



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Purchasing Department
 600 S. Commerce Ave.
 Sebring, FL 33870
 Purchasing Main Line: (863) 402-6500
 Purchasing Designated Contact: Stacy Quillen, Procurement Analyst
 Direct Line: (863) 402-6526
 E-mail: SQuillen@highlandsfl.gov

INVITATION TO BID (ITB)

24-027-SDQ Floor Care

Pre-Solicitation Meeting:	None
Location:	Not Applicable
Request for Information Deadline:	Tuesday, June 18, 2024, prior to 5:00 PM
Submission Deadline:	Monday, July 1, 2024, Prior to 3:30 PM

Advertisement Date: Saturday, June 1, 2024
Second Advertised Date: Saturday, June 8, 2024

PROHIBITED SUBMISSION TO THIS SOLICITATION/PROPOSAL/QUOTE. Any party who is in active litigation with Highlands County on the due date for responses to this solicitation/proposal/quote or who has received notice from Highlands County that the party is in breach of a contractual obligation under a contract with Highlands County and where such breach has not been resolved to the satisfaction of Highlands County on the due date for responses to this solicitation/proposal/quote, shall not submit a response to this solicitation/proposal/quote. In the event of a submission by such a party as described hereinabove, the submission shall be considered non-responsible and shall be rejected.



**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS
Purchasing Department**

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 Department (“Purchasing Department”) for:

ITB NO. 24-027-SDQ FLOOR CARE

Specifications may be obtained by downloading from our website <http://www.HighlandsFL.gov> or on <http://www.VendorRegistry.com>. Questions should be directed to: Stacy Quillen, Procurement Analyst 600 S. Commerce Ave, Sebring, Florida 33870, Phone: (863) 402-6526; or E-mail: SQuillen@highlandsfl.gov

A 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. Monday, July 1, 2024**, 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, which directs to the advertising mechanism www.vendorregistry.com, in one all-inclusive Adobe file of all document. **File Name “24-027-SDQ Bidder Name”, if applicable, additionally one Excel file containing the Itemized Bid Form “24-027-SDQ Bidder Name-Bid Form.”**

OR

Hard Copy Submission in a sealed and marked package. Affix the supplied “Sealed Solicitation File Name” 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. **File Name “24-027-SDQ Bidder Name”, if applicable, additionally one Excel file containing the Itemized Bid Form “24-027-SDQ 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 attend meetings.

V04/18/2024

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 June 21, 2022. The County encourages the use of Disadvantaged Business Enterprises 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. 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

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1. GENERAL TERMS AND CONDITIONS

- 1.1. For purposes of this ITB, the following terms are defined as follows:
 - 1.1.1. *Bidder* means the person or entity submitting a Bid in response to this ITB.
 - 1.1.2. *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.
 - 1.1.3. *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.
 - 1.1.4. *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 in the County's website at the following address: https://www.highlandsfl.gov/departments/business_services/purchasing/po_terms_and_conditions.php.
- 1.2. All Bids shall become the property of the County.
- 1.3. 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.
- 1.4. RESPONSIBLE VENDOR DETERMINATION: Respondent/Prospective Vendor/Prospective Bidder is hereby notified that Florida Statutes, Section 287.05701, requires that the County may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the responding party is a responsible Respondent/Vendor/Bidder.
- 1.5. Bids are due and must be received in accordance with the instructions provided in the Invitation to Bid.
- 1.6. The County will not reimburse Bidders for any costs associated or expenses incurred in connection with the preparation and submittal of any Bid.
- 1.7. Cone of Silence: 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 individual listed on the cover of this ITB for additional information and clarification.
- 1.8. 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 solicitation, such Bidder/Proposer may be disqualified from performing the work described in this solicitation or from furnishing the goods or services issued and may be further disqualified from bidding on any future requests for work, goods or services for the County.
- 1.9. 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.

