



**INVITATION TO BID**  
Franklin County School Board  
Purchasing Department

**Release Date:** February 7, 2019  
**ITB No.:** 2019-001  
**ITB Title:** Electrical Contractor for Franklin County School Welding Classroom  
**Contact:** Shannon Venable/svenable@franklin.k12.fl.us  
**Phone:** 850-670-2810

The Franklin County School Board ("FCSB") solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. This sealed bid must be submitted to The Franklin County School Board, Purchasing Department, 85 School Road, Suite One, Eastpoint, Florida 32328, no later than **10:00 A.M.** local time on **March 1, 2019** and plainly marked ITB No. **2019-001**. Bids are due and will be opened at this time.

**REQUIRED SUBMITTAL CHECKLIST** - For each item below, insert bidder Authorized Agent initials verifying that forms are accurately completed, signed by an officer of the business and returned with the bid. **Failure to provide all requested documents may result in your proposal being declared non-responsive.**

- |   |   |
|---|---|
| <input type="checkbox"/> ITB – Bidder Acknowledgement Form                            | <input type="checkbox"/> Customer Reference (Exhibit D)                                 |
| <input type="checkbox"/> Dispute Contact – pg. 6, item 23                             | <input type="checkbox"/> Vendor Questionnaire (Exhibit E)                               |
| <input type="checkbox"/> Bid Proposal Form – One (1) Original, Six (6) copies, pg. 16 | <input type="checkbox"/> Drug Free Workplace Certification (Exhibit F)                  |
| <input type="checkbox"/> Conflict of Interest Certificate (Exhibit A)                 | <input type="checkbox"/> Certification Regarding Debarment (Exhibit G)                  |
| <input type="checkbox"/> Application for Vendor Status (Exhibit B)                    | <input type="checkbox"/> Sworn Statement / Jessica Lunsford Act (Exhibit H)             |
| <input type="checkbox"/> Request for Taxpayer ID Number & Certification (Exhibit C)   | <input type="checkbox"/> Affidavit For Claiming Local Purchasing Preference (Exhibit I) |

**THE FOLLOWING MUST BE COMPLETED, SIGNED AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.**

Authorized Representative's Name/Title	Authorized Representative's Signature	Date	
Company's Name	Telephone Number	FAX Number	
Address	City	State	Zip Code
Area Representative	Telephone Number	FAX Number	
Federal Employer's Identification Number (FEIN)	Email		

Signature of Authorized Officer/Agent: \_\_\_\_\_ Typed or Printed Name \_\_\_\_\_  
*(Bid must be signed by an officer or employee having authority to legally bind the bidder)*

I certify that I have not divulged, discussed, or compared this proposal with any other Proposers and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this contract. I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

By signing and submitting this proposal I certify that I am authorized to sign this bid for this vendor and further certify unconditional acceptance of the contents of this ITB, all Attachments, Worksheets, Appendices, Supplemental Materials, and the contents of any Addendum released hereto.

**NO RESPONSE – I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASON(S) CHECKED BELOW**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Remove our name from this bid list only           | <input type="checkbox"/> Insufficient time to respond to the ITB | <input type="checkbox"/> Could not meet insurance requirements           |
| <input type="checkbox"/> Keep our company on bid list for future bids      | <input type="checkbox"/> Could not meet specifications           | <input type="checkbox"/> Product schedule would not permit us to perform |
| <input type="checkbox"/> We do not offer the product or service requested. | <input type="checkbox"/> Other _____                             |  |

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**BID IDENTIFICATION LABEL**

**NOTICE TO ALL BIDDERS:** A label has been provided to properly identify your bid. Place the bid in a sealed envelope, type the name and address of the bidder on the label and affix the label to the front of the envelope.

The School Board Purchasing office is open from 8:00 a.m. - 4:00 p.m. Monday through Friday. If you are hand delivering a proposal, a Purchasing representative will be available to time/date stamp your submittal during these hours.

Cut out the label below and attach it to your envelope.

<b>Sealed Bid – DO NOT OPEN</b>	<b>Sealed Bid – DO NOT OPEN</b>
<b>Bid Title:</b>	Electrical Contractor for Franklin County School Welding Classroom
<b>Bid No.:</b>	2019-001
<b>Bids Due:</b>	March 1, 2019 @ 10:00 A.M.
<b>From:</b>	_____
<b>Address:</b>	_____ _____
<b>Deliver To:</b>	Franklin County Schools Purchasing Department 85 School Road, Suite One Eastpoint, Florida 32328
<b>Sealed Bid – DO NOT OPEN</b>	<b>Sealed Bid – DO NOT OPEN</b>

## I. GENERAL TERMS AND CONDITIONS

**1. INTRODUCTION.** The purpose and intent of this Invitation to Bid (ITB) is to request firm pricing from one or more qualified Contractors for the **Electrical Construction** for Welding Classroom Electrical Equipment at Franklin County Schools to include all labor, materials, tools, and equipment.

**2. SCHOOL BOARD CONTACT:** All questions for additional information regarding this ITB must be directed to the designated Purchasing Agent noted on the title page.

All contact and requests for clarifications should be submitted via e-mail to: [svenable@franklin.k12.fl.us](mailto:svenable@franklin.k12.fl.us) no later than **February 25, 2019**. Responses will be distributed no later than **February 26, 2019**.

Prospective bidders shall not contact any member of the Franklin County School Board, Superintendent or staff regarding this bid prior to posting of the final tabulation and award recommendation on the website and in the Purchasing Office. Any such contact shall be cause for rejection of your bid.

**3. DEFINITIONS:** The term "Bidder" as used within this Invitation to Bid (ITB) refers to the person, company or organization responding to this ITB. The Bidder is responsible for understanding and complying with the terms and conditions herein. The term "School Board" refers to the School Board of Franklin County, Florida.

**4. BIDDER'S RESPONSIBILITY:** It is the responsibility of the bidder to obtain all pages of the ITB package and all attachments thereto, together with any addenda to the ITB package that may be issued prior to the ITB due date. ITB package and addenda as well as general information can be found at

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=f15301dc-b9da-411c-a316-04a41c93255f>.

Before submitting their Bid, each bidder is required to carefully examine the ITB specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities which are a part of this ITB.

**5. AWARD:** In the event of contract award, this contract shall be awarded all or none to the responsible and responsive bidder(s) whose bid is determined to be the most advantageous to the District, taking into consideration price, product quality, and other requirements as set forth in this ITB. The District reserves the right to use the second most responsive bidder in the event the original successful bidder of the ITB cannot fulfill their contract. Any or all award(s) made as a result of this ITB shall conform to applicable School Board Rules, State Board Rules and State of Florida Statutes.

It is estimated that the evaluation committee will review the bids received in February 2019. Interviews may be scheduled at the discretion of FCSB.

Once final evaluation and ranking of one or more proposals, a tabulation of the responses with the intent to award shall be posted by electronic posting at

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=f15301dc-b9da-411c-a316-04a41c93255f> on or about **March 8, 2019** for a period of

72 hours or three business days, whichever is later. Failure to file a protest within the time prescribed in section 120.57 (3) , Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

It is anticipated that a recommendation for award will be presented to the School Board for consideration at its **March 28, 2019** meeting.

**6. ORIGINAL AND RENEWAL TERM:** The award resulting from this ITB shall be in effect for the term defined in the detailed specifications commencing upon Board approval. **All prices shall be firm for the term of the contract. The successful vendor agrees to this condition by signing its bid.**

**7. RESERVATION FOR REJECTION OR AWARD:** The School Board reserves the right to reject any or all bids, to waive irregularities or technicalities, and to request rebids. The School Board reserves the right to award on an individual item basis, any combination of items, total low bid or, if an alternate bid is accepted, on such terms as are specified for the alternate bid, whichever manner is in the best interest of the School Board.

**8. CONTRACT:** The submission of your bid constitutes a firm offer by the bidder. Upon acceptance by the School Board, the Purchasing Department will issue a notice of award and purchase order(s) for any supplies, equipment and/or services as a result of this ITB. The Invitation to Bid and the corresponding purchase order(s) will constitute the complete agreement between the successful bidder and the School Board. Unless otherwise stipulated in the bid documents or agreed to in writing by both parties, no other contract documents shall be issued or accepted.

**9. FIRM OFFER:** Any bid may be withdrawn until the date and time set for the opening of the bids. Any bid not so withdrawn shall constitute an irrevocable offer to provide the School Board the services/products set forth in this ITB. Such offer shall be held open for a period of sixty (60) days from ITB opening date or until one of the bids has been awarded by the School Board.

**10. CONFIDENTIALITY:** Bidders shall be aware that all submittals provided with a bid are subject to public disclosure and will not be afforded confidentiality with the exception of "sealed" financial statements.

**11. PUBLIC RECORDS LAW:** Pursuant to Florida Statutes Chapter 119.071(1), proposals received as a result of this RFP will not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all proposal documents or other materials submitted by all bidders in response to this RFP will be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its proposal is exempt or confidential from disclosure under Florida's public records, the burden shall be on the bidder to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida's public records laws and also timely provide a certified copy of such protective order to the School Board prior to the School Board's release of such information into the public domain.

### **12. AUDITS, RECORDS, AND RECORDS RETENTION: REQUIRED PUBLIC RECORDS ACKNOWLEDGEMENT**

To the extent Contractor is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of its duties under this contract, Contractor will specifically:

- A.** Keep and maintain public records required by FCSB to perform the service.
- B.** Upon request from FCSB's custodian of public records, provide FCSB 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 the Chapter 119, Florida Statutes or as otherwise provided by law.
- C.** Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if Contractor does not transfer the records to FCSB.
- D.** Upon completion of the Agreement, transfer, at no cost to FCSB, all public records in possession of the Contractor or keep and maintain public records required by FCSB to perform the service. If Contractor transfers all public records to FCSB upon completion of the Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Agreement, Contractor shall meet all applicable requirements for retaining



public records. All records stored electronically must be provided to FCSB, upon request of FCSB's custodian of public records, in a format that is compatible with the information technology systems of FCSB.

- E. The failure of the Contractor to comply with the provisions set forth herein shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to FCSB.

## **PUBLIC RECORDS NOTICE**

### **IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, KAREN PEDDIE, AT [KPEDDIE@FRANKLIN.K12.FL.US](mailto:KPEDDIE@FRANKLIN.K12.FL.US), (850)670-2810, 85 SCHOOL ROAD, SUITE ONE, EASTPOINT, FLORIDA 32328.**

**13. USE OF OTHER CONTRACTS:** The School Board reserve the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other City or County governmental agencies, any other School Board, any other Community College/State University system, any cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(6) in lieu of any offer received or award made as a result of this bid, if it is in the best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

**14. JOINT-BIDDING, COOPERATIVE PURCHASING AGREEMENT:** All bidders submitting a response to this ITB agree that such response also constitutes a bid to all State Agencies and Political Subdivisions of the State of Florida under the same conditions, for the same prices and for the same effective period as this bid, should the bidder(s) deem it in the best interest of their business to do so. This agreement in no way restricts or interferes with any state agency or political subdivision of the State of Florida to rebid any or all items.

State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.042(16) (a), F.S. This statute requires the Department of Management Services to determine that the requestor's use of the contract is cost-effective and in the best interest of the State.

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser.

The purchasing agreements and state term contracts available under s. 287.056 have been reviewed.

**15. BID PREPARATION COSTS:** Neither the School Board nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this ITB.

**16. BID BONDS AND PERFORMANCE BONDS:** Bid bonds, when required shall be submitted with the bid in the amount specified in the detailed specifications. Bid bonds will be returned to unsuccessful bidders. After Acceptance of a bid, the School Board will notify the successful bidder to submit a recorded payment and performance bond in the amount specified in the detailed specifications.

**17. BID OPENING AND FORM:** Bid openings will be public on the date and time specified on the Bidder's Acknowledgement Form. All Bids received after the time indicated will be rejected as non-responsive and returned unopened to sender. Bids by Email, fax, telegram, or verbally by telephone or in person will not be accepted. The School Board is not responsible for lost or late delivery of Bids by the U.S. Postal Service or other delivery services used by the Bidder. **Note: Overnight Delivery is often not available to the FCSB address (85 School Road, Suite One, Eastpoint, FL 32328).**

**18. CLARIFICATIONS AND INTERPRETATIONS:** The School Board reserves the right to allow for clarification of questionable entries, and for the bidder to withdraw items with obvious mistakes. In the event of a conflict between the General Bid Terms and Conditions and any Special terms and Conditions attached hereto, the Special Terms and Conditions shall have precedence. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the ITB Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven workdays prior to the opening date of the Bid. Failure to do so, on the part of the bidder will constitute an acceptance by the bidder of consequent decision. An addendum to the ITB shall be issued and posted for those interpretations that may affect the eventual outcome of this bid. It is the bidder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the Bid. Therefore oral statements given before the bid opening date will not be binding. The School Board will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be made available at least five workdays prior to the opening date at <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=f15301dc-b9da-411c-a316-04a41c93255f>. The bidder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their proposal.

**19. EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be price, availability and responsiveness. Other factors that may be used in the evaluation of this bid will be: (1.) administrative costs incurred by the School Board in association with the discharge of any subsequent award; (2.) alternative payment terms; (3.) Bidder's past performance. The School Board reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any bid in its entirety or in part, and to waive minor irregularities if the bid is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The School Board has sole discretion in determining testing and evaluation methods.

**20. DEFAULT:** In the event that the awarded bidder should breach this contract, the School Board reserves the right to seek all remedies in law and/or in equity.

#### **21. FUNDING OUT/CANCELATION OR TERMINATION WITH OR WITHOUT CAUSE:**

- A. WITH CAUSE:** In the event any of the provisions of the Contract are violated by the bidder, the Superintendent or designee shall give written notice to the bidder stating the deficiencies and unless the deficiencies are corrected within ten days, recommendation will be made to the School Board or its designee for immediate cancellation. Upon cancellation, hereunder the School Board may pursue any and all legal remedies as provided herein and by law. In the event that it is subsequently determined that a cancellation under this paragraph was incorrect, the termination shall be converted to a termination for convenience pursuant to the next paragraph.
- B. WITHOUT CAUSE:** The School Board or its designee reserves the right to terminate any contract resulting from this Invitation to Bid at any time and for no reason whatsoever, upon giving 30 days prior written notice to the bidder. If the Contract should be terminated for convenience as provided herein, the School Board shall be relieved of all obligations under said Contract. The School

Board or its designee shall only be required to pay to the successful bidder that amount of the Contract actually performed to the date of termination.

**C. FUNDING OUT:** Florida School Laws prohibit the School Board or its designee from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the contracts. It is necessary that fiscal funding out provisions be included in all bids in which the terms are for periods of longer than one year. Therefore, the following funding out provisions are an integral part of this Invitation to Bid and must be agreed to by all bidders:

The School Board or its designee may, during the contract period, terminate or discontinue the items covered in this bid for lack of appropriated funds upon the same terms and conditions.

Such prior written notice will state:

1. That the lack of appropriated funds is the reason for termination, and
2. School Board agrees not to replace the equipment or services being terminated with equipment and services with functions similar to those performed by the equipment covered in this bid from another vendor in the succeeding funding period.

“This written notification will thereafter release the School Board of Franklin County, Florida of all further obligations in any way related to such equipment covered herein”.

**22. TIE BID:** According to FS 287.087, tie bid preference shall be awarded to Bidders with Drug Free Work Place programs. Whenever two or more are equal with regard to price, quality, and service, a bid received from a business that certifies that it has implemented a Drug Free Work Place program shall be given preference in the award process. In the event both Bidders have a Drug Free Work Place, preference shall be awarded in the following order: Local Vendors as specified in School Board Policy 6450. If both Bidders meet all requirements, according to standard purchasing practice, the Director of Purchasing will flip a coin to break the tie. Bidder's company name closest to the letter "A" will always be assigned heads in the coin toss.

**23. DISPUTE:** In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the School Board shall be final and binding on both parties. In the event a dispute occurs, or a clarification of contract terms becomes necessary, ***please indicate your company representative for arbitration proceedings.***

**Representative's Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

Our School Board Representatives will be:

*Mrs. Barbara Sanders  
Sanders and Duncan, P.A.  
(850) 653-8976*

**24. PROTESTING BID SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this Bid or any Addenda thereto, shall file a written notice of protest within 72 hours after receipt of the Bid or Addendum and shall file a formal written protest within ten days after the date the notice of protest was filed. Saturdays, Sundays and legal holidays or days during which the School Board administration is closed shall be excluded in the computation of the 72 hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:00 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday, or day during which the School Board administration is closed.

Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of

proceedings under chapter 120, Florida Statutes and School Board Policy 6326. Failure to follow any other requirements in the bid protest procedures established by the School Board of Franklin County, Florida shall constitute a waiver of all protest rights.

**25. PROTESTS TO CONTRACT AWARD:** The School Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the Purchasing Department's website at <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=f15301dc-b9da-411c-a316-04a41c93255f>. Any person desiring to protest the intended decision shall file a written notice of protest, within 72 hours after the official posting in the Purchasing Department office of the Notice of Intent to Award concerning this ITB, and shall file a formal written protest within ten days after filing the notice of protest. Saturdays, Sundays, legal holidays and days during which the School Board administration is closed shall be excluded in the computation of the 72-hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:00 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday or day during which the School Board administration is closed. Section 120.57(3) (b), Florida Statutes, states that "the formal written protest shall state with particularity the facts and law upon which the protest is based."

Any person who files an action protesting an intended award shall post with the Purchasing Department, at the time of filing the formal written protest, a bond payable to the Franklin County School Board consistent with F.A.C. Rule 28-110.005(2), and School Board Policy 6326. The bond shall be conditioned upon the payment of all costs which may be adjudged against protester in an Administrative hearing in which the action is brought and any subsequent appellate court proceeding. Failure to file a notice of protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Policy 6326.

**26. GOVERNING LAW AND VENUE:** All legal proceedings brought in connection with this contract shall only be brought in a state or federal court located in the state of Florida. Venue in state court shall be in Franklin County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this contract. In the event that a legal proceeding is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction and enforcement of any terms, covenants or conditions of this contract shall in all respects be governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless otherwise preempted by federal law.

**27. COMPLIANCE WITH STATE/FEDERAL REGULATIONS:** All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Section 80.36(l) and Part 85.510, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The bidder certifies by signing the bid that the bidder and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the School Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the Bidder shall immediately notify the Director of Purchasing, in writing. Bidders will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three

(3) years after the School Board makes final payment.

For all contracts involving Federal funds in excess of \$10,000, the School Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the Bidder.

**28. COMPLIANCE WITH SCHOOL CODE:** Bidder agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists and further as it may be amended from time to time. Further, Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the School Board.

**29. NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION:** No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color, pregnancy or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Karen Peddie  
Equity Coordinator and Title IX Compliance Officer  
Franklin County School District  
85 School Road, Suite One, Eastpoint, Florida 32328  
(850) 670-2810 / kpeddie@franklin.k12.fl.us

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Sue Summers, 504 Specialist  
Franklin County School District  
85 School Road, Suite One, Eastpoint, FLORIDA  
32328  
(850) 670-2810 / summers@franklin.k12.fl.us

**30. LOCAL PREFERENCE:** This ITB is subject to the local preference provisions as specified in School Board Policy 6450.

**32. FLORIDA PREFERENCE:** This ITB is subject to §287.084 Florida Statutes, which requires, among other things, the following: "A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." Any bidder, regardless of whether its principal place of business is located inside or outside of this state, who submits any written bid, proposal or reply documents is responsible for understanding and complying with the requirements of §287.084 Florida Statutes.

**33. CHARTER SCHOOLS:** Items or services awarded under this contract shall be made available to Charter Schools approved by the School Board. The School Board is not responsible or liable for purchases that may be made by Charter Schools.

## II. LICENSURE, INSURANCE AND LIABILITY

**1. OCCUPATIONAL LICENSE:** The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Franklin County or the State of Florida.

**2. WORKER'S COMPENSATION:** Bidders shall obtain and maintain during

the life of the contract Workers' Compensation Insurance in compliance with Chapter 440, Florida Statutes for all of his employees employed on the project. In case any work is sublet, bidder shall require subcontractors similarly to provide Workers' Compensation Insurance.

**3. LIABILITY:** Where bidders are required to enter or go onto School Board property to deliver materials, perform work or provide services as a result of a bid award, the bidder assumes full duty, obligation and expense of obtaining all necessary licenses, permits and insurance, and shall be fully responsible for its own negligent or willful acts or omissions.

**4. INSURANCE AND INDEMNIFICATION:** This General Condition is NOT subject to negotiation and any bid that fails to accept these conditions will be rejected as "non-responsive", unless bidder is entitled to sovereign immunity by action of the Florida Legislature. Each party agrees to be fully responsible for its acts of negligence, or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to the extent allowable pursuant to Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the School Board. Nothing herein shall be construed as consent by the School Board to be sued by third parties in any matter arising out of any contract. Bidder shall hold harmless and defend the School Board and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against the School Board by an employee of the named Bidder, any Subcontractor, or anyone directly or indirectly employed by any of them. The bidder's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this Contract or the bidder's limit of, or lack of, sufficient insurance protection.

**5. RISK OF LOSS:** The bidder assumes the following risks: (1.) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2.) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3.) all risks of loss or damage to any property received by the bidder or held by the bidder or its suppliers for the account of the School Board, until such property has been delivered to the School Board; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School Board, from the time of shipment thereof to bidder until redelivery thereof to the School Board.

**6. PUBLIC ENTITY CRIMES:** Pursuant to Florida Statute 287.133 a Bidder, person, or affiliate who has been placed on the convicted Vendors list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**7. PATENTS AND COPYRIGHTS:** Bidders agree to indemnify and save harmless the School Board, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this bid, and will assume the defense of any and all suits and will pay all costs and expenses thereto.

**8. AUDITS, RECORDS, AND RECORDS RETENTION:** The School Board or its representative reserves the right to inspect and/or audit all the Bidder's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised

with notice to the bidder to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement.

Documents/records in any form shall be open to the School Board's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the School Board and the Bidder.

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the School Board under this contract.
- B. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- C. Upon completion or termination of the contract and at the request of the School Board, the Contractor will cooperate with the School Board to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the School Board.
- E. Persons duly authorized by the School Board and Federal auditors, pursuant to Title 45, Code of Federal Regulations, Part 92.36 (I) (10), and Title 34, Section 80.36(i), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

### III. GOODS AND SERVICES

**1. WARRANTY:** The Contractor shall, and in addition to all other guarantees, be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the School Board, within 48 hours after receipt of notification of such faulty labor or workmanship. If the Contractor fails within 48 hours to correct defects, the Owner shall be entitled to have such work remedied and the Contractor shall be fully liable for all costs and expense reasonably incurred by the Owner. Payments in full or otherwise do not constitute a waiver of this guarantee. The guarantee period shall be effective for one (1) year after acceptance of the work by the School Board.

**2. PRICING:** All pricing submitted shall include all materials, and equipment (beyond what is provided by the District) required to perform the installation according to the specification. Pricing shall be all inclusive. For example, pricing shall include all required insurance, licenses, and bonds; overhead; profit; vehicles; and labor per hour and supervision. Pricing for labor provided in Bidder's response shall be inclusive of all labor regardless of day of week/time of day work is performed. Bidder may be required to work outside of normal school hours. School hours vary by site. The District reserves the right, at its sole discretion, to furnish equipment and materials for any and all jobs or work performed pursuant to this contract. **The FCSB is exempt from any taxes imposed by the State and/or Federal Government.** State Sales Tax Exemption Certificate No. 85-8013902330C-2 and Federal Employer Tax No. 59-6000611 appears on each purchase order. This exemption does not apply to purchase of tangible personal property made by

contractors who use the tangible personal property in the performance of contracts for the improvements of School District-owned real property as defined in Chapter 192 of the Florida Statutes.

**3. PRICE ESCALATION:** In the event of unforeseen circumstances that directly impact the pricing and/or servicing of this contract, the School Board reserves the right to negotiate the established bid price with the contractor at any time during the duration of this contract after completion of the initial contract term. Price negotiations will be at the sole discretion of the School Board.

The School Board may consider pricing increases of the bid item(s) if the following conditions occur:

- A. There is a verifiable price increase of the bid item(s) to the contract supplier.
- B. The contractor submits to the School Board, in writing, notification of price increases.
- C. The price increase shall be comparable to documented manufacturers' or distributors' price changes or changes in industry related indices.
- D. The contractor shall submit the above information to the Director of Purchasing thirty (30) calendar days prior to the effective date of the price increase. Requests for price increases may only be made after the first term of the contract.

When the contractor complies with the abovementioned conditions, the Director of Purchasing will review the information to determine if it is in the best interest of the School Board to adjust the pricing on the products bid, in conjunction with the contractor's effective date of price increase. The School Board reserves the right to deny any requests for price increases. The contractor must receive written notification from the Director of Purchasing that the School Board is in acceptance of the new prices before processing any orders with the new costs.

**4. QUANTITIES:** Specifications according to the Construction Documents herein.

**5. MOST FAVORED CUSTOMER STATUS:** The awarded bidder shall afford the School Board the most favored customer status for all items herein. Accordingly, if during the term of this contract, the contractor offers more favorable promotional or contract pricing to another entity for the same specification with similar quantities and conditions, the price under this contract shall be immediately reduced to the lower price. Additionally, if a current state of Florida contract, or other viable piggyback contract contains more favorable pricing for the same specification with similar quantities and conditions, the contractor will be afforded an opportunity to adjust its contract price to match that of the state of Florida contract. Should the contractor decline, FCSB reserves the right to purchase the item(s) from the state of Florida or alternate piggyback contract.

**6. TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and contractor's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.

**7. PURCHASING CARDS:** The School Board may choose to use a "Purchasing Card" for ordering of goods and materials or payment of invoices under this contract. The bidder, by submitting a proposal, agrees to accept this manner of payment and may not add additional handling charges or service fees to purchases made with the School Board's Purchasing Card(s). Refusal to accept this condition may cause the proposal to be declared non-responsive, or result in revocation of the contract, if already awarded. No third party payment, i.e. Pay pal will be considered.

**8. TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School Board upon receipt and acceptance at the destination indicated herein. Until acceptance, the Bidder retains the sole insurable interest in

the goods. (2) The shipper will prepay all transportation charