



**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Purchasing Department**  
600 S. Commerce Ave.  
Sebring, FL 33870  
(863) 402-6500 Purchasing Main Line  
Purchasing Designated Contact: Lori L. Krinke, Purchasing Analyst  
(863) 402-6528, Direct Line  
[LKRINKEY@HIGHLANDSFL.GOV](mailto:LKRINKEY@HIGHLANDSFL.GOV), E-mail

## **INVITATION TO BID (ITB)**

### **22-029-LLK**

### **Lake Placid Special Benefit District Security Services**

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<b>X</b>	<b>Pre-Solicitation Meeting:</b>	None Scheduled
	<b>Location:</b>	N/A
<b>✓</b>	<b>Request for Information Deadline:</b>	Wednesday, January 11, 2023, 5:00 PM
<b>✓</b>	<b>Submission Deadline:</b>	<b>Tuesday, January 24, 2023 prior to 3:30 PM</b>

**Advertisement Date: Saturday, December 31, 2022**  
**(Second advertisement date Saturday, January 7, 2023)**

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HIGHLANDS COUNTY BOARD OF  
COUNTY COMMISSIONERS  
*Purchasing Division*

**INVITATION TO BID (“ITB”)**

The Board of County Commissioners (“Board”), Highlands County, a political subdivision of the State of Florida (“County”) will receive sealed Bids in the Highlands County Purchasing Division (“Purchasing Division”) for:

**ITB NO. 22-029-LLK Lake Placid Special Benefit District Security Services**

Specifications may be obtained by downloading from the County website: [www.HighlandsFL.Gov](http://www.HighlandsFL.Gov). Questions should be directed to: **Lori L. Krinkey, Purchasing Analyst**, 600 S. Commerce Ave., Sebring, Florida 33870, Phone: 863-402-6528; or E-Mail: [LKRINKEY@HIGHLANDSFL.GOV](mailto:LKRINKEY@HIGHLANDSFL.GOV).

A Non-Mandatory **PRE-BID meeting** will not be held for this solicitation.

**SUBMISSIONS MUST BE DELIVERED** to the Purchasing Department, 600 S. Commerce Avenue., Sebring, FL 33870 to reach said office no later **than 3:30 P.M., Tuesday, January 24, 2023**, at which time they will be opened. Responses may be submitted by one of the following methods:

· **Electronic submission** to the County website, [www.highlandsfl.gov](http://www.highlandsfl.gov) linking to VendorRegistry.com in **one all-inclusive adobe file** of all documents and **additionally one Excel file containing the Price Sheet**. Label each **“22-029 Bidder Name-Submission”** and **“22-029 Bidder Name-Bid Form”**

**OR**

· **Hard Copy submission** in a sealed and marked package. Affix the supplied “Sealed Solicitation Label” with the name of the Proposer, solicitation number, and title to the exterior of the package so as to identify the enclosed response. A hard copy response is to include the following: **one (1) original all-inclusive paper copy** (signed in blue ink), of the response, and electronic copy containing **one all-inclusive Adobe file** of all documents and **additionally one Excel file containing the Price Sheet**. Label each **“22-029 Bidder Name Submission”** and **“22-029 Bidder Name Bid Form”** (Thumb drive) of the original response.

Submissions received later than the date and time as specified will be rejected. The Board shall not be responsible for delays caused by the method of delivery such as, but not limited to; Internet, United States Postal Service, overnight express mail service(s), or delays caused by any other occurrence.

The public is invited to attend this meeting.

One or more County Commissioners may be in attendance at meetings.

Highlands County's Local Preference Policy and Women/Minority Business Preference Policy will apply to the award of this Bid. Please see the Highlands County Board of County Commissioners Purchasing Manual with an effective date of October 1, 2017. The County encourages the use of Disadvantaged Business Enterprise to include Women/Minority Business Bidder(s.)

The County reserves the right to accept or reject any or all Bids or any parts thereof, and the determination of this award, if an award is made, will be based on the lowest responsive and responsible Bid received meeting the requirements requested. The County reserves the right to waive irregularities in the Bid.

The County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes, should contact the ADA Coordinator at: 863-402-6809 (Voice), or via Florida Relay Service 711, or by e-mail: [hrmanager@highlandsfl.gov](mailto:hrmanager@highlandsfl.gov). Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

**Board of County Commissioners, Highlands County, FL**

[www.Highlandsfl.gov](http://www.Highlandsfl.gov)

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## SECTION I. GENERAL TERMS AND CONDITIONS

By submitting a response to this Invitation to Bid (ITB), the vendor agrees to the following requirements, which shall be included in any purchase order issued pursuant to this Request.

A) For purposes of this ITB, the following terms are defined as follows:

1. *Bidder* means the person or entity submitting a Bid in response to this ITB.
2. *Contractor* means the Bidder whose Bid is accepted by the County and who agrees to comply with the terms and conditions of this ITB and the Contract.
3. *Contract* means all of the following: (1) the terms and conditions of this ITB; (2) any terms and conditions of Purchase Orders issued by the County; and (3) the terms and conditions of any additional written agreement pertaining to this ITB that is executed by any Bidder and the County or executed by the Contractor and the County.
4. *Purchase Order* means a formal written request from the County for the purchase of materials or other supplies in connection with this ITB. The form for County Purchase Orders includes binding terms and conditions and is located on the County's website at the following address: [https://www.highlandsfl.gov/departments/business\\_services/purchasing/po\\_terms\\_and\\_conditions.php](https://www.highlandsfl.gov/departments/business_services/purchasing/po_terms_and_conditions.php).

B) All Bids shall become the property of the County.

C) All Bidders shall comply with Section 287.087, Florida Statutes pertaining to drug free workplace programs; Section 287.133(2)(a), Florida Statutes, pertaining to public entity crimes; Section 287.134, Florida Statutes, pertaining to discrimination and Section 287.135, Florida Statutes, prohibiting contracting with scrutinized companies.

CERTIFICATIONS OF COMPLIANCE WITH THE ABOVE REFERENCED STATUTES ARE LOCATED IN SECTION VIII, AND MUST BE INCLUDED WITH THE BID, SIGNED AND NOTARIZED.

D) Bids are due and must be received in accordance with the instructions provided in the invitation to bid.

E) The County will not reimburse Bidders for any costs associated or expenses incurred in connection with the preparation and submittal of any Bid.

F) Bidders, their agents and associates shall not solicit any County Official, employee, agent, or volunteer and shall not contact any County Official, employee, agent, or volunteer other than the purchasing designated contact listed on the cover page of this ITB for additional information and clarification.

G) Due care and diligence have been exercised in the preparation of this ITB and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required rests solely with those submitting a Bid. Neither the County nor its representatives shall be responsible for any error or omission in the Bids submitted, nor for the failure on the part of the Bidders to determine the full extent of the exposures.

H) All timely Bids meeting the specifications set forth in this ITB will be considered. However, Bidders are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those Bids in full or substantially full compliance with them.

- I) Each Bidder is responsible for full and complete compliance with all laws, rules, and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability on the part of the Bidder to have complete knowledge and intent to comply with such laws, rules, and regulations shall not relieve any Bidder from its obligation to honor its Bid and to perform completely in accordance with its Bid.
- J) The County, at its discretion, reserves the right to waive minor informalities or irregularities in any Bids, to reject any, and all Bids in whole or in part, with or without cause, and to accept that Bid, if any, which in its judgment will be in its best interest.
- K) Award will be made to the Bidder whose Bid is determined to be the most advantageous to the County, taking into consideration those Bids in compliance with the requirements as set forth in this ITB. The County reserves the right to reject any, and all Bids for any reason or make no award whatsoever or request clarification of information from the Bidders.
- L) Any interpretation, clarification, correction or change to this ITB will be made by written addendum issued by the Purchasing Division. Any oral or other type of communication concerning this ITB shall not be binding.
- M) Bids must be signed by an individual of the Bidder's organization legally authorized to commit the Bidder to the performance of services contemplated by this ITB.
- N) All pages included in or attached by reference to this ITB shall be called and constitute the Invitation to Bid as stated on the front page of this ITB.
- O) If submitting Bids or Proposals for more than one ITB or Request for Proposal (RFP), each Bid and each Proposal must be in a separate envelope and correctly marked. Only one Bid for this ITB shall be accepted from any person, corporation, or firm. Modifications will not be accepted or acknowledged.
- P) Each Bid must contain proof of enrollment in E-Verify.
- Q) Minority Owned and Women Owned businesses must submit a copy of the certificate to receive credit.
- R) Board policy prohibits any County employee or members of their family from receiving any gift, benefit, and/or profit resulting from any contract or purchase. Board policy also prohibits acceptance of gifts of any kind other than advertising novelties valued less than \$10.00
- S) Bids are only accepted if delivered to the location and prior to the time specified on the ITB. Bids must be delivered in sealed envelope or box. Late Bids will not be accepted under any circumstances. If Bids are received after the scheduled time of the Bid Opening Meeting, the Bidder will be contacted for disposition. The Purchasing Division, at the Bidder's expense, can return the unopened envelope, or, at the Bidder's request in writing, can destroy it.
- T) Emailed and faxed Bids will not be accepted. Any blank spaces on the required Bid form or the absence of required submittals or signatures may cause the Bid to be declared non-responsive.
- U) The County is not responsible for correcting any errors or typos made on the Bid. Incorrect calculations or errors may cause the Bid to be declared non-responsive.
- V) The Bidder shall comply with the Florida Sales and Use Tax Law as it may apply to the contract. The quoted amount(s) shall include any, and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful Bidder and its material suppliers.
- W) Any material submitted in response to this ITB will become public record pursuant to Section 119, Florida Statutes.

- X) In the event of legal proceedings to enforce the terms of a contract entered into in connection with this ITB, the prevailing party will be entitled to legal fees. Venue is in Highlands County, Florida.
- Y) If any Bidder violates or is a party to a violation of the code of ethics of the County or the State of Florida, with respect to this ITB, such Bidder may be disqualified from performing the work described in this ITB or from furnishing the goods or services for which this ITB is issued and may be further disqualified from bidding on any future requests for work, goods or services for the County.
- Z) ADDENDUMS: In this ITB the County has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the County. If deemed necessary, the Purchasing Division will supplement this ITB document with Addendums. These Addendums will be posted on the County's website, [www.Highlandsfl.gov](http://www.Highlandsfl.gov). It is the sole responsibility of the Bidder to check the website for Addendums. Bidders must acknowledge receipt of Addendums by completing the respective section on the Bid Submittal Form.
- AA) AFFIRMATION: By submitting a Bid, the Bidder affirms that the Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; that the Bidder has not directly or indirectly induced or solicited any other person to submit a false or sham Bid; that the Bidder has not solicited or induced any person, firm or corporation to refrain from submitting a Bid; and that the Bidder has not sought by collusion to obtain for him/herself/itself any advantage over other persons or over the County.
- BB) COUNTY EMPLOYEES / CONFLICT OF INTEREST: All Bidders must disclose the name of any officer, director or agent who is also an employee of the Board. All Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest in the Bidder's business or any of its branches.
- CC) MISUNDERSTANDINGS: The failure or omission of the Bidder to receive or examine any instruction or document, or any part of the specifications, or to visit the site and acquaint themselves as to the nature and location of the work (where applicable), the general and local conditions, and all matters which may in any way affect performance shall not relieve the Bidder of any obligation to perform as specified herein. The Bidder understands the intent and purpose thereof and their obligations and will not make any claim for or have any right to damages resulting from any misunderstanding or misinterpretation of this ITB, or because of any lack of information.
- DD) ASSIGNMENT OF CONTRACT: The selected Bidder and the person designated by the Bidder to perform the services required by this ITB in its Bid submitted in response to this ITB shall not assign, transfer, convey, sublet or sell any portion of any contract entered into in connection with this ITB unless permission is first given in writing by the County.
- EE) COMPLAINTS: The contract will provide that complaints against the Contractor will be processed through the Purchasing Division and are to be corrected within five (5) business days. Written response to the Purchasing Manager is required. Failure to properly resolve complaints within five (5) business days may result in cancellation of the contract. Repeat complaints against the Contractor may result in termination of contract.
- FF) REQUEST FOR CHANGE OF ITB SPECIFICATIONS: Requests for changes to specifications must be submitted for consideration in writing to the purchasing designated contact identified on the cover page of this ITB. Requests must be submitted by the Request for Information (RFI) Cut-Off date stated on the cover page of this ITB. The request will be evaluated by the Project Manager, and the County's response will be made in an Addendum.
- GG) EXCEPTIONS / ITEMS NOT IDENTIFIED IN THE SCOPE OF WORK: Any request for modification to these specifications by a Bidder shall be an exception to the ITB and must be submitted prior to

the Request For Information deadline for approval, unless otherwise specified. Items not approved prior to submission of a bid may cause bid submission to be declared non-responsive.

- HH) DOCUMENTATION RESULTING FROM SERVICES RENDERED: The contract will prohibit the Contractor from publishing or releasing any information related to the requested services without prior written permission from the County. All reports and documents resulting from the ensuing contract will remain the sole property of the County.
- II) OTHER ENTITIES ("PIGGYBACKING"): All Bidders submitting a bid to this ITB agree that the submitted bid may also constitute an invitation to other local government agencies, under the same conditions, for the same contract price, and for the same effective period pertaining to this ITB. If other local government agencies desire to accept this invitation, and make an award thereof, the other local government agencies shall accept the invitation and make an award thereof independently of Highlands County. Each governmental agency, Highlands County and the other local government entities, shall each be responsible for their own purchases and each shall be liable for materials and services ordered and received by each governmental entity. Neither agency assumes any liability for the other agency's actions by virtue of this ITB. This offer for participation in no way restricts or interferes with the right of other government agencies to competitively procure any or all items.

**-END OF SECTION-**



## **SECTION II. THE COUNTY'S RESERVATION OF RIGHTS**

This ITB constitutes only as an invitation to submit a Bid to the County. The County reserves, holds and may in its own discretion, exercise any or all of the following rights and options with respect to this ITB:

- A) To supplement, amend or otherwise modify this ITB, and to cancel this ITB with or without the substitution of another Invitation to Bid (ITB) or Request for Proposals (RFP).
- B) To issue additional subsequent ITBs or RFPs.
- C) To reject all incomplete / non-responsive Bids, or Bids with errors.
- D) The County reserves the right to determine, in its sole discretion, whether any aspect of the submitted Bids is satisfactory to meet the criteria established in this ITB, the right to seek clarification and/or additional information from any submitting Bidder.
- E) The County also reserves the right to modify the Scope of Work to be performed.
- F) The County shall have no liability to any Bidder for any costs or expenses incurred in connection with the preparation and submittal of a Bid in response to this ITB.
- G) If the County believes that collusion exists among Bidders, all Bids will be rejected.
- H) In the event of a mathematical error the unit price shall prevail.
- I) Items marked as "Product Only", "No Substitution", "or Equivalent", etc. shall be priced as such. Any items not approved shall be returned/retrieved by the Vendor at no additional expense to the County.
- J) PUBLIC RECORD:
  - 1.1. Pursuant to Florida Statutes, Section 119.0701:

**IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS:**

**COUNTY CLERK: GLORIA RYBINSKI  
COUNTY PUBLIC INFORMATION OFFICER  
600 SOUTH COMMERCE AVENUE  
SEBRING, FLORIDA 33870  
TELEPHONE NUMBER: (863) 402-6836  
[HCBCRECORDS@HIGHLANDSFL.GOV](mailto:HCBCRECORDS@HIGHLANDSFL.GOV)**

- 1.2. Consultant agrees to comply with public records laws, specifically to:
  - 1.2.1. Keep and maintain public records required by the County to perform the services set forth herein.
  - 1.2.2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes,

- Chapter 119, or as otherwise provided by law.
- 1.2.3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the County.
  - 1.2.4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the services set forth herein. If the Consultant transfers all public records to the County upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

### SECTION III. INSURANCE

- A) Unless otherwise stated in the specifications, the following minimum Insurance Requirements will be included in the contract and must be met before delivery of goods and performance of services:
1. Commercial General Liability Insurance: Occurrence Form Required: The Contractor shall have and maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the work performed pursuant to this ITB in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.
  2. Commercial Automobile Liability Insurance: The Contractor shall have and maintain commercial automobile liability insurance with a limit of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.
  3. Workers' Compensation Insurance: The Contractor shall have and maintain workers' compensation insurance for all employees for statutory limits in compliance with Florida law and Federal law. The policy must include Employer Liability with a limit of \$100,000 each accident, \$100,000 each employee, \$500,000 policy limit for disease.
  4. Special Requirements / Evidence of Insurance:
    - a. **A copy of the Bidder's current certificate of insurance is to be provided with the Bid submitted in response to this ITB.** A formal certificate shall be provided upon announcement that a Bidder has been awarded the work as called for in this ITB. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. **The formal insurance certificate shall also comply with the following:**
      - (1) "Highlands County, a Political Subdivision of the State of Florida and its elected officials, its agents, employees, and volunteers" shall be named as an "Additional Insured" on all policies except Worker's Compensation and Professional Liability.
      - (2) Contractor shall deliver written notice to the County by overnight delivery return receipt requested, hand delivery or confirmed facsimile thirty (30) days prior to giving or within

three (3) days after receiving notice of cancellation, modification, non-renewal, or any other lapse in coverage of any required insurance policies.

- b. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.
  - c. The policies of insurance shall be written on forms acceptable to the County and placed with insurance carriers authorized by the Insurance Department in the State of Florida that meet an AM Best financial strength rating of no less than "A- Excellent: FSC VII".
  - d. The Contractor shall hold the County, its agents and employees, harmless on account of claims for damages to persons, property or premises arising out of the services performed in connection with this ITB. The County reserves the right to require the Contractor to provide and pay for any other insurance coverage the County deems necessary, depending upon the possible exposure to liability.
  - e. All policies must include Waiver of subrogation; any liability aggregate limits shall apply "Per Jobsite"/Per Job Aggregate. All liability insurance except Professional Liability shall be Primary and Non-Contributory. Certificate of Insurance shall confirm in writing that these provisions apply.
5. Renewal:
- a. In the event the insurance coverage expires prior to termination of the contract entered into in connection with this ITB, a renewal certificate shall be issued 30-days prior to said expiration date.
  - b. Such notification will be in writing by registered mail, return receipt requested, and addressed to the County Purchasing Manager, 600 S. Commerce Ave., Sebring, FL 33870.

**-END OF SECTION-**

#### SECTION IV. SPECIAL TERMS AND CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in or are revising the County's standard General Terms and Conditions or the Scope of Work.

A) BASIS OF AWARD: Award will be based on the lowest responsive bid determined by the lowest hourly rate. The County reserves the right to award in whole or in part, whichever is deemed to be in the best interest. If a Vendor is unable to perform in the time allowed the County reserves the right to move to the next lowest bidder until project completion. Other considerations(s) of award may be referenced/qualifications. The County reserves the right to reject a bid from any vendor who has previously failed to perform properly, or on time, contracts of similar nature; or who is not able to satisfactorily perform the contract.

1. The County has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget and or Requirements which shall service as a guide to the bidder(s) in conforming to the provision of goods and/or services to be provided pursuant to this Agreement/Contract:
  - a. No amount purchase is guaranteed upon the execution of an Agreement/Contract.
  - b. Rates and all other negotiated expenses will remain in effect throughout the duration of the Agreement/Contract period.
  - c. This contract does not entitle any bidder to exclusive rights to County Agreement/Contracts. The County Reserves the right to obtain commodities or perform services in-house or by any other means it so desires.
  - d. All pricing shall be all inclusive to include, but not limited to, licensing, permitting, material, labor, travel, shipping, handling or delivery, return and incidentals, as applicable, to provide the service described.
  - e. The County reserves the right to add or delete, at any time, and or all material, tasks, locations or services associated with this Agreement/Contract.
  - f. The County also reserves the right to negotiate additional related materials and/or services as needed.
  - g. Should the item or service be unavailable in the timeframe needed from the lowest bidder, the County reserves the right to request from the next lowest until the item or service is obtained.

B) TERM:

The term of the Contract will be for an **initial three (3) years** from the date of Board approval. Upon mutual agreement of the parties, the Contract may be **renewed for one (1) additional three (3) year term**, at the same pricing at the discretion of the PLSBD and the Highlands County Board of Commissioners.

C) QUALIFICATIONS below are to be provided with the submission package:

1. Registered to do business with the Division of Corporations. A printout from [www.Sunbiz.org](http://www.Sunbiz.org) which provides the Bidder's FEI/EIN, Authorized Persons, and Active Status.
2. The Contractor shall submit proof of Class D Security License and all other licenses or certifications as required by the County and the State of Florida.

**-END OF SECTION-**

**SECTION V. ITB CONTACT INFORMATION:**

1. All questions regarding this ITB and the details of the project during the ITB process shall be submitted by Bidders in writing to the Purchasing Department representative listed on the cover page of this solicitation.

**SECTION VI. REQUEST FOR INFORMATION (RFI) CUT-OFF:**

1. All questions regarding this ITB shall be submitted, to the Purchasing representative noted on the cover page of this document, by Bidders in writing by 5 P.M. on the date noted on the cover page of this solicitation. It shall be the Contractors responsibility to review the site and request clarification(s) for any items prior to the deadline noted on the cover sheet of this solicitation.

**SECTION VII. SCOPE OF WORK AND SPECIFICATIONS**

**A) GENERAL SCOPE OF WORK**

1. **PURPOSE:** The purpose of this ITB is to identify a CONTRACTOR to provide security services for the Placid Lakes Special Benefit District (PLSBD or DISTRICT) with a single Security Person for one four-hour shift per day between the hours of 8:00 a.m. until 8:00 a.m. next day; Monday thru Sunday, shifts will be determined by the PLSBD.
2. **CONTRACT:** A written contract must be signed by the CONTRACTOR and the County prior to issuance of a purchase order.
3. **SERVICE LOCATION:** The geographical area of the DISTRICT. See attached geographical district map.
4. The vendor shall coordinate with the Requesting/User Department prior to commencing any, and all work required to perform this purchase order.
5. **SERVICE HOUR REQUIREMENTS:** One (1) four-hour shift per day between the hours of 8:00 a.m. until 8:00 a.m. next day; Monday thru Sunday, shifts will be determined by the PLSBD.
6. **SCHEDULE:** A total of one (1) officer will be on duty four (4) hours per day, seven (7) days per week. CONTRACTOR shall provide a schedule of shifts for the services to be provided by CONTRACTOR to DISTRICT two weeks to one month in advance of each calendar month in which the services are to be performed by providing a proposed shift schedule to the Highlands County NAV Division for review and approval. The Highlands County NAV Division will review the proposed shift schedule and return the shift schedule, with any changes required by DISTRICT to CONTRACTOR prior to the first day of each calendar month.

SAMPLE SHIFT SCHEDULE	
SHIFT 1	8:00 AM – 12:00 PM
SHIFT 2	10:00 AM – 2:00 PM
SHIFT 3	12:00 PM – 4:00 PM
SHIFT 4	4:00 PM – 8:00 PM
SHIFT 5	8:00 PM – 12:00 AM
SHIFT 6	12:00 AM – 4:00 AM
SHIFT 7	4:00 AM – 8:00 AM

7. **LICENSE / PERMITS:** All fees, permits and licenses are the responsibility of the CONTRACTOR and shall be included in the contract prices. Any of the CONTRACTOR'S personnel who perform the services at the Work site shall be lawfully licensed pursuant to the appropriate provisions of Chapter 493, Florida Statutes. Damages, penalties, and fines imposed on County or vendor resulting from vendor's failure to obtain and maintain required licenses and certifications shall be borne by the CONTRACTOR.
8. **CHANGE ORDER(S):** The CONTRACTOR must have approval from the County, in writing, prior to commencement of any work for which additional compensation or cost reimbursement would be sought by the CONTRACTOR. PLSBD may request changes in the services being provided at any time, and such changes shall be subject to mutual written agreement.
9. **INVOICING:** CONTRACTOR shall submit invoices for services rendered to the NAV Division on a monthly basis, no later than five (5) working days after the end of each calendar month. Each invoice shall set forth the number of hours worked each day at the DISTRICT by each of CONTRACTOR'S employees during the month and total amount due to CONTRACTOR. Contractor shall not add any fuel surcharges to the charges for service. DISTRICT shall not be billed any overtime or other added costs occasioned as a result of CONTRACTOR'S inability to meet DISTRICT staffing requirements. In the event that the CONTRACTOR is required to provide additional security personnel, the hourly fee shall be at the same rate of the regular fee for normal operations. If overtime is necessary during an emergency, then the pay rate shall be one- and one-half times that of the regular rate of an eight-hour shift. Overtime billing under these conditions shall be limited to emergency services other than normal scheduled hours.
10. **EQUIPMENT:** CONTRACTOR shall provide vehicles, vehicle fuel and maintenance, cell phones, cell phone service, patrol uniforms, equipment, materials, and related services, repairs, and maintenance related to providing the services provided by CONTRACTOR to DISTRICT. The CONTRACTOR shall provide suitable safety appliances as may be needed to safely provide security services. Transportation: Florida registered, insured automobile
11. **CONTRACTOR PERSONNEL:**
  - (a) The CONTRACTOR will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under this contract.
  - (b) During the course of each shift, the security officer shall continually drive throughout the DISTRICT to monitor for anything out of the ordinary. The routes shall be rotated during each shift so as not to create a predictable route. In addition, the security officer will walk the outside perimeter and inside of the Placid Lakes Community Center (2010 Placid Lakes Blvd.), as well as walk throughout Tobler Park (501 Catfish Creek Rd.), and the Lake August Boat Ramp area (1634 Washington Blvd., NW). If at any time the security officer witnesses illegal dumping, a Security Incident Report must be completed and emailed (along with photos) to the Highlands County Sheriff's Office, County's NAV Department, and County's Solid Waste Department.
  - (c) CONTRACTOR will be held accountable for damages, theft, or any other breach of security caused by its employees and shall be held directly responsible for errors and omissions of CONTRACTOR'S employees and other persons performing work under

- the CONTRACTOR'S control for the County. The CONTRACTOR shall be responsible for repair of any damage to County property and restoration of any facility damage.
- (d) The CONTRACTOR shall maintain an adequate staff of qualified personnel at DISTRICT to provide security service as specified in this ITB. In the event of an emergency or upon request by PLSBD, CONTRACTOR shall use its best reasonable efforts to provide up to three (3) additional security personnel in addition to personnel ordinarily assigned to the Work Site at PLSBD's request. Such emergencies may include, but are not limited to, civil disorders, bomb threats, fires, hurricanes, or any such causes, natural or manmade, which may require additional protection of PLSBD or property and residents, property owners and their property. PLSBD shall only authorize additional personnel and overtime for a period of time not to exceed thirty (30) days after the beginning of the emergency service.
  - (e) CONTRACTOR shall provide each security officer a minimum of eight (8) hours of classroom training at CONTRACTOR'S office prior to assignment at the Work Site. Such training shall be provided at no cost to PLSBD and shall consist of subjects acceptable to PLSBD including, but not limited to, the following: report writing, powers of arrest, communication methods (telephone and radio equipment), patrols, bomb threat response, firefighting equipment use, and the ethical responsibilities of security personnel to clients. CONTRACTOR agrees that the initial eight (8) hour training session will not be used for other purposes such as new employee processing, or other non- training activities. Prior to any job assignment, such security personnel shall be accompanied by CONTRACTOR'S staff management representative to meet with the PLSBD designee for job orientation. For all new security personnel assigned to PLSBD, CONTRACTOR shall provide a minimum of sixteen (16) hours of on-the-job orientation training at the Work Site. CONTRACTOR shall ensure that all security officers are knowledgeable and familiar with all site and post procedures and cross trained in these post procedures.
  - (f) CONTRACTOR shall provide OSHA Hazard and State Right-to-Know training for all its employees who will be assigned to the Work Site, if/as appropriate. Such certificates of training or licenses should be kept on file by CONTRACTOR and be available for inspection and/or copying to PLSBD upon request.
  - (g) CONTRACTOR shall provide a minimum of one CPR and First Aid certified security officer on every shift.
  - (h) The County will not provide any supervision to CONTRACTOR'S employees. CONTRACTOR must have sufficient staffing to oversee all staff, to include training, supervision, and the resolution of issues or problems that may arise. A CONTRACTOR management representative responsible for the DISTRICT account shall visit each post or patrol as needed but no less than on a weekly basis for the purpose of conducting in-service training, programs, inspection of personal appearance, and administer employer/employee related matters.
  - (i) The County requires the CONTRACTOR to remove all their personnel from PLSBD property who are deemed careless, incompetent, insubordinate, reasonably objectionable, or whose continued employment on the job is deemed to be contrary to the interest of Highlands County. Any CONTRACTOR employee charged with, or being prosecuted for, a felony during the course of their employment will be considered reasonably objectionable and their continued work in a County owned building or on County owned property will be terminated, until the case is closed.
  - (j) CONTRACTOR shall replace any employee immediately upon the reasonable request of PLSBD. If PLSBD reasonably determines that an employee of CONTRACTOR is

not satisfactory, it shall notify CONTRACTOR, and the CONTRACTOR'S employee shall leave the Work Site immediately upon notice.

- (k) The CONTRACTOR shall obtain a Level 2 background check for all personnel through the Florida Department of Law Enforcement (FDLE). This check will be reviewed and mutually approved by the Contractor and County Representatives prior to starting work at County sites. All costs associated with obtaining the required clearances shall be the responsibility of the CONTRACTOR.
- (l) CONTRACTOR shall not assign to the Work Site any security person who has been convicted of a felony within the last ten (10) years. CONTRACTOR shall notify PLSBD in writing, at least ten (10) days prior to the assignment, if any security personnel to be used on the Work Site has been convicted of any crime; provided, however, that possession or use of this information by CONTRACTOR or PLSBD does not violate any federal, state or local laws or regulations. Request by PLSBD for the replacement of any felon shall be irrefutably deemed a reasonable request and that felon shall not be assigned to the Work Site or, if assigned, shall immediately leave the Work Site.
- (m) CONTRACTOR shall administer pre-employment, pre-placement, and, if and to the extent allowed by law, periodic random drug testing to CONTRACTOR'S employees who will be assigned to PLSBD sites and will assign its employees to the work site only after they have passed such drug tests. Such tests shall conform to the standards set forth by the National Institute of Drug Abuse ("NIDA").
- (n) All employees of the CONTRACTOR shall be subject to the direction, supervision and control of CONTRACTOR.
- (o) PLSBD shall not participate in CONTRACTOR'S individual personnel performance evaluations or any other matter pertaining to the employer/employee relationship. PLSBD shall report CONTRACTOR'S employee's performance problems or misconduct to CONTRACTOR, but PLSBD shall not participate in any disciplinary action involving CONTRACTOR'S employees.
- (p) CONTRACTOR shall enforce strict discipline and good order among its employees at all times and shall be fully responsible for the proper conduct and appearance of its employees while in the geographic area of the PLSBD as referred to in the CONTRACTOR'S Rules of Conduct found in Attachment B of this ITB.
- (q) The CONTRACTOR'S work force shall be neat and clean in appearance and shall wear a CONTRACTOR provided uniform with the CONTRACTOR'S name or logo permanently affixed to the shirt. Shoes shall be appropriate for proper safety of task being performed. Full Uniform: Pants, shirt, optional jacket or coat.

**-END OF SECTION-**



**SECTION VIII.HIGHLANDS COUNTY FORMS**

Documentation included with Bid submittal package

*Any blank spaces on the form(s), qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the submission being declared non-responsive by the County.*

*The list of forms below is meant only as a guide. It is the Bidder's responsibility to review and include all requested and required documentation.*

Forms	
<b>LOCAL COMPLIANCE FORMS</b>	✓
Official Bid Submittal Form: include acknowledgement of all addenda, original signature AND Excel Itemized Bid Form. Electronic versions: Label each "22-029 Bidder Name-Submission"	
Drug-Free Workplace Certification, F.S. 287.087	
Public Entity Crimes Sworn Statement, F.S. 287.133	
Discrimination Certification, F.S. 287.134	
Scrutinized Companies Certification, F.S. 287.135	
E Verify Certification	
Local Preference Affidavit of Eligibility	
<b>MISCELLANEOUS DOCUMENTATION</b>	
WWW.Sunbiz.org print-out for Bidder/Proposer FEI/EIN Number	
Acord Insurance Form (sample copy of Certificate of Insurance)	
Women / Minority Business Enterprise Certification (Mark with an "x" if not applicable)	
One (1) Original Submission Package, PAPER COPY, and one (1) exact electronic copy, on thumb drive, of the Submission package. Label each "22-029 Bidder Name-Submission" OR Upload one (1) all-inclusive Adobe file of the Submission package to the County Website via VendorRegistry.com. Label each "22-029 Bidder Name-Submission"	
The Contractor shall submit proof of Class D Security License and all other licenses or certifications as required by the County and the State of Florida.	
Statement of "No Bid" Due prior to submission due date and time	
Sealed Submission Label (affix to outside of submittal package)	

**OFFICIAL BID SUBMITTAL FORM**

BID SUBMITTED TO:

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS  
PURCHASING DIVISION**

SOLICITATION IDENTIFICATION: **ITB 22-029-LLK**

SOLICITATION NAME: **Lake Placid Special Benefit District Security Services**

SUBMITTED BY:

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Bidder's Authorized Representative's Name and Title

\_\_\_\_\_  
Bidder's Address 1

\_\_\_\_\_  
Bidder's Address 2

\_\_\_\_\_  
Contact's Name and Title (Print)

\_\_\_\_\_  
Contact's E-mail Address

\_\_\_\_\_  
Contact's Phone Number

\_\_\_\_\_  
Dun's Number

\_\_\_\_\_  
Employer Identification Number/Federal Employer Identification (as shown on Sunbiz.org)

BIDDER IS: (CHECK ONE)

  

Individual

Partnership

  

Corporation

Joint Venture\*

\*Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above for an individual or the appropriate form of entity.)

In submitting this response, BIDDER represents that:

- BIDDER has examined and carefully studied the ITB Documents and the following Addenda (receipt of all which is hereby acknowledged). Bidder should insert date of the Addendum and Addendum Number in boxes below:

Addenda Number	Date Issued	Addenda Number	Date Issued	Addenda Number	Date Issued	Addenda Number	Date Issued

- It is the sole responsibility of the bidder/proposer to check the Purchasing web-site for any addenda issued for this solicitation.

**CERTIFICATION/ACKNOWLEDGEMENTS:**

Having carefully examined the general "Terms and Conditions", all solicitation documents and, if necessary, reviewed site conditions that may affect cost, progress, performance and finishing of the work which meet these specifications.

The rates provided shall be all inclusive of travel, labor and materials and incidentals necessary to provide the services described herein. (no additional trip, service or mileage charges)  
 This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the County. The signature below, by an authorized representative, affirms they have read and understand the solicitation requirements.

Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, performance, and furnishing of the Work.

**HOURLY WAGES RATE SHEET:**

	Security Officer	
	Hourly Rate	After-hours/Holiday Rate
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
<b>Total (year 1-6)</b>	<b>\$</b>	<b>\$</b>
<b>Grand Total (Hourly rate total + After-hours/Holiday total) Numerically</b>	<b>\$</b>	

**Grand Total (written in words)** \_\_\_\_\_

Holidays\*

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

SUBMITTED ON: \_\_\_\_\_ 20 \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (Seal)  
Bidder's Authorized Representative

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

-Balance of page intentionally left blank-

**DRUG FREE WORKPLACE**

**CERTIFICATION PURSUANT TO SECTION 287.087, FLORIDA STATUTES  
PREFERENCE TO DO BUSINESS WITH DRUG FREE WORKPLACE PROGRAMS**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER  
OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by \_\_\_\_\_  
[Print individual's name and title]

for \_\_\_\_\_  
[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is \_\_\_\_\_ and

whose Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder has a drug free workplace program in place. The program meets the requirements of Section 287.087, Florida Statutes.

**THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.**

Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

The foregoing Certification was sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, the duly authorized officer of \_\_\_\_\_, on its behalf, who is either personally known to me [ ] or has produced \_\_\_\_\_ as identification [ ].

(AFFIX NOTARY SEAL)

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Commission No. \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**PUBLIC ENTITY CRIMES**

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,  
ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER  
OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

STATE OF FLORIDA \_\_\_\_\_ } ss  
COUNTY OF \_\_\_\_\_ }

Before me, the undersigned authority, personally appeared \_\_\_\_\_ who, being by me first duly  
sworn, made the following statement:

1. The business address of \_\_\_\_\_ (name of bidder or contractor), is

\_\_\_\_\_

2. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.

4. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

5. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.  
(Draw a line through paragraph 5 if paragraph 6 below applies.)

6. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or contractor. A determination has been made pursuant to 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_.

A copy of the order of the Division of Administrative Hearings is attached to this statement.

*(Draw a line through paragraph 6 if paragraph 5 above applies.)*

**THIS SWORN STATEMENT IS MADE PURSUANT TO SECTION 287.133(3)A, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

On \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn and subscribed before me in the State and County first mentioned above on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(AFFIX NOTARY SEAL)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Commission No. \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**DISCRIMINATION CERTIFICATION**

**CERTIFICATION PURSUANT TO SECTION 287.134, FLORIDA STATUTES  
DISCRIMINATION; DENIAL OR REVOCATION OF THE RIGHT TO TRANSACT BUSINESS WITH  
PUBLIC ENTITIES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER  
OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by \_\_\_\_\_  
[Print individual's name and title]

for \_\_\_\_\_  
[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is \_\_\_\_\_ and

whose Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder has not been placed on the discriminatory vendor list by the Department of Management Services.

**THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.134, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.**

Print Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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

The foregoing Certification was sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, the duly authorized officer of \_\_\_\_\_, on its behalf, who is either personally known to me [ ] or has produced \_\_\_\_\_ as identification [ ].

(AFFIX NOTARY SEAL)

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Commission No. \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



**SCRUTINIZED COMPANIES CERTIFICATION**

**CERTIFICATION PURSUANT TO SECTION 287.135, FLORIDA STATUTES  
SCRUTINIZED COMPANIES CERTIFICATION**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by \_\_\_\_\_  
[Print individual's name and title]

for \_\_\_\_\_  
[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is \_\_\_\_\_ and

whose Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and that it does not have business operations in Cuba or Syria. Bidder also hereby certifies that it is not participating in a boycott of Israel.

**THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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

The foregoing Certification was sworn to before me this \_\_\_ day of \_\_\_\_\_, 2017, by \_\_\_\_\_, as \_\_\_\_\_, the duly authorized officer of \_\_\_\_\_, on its behalf, who is either personally known to me [ ] or has produced \_\_\_\_\_ as identification [ ].

(AFFIX NOTARY SEAL)

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of Florida  
Commission No. \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**E-VERIFY CERTIFICATION**

**CERTIFICATION OF PARTICIPATION IN THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICE BUREAU'S E-VERIFY PROGRAM**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by \_\_\_\_\_  
[Print individual's name and title]

for \_\_\_\_\_  
[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is \_\_\_\_\_ and

whose Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder participates in the United States Citizenship and Immigration Services Bureau's E-Verify Program, and does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

Bidder's E-verify Company ID #: \_\_\_\_\_

**THIS CERTIFICATION IS, UPON DELIVERY, A PUBLIC RECORD.**

Print Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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

The foregoing Certification was sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, the duly authorized officer of \_\_\_\_\_, on its behalf, who is either personally known to me [ ] or has produced \_\_\_\_\_ as identification [ ].

(AFFIX NOTARY SEAL)

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

**LOCAL VENDOR AFFIDAVIT**

**LOCAL PREFERENCE AFFIDAVIT OF ELIGIBILITY**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS  
by \_\_\_\_\_  
[Print individual's name and title]

for \_\_\_\_\_  
[Print name of Company/Individual submitting sworn statement]

Whose business address is \_\_\_\_\_

(If applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn statement): \_\_\_\_\_.

2. LOCAL PREFERENCE ELIGIBILITY

A. Contractor/Individual has had a fixed office or distribution point located in and having a street address within Highlands County for at least twelve (12) months immediately prior to the issuance of the request for quotation, competitive bids or request for proposals by the County.  
YES \_\_\_ NO \_\_\_

B. Contractor/Individual holds business license required by the County, and/or if applicable, the Municipalities:  
YES \_\_\_ NO \_\_\_

C. Contractor/Individual employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.  
YES \_\_\_ NO \_\_\_

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM SHALL BE CONSIDERED PUBLIC RECORD.

\_\_\_\_\_  
[Signature and Date]

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Subscribed and sworn before me, the undersigned notary public on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SEAL

Commission Expiration Date



## STATEMENT OF NO BID

We, the undersigned, have declined to bid

- Specifications too "tight", i.e., geared toward one brand or manufacturer only
- Insufficient time to respond to the Invitation to Bid.
- We do not offer this product or services
- Unable to meet specifications
- Unable to meet Bond requirements
- Specifications unclear (explain how)
- Unable to meet Insurance requirements
- Remove us from your "Bidders List" altogether
- Other (specify below)

Remarks:

---

---

---

**Company Name:**

---

**Signature:**

---

**Telephone:**

---

**E-Mail:**

---

**Date:**

---

**Sealed Submission Label**

Cut along the outer border and affix this label to your sealed submission envelope to identify it as a "Sealed Bid/Proposal"

**Deliver to:** Highlands County Purchasing Department  
600 S. Commerce Ave., 2<sup>nd</sup> Floor  
Sebring, FL 33870

**Contact Information:** Lori L. Krinsky, Purchasing Analyst  
(863) 402-6528

**PLEASE PRINT CLEARLY**



	<b>SEALED BID/PROPOSAL DOCUMENTS</b>	
	<b>• DO NOT OPEN •</b>	
	SOLICITATION No.:	<b>ITB 22-029-LLK</b>
	SOLICITATION TITLE:	<b>LAKE PLACID SPECIAL BENEFIT DISTRICT SECURITY SERVICES</b>
	DATE DUE:	<b>Tuesday, January 24, 2023</b>
TIME DUE:	Prior to: <b>3:30 PM</b>	
SUBMITTED BY:	_____	
	<small>(Name of Company)</small>	
	<small>e-mail address</small>	<small>Telephone</small>
<b>DELIVER TO:</b>	Highlands County Board of County Commissioners Attn: Purchasing Department, 2 <sup>nd</sup> Floor 600 South Commerce Avenue Sebring, Florida 33870	
<b>Note: submissions received after the time and date above will not be accepted.</b>		

**\*Notice: The Date Due/Submission Deadline Date/Opening Date as stated on this label and other forms contained herein may have been updated via issuance of Addenda. It is the sole responsibility of the Contractor/Vendor to monitor the County webpage for any updates. Contractor/Vendor may strike through and update Date Due/Submission Deadline Date/Opening Date to match any updates to this date that have been published via Addenda.**

**Highlands County Board of County Commissioners**  
**22-029-LLK Lake Placid Special Benefit District Security Services**  
**Standard Service Level Requirements**  
**ATTACHMENT A**

CONTRACTOR shall:

1. At the DISTRICT'S request, in the event additional personnel are required, use best reasonable efforts to provide up to two (2) additional officers within four (4) hours.
2. Notify the DISTRICT immediately of any change to schedules or deadlines.
3. Ensure security personnel can demonstrate professional use of handheld radios.
4. Assist the DISTRICT in its overall risk management program helping to ensure that all trucks and other vehicles entering or exiting shipping and receiving areas are authorized.
5. Assist the DISTRICT in its overall risk management program helping to maintain a safe and neat work environment at all times.
6. Ensure that all security personnel use telephones in accordance with the DISTRICT standards and make no personal calls.
7. Ensure that all security personnel respond to emergency situations as required.
8. Provide a minimum of one CPR and First Aid certified security officer on every shift, to be trained at CONTRACTOR'S expense.
9. Ensure security personnel create well-written incident reports and complete all necessary logs and forms.
10. Ensure all security personnel speak, understand, read, and write English fluently.

11. When available, ensure security personnel raise and lower flags on site each day except during inclement weather.
12. Limit security personnel to consecutive working shifts of no more than sixteen (16) hours.
13. Work with the DISTRICT security personnel to address DISTRICT procedural issues.
14. Provide 100% coverage of all posts at all times.
15. Provide the DISTRICT with the opportunity to approve all security personnel candidates prior to being assigned to the site.
16. Conduct thorough background investigations on security personnel including criminal conviction history.

-Remainder of page intentionally left blank-

**Highlands County Board of County Commissioners**  
**22-029-LLK Lake Placid Special Benefit District Security Services**  
**Rules of Conduct for Contractor's Employees**

**ATTACHMENT B**

These Rules of Conduct for CONTRACTOR'S employees have been developed to provide an appropriate standard of conduct for contract employees to provide safeguards for DISTRICT interests, its employees, visitors, residents, and property owners.

It is CONTRACTOR'S responsibility to ensure the proper and safe conduct of its employees while they are at the Work Site. DISTRICT personnel will report to CONTRACTOR any violation of these Rules for appropriate action. Each CONTRACTOR employee assigned to the Work Site will be given a copy of these Rules of Conduct at the time of employment so there is no misunderstanding of the requirements. Infractions of the Rules of Conduct will result in appropriate disciplinary action by CONTRACTOR.

**Infractions of the Rules of Conduct**

1. Possession of UNAUTHORIZED explosive materials, knives, or other weapons while on DISTRICT property.
2. Failure to notify the CONTRACTOR'S office, by telephone or other means, when unable to report for work or when tardiness is expected.
3. Reporting for duty with the odor of alcohol on breath.
4. Being under the influence of drugs, including prescription drugs, or alcoholic beverages while at the Work Site.
5. Sleeping while on duty.
6. Usage of any tobacco products while on duty.
7. Gambling while on duty.
8. Abandoning a post or assignment without authorization.
9. Dishonesty of any kind.
10. Loitering at the Work Site at any time when not on duty
11. Refusal to obey on-the-job instructions or post assignments as directed by Supervisory Officers or designees of the DISTRICT.
12. Solicitation of funds or attempted sale of any article while at the Work Site.
13. Disorderly conduct, fighting, horseplay, practical jokes, etc.
14. Inefficient or careless performance of duties.
15. Possession of, displaying, or distribution of obscene, lewd, or political literature of any kind while at the Work Site.
16. Failure to observe good safety practices, including traffic regulations.
17. Damaging, or attempting to damage property of the DISTRICT, of residents of the DISTRICT, or of property owners of the DISTRICT.
18. Using DISTRICT equipment, including personal use of DISTRICT telephones, without authorization to do so.
19. Appearing for work or working without proper attire.