- 1.10. All timely Bids meeting the specifications set forth in this ITB will be considered. 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. However, Bidders are cautioned to clearly indicate any deviations from these specifications. Request for approval is to be submitted via Request for Information (RFI) prior to the stated deadline.
- 1.11. 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.
- 1.12. 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 clause, and to accept that Bid, if any, which in its judgment will be in its best interest.
- 1.13. 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.
- 1.14. Any interpretation, clarification, correction or change to this ITB will be made by written addendum issued by the Purchasing Department. Any oral or other type of communication concerning this ITB shall not be binding.
- 1.15. 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.
- 1.16. The following "Statement of Indemnification" will be incorporated in the contract entered into in connection with this ITB.
 - 1.16.1. The successful Bidder/Proposer shall indemnify and hold the County harmless from any and all liabilities, damages, losses and costs, recognizing any applicable limitations under Florida law, with such indemnification and hold harmless requirements included in the final Agreement executed between the County and said successful Bidder/Proposer.
 - 1.16.2. The CONTRACTOR agrees to be liable for any and all liabilities, damages, losses and costs incurred, by the COUNTY, in any way related to the services provided herein and this Agreement, caused by the negligence, recklessness or intentional wrongful misconduct of the CONTRACTOR, and/or its officers or employees. The CONTRACTOR agrees to indemnify, defend and hold the COUNTY harmless for any and all liabilities, damages, losses and costs, including but not limited to, court costs, expert witnesses, consultation services and reasonable attorney's fees, arising from the negligence, recklessness or intentional wrongful misconduct of the CONTRACTOR, and/or its officers or employees, in any way related to the services provided herein and this Agreement, through and including any appeals. Said indemnification, defense, and hold harmless actions shall not be limited by any required insurance coverage amounts set forth herein and shall survive termination or natural termination of this Agreement. The CONTRACTOR waives any and all right or opportunity to contest the enforceability of this Section and agrees that in the event this Section, or any part thereof, is found unenforceable by the final unappealable judgment of a court of competent jurisdiction, this Section shall be construed so as to be enforceable to the maximum extent permitted by applicable law.
 - 1.16.3. The following are incorporated only as applicable to the specific project included herein.

Limited Indemnity Authority:

Florida Statutes, Section 725.6(2)

Agreement for construction, alteration, repair or demo, including moving and excavation associated therewith, with an architect, engineer, general contractor, subcontractor, sub- subcontractor, or materialman or any combination thereof.

Florida Statutes, Section 725.08

Agreement for planning, design, construction, administration, study, evaluation, consulting, or other professional and technical support services furnished in connection with actual or proposed construction, improvement, alteration, repair, maintenance, operation, management, relocation, demo, excavation or other land, air, water or utility development improvement with an architect, landscape architect, land surveyor or mapper or engineer.

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- 1.17 If submitting Bids or Proposals for more than one ITB or Request for Proposals (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.
- 1.18 Each Bid is to contain proof of enrollment on E-Verify.
- 1.19 Minority Owned and Women Owned businesses must submit a copy of the certificate to receive credit.
- 1.20 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
- 1.21 Bids are only accepted if delivered to the location and prior to the time specified on the ITB. Bids must be delivered in a 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.
- 1.22 Emailed and faxed Bids will not be accepted.
- 1.23 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.
- 1.24 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.
- 1.25 In the event of a mathematical error, the unit price shall prevail.
- 1.26 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.
- 1.27 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.
- 1.28 Any material submitted in response to this ITB will become public record pursuant to Section 119, Florida Statutes.
- 1.29 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 shall be Highlands County, Florida.

- 1.30 **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 Department will supplement this ITB document with Addendums. These Addendums will be posted on the County's website, www.Highlandsfl.gov. It is the sole responsibility of the Bidder to check the website for Addendums. Bidders are to acknowledge receipt of Addendums by completing the respective section on the Bid Submittal Form.
- 1.31 **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; and that the Bidder has no conflict of interest with any person or entity associated with the project or purchase contemplated by this ITB, including the County, other Bidders, or entities that have provided or are providing services or goods related to this ITB.
- 1.32 **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.
- 1.33 **MISUNDERSTANDINGS**: The failure or mission 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.
- 1.34 **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.
- 1.35 **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.
- 1.36 **REQUEST FOR CHANGE OF ITB SPECIFICATIONS**: Requests for changes to specifications must be submitted for consideration in writing to the person 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 of this ITB. The request will be evaluated by the Project Manager, and the County's response will be made in an Addendum.
- 1.37 **EXCEPTIONS / ITEMS NOT IDENTIFIED IN THE SCOPE OF WORK**: Any modification to these specifications by a Bidder shall be an exception to the ITB and must be discussed in detail by the Bidder in its Bid under "Exceptions / Items not Identified in Scope of Work,"

unless otherwise specified. Any exceptions must be submitted for approval prior to the Request for Information (RFI) cut-off.

- 1.38 **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.
- 1.39 **USE BY OTHER ENTITIES (“PIGGYBACKING”)**: All Bidders submitting a bid to this ITB agree that this submitted bid may also constitute an invitation to other local government agencies, under the same conditions, for the same pricing set forth by the bid, during the period that the awarded bid is in effect. Any liability created by purchase orders issued against the awarded bid shall be the sole responsibility of the entity placing the order. If the other governmental agencies desire to participate in this ITB, and make an award thereof, each government agency shall accept the bidder’s response and make an award thereof independently of Highlands County. Each governmental agency shall be responsible for its own purchases, and each shall be liable for materials and services ordered and received by that governmental agency. None of the agencies assume any liability for the other agencies’ actions by virtue of this ITB. This offer for participation in no way restricts or interferes with the right of any other governmental agency to competitively procure any or all items.
- 1.40 **ITB CONTACT INFORMATION**: 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.
- 1.41 **REQUEST FOR INFORMATION (RFI) CUT-OFF**: All questions regarding this ITB shall be submitted by Bidders in writing by 5 P.M. on the date noted on the cover page of this solicitation.
- 1.42 **PRICE GUARANTEE**: Contractor will hold pricing for up to 120 days from date of award while project is approved.
- 1.43 **PURCHASE ORDER**: The awarded Bidder(s) shall not proceed with any work until receipt of a County-issued purchase order and the approval of the County Project Manager.
- 1.44 **INVOICE/COMPENSATION**: Contractor shall submit detailed invoices to the County within five (5) business days from monthly work completion. It shall contain the Purchase Order number, bid item number (if applicable,) description and location of work performed, itemized amounts and total amount due. If there are any apparent defects in the work or material, County will promptly notify Contractor. Without limiting any other rights to which it may be entitled, County may require Contractor, at Contractor’s expense, to correct any nonconforming workmanship.

2 THE COUNTY’S RESERVATION OF RIGHTS

- 2.1 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:
- 2.1.1 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).
- 2.1.2 To issue additional subsequent ITBs or RFPs.
- 2.1.3 To reject all incomplete/non-responsive Bids, or Bids with errors.

- 2.1.4 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.
- 2.2 The County also reserves the right to modify the Scope of Work to be performed.
- 2.3 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.
- 2.4 If the County believes that collusion exists among Bidders, all Bids will be rejected.
- 2.5 Public Record
- 2.6 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 RECORDS CLERK: GLORIA RYBINSKI
600 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870
TELEPHONE NUMBER: (863) 402-6832
HCBCCRECORDS@HIGHLANDSFL.GOV**

- 2.7. Vendor agrees to comply with public records laws, specifically to:
 - 2.7.1.1. Keep and maintain public records required by the County to perform the services set forth herein.
 - 2.7.1.2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow 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.
 - 2.7.1.3. 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.
 - 2.7.1.4. 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.

3. INSURANCE

3.1. 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:

3.1.1. 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.

3.1.2. 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.

3.1.3. 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.

3.2. Special Requirements / Evidence of Insurance:

3.2.1. 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.

3.2.2. **The formal insurance certificate shall also comply with the following:**

Additional Insured: The following statement is to be included on the COI: ***"Highlands County, A Political Subdivision of the State of Florida and its elected officials, its agents, employees, and volunteers" shall all be named as an "Additional Insured" on all policies except Workers' Compensation and Professional Liability."***

3.2.3. 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.

3.2.4. 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.

3.3. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.

- 3.4. 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".
- 3.5. 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.
- 3.6. Renewal:
 - 3.6.1. 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.
 - 3.6.2. Such notification will be in writing by registered mail, return receipt requested, and addressed to the County Purchasing Manager, 600 S. Commerce Avenue, Sebring, Florida, 33870 or e-mailed to: purchasing@highlandfl.gov

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4. 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.

- 4.1 BASIS OF AWARD: The bid is to be awarded to the lowest responsive and responsible bidder for each zone. Bidders may bid on one or more zones.
 - 4.1.1 All bidders shall provide Emergency Pricing.
 - 4.1.2 All pricing shall be all inclusive to include, but not limited to, licensing, material, labor, travel, shipping, handling, or delivery, disposal and/or associated fees and incidentals, as applicable, to complete the project described.
 - 4.1.3 Bidder agrees to hold pricing for 120 calendar days from the solicitation deadline to allow approval of award. Should the service not be available in the timeframe needed from the lowest bidder, the County reserves the right to request from the next lowest until the service is obtained.
- 4.2 Should the service not be available in the timeframe needed from the lowest bidder, the County reserves the right to request from the next lowest until the service is obtained.
- 4.3 TERM: The successful bidder shall be responsible for furnishing and delivering to the County's requesting Department(s) the commodity or services on an "as needed basis". The initial term of the Contract shall be for **three (3) years from the date of the Board approval**. Prices shall remain firm for this period. Upon mutual agreement of the parties, the contract may be **renewed for one (1) additional three (3) year term** at the same terms and conditions set forth in the ITB. A Price Adjustment Clause is included in this solicitation. Pricing will be reviewed at the anniversary date thereafter. The contract will include a thirty (30) day termination for convenience clause for termination by the County.
- 4.4. The County has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget and/or Requirements which shall serve as a guide to the bidder(s) in conforming to the provision of goods and/or services to be provided.
- 4.5. QUALIFICATIONS:
 - 4.5.1. Registered to do business with the Division of Corporations. A printout from www.Sunbiz.org which provides the Bidder's FEI/EIN, Authorized Persons, and Active Status is to be submitted with the bid submission.

-END OF SECTION-

5. SCOPE OF WORK AND SPECIFICATIONS

5.1 BACKGROUND: Vendors shall have fully acquainted and familiarized themselves with requested items and all specifications and terms set forth in this Bid. Vendors can bid on one or more of the service areas.

5.2 WORK COMPLETION:

5.2.1. If the work cannot be completed within one (1) day, the work shall be completed within a two (2) week period. Schedule it to be approved by Facilities Management prior to the start of work.

5.2.2. Vendor shall require personal protective equipment of all workers (Eye protection, gloves, footgear, Etc.) to allow the work to be completed without harm to the worker(s).

5.3. SCHEDULING:

5.3.1. Monday through Friday work can normally start after 5:00 PM and shall be finished by 9:00 PM. Work on weekends shall be prescheduled with Facilities Management in advance (a minimum of ten (10) workdays). Floor care services are required as shown on the chart for each location.

5.3.2. A work schedule for each quarter is required and shall be in the hands of Facilities Management 15 days prior to the start of the affected quarter. All work shall be scheduled through a point of contact (POC) at each contracted location at least one week prior to the scheduled start date. Contact information will be provided to the cleaning company(s) after the award. Facilities Management shall be notified of any deviations to the published quarterly schedule immediately.

5.4. EMERGENCY CLEANING:

5.4.1. Emergency cleaning may be required on occasion. Costs for After hours/emergency cleaning services shall be included within the bid. The bid shall also include all rental charges for high volume fans, dehumidifiers, and other equipment that may be required to clean up water on carpets (flooding), major spills, and any other item that could require extra cleaning services.

5.5. SERVICE SPECIFICATIONS:

5.5.1. CARPET CARE

5.5.1.1. Carpet shall be cleaned with water (preferably hot); and extraction equipment. Chemicals utilized in work shall not contain solvents. Spot cleaning where necessary may be done with dry solvents.

5.5.1.2. All carpets must first be treated with a pre-conditioning chemical to loosen soil and followed by an all-fiber rinse to remove and neutralize PH in carpet.

5.5.1.3. Return visits, without additional charges, shall be required for spot cleaning in the event that the first visit cleaning does not remove spots; and to remove browning caused by the cleaning.

5.5.1.4. Carpet should be dry by the start of the next business day at 7 am. Vendors responsible for equipment to dry carpet prior to the next workday required.

5.5.2. FLOOR CARE – Hard surface

5.5.2.1. Floor finishing products shall meet and be guaranteed by the manufacturer to equal or surpass the test method developed by the American Society of Testing Material (ASTM) for determining the slip resistance of floor finishes (ASTM D2047). Vendor shall comply with The Static Coefficient of Friction of Polished-Coated Surfaces as measured by the James Machine, which is a friction of 0.5 or greater.

- 5.5.2.2. Vinyl Composition Tile (VCT) Floor Stripping – Vendor shall remove all furnishing not attached that can be moved from the floor area. Furniture with contents that prevent removal can be cleaned around.
- 5.5.2.3. Floor surface should be swept, and any foreign material stuck on floor removed, i.e. gum or food.
- 5.5.2.4. Stripping is the complete removal, without damage to the floor surface, of a finish and/or sealer from all visible floor surfaces. Stripping also includes the complete removal of all marks, scuff, stains, etc., stripping solution should not be allowed to dry on the flooring. Stripping should be performed with 175 PRPM machine or comparable equipment and proper pad. Changing pads as required with best industry standards. Edging should be done carefully with a doodlebug stripping tool or similar. Vendor shall take care not to cause damage to the floor surfaces while scrubbing or starting equipment.
- 5.5.2.5. A neutralizer shall be used to in accordance with manufacturers recommendations and the surface scrubbed again.
- 5.5.2.6. The surface should be wet /dry vacuumed to remove the stripper and neutralizer as required by the manufacture. Where stripping chemicals are used, the areas shall be rinsed to completely remove any traces of the stripper and neutralizer solutions. The PH of the floor surface shall be brought to neutral (PH of 7) after stripping. Stripping solution shall be removed immediately from baseboards and other fixed items in the area. During the stripping process, care shall be taken to avoid flooding of the floor with either the stripping solution or the rinse so as to prevent damage to the tile and its bond to the sub-floor.
- 5.5.2.7. Vinyl Composition Tile Refinishing – After the floor has been stripped, two coats of sealer shall be applied for the first visit and then one coat thereafter. Then, at least four (4) coats of metal interlock polymer floor finish shall be applied. Only every other coat shall be applied to meet the baseboard. The alternating coat shall be applied to leave a 12" border around the area. The coasts will be thin and evenly applied. After the finish has dried, the reflectance will be uniform and no streaks, swirls, etc. shall be visible, and no finish shall be on the baseboard or other fixed equipment in the area. Topcoat of sealer or wax shall be buffed and vacuumed, or dust mopped thoroughly.
- 5.5.2.8. Topcoat Stripping/Recoating Hard Floors - The topcoat of wax shall be machine scrubbed to leave the floor free of marks, scuffs, or stains. Prior to the waxing and buffing of the tile floor area, the tile floor area shall be vacuumed, or dust mopped and completely wet mopped. The floor shall be evenly coated with wax within no distance greater than two (2) inches of the walls. A single disc floor machine shall be used to restore a uniform gloss and protective finish to the floors which are coated with metal-link polymer floor finish. The floor finish shall be the same type as that already on the floor. The floor will be vacuumed, or dust mopped after being buffed. After waxing and buffing, the area shall have a uniform glossy appearance, free of scuff marks, heel marks, and scratches. All wax shall be removed from baseboards, furniture, trash

receptacles, etc. "Top Scrub" is defined as basic strip with re-application of a thin coat of wax.

5.5.2.9. Two coats of wax per floor shall be used.

5.5.3. STONE OR CERAMIC TILE

5.5.3.1. Stone and ceramic tile shall be cleaned with a Non-Butyl Degreaser followed by a minimum of one clean water rinse per year. The Non-Butyl Degreaser shall not be allowed to dry on the floor.

5.5.4. TERRAZZO FLOORS

5.5.4.1. Should be cleaned once per year.

-END OF SECTION-

6. HIGHLANDS COUNTY FORMS

Documentation included with Bid submittal package.

Any blank spaces on the form(s), qualifying notes or exceptions, counteroffers, 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	No	Yes
LOCAL COMPLIANCE FORMS		
Official Bid Submittal Form: include acknowledgement of all addenda, original signature. Electronic versions: Label File “24-027-SDQ Bidder Name” If provided, Excel file(s) are to be returned in the same unlocked format. Label File “24-027-SDQ Bidder Name-Bid Form”		
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		
Contracting with entities of foreign countries F.S. 287.138		
E Verify Certification		
Local Preference Affidavit of Eligibility		
W-9		
Price Adjustment Form		
MISCELLANEOUS DOCUMENTATION		
WWW.Sunbiz.org print-out for Bidder/Proposer FEI/EIN Number		
Acord Insurance Form (sample copy of Certificate of Insurance-COI)		
Women / Minority Business Enterprise Certification (Mark with an “x” if not applicable)		
HARD COPY: One (1) Original Submission Package, PAPER COPY, and one (1) exact electronic copy, on thumb drive, of the Submission package. Label File “24-027-SDQ Bidder Name” If provided, Excel file(s) are to be returned in the same unlocked format. Label File “24-027-SDQ Bidder Name-Bid Form” OR ELECTRONIC: Upload one (1) all-inclusive Adobe file of the Submission package to the County Website via VendorRegistry.com. Label File “24-027-SDQ Bidder Name” If provided, Excel file(s) are to be returned in the same unlocked format. Label File “24-027-SDQ Bidder Name-Bid Form”		
Statement of “No Bid” Due prior to submission due date and time		
Sealed Submission Label (affix to outside of submittal package)		

BID SUBMITTAL FORM

**THIS BID IS SUBMITTED TO: Highlands County Board of County Commissioners
 Attn: Purchasing Department
 600 S. Commerce Ave.
 Sebring, FL 33870**

Solicitation Identification: **ITB 24-027-SDQ**
 Solicitation Name: **Floor Care**

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
 Limited Liability Company
 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.)

1. ACKNOWLEDGEMENT OF ADDENDA Bidder/Proposer represents that:

- It is the sole responsibility of the bidder/proposer to check the Purchasing web-site for any addenda issued for this solicitation.
- Bidder/Proposer acknowledges they have examined and carefully studied this solicitation and the following Addenda (receipt of all which is hereby acknowledged):

Addenda Number	Date Issued						

Bid Submittal Form Page 2

2. **PRICING: Provide an all-inclusive price for each line item.** *Price includes all materials, equipment, labor, transportation, and incidentals.

“Insert a copy of the Excel Itemized Bid Form between page 1 and page 2.”

3. Do you accept P-Card (Visa) Payments ____ Yes / No ____ (Select 1) _____ Fee, if any.

4. **BID ACKNOWLEDGEMENT:** 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.

SUBMITTED ON: _____ **20** _____

COMPANY: _____

SIGNATURE: _____ **(Seal)**
Bidder's Authorized Representative

PRINTED NAME: _____

TITLE: _____

**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

[Print individual's name and title]

[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

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 [].

Signature: _____

Print Name: _____

(AFFIX NOTARY SEAL)

Notary Public, State of _____

Commission No. _____

My Commission Expires: _____

**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 _____ }

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____.

Signature: _____

Print Name: _____

(AFFIX NOTARY SEAL)

Notary Public, State of _____

Commission No. _____

My Commission Expires: _____

**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 [].

Signature: _____

Print Name: _____

(AFFIX NOTARY SEAL)

Notary Public, State of _____

Commission No. _____

My Commission Expires: _____

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 _____, 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)

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 and 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

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional) Board of County Commissioners 590 S Commerce Ave Sebring, FL 33870</p>

Part I Taxpayer Identification Number (TIN)

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

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

Social security number								
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Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

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

Purpose of Form

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

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

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

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

PRICE ADJUSTMENT CLAUSE

STATEMENT OF ISSUE: The commodity(s) or services represented in the attached Invitation to Bid may be considered volatile price item(s) which may show drastic swings in price and availability during the contract period. In consideration, the COUNTY is including this price adjustment clause in the solicitation to encourage adequate competition and fair pricing on the (estimated) indefinite quantity requirement and to discourage padding or hedging prices.

The COUNTY's price adjustment criteria are as follows:

VENDOR shall agree that submitted pricing **will be held firm for the initial term of the contract**. Pricing will be reviewed at the anniversary date thereafter. A price escalation or reduction is to be requested, at least 90 calendar days prior to the expiration, by the VENDOR or the COUNTY, to the price of all items. The COUNTY may, in its sole discretion, accept an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the VENDOR's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, (4) the volatility so affects the VENDOR that continued performance of the Contract would result in a substantial loss and (5) No price adjustment will be approved to compensate a vendor for inefficiency or for errors or omissions in judgment or for additional profit.

Requests from the VENDOR for price adjustments shall be RECEIVED IN WRITING (via email or mail) and are subject to County Board approval (if applicable) and executed contract amendment before becoming effective. Failure to reach agreement for a price adjustment may, at the sole option of the COUNTY, result in the termination of the Agreement for cause.

Official VERIFIABLE documentation of such changes SHALL be provided with the request for price adjustment in order to substantiate any requested change. The COUNTY reserves the right to consider various pertinent information sources to evaluate price increase requests (such as the CPI and PPI, US CITY Average, as published by the US Department of Labor, Bureau of Labor Statistics). The COUNTY also reserves the right to consider other information related to special economic and/or industry circumstances, when evaluating a price change request. Changes may be either increases or decreases and may be requested by either party.

As an authorized representative of the company listed below I fully understand, accept and agree to abide by the procedures denoted in this price adjustment clause.

VENDOR NAME _____

ADDRESS _____

AUTHORIZED SIGNATURE _____

PRINTED SIGNATURE _____ 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 – Use if Bid submittal is by postal mail or any special delivery mail.
Labeling not required for electronically submitted bids that are uploaded into Vendor Registry

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 Avenue, 2nd Floor
Sebring, Florida, 33870

Contact Information: Stacy Quillen, Procurement Analyst
(863) 402-6526



PLEASE PRINT CLEARLY:

		SEALED BID/PROPOSAL DOCUMENTS • DO NOT OPEN •	
SOLICITATION No.:	ITB 24-027-SDQ		
SOLICITATION TITLE:	Floor Care		
DATE DUE:	Monday, July 1, 2024		
TIME DUE:	Prior to: 3:30 PM		
SUBMITTED BY:	_____		
	<small>(Name of Company)</small>		
	<small>e-mail address</small>	<small>Telephone</small>	
DELIVER TO:	Highlands County Board of County Commissioners Attn: Purchasing Department, 2 nd Floor 600 South Commerce Avenue Sebring, Florida 33870		
Note: submissions received after the time and date above will not be accepted.			

***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.**