable effort to cancel, upon terms satisfactory to the District, all orders or subcontracts related to the terminated Work. Contractor may not claim any compensation not specifically provided for herein, including, but not limited to: loss of anticipated profits; idle equipment, labor, and facilities; any additional claims of subcontractors and vendors.
- (c) **District Suspension for Cause.** The District may issue a written partial or full Stop Work Notice in the event Contractor fails to comply with or is negligent in performing any provision hereof. All performance shall immediately cease as per such notice and no further billable costs shall be incurred. The District may terminate this Agreement if Contractor fails or refuses to comply with a Stop Work Notice.
- (d) **District Suspension for Convenience.** The District may direct Contractor to stop Work, in whole or in part, whenever, in the District's sole judgment and discretion, such stoppage is necessary to ensure proper completion of the Work, avoid injury to third persons, or otherwise meet the District's objectives. The District shall provide Contractor not less than five days' written notice, except in emergency circumstances. Contractor shall immediately comply with such notice.

Should such stoppage increase Contractor's cost, an equitable adjustment will be made by Change Order. The notice shall be effective until rescinded in writing, unless the period of suspension is stated in the notice.

(e) Contractor's Right to Stop Work or Terminate Agreement

- (i) **Stop Work.** Contractor may stop work only under the following circumstances: (1) the Work is ordered temporarily discontinued by a court or other public authority; (2) it is necessary to stop work in order to protect the safety of Contractor or third persons; or (3) the District fails to pay Contractor when due any undisputed and adequately documented sum certified for payment by the District Project/Account Manager. In such event, Contractor shall provide the District not less than seven days prior written notice of its intention to stop work, except in emergency circumstances or when necessary to prevent injury to persons or property.
- (ii) **Termination.** Contractor may terminate this Agreement under only the following circumstances: (1) the Work is ordered discontinued by a court or other public authority, through no act or fault of Contractor, for a period of not less than three months; (2) the District fails to pay Contractor when due any undisputed and adequately documented sum certified for payment by the District Project/Account Manager. In such event, Contractor shall provide not less than 20 days written notice of its intention to terminate and afford the District the opportunity to cure said deficiency within said time period.
- (iii) **Duty to Perform.** Except as expressly provided above, in the event of any event, dispute, or other matter arising under this Agreement, Contractor shall fully perform the Work in accordance with the District's written instructions and may claim additional compensation as a Change Order, subject to the dispute resolution procedure.

**ADDITIONAL PROVISIONS
(In Alphabetical Order)**

BUSINESS DAY: Monday through Friday, excepting those holidays observed by the District – New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (and Friday), and Christmas Day.

CHANGE ORDER: A written agreement of the parties after the Commencement Date to amend this Agreement so as to modify the Statement of Work or the Total Compensation or provide for an extension of time.

CONTRACTOR: Contractor, its officers, employees, agents, successors, and assigns.

CONTRACTOR'S PROJECT/ACCOUNT MANAGER: The individual designated by the Contractor to be responsible for overall coordination, oversight, and management of the Work for Contractor.

INVITATION TO NEGOTIATE: An advertised solicitation for sealed competitive Proposals, with the title, date, and hour of the public opening designated. It includes a detailed description of the goods and/or services sought, the date for submittal of Responses, and all contractual terms and conditions.

PERSON: Any individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, or capacity, whether appointed by a court or others, and any combination of individuals.

RESPONDENT: Any person who submits a response to a solicitation.

STATEMENT OF WORK: The District's written directions, requirements and technical specifications for completing the Work. Standards for specifying materials or testing that are incorporated therein by reference shall have the same force and effect as if fully set forth therein.

SUBCONTRACTORS: Those persons having a direct contract with Contractor relating to performance of the Work, including one who furnishes material worked into a special design in accordance with the plans or specifications of the Work, but not including one who merely furnishes material.

TOTAL PROPOSAL: The total cost to be paid to Contractor for completion of the Work.

TOTAL COMPENSATION: The total funds to be expended pursuant to this Agreement upon satisfactory completion of the Work.

WORK: All labor, materials, equipment, transportation, supporting documentation, and other products, services, or facilities necessary for complete performance of the Agreement.

14. **AUDIT; ACCESS TO RECORDS.** Contractor must preserve its books and other records involving transactions related to this Agreement and provide the District, or its duly authorized representatives, access and necessary facilities to inspect and audit those records for five years after the receipt of funds. If an examination or audit is performed, Contractor must continue to maintain all required records until such audit has been completed and all questions arising from it are resolved. Contractor shall refund any payment(s) that are found to not constitute allowable costs based upon an audit examination.
15. **CIVIL RIGHTS.** Pursuant to chapter 760, Fla. Stat., Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, age, handicap, or marital status.
16. **COOPERATION WITH THE INSPECTOR GENERAL, PURSUANT TO §20.055(5) FLA. STAT.** Contractor and any subcontractors understand and will comply with their duty, pursuant to §20.055(5), Fla. Stat., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.
17. **COORDINATION WITH THE DISTRICT AND OTHER DISTRICT CONTRACTORS**
 - (a) The District may let other contracts in connection with the Work. Wherever work done by the District or another District contractor is contiguous to Contractor's Work, the respective rights of the various interests shall be established by the District so as to secure completion of the Work. Contractor shall arrange its Work so as not to interfere with the District or other District contractors and join its Work to that of others in a proper manner, and in accordance with the intent of the Statement of Work. Contractor shall perform its Work in the proper sequence in relation to that of other District contractors, as may be directed by the District. Contractor shall afford other District contractors reasonable opportunity for introduction and storage of their materials and execution of their work, and shall properly conduct and coordinate its Work with theirs. Contractor shall take into account all contingent work to be done by others and shall not plead its want of knowledge of such contingent work as a basis for delay or non-performance. Contractor shall be liable for any damage it causes to the work performed by other District contractors.
 - (b) If any part of the Work depends for proper execution or results upon the work of other District contractors, Contractor shall inspect and promptly report any defects in the other contractors' work that render it unsuitable for Contractor's Work. Failure to so inspect and report shall

constitute an acceptance of the other contractors' work as fit and proper for the reception of its Work, except as to defects which may develop in the other contractors' work after execution of the Work.

18. CORRELATION AND INTENT OF DOCUMENTS; QUESTIONS OR ISSUES REGARDING PERFORMANCE OF THE WORK

- (a) This Agreement and all attachments are complementary. What is called for by one is as binding as if called for by all. The intent is to include all labor and materials, equipment, transportation, and incidentals necessary for the proper and complete execution of the Work. Materials or work described in words, which so applied have a well-known technical or trade meaning, shall be held to refer to such recognized standards.
- (b) It is the District's intention to fully assist Contractor in the successful performance of the Work and to respond in a timely manner to questions or issues that arise. Contractor should discuss any questions or issues with the District's Project/Account Manager and communicate such questions or issues in writing when required by this Agreement. The District shall respond through its Project/Account Manager.

19. DISPUTE RESOLUTION

- (a) **During the course of work.** In the event any dispute arises during the course of the Work, Contractor shall fully perform the Work in accordance with the District's written instructions and may claim additional compensation. Contractor is under a duty to seek clarification and resolution of any issue, discrepancy, or dispute by submitting a formal request for additional compensation, schedule adjustment, or other dispute resolution to the District's Project/Account Manager no later than 15 days after the precipitating event. If not resolved by the Project/Account Manager within five business days, the Project/Account Manager shall forward the request to the District's Office of General Counsel, which shall issue a written decision within 15 days of receipt. This determination shall constitute final action of the District and shall then be subject to judicial review upon completion of the Work. **Contractor shall proceed with the Work in accordance with said determination. This shall not waive Contractor's position regarding the matter in dispute.**
- (b) **Invoices.** In the event the District rejects an invoice as improper, and the Contractor declines to modify the invoice, the Contractor must notify the District in writing within ten days of receipt of notice of rejection that the Contractor will not modify the invoice and state the reason(s) therefor. Within five business days of receipt of such notice, if not informally resolved through discussion with the District Project/Account Manager, the Project/Account Manager shall forward the disputed invoice and the Contractor's written response to the District's Office of General Counsel. The matter shall then proceed as described in subsection (a), above.

- 20. DIVERSITY REPORTING.** The District is committed to the opportunity for diversity in its procurement activities, and encourages its prime vendors (contractors and suppliers) to make a good faith effort to ensure that women and minority-owned business enterprises (W/MBE) are given the opportunity for maximum participation as sub-contractors. The District will assist Contractor by sharing information on W/MBEs. Contractor shall provide with each invoice a report describing the company names for all W/MBEs, the type of minority, and the amount spent with each at all levels. The report will also denote if there were no W/MBE expenditures.

21. DUTY TO INSPECT AND REPORT DEFICIENCIES IN PLANS AND SPECIFICATIONS

- (a) For any Work that is dependent upon conditions at the worksite, Contractor's acceptance of contract award represents and warrants that Contractor has inspected and satisfied itself

concerning the nature and location of the Work and general and local conditions, including, without limitation: (1) conditions affecting transportation, disposal, handling, and storage of materials; (2) availability and quality of labor; (3) availability and condition of roads; (4) climatic conditions and seasons; (5) hydrology of the terrain; (6) topography and ground surface conditions; (7) nature and quantity of surface materials to be encountered; (8) equipment and facilities needed preliminary to and during the Work; and (9) all other matters that can affect the Work and the cost thereof. Contractor's failure to acquaint itself with such conditions will not relieve it from its responsibility for properly estimating the time required or cost of performing the Work. Where the District has investigated subsurface conditions, this data may be provided to Contractor or is available upon request. Contractor must either seek clarification concerning the data or assume the responsibility for its interpretation.

- (b) If Contractor discovers hidden or subsurface conditions that differ materially from those normally expected or indicated in the technical specifications, Contractor shall immediately, and before such conditions are disturbed, notify the District in writing of: (1) subsurface or latent physical conditions differing materially from those indicated in the technical specifications, or (2) unknown physical conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for herein. The District shall promptly investigate the conditions and determine whether they materially differ so as to cause an increase or decrease in Contractor's cost. Where the differing site conditions materially impact Contractor's cost, an equitable adjustment shall be made and the Agreement modified accordingly. No claim will be allowed if Contractor fails to provide the required notice.
- (c) If Contractor in the course of the Work finds any defect in the plans and specifications, including, but not limited to, any discrepancy between the drawings and the physical conditions at the worksite, or any errors or omissions in the drawings or in the layout, as given by points and instructions, it shall immediately inform the District in writing, which shall be promptly verified by the District. Any Work done after such discovery, until authorized, will be done at Contractor's risk as to cost overruns and modifications necessary to correct deficiencies in the Work. To ensure the proper execution of its subsequent Work, Contractor shall measure Work already in place or completed and shall immediately report any discrepancy between the executed Work and the drawings or other specifications.

22. GOVERNING LAW, VENUE, ATTORNEY'S FEES, WAIVER OF RIGHT TO JURY TRIAL.

This Agreement shall be construed according to the laws of Florida and shall not be construed more strictly against one party than against the other because it may have been drafted by one of the parties. As used herein, "shall" is always mandatory. In the event of any legal proceedings arising from or related to this Agreement: (1) venue for any state or federal legal proceedings shall be in Duval County; (2) each party shall bear its own attorney's fees, including appeals; (3) for civil proceedings, the parties hereby consent to trial by the court and waive the right to jury trial.

23. INTEREST IN THE BUSINESS OF CONTRACTOR; NON-LOBBYING. Contractor certifies that no officer, agent, or employee of the District has any material interest, as defined in chapter 112, Fla. Stat., either directly or indirectly, in the business of Contractor to be conducted under this Agreement, and that no such person shall have any such interest at any time during the term of this Agreement. Pursuant to §216.347, Fla. Stat., monies received from the District pursuant to this Agreement shall not be used to lobby the Florida Legislature or any other state agency.

24. INDEPENDENT CONTRACTOR. Contractor is an independent contractor. Neither Contractor nor Contractor's employees are employees or agents of the District. Contractor controls and directs the means and methods by which the Work is accomplished. Contractor is solely responsible for

compliance with all labor, health insurance (Patient Protection and Affordable Care Act 42 U.S.C. §§ 18001, et seq.), and tax laws pertaining to Contractor, its officers, agents, and employees, and shall indemnify and hold the District harmless from any failure to comply with such laws.

25. **LIENS.** Neither final payment nor payment of any part of the retainage shall become due until Contractor delivers to the District releases of all labor and material cost liens arising from Contractor's performance of the Work, including Contractor and any subcontractor(s), and an affidavit by Contractor stating that the releases and receipts include all labor and material costs for which a lien could be filed. If any subcontractor refuses to furnish Contractor a release or a receipt in full, Contractor may furnish to the District a bond satisfactory to the District, indemnifying the District against any such potential lien. If any lien or potential lien remains unsatisfied, the District may discharge the same forthwith and deduct the cost thereof from any amounts due to Contractor. In the event Contractor has been fully paid or the amount of such lien exceeds the amount due to Contractor, Contractor shall refund to the District all monies that the District paid in discharging such lien, including all costs and a reasonable attorney's fee. The discharging of such a lien by the District shall not constitute a waiver of any claims or defenses that Contractor may have against the lienor.
26. **NUISANCE.** Contractor shall exercise every reasonable means to avoid creating or continuing a public or private nuisance resulting from the Work, including, but not limited to: (1) excessive noise associated with radio or other forms of electronic entertainment for persons at the worksite; (2) dust from construction operations, and (3) the uncontrolled flow of surface waters.
27. **PERMITS AND LICENSES; COMPLIANCE WITH LAW.** Contractor shall comply with all applicable federal, state and local laws and regulations, including those pertaining to health and safety. All materials used and work performed must conform to the laws of the United States, the state of Florida and county and municipal ordinances. Contractor represents and warrants that it is duly licensed to perform the Work in accordance with the laws of the state of Florida and the county or municipality in which the Work is to be performed. Unless otherwise specifically provided for herein, Contractor shall give to the proper authorities all required notices relative to the Work in its charge; obtain and pay for all official permits or any other licenses, including any and all professional licenses required by the nature of the Work; and furnish any bonds, security, or deposits required to permit performance of the Work. Contractor is responsible for the resolution of any issues resulting from a finding of noncompliance by any regulatory agencies, due to the Contractor's failure to comply with applicable regulatory requirements, including all costs for delays, litigation, fines, or other costs.
28. **PETROLEUM STORAGE TANKS.** Any petroleum storage tanks with a capacity of 55 gallons or greater that Contractor brings onto District property must be either double-walled or kept within secondary containment that will contain 110% of the tank volume.
29. **PUBLIC RECORDS**
- (a) Contractor is responsible for identifying confidential trade secret information as such upon submittal to the District. Notwithstanding any other provision hereof, the District shall not be liable to Contractor for release of confidential information not identified as such upon submittal. If the District receives a public records request that requests information claimed to be confidential by Contractor, the District shall take such steps as are necessary to comply with chapter 119, Fla. Stat., while protecting the confidentiality of trade secret information. In the event of a dispute as to whether the requested information is a trade secret, Contractor shall be liable for all costs incurred by the District resulting from the dispute, including any court costs and attorney's fees. The calculation of those costs shall not include costs that are charged to the public records requestor.

- (b) Contractor shall comply with Florida Public Records law under Chapter 119, Fla. Stat. Records made or received in conjunction with this Agreement are public records under Florida law, as defined in §119.011(12), Fla. Stat. Contractor shall keep and maintain public records required by the District to perform the services under this Agreement.
- (c) If Contractor meets the definition of “Contractor” found in §119.0701(1)(a), Fla. Stat.; [i.e., an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency], then the following requirements apply:
- (i) Pursuant to §119.0701, Fla. Stat., a request to inspect or copy public records relating to this Agreement for services must be made directly to the District. If the District does not possess the requested records, the District shall immediately notify the Contractor of the request, and the Contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time. If Contractor fails to provide the public records to the District within a reasonable time, the Contractor may be subject to penalties under s. 119.10, Fla. Stat.
 - (ii) Upon request from the District’s custodian of public records, Contractor shall provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Fla. Stat., or as otherwise provided by law.
 - (iii) Contractor shall identify and ensure that all 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 Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the District.
 - (iv) Upon completion of the Agreement, Contractor shall transfer, at no cost to District, all public records in possession of Contractor or keep and maintain public records required by the District to perform the services under this Agreement. If the Contractor transfers all public records to the District upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records that are stored electronically must be provided to the District, upon request from the District’s custodian of public records, in a format that is accessible by and compatible with the information technology systems of the District.

(d) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLA. STAT., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT’S CUSTODIAN OF PUBLIC RECORDS AT:

**District Clerk
St. Johns River Water Management District
4049 Reid Street
Palatka, Florida 32177-2571
(386) 329-4127
clerk@sjrwm.com**

30. **REMEDIES FOR NON-PERFORMANCE.** In the event of incomplete or damaged Work caused by Contractor's failure of performance, the District may terminate this Agreement for cause. Alternatively, the District, in its sole discretion and judgment, may allow Contractor to correct the deficiency at its expense. If the District determines that it is not in its best interest for Contractor to correct the deficiency, the District may pursue any or all of the following remedies, in whole or in part: (1) accept the Work as is and deduct the reasonable value of the deficient Work from the Total Compensation; (2) complete the Work through the utilization of District employees and deduct the cost thereof from the Total Compensation; (3) contract with a third party to complete the deficient Work and deduct the cost thereof from the Total Compensation. In addition to the remedies set forth above, the District may avail itself of any statutory and/or common law remedies. Delay or failure by the District to enforce any right or remedy hereunder shall not impair, or be deemed a waiver of, any such right or remedy, or impair the District's rights or remedies for any subsequent breach of this Agreement.
31. **SAFETY.** For any Work that is to be performed on premises that are owned or controlled by the District (the Premises), Contractor has the sole and exclusive duty for the safety of the premises. Contractor shall provide and maintain sufficient protection for the safety of its employees and other persons who may utilize the Premises, and prevent damage to District property, materials, and equipment. Contractor shall at all times enforce strict discipline and good order among its employees and shall not employ any unfit person or anyone not skilled in the work assigned. Neither Contractor nor its subcontractors shall allow or cause to be allowed any hunting or any weapons, animals, alcohol, or drugs, on or from the Premises or adjacent property. Contractor employees shall not park their vehicles or store equipment or materials adjacent to roads where it may be a hazard to traffic. A clear distance of at least 30 feet from the edge of the pavement or right-of-way shall be kept free of any obstacles unless otherwise authorized by the District. Contractor shall ensure that only authorized personnel are allowed on the worksite and shall post notices warning both employees and the public of all safety hazards created by Contractor.
32. **USE OF COMPLETED PORTIONS OF THE WORK.** The District shall have the right to take possession of and use any completed or partially completed portions of the Work, notwithstanding the fact that the time for completing the entire Work or such portions may not have expired. Such taking of possession and use will not be deemed an acceptance of any Work not completed. If such possession and use increases the cost of or delays the Work, Contractor shall be entitled to a Change Order for extra compensation, or extension of time, as necessary, to offset the effect of such prior possession and use.
33. **WARRANTY**
- (a) Contractor warrants that the Work, workmanship and material furnished by Contractor shall be new and of specified quality, shall conform to the requirements of this Agreement, shall be free from defects, and shall be free from any security interest, lien, or other encumbrances. This warranty shall remain in effect for a period of 12 months after completion of the Work, unless otherwise specified herein. Any defective Work, workmanship, or material corrected during the warranty period shall be similarly warranted for 12 months following its correction or for such other period as specified herein. The express warranty set forth herein shall not be exclusive and shall not act as a limitation upon any statutory or other warranty of any kind, express or implied, including any implied warranty of merchantability or fitness for a particular purpose.
- (b) In the event of breach of this warranty, Contractor shall take the necessary actions to correct the breach in the most expedient manner as dictated by then-existing circumstances. All costs incidental to the repair, replacement, redesign, and testing incurred as a result thereof, including the removal, replacement, and reinstallation of equipment in place when the Work was started,

shall be Contractor’s responsibility. Upon written notification of a breach, Contractor shall promptly send the necessary personnel to the project site to assume responsibility for corrective action. Time is of the essence. Contractor shall be afforded necessary and reasonable access to perform warranty work. If Contractor fails to promptly correct the breach, the District may take corrective action without waiving any other rights or remedies it may have, and Contractor shall reimburse the District for all expenses reasonably incurred in performing such corrective action.

34. **WORK SCHEDULE.** For construction or other services upon District property, no Work shall be accomplished on official holidays or weekends unless approved in advance by the District Project/Account Manager. Unless otherwise approved by the District Project/Account Manager, Contractor’s work hours on District property shall not commence before 7:00 a.m. and shall conclude on or before 6:00 p.m. All requests to change the schedule shall be coordinated with the District a minimum of 24 hours in advance of the change and confirmed in writing.

IN WITNESS WHEREOF, the St. Johns River Water Management District has caused this Agreement to be executed on the day and year written below in its name by its Executive Director, or duly authorized designee, and Contractor has caused this Agreement to be executed on the day and year written below in its name by its duly authorized representatives, and, if appropriate, has caused the seal of the corporation to be attached. This Agreement may be executed in separate counterparts, which shall not affect its validity. Upon execution, this Agreement constitutes the entire agreement of the parties, notwithstanding any stipulations, representations, agreements, or promises, oral or otherwise, not printed or inserted herein. This Agreement cannot be changed by any means other than written amendments referencing this Agreement and signed by all parties.

ST. JOHNS RIVER WATER
MANAGEMENT DISTRICT

CONTRACTOR

By: _____
Ann B. Shortelle, Ph.D., Executive Director (or designee)

By: _____

Typed Name and Title

Date: _____

Date: _____

Attest: _____

Typed Name and Title

- Attachments:
Attachment A — Statement of Work/Technical Specifications
Attachment B — Insurance Requirements
Attachment C — District’s Supplemental Instructions (sample)

ATTACHMENT A — STATEMENT OF WORK

I. BACKGROUND

The District is interested in entering into a multi-year lease agreement to replace the existing multifunctional equipment with new upgraded, digital multifunctional printing devices (MFPD). It is essential that each staffed building maintain a high level of copy service to best meet the printing, copying, scanning, and faxing needs/goals of the District.

The District's headquarters is located in Palatka. Service centers are located in Maitland, Jacksonville, and Palm Bay, Florida. Small District facilities are located in: Bayard (Bayard Field Station), Geneva (Little Big Econ Field Station), Mt. Dora (Apopka Field Station), and Umatilla, Florida (Sunnyhill Field Station).

The District MFPD fleet consists of 58 Konica-Minolta MFPDs. District staff produce around 163,000 8.5 x 11 impressions monthly (11 x 17 counts as two impressions). The Konica-Minolta hardware will be eight-years old in May 2018.

The most common MFPD in the District's fleet is the Bizhub C550. The C550 has a maximum monthly duty cycle of 200,000 impressions per MFPD.

The District's current usage information is included in the following Excel® file:

33041 Exhibit 1 Printer Usage May 17 - Mar 18.xlsx

II. OBJECTIVE

The objective of this project is to implement a best practices solution to fully integrate copying, printing, scanning, and faxing through the District's electronic information network systems.

Through this solicitation, Respondents must offer costs for both the:

Base Proposal: District-Recommended Solution

Alternate Proposal: Respondent-Recommended Right-Sizing Solution

III. SCOPE

Through this project, Contractor will provide, install, service and maintain {quantity to be determined} digital MFPDs at the District's various offices and facilities. The District is seeking a single supplier/manufacturer to meet the District's main document output needs on a District-wide basis. The service and maintenance covers the devices, replacement parts and labor, toner, staples and any other item inherent or needed to copy, print, scan, or fax, with the exception of paper.

IV. TASKS

Contractor Responsibilities:

1. Provide, install, service and maintain {quantity to be determined} digital multifunctional printing devices (MFPD) as listed in the table included in Paragraph V.1 below.
2. Contractor's Project/Account Manager, or other Contractor personnel, as approved by the District, shall participate in regular semi-annual conferences at District Headquarters during the full-term of the contract (face-to-face or teleconference). Regular semi-annual discussions will provide opportunity for

the District and Contractor to jointly review written service reports and evaluate performance and maintenance issues.

3. On-site training courses shall be provided at the onset of the contract by Contractor to District employees at their regular workplace regarding the use of the equipment supplied in conjunction with this solicitation. Annual refresher training shall be provided by Contractor when requested by the District. Contractor shall bear all costs associated with all training including, but not limited to: registration fees, manuals, texts, or other instructional materials; and transportation expenses if such training must be provided at locations other than District facilities where MFPDs are located. All training shall be coordinated with the District's Project Manager.

V. TECHNICAL INFORMATION/SPECIFICATIONS

All equipment MUST function within these specifications and within the physical space and electrical parameters of the equipment currently in place. Specifications and costs for any additional hardware and software required by Contractor shall be noted in the Base and Alternate Proposals.

1. Existing Multifunctional Printer Device Location

TABLE 1

MFPD Locations	Total
Headquarters (Palatka, FL)	
Administration Building	9
Executive Building	8
Water Resources Building	8
Resource Mgmt Building	8
Laboratory Building	1
Stores Building	2
Fleet Building	1
Building 6 — Facilities Building	1
Service Centers:	
Altamonte Springs, FL	4
Jacksonville, FL	2
Palm Bay, FL	7
Field Stations/Satellite Offices	
Apopka (Mt. Dora, FL)	1
Longleaf	1
Bayard, FL (Bayard)	1
Little Big Econ (Geneva, FL)	1
Sunnyhill Farms (Umatilla, FL)	3
Total	58

2. District Statistics and Information:

- The District has offices/facilities at eight locations around the 18 counties that comprise the District.
- All device locations will be provided a single Ethernet LAN connection of at least 100 Mbps, which in some cases could be upgraded to a 1 Gbps Ethernet connection.
- All buildings are connected to the internet via 100 Mbps Internet service.
- Contractor will be provided with Internet Protocol Security Virtual Private Network connectivity to provide secure remote support and/or monitoring over the internet.
- The District's Personal Computer Network Operating System is currently Windows Server 2008R2 and will soon be upgraded to Windows Server 2016..
- The District uses several applications to monitor systems status throughout the enterprise and desires to add these networked devices to the enterprise management picture via Simple Network Management Protocol.
- Any centralized Internet Protocol fax application must support Internet Message Access Protocol access into faxes.
- Multifunctional printing devices must have desktop computer drivers to enable printing to the device from all District networked PCs, I-Macs, and Mac Pro workstations. Drivers must be available for the current standard desktop operating systems: Windows 7 and Windows 10, as well as future Windows OS needs, Android mobile devices, Apple mobile devices and Unix/Linux.
- The multi-function devices must be manageable via a virtual print server platform, which is currently a Windows 2008R2 Server, soon to be upgraded to a Windows Server 2016.
- A server-based application to provide print volume monitoring and control in order for managers and principals to control printing costs is desired.
- If the Fiery Rastor Image Processor and tab-printing capability options selected, the MFPD receiving these options will be located in the Palatka Headquarters – Executive Building and placed in the Office of Communications.

3. Minimum Equipment Requirements

The following points are the minimum equipment requirements:

- (a) All equipment quoted must be newly manufactured equipment as defined in this ITN.
- (b) **Initial 90-day replacement warranty period.** The equipment must carry a replacement warranty that it is free from defects in material and workmanship. If defects are identified within the first 90 days or the MFPD unit breaks down, Contractor expressly agrees, if requested by the District, to replace the entire MFPD unit, including all optional equipment promptly on a one-for-one basis without additional cost to District. The 90-day replacement warranty period will commence again for 90 additional days for that MFPD upon replacement.
- (c) Proposed equipment must be verified by supporting documentation from an independent reporting firm (i.e., Dataquest, Buyers Lab, or Intravia, etc.).
- (d) Proposed equipment must be able to print using mobile phones (i.e., Android, iPhone, etc.) and tablets (i.e., iPad, Surface)
- (e) Equipment may use only one network connection to accomplish network printing and scanning.
- (f) In-house delivery and complete setup of equipment and the removal of all waste packaging materials.

- (g) Contractor is responsible for the removal and delivery of the existing MFPDs to a location of the District’s choosing within 150 radial miles of the actual MFPD.

Palatka Headquarters	39 each
Altamonte Springs	4 each
Jacksonville	2 each
Palm Bay	7 each
Apopka (Mt. Dora)	1 each
Bayard	1 each
Geneva.....	1 each
Sunnyhill Farms (Umatilla).....	<u>3 each</u>
Total.....	58 each

- (h) At the end of the 60-month lease period, Contractor shall be responsible for all removal and shipping of the MFPDs provided under this contract unless the District opts to exercise its end-of-lease purchase option. All removals shall be coordinated with the District.

- (i) All equipment must comply with the following mandatory configurations for the Base Proposal: District-Recommended Solution:

- 11x17 printing and scanning
- Duplex printing
- Color and monochrome printing, billed at separate rates
- Three paper trays to accommodate 8.5x11, 8.5x14 and 11x17
- Bypass trays for other paper sizes
- Scan to email
- Facsimile
- Stapling
- Document feeder
- Ability for staff use their ID badges to track copying costs and “pull print/follow me solutions”
 - District employees use proximity-card type electronic badges
- 45-page per minute printing and copying at DHQ and service centers
- 10-page per minute printing and copying at DHQ and service centers

4. Minimum Service Requirements

The following points are the minimum service, maintenance, and supply requirements.

- (a) Contractor must perform full service support for all devices installed under this contract during normal business hours (Monday – Friday, 8:00am – 5:00pm, EST/DST, as applicable, excepting official District holidays). A list of official District holidays will be provided to the successful Respondent.
- (b) Service and maintenance includes technician installed parts, staples, toner, and any other consumable unique to the Respondent’s proposed MFPD equipment, with the exception of paper, which is supplied by the District. Staples and toner may be stockpiled at District offices and field stations to facilitate replacement. Provided Contractor is willing to train District staff on replacing toner and installing staples, these items will be serviced by the District, provided no other service is required.
- (c) Neither Contractor nor any of its subcontractors shall set a supply budget for its field service technicians or require them to purchase parts for any equipment placed under this agreement to the extent that it prohibits or penalizes any field technicians for appropriate replacement of parts.

- (d) Contractor must provide full-time ongoing telephone support during normal business hours (as defined herein) for those questions that require immediate response. This phone access must be available to the District at no additional charge for as long as Contractor is maintaining the equipment.
- (e) Contractor must agree to a Service Level Agreement (SLA), with penalty for failure to perform **(See Attachment D — SLA Agreement. Respondents may propose their own SLA as long as it meets or exceeds the requirements of Attachment D).**
- (f) Contractor must perform all Preventative Maintenance services in accordance with the manufacturer's suggested intervals.
- (g) Contractor must use all Original Equipment Manufacturers (OEM) parts, or OEM equivalent parts or better, for the performance of the services required under the Contract. Used parts are unacceptable, except as an emergency "temporary" repair to maintain uptime. Used parts shall be replaced with OEM parts as soon as they are available.
- (h) All service technicians must be certified to service the equipment, factory-trained by the OEM. It is preferred that all service technicians be permanently on staff with Contractor. Brokers or subcontractors must be approved by the District prior to Contractor entering into contract with the proposed broker/subcontractor.
- (i) Contractor must maintain a four-hour Service Response Time for all District's facilities.
- (j) Contractor must also provide a return call to the District's Project Manager acknowledging the request for service via phone (TDD 800-955-8770) or email within one hour. This time is included in the four-hour Service Response Time.
- (k) Contractor must maintain an average uptime of 95%, per copier, per quarter or be penalized per the SLA.
- (l) At least 80% of all service calls shall be fixed the first time.
- (m) Contractor must complete all repairs within two days of the initial service call.
- (n) Conduct an annual MFPD Customer Satisfaction Survey in June of each year, for the duration of the contract, where a score of five is the highest score and a score of one is the lowest, and provide the results to the District's Project Manager within ten days of conducting the survey. The number of survey recipients, survey content, and administration shall be coordinated with the District's Project Manager. The District will provide email addresses for the recipients to Contractor.
- (o) Contractor must provide quarterly electronic (Excel[®]) service reports to the District within 20 days of the end of each calendar quarter (March, June, September, and December) to include, at a minimum:
- Equipment ID#, Serial Number, Make, Model and meter reading
 - Machine location and address
 - End-User Error reported
 - Services performed and parts used
 - Regular Preventative Maintenance services performed
 - Copies between calls on all equipment
 - Average Service Response time
 - Total downtime and response time for each month
 - Date and time of issue resolution
 - Complete service call record for each month

- Complete supplies used for each month
- Invoicing/Billing format broken out by location

5. Managed Services

- Monthly business review
- Monthly report on service
- Monthly recommendations on service improvement

VI. BUDGET

1. Minimum Pricing Requirements

The following points are the minimum requirements for pricing; any exceptions to these minimums must be addressed within the Proposer's written response and Cost Schedule. Provide proposed pricing in accordance with the format provided within this ITN.

- (a) Pricing must include all delivery, installation, network installation, and training costs.
- (b) Pricing for all equipment and software must be quoted as required in the Cost Schedule.
- (c) No cost increases will be allowed for any item, service, or equipment during the term of this Agreement.
- (d) Any submission not containing total costs will not be considered. Cost plus, sliding scale or any plan not exclusively fixed and all-inclusive for the term of contract will not be considered.
- (e) Proposed costs for service, maintenance, and supplies must be cost-per-impression (8 ½ x 17 paper is considered two impressions).
- (f) Software maintenance costs shall remain fixed over the course of the agreement.
- (g) Contractor shall provide software maintenance, available software updates and patches over the life of the contract at no additional cost to the District.

ATTACHMENT B — INSURANCE REQUIREMENTS

Contractor shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Contractor shall not commence the Work until the District receives and approves Certificates of Insurance documenting required coverage. Contractor's General Liability policy shall include Endorsement CG 20101185, or equivalent, naming the St. Johns River Water Management District (the "District") as Additional Insured. All required policies shall include: (1) endorsement that waives any right of subrogation against the District for any policy of insurance provided under this requirement or under any state or federal worker's compensation or employer's liability act; (2) endorsement to give the District no less than 30 days' notice in the event of cancellation or material change. Certificates of Insurance must be accompanied by copies of the requested endorsements.

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Contractor is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. District receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

- (a) **Workers' Compensation Insurance.** Workers' compensation and employer's liability coverage, including maritime workers' compensation, if applicable, in not less than the minimum limits required by Florida law. If Contractor claims an exemption from workers' compensation coverage, Contractor must provide a copy of the Certificate of Exemption from the Florida Division of Workers' Compensation for all officers or members of an LLC claiming exemption who will be participating in the Work. In addition, Contractor must provide a completed District "Affidavit (Non-Construction)" for non-construction contracts.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than \$1,000,000 for personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) property in the care, control, or custody of the Contractor. Extensions shall be added or exclusions deleted to provide the necessary coverage. The annual aggregate limit shall be at least \$2,000,000.
- (c) **Automobile Liability.** Combined single limit of \$1,000,000.
- (d) **Umbrella Policy.** Minimum limits of \$1,000,000.

ATTACHMENT C — DISTRICT’S SUPPLEMENTAL INSTRUCTIONS (sample)

DISTRICT SUPPLEMENTAL INSTRUCTIONS #

DATE:

TO: _____

, _____

FROM: Pamela Thompson, Project/Account Manager

CONTRACT NUMBER: 33041

CONTRACT TITLE: Multifuntion Printing Devices

The Work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Prior to proceeding in accordance with these instructions, indicate your acceptance of these instructions for minor adjustments to the work as consistent with the Contract Documents and return to the District’s Project/Account Manager.

1. CONTRACTOR’S SUPPLEMENTAL INSTRUCTIONS:
2. DESCRIPTION OF WORK TO BE CHANGED:
3. DESCRIPTION OF SUPPLEMENTAL INSTRUCTION REQUIREMENTS: .

Contractor’s approval: (choose one of the items below):

Approved: _____ Date: _____

(It is agreed that these instructions shall not result in a change in the Total Compensation or the Completion Date.)

Approved: _____ Date: _____

(Contractor agrees to implement the Supplemental Instructions as requested, but reserves the right to seek a Change Order in accordance with the requirements of the Agreement.)

Approved: _____ Date: _____
Pamela Thompson, District Project/Account Manager

Acknowledged: _____ Date: _____
Alan Weaver, District Sr. Procurement Specialist

c: Contract file
Financial Services

ATTACHMENT D — SERVICE LEVEL AGREEMENT

A. Purpose

The purpose of this Attachment is to define service levels; penalties and awards for the performance of the service levels for _____ (“Contractor”); as well as provide the St. Johns River Water Management District (the “District”) with a defined replacement process for equipment performing below expectations.

B. Definitions

1. **Service Call** — an on-site technician visit due to machine error requiring the on-site services of a technician in order to remedy the error.
2. **Service Response Time** — the time required to resolve a service call beginning from the moment the call is logged with Contractor until either, a copier technician arrives on site or the issue is solved through Contractor’s phone support.
3. **Equipment Downtime** — the period of time a piece of equipment is waiting for service to be completed. This time starts from the time of the original service call to the service provider and ends once all repairs, part installations, equipment modifications and equipment configuration changes have been completed as this relates to the original service call.
4. **Quarterly Equipment Uptime** — the calculation of one minus the monthly downtime on any unit divided by the average number of work hours (520) within a quarter (i.e., $1 - \frac{\text{Monthly Downtime Hours}}{520} = \text{Quarterly Equipment Uptime}$).
5. **First Time Fix** — the measurement of a successful service and technical support calls to remedy the underlying issue on the first service call. This measurement shall be that no other service calls are placed for the same issue within a 90-day period.
6. **Lemon Rule** — at the District’s discretion, the removal and replacement of a device on a like-for-like basis with then current technology. Prior to installing a substitute device, Contractor will be allowed 90 days to remedy any quality or reliability issues. A designated factory authorized technician must certify each device’s ability to produce acceptable impressions, scans, and faxes, with acceptable copies between calls. The guarantee will remain in effect for the term of the contract or up to 60 months from the date of lease. This replacement policy will remain in effect for the term of the contract and is subject to the District remaining current with supplier’s payment requirements.
7. **MFPD Customer Satisfaction Survey** — Contractor shall conduct an electronic customer satisfaction survey in June of each year, for the duration of the contract, where a score of five is the highest score and a score of one is the lowest, and provide the results to the District’s Project Manager within ten days of conducting the survey. The number of survey recipients, survey content, and administration shall be coordinated with the District’s Project Manager. The District will provide email addresses for the recipients to Contractor.
8. **MFPD Training Survey** — Contractor shall conduct an electronic survey of the first 25 individuals that complete training within ten days of completing the training and provide the results to the District’s Project Manager within ten days of conducting the survey. The survey contents and administration shall be coordinated with the District’s Project Manager.
9. **Reporting** — Contractor shall provide the District with the monthly reports.

C. Service Level Agreement

Contractor agrees to maintain the following service levels defined below as targets:

Performance Criteria	Target Level
Average per Copier per Quarter Uptime	95% or Better
Average On-Site Response Time	Four Hours or Less (All District facilities) (inclusive of telephone confirmation call)
First Time Fix	80% of all service calls or better
Repairs	Completed within two days of Service Call
Timely Reporting	20 days after the close of the reporting period or less (quarterly, based on fiscal year period (Oct 1 – Sep 30))
Accurate reporting	No errors
Customer Satisfaction	Average score of 4.0 or better

These service levels shall be jointly measured on a quarterly basis by Contractor and District.

D. Calculation of Service Level Points

Within 30 days of the end of each quarter of the Contract term, the District may measure Contractor against the Service Level Agreement. Points will be assigned according to the following chart:

	Target 1 Level	Below Target 1	Below Target 2	Below Target 3	Below Target 4
Average Fleet Uptime	95% or Higher	94.9% – 93%	92.9% – 91%	90.9% – 89%	88.9% or lower
Possible Points	4	3	2	2	0
	Target 1 Level	Below Target 1	Below Target 2	Below Target 3	Below Target 4
Average Time to Arrive Onsite from time the service call was made (in Hours)	4 or Less	4.1 – 5	5.1 – 7	6.1 – 8	8.1 or more
Possible Points	4	3	2	2	0
	Target 1 Level	Below Target 1	Below Target 2	Below Target 3	Below Target 4
First Time Fix	80% or Higher	79.9% – 70%	69.9% – 60%	59.9% – 50%	Less than 50%
Possible Points	4	3	2	2	0
	Target 1 Level	Below Target 1	Below Target 2	Below Target 3	Below Target 4
Two-Day Repair Window	95% or Higher	94.9% – 93%	92.9% – 91%	90.9% – 89%	88.9% or lower
Possible Points	4	3	2	2	0
	Target 1 Level	Below Target 1	Below Target 2	Below Target 3	Below Target 4
Timely Reporting (in days after end of period)	20 days or less	21 – 30 days	31 – 40 days	41 – 50 days	More than 50 days
Possible Points	4	3	2	2	0

	Target 1 Level	Below Target 1	Below Target 2	Below Target 3	Below Target 4
Accurate Reporting (in number of errors)	0 errors	1 – 10 errors	11 – 40 errors	41 – 60 errors	More than 60 errors
Possible Points	4	3	2	2	0
	Target 1 Level	Below Target 1	Below Target 2	Below Target 3	Below Target 4
Customer Satisfaction Survey (composite average score)	5.0 – 4.0	3.9 – 3.5	3.5 – 3.0	2.9 – 2.5	Less than 2.5
Possible Points	4	3	2	2	0

These points will be added to produce a total Service Level score. This score will be used to determine the subsequent penalty according to the following schedule where the penalty can be up to 10% of the total of the previous three month's billing (expressed as a negative %).

E. Penalty Level

	Target 1 Level	Below Target 1	Below Target 2	Below Target 3	Below Target 4
Total Score	28 – 24	<24 – 20	<20 – 16	<16 – 12	Less than 12
Penalty/Award as a percentage of quarterly service and supplies billings	0%	-2.5%	-5%	-7.5%	-10%

The penalty shall be awarded to the District as a credit on the following month's invoice.

F. Equipment Performance

1. Contractor guarantees each machine specified within the maintenance agreement will perform to either:
 - a. The monthly copies between service calls as measured by machine on a quarterly basis by segment listed below, and/or
 - b. The monthly uptime as measured by machine on a quarterly basis by segment listed below.

MFPD	Monthly Uptime
All MFPDs	95%

2. Contractor guarantees that any Multifunctional Printing Device (MFPD) that fails to maintain these copies between calls and/or the monthly uptime, excluding service calls caused by operator error; that unit will be subject to replacement at the District's discretion on a like-for-like basis with then current technology. Prior to installing a substitute product, Contractor will be allowed 90 days to remedy any quality or reliability issues. A factory-authorized technician must certify the unit's ability to produce acceptable impressions with acceptable copies between calls. The guarantee will remain in effect for the term of the contract or up to 60 months from the date when the MFPDs are made operational, whichever is later, provided the equipment has not been subjected to abuse or neglect, and has been continuously covered by the MFPD Lease Agreement. This replacement policy will remain in effect for the term of the contract and is subject to the District remaining current with its payment obligations under the contract.
3. Contractor guarantees that any MFPD that has more than 12 calls for service within a six-month period, excluding service calls caused by operator error; that unit will be subject to replacement at the District's discretion on a like-for-like basis with then current technology. However, prior to replacing the affected unit with a substitute device, Contractor will be allowed one 90-day period to perform and complete repairs, and have a factory-authorized technician certify that the unit fully functional and ready for

service. Should the unit(s) incur a request for service, excluding service calls caused by operator error; within 30 days of the certification or the 90-day period, whichever is sooner, Contractor shall replace the unit on a like-for-like basis with then current technology. The guarantee will remain in effect for the term of the contract or up to 60 months from the date when the MFPDs are made operational, whichever is later, provided the equipment has not been subjected to abuse or neglect, and has been continuously covered by the MFPD Lease Agreement. This replacement policy will remain in effect for the term of the contract and is subject to the District remaining current with its payment obligations under the contract.

G. Additional Contractor Guarantees

Loaner Unit/Backup Production — if any units are inoperable for a period in excess of 72 hours, Contractor shall provide the District with loaner units of similar speed and capabilities until such time as the units covered by this Agreement are operable.

Invoicing — Contractor shall maintain timely, accurate invoicing less service run impressions (service run impressions will be credited within the same monthly billing cycle).

TERMS AND CONDITIONS COMPLIANCE

I have read, understand, and agree to comply with the Service Level Agreement.

Yes _____ No _____

_____ (Contractor)

Signature

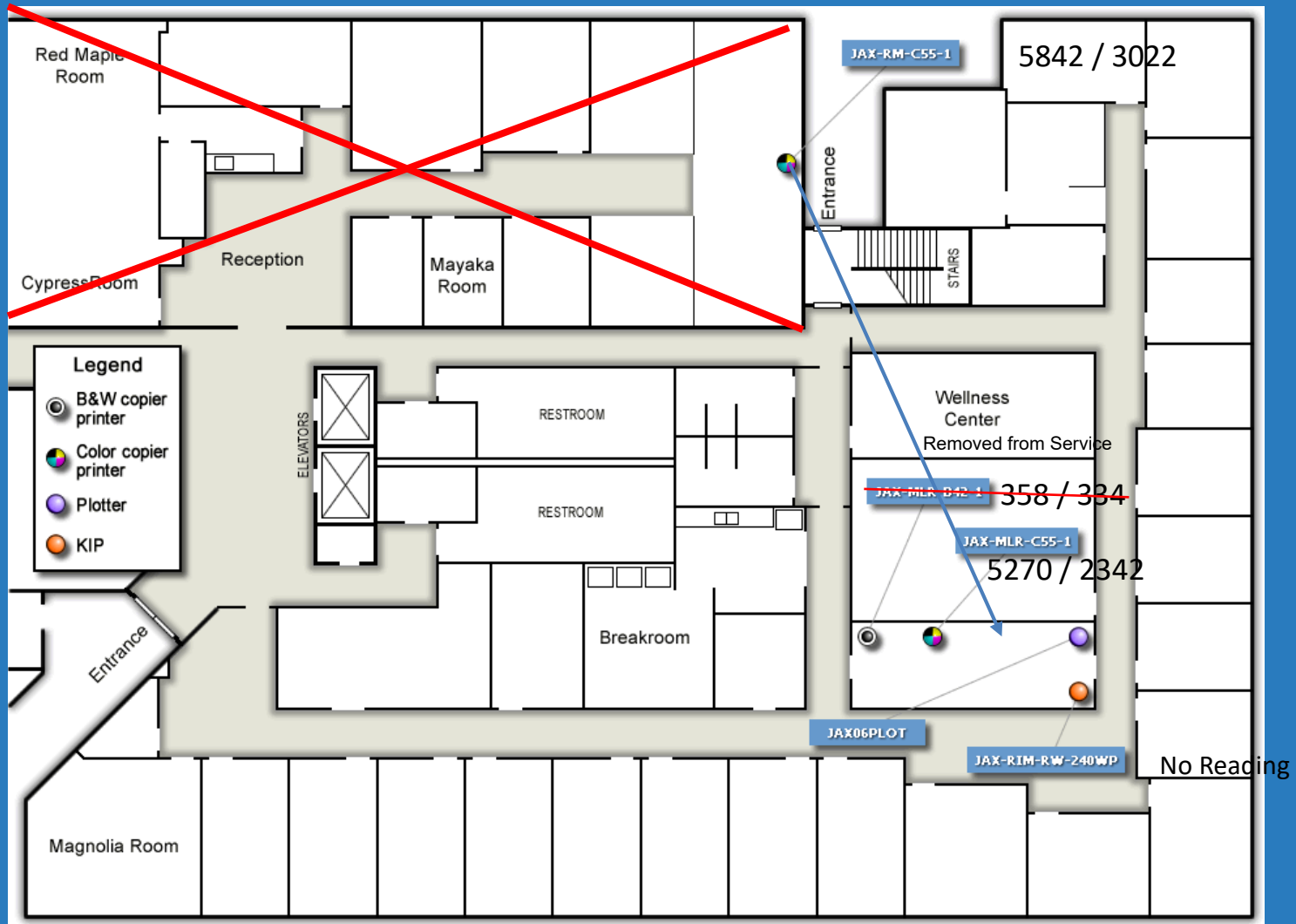
Name and Title

Date

ATTACHMENT E — PRINTER LOCATION AND AVERAGE USAGE

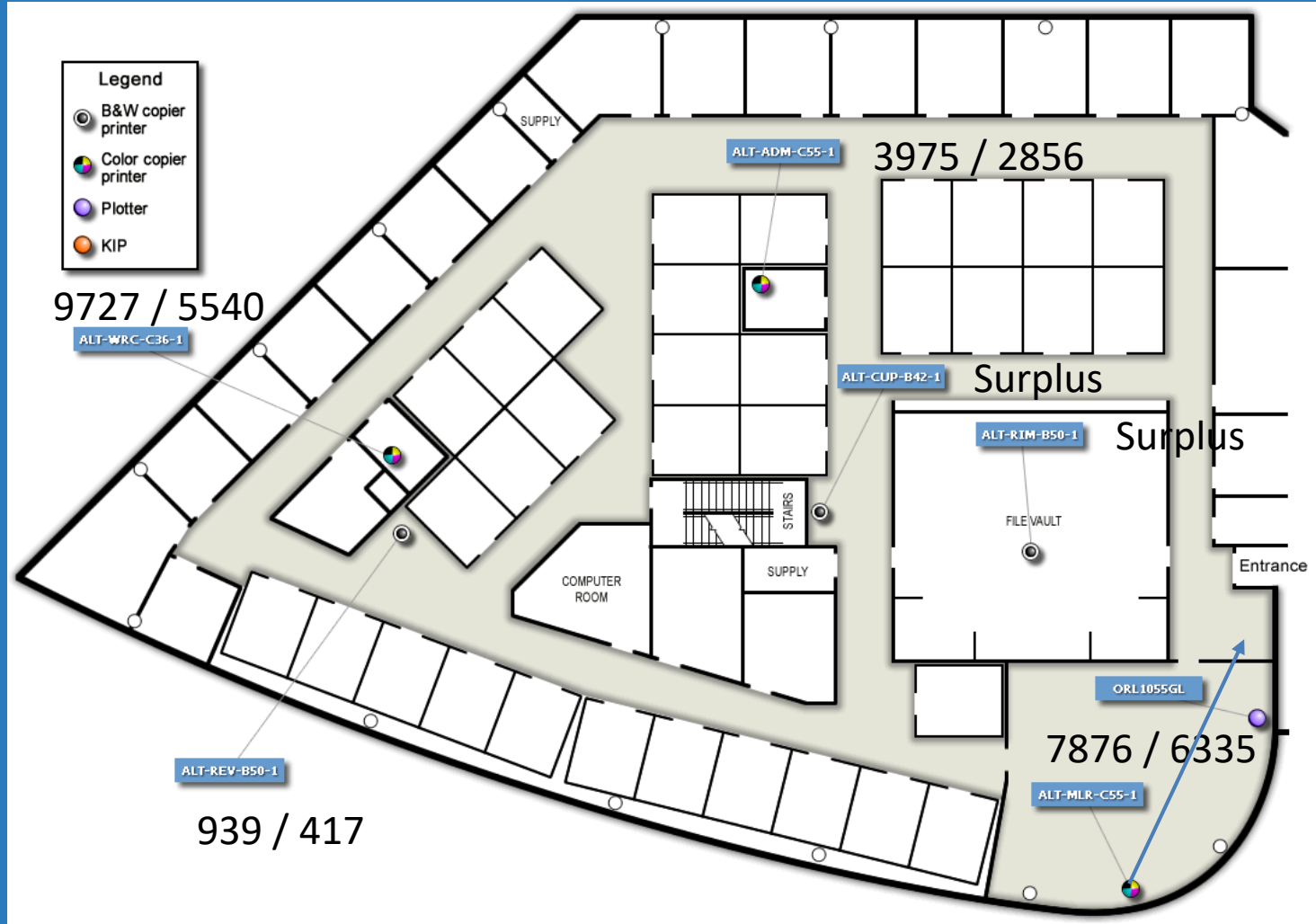
SEE FOLLOWING PAGES

Jacksonville Service Center

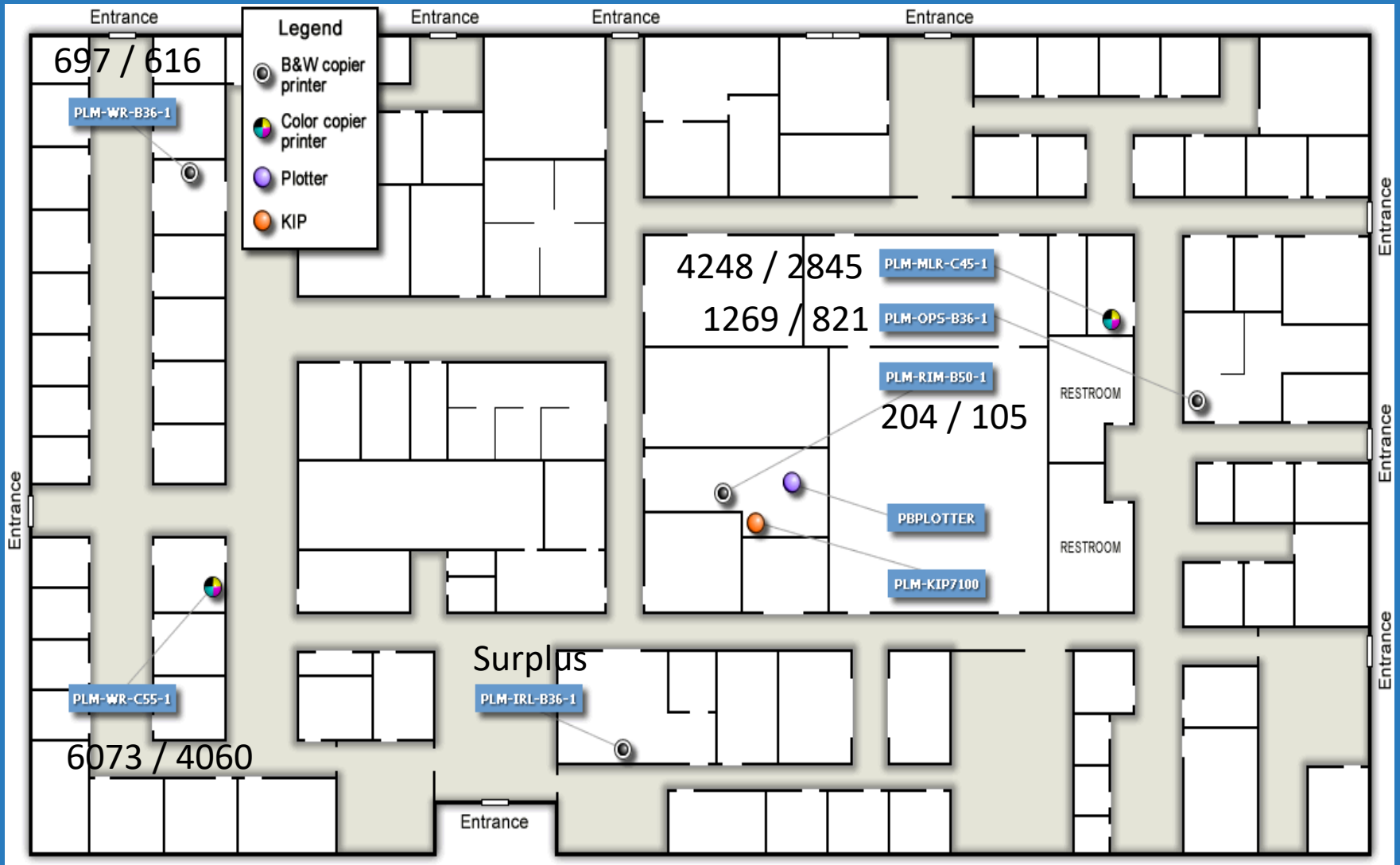


Peak Volume / Average Monthly Volume

Maitland Service Center



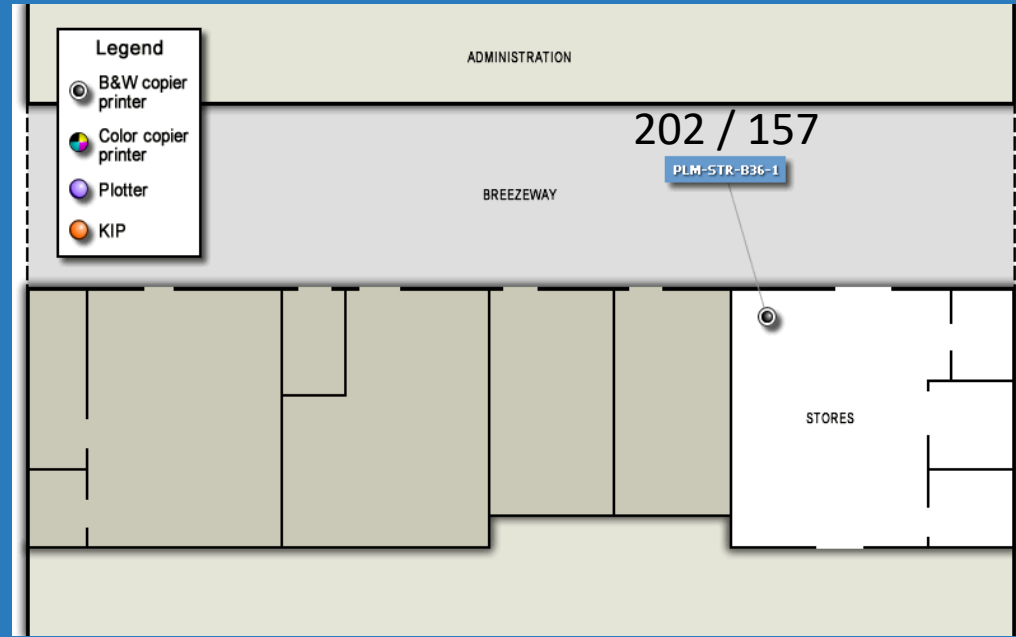
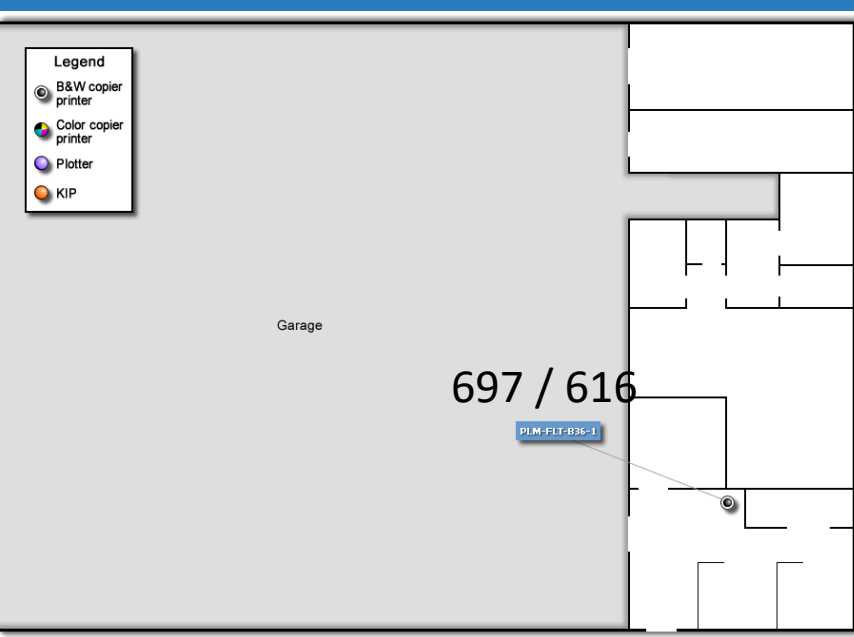
Palm Bay Service Center



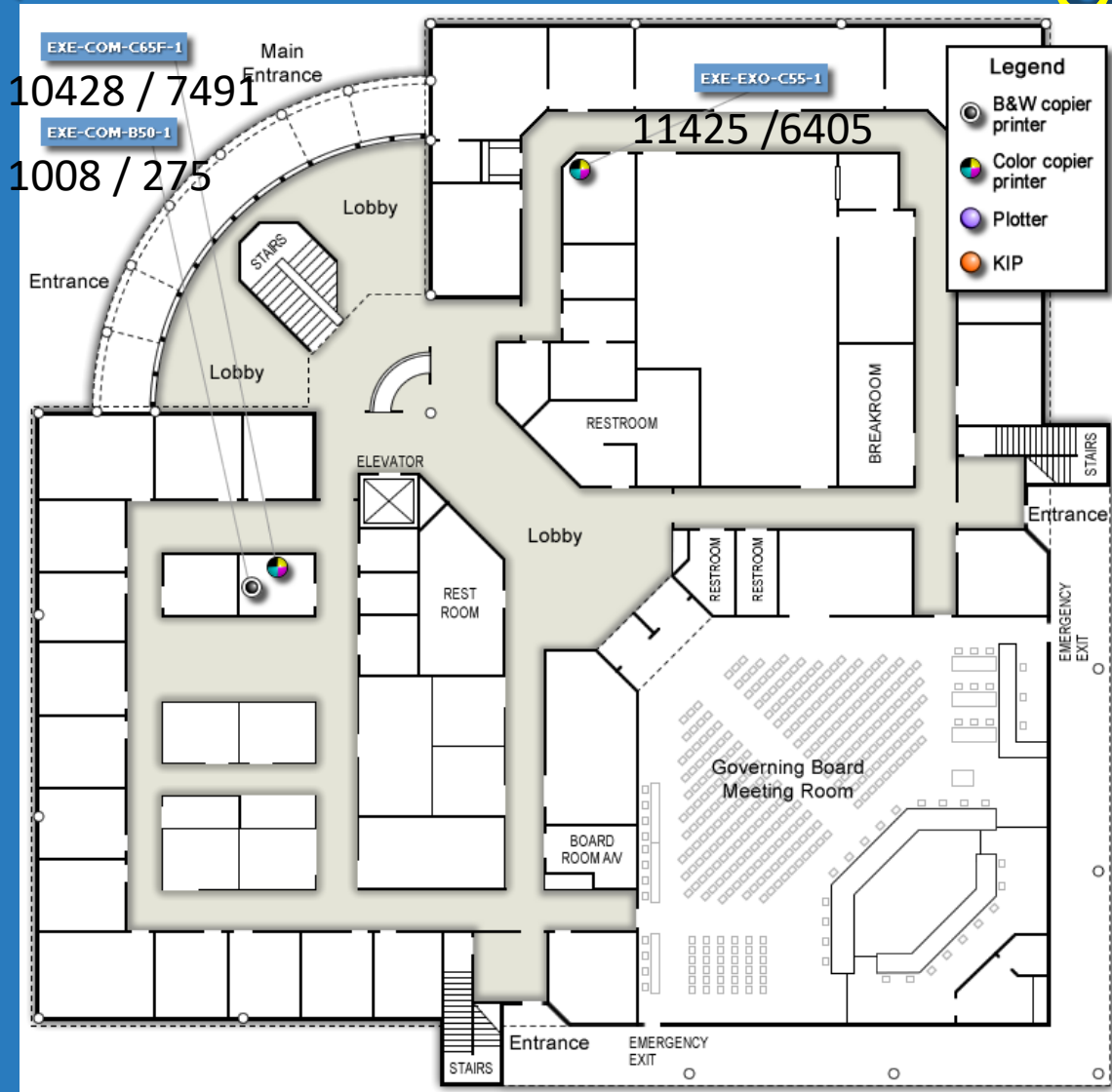
Peak Volume / Average Monthly Volume



Palm Bay Fleet / Stores



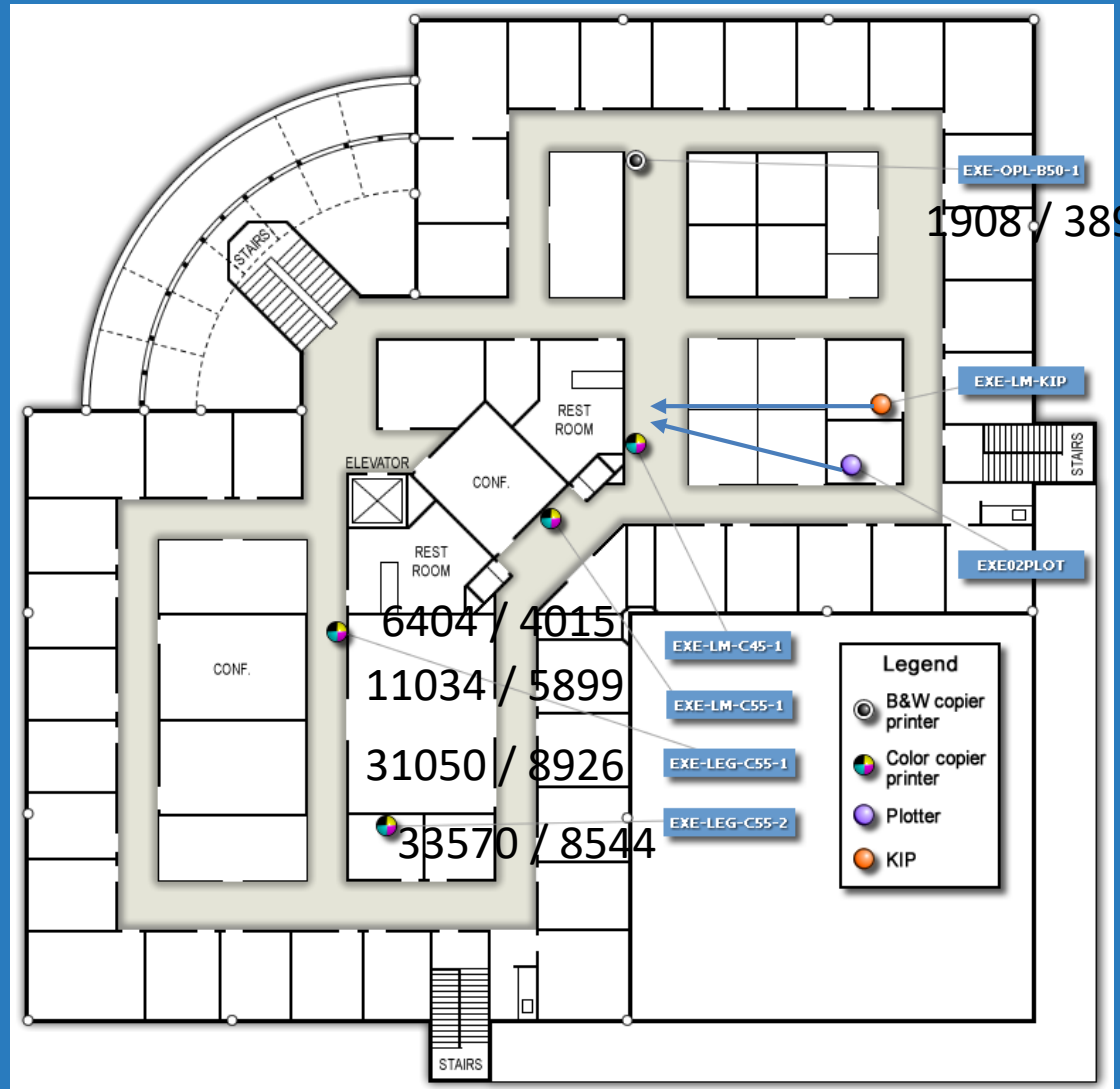
DHQ Executive Building "1"



Peak Volume / Average Monthly Volume



DHQ Executive Building "2"



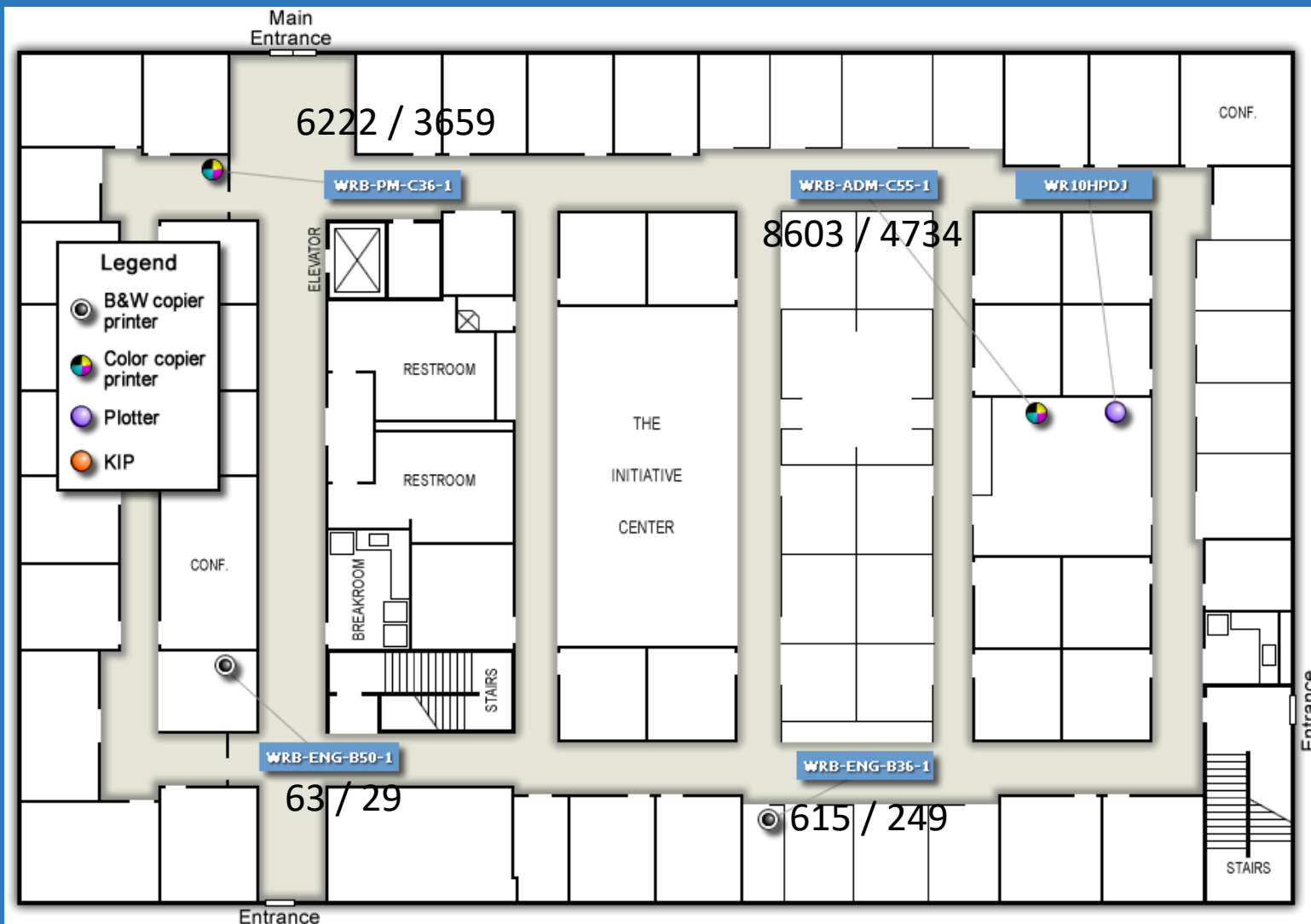
Peak Volume / Average Monthly Volume

DHQ Administrative Building



Peak Volume / Average Monthly Volume

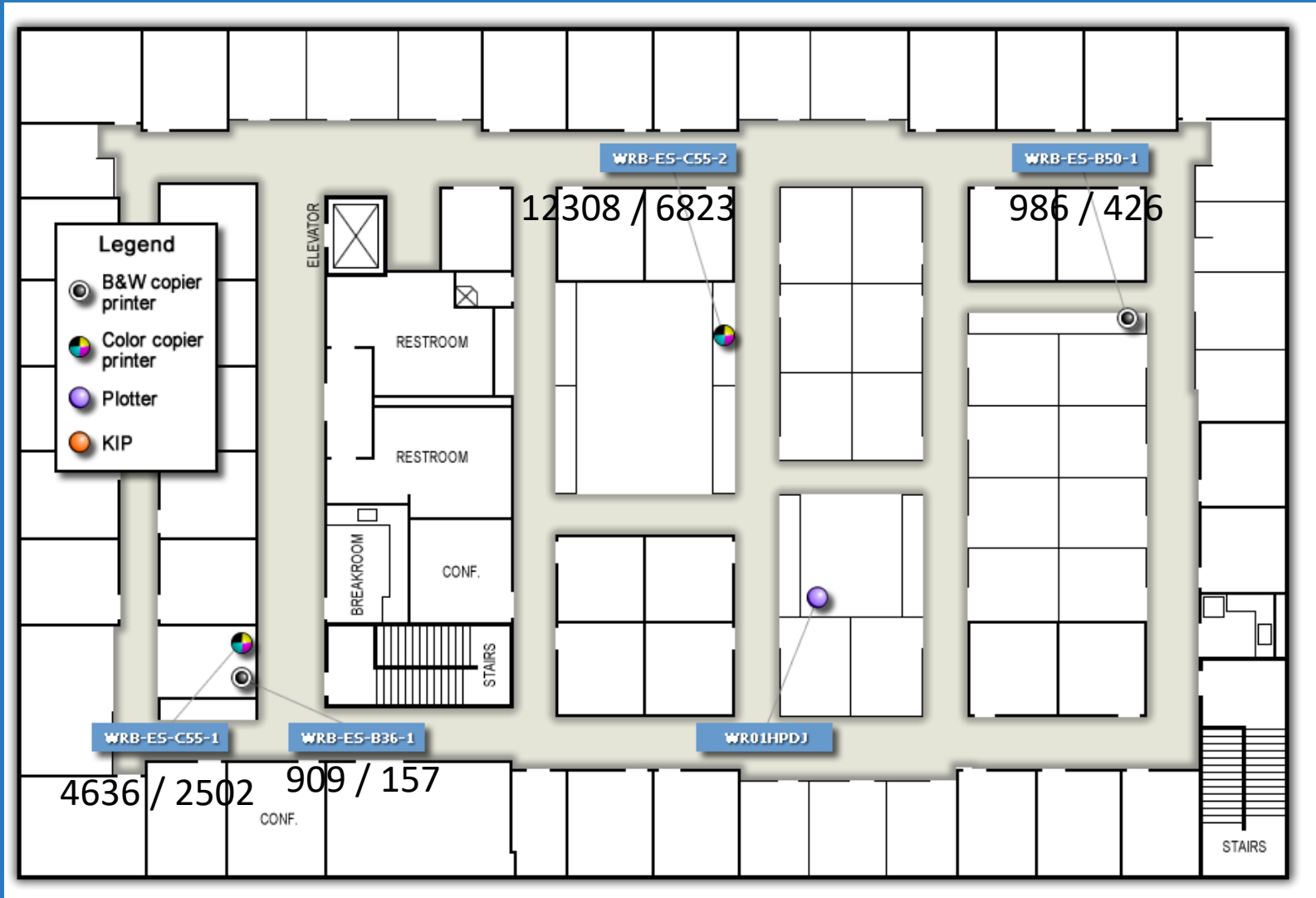
DHQ Water Resources "1"



Peak Volume / Average Monthly Volume



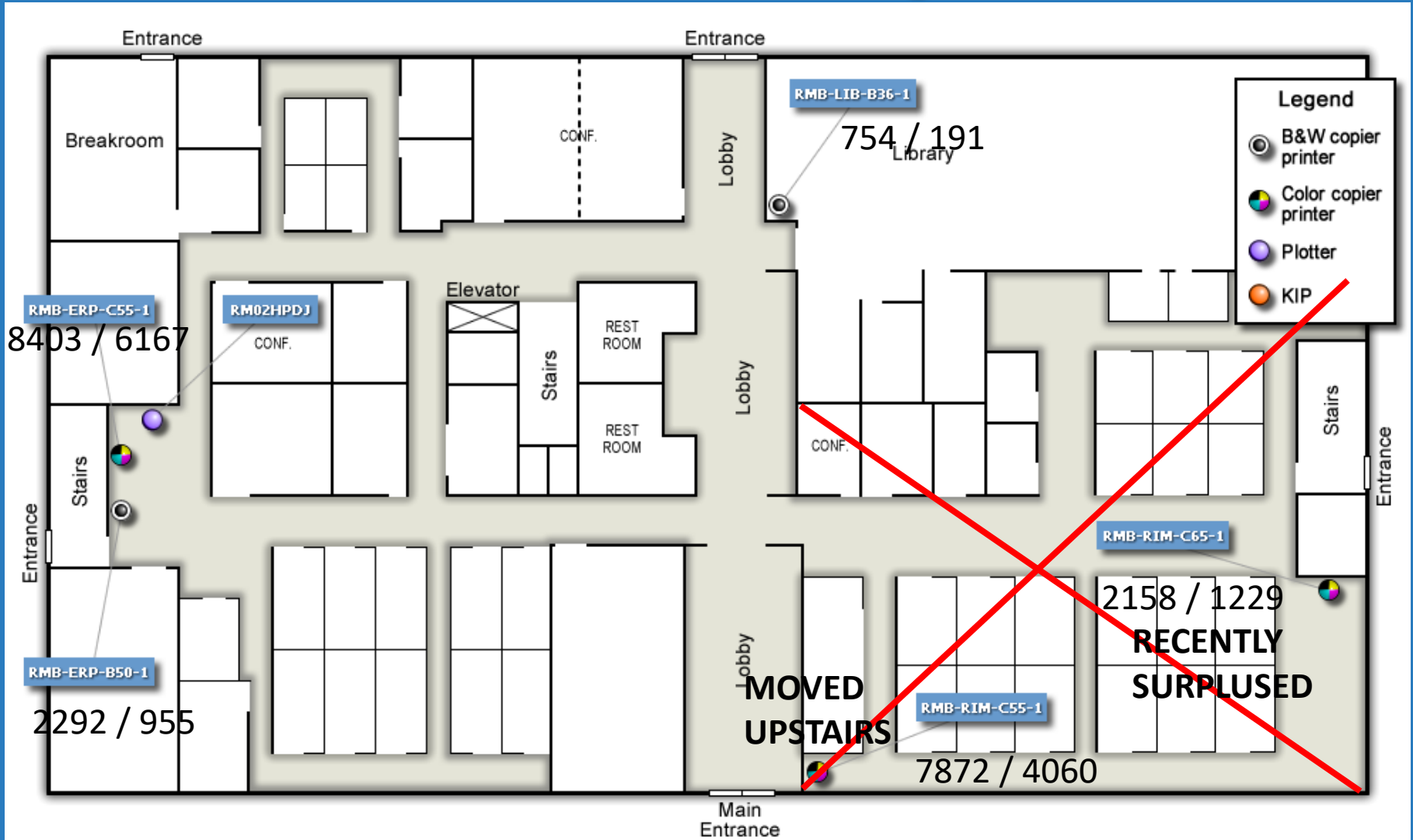
DHQ Water Resources "2"



Peak Volume / Average Monthly Volume



DHQ Resource Management "1"



Peak Volume / Average Monthly Volume



DHQ Resource Management "2"

Legend

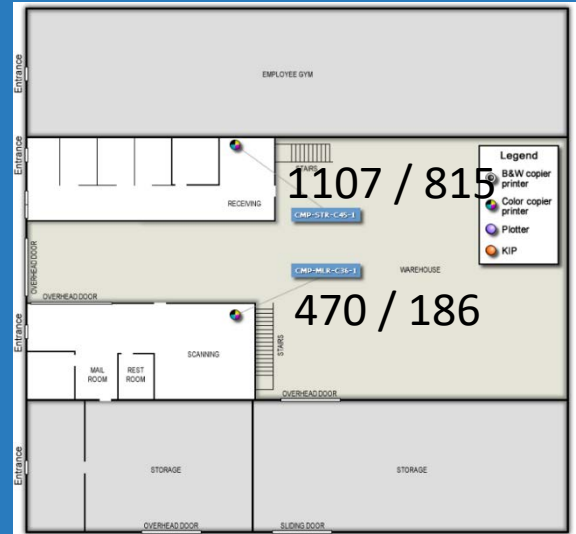
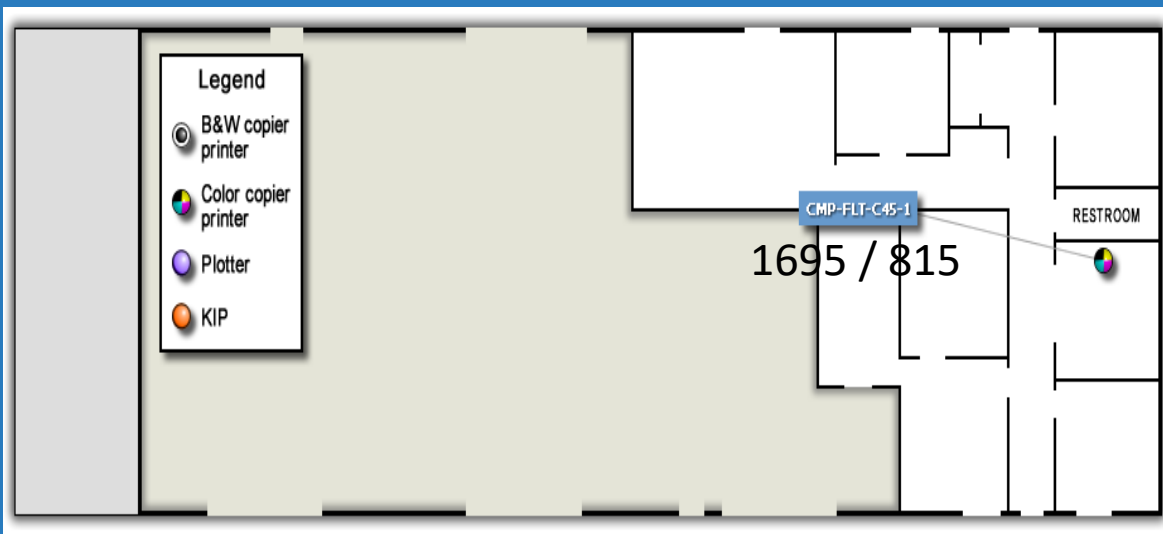
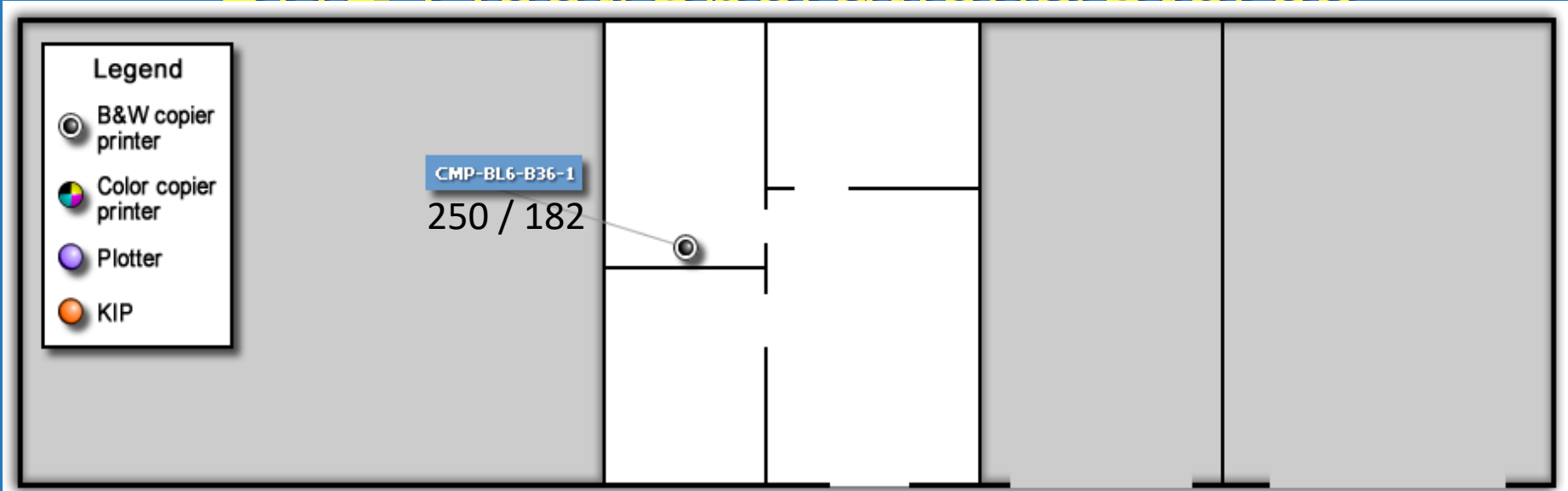
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-  Color copier printer
-  Plotter
-  KIP



Peak Volume / Average Monthly Volume

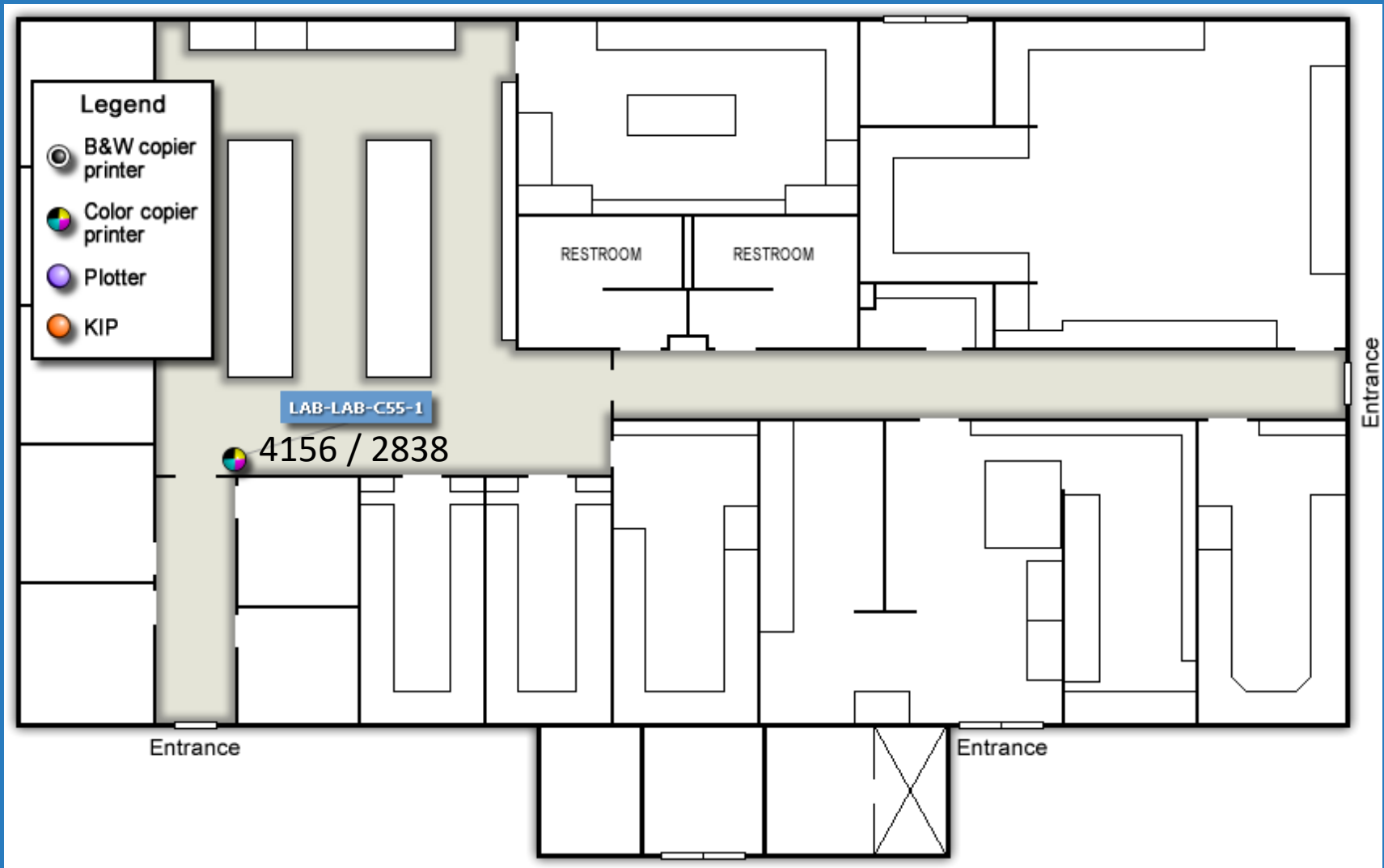


DHO Fleet/Operations/Stores



Peak Volume / Average Monthly Volume

DHQ Laboratory



Peak Volume / Average Monthly Volume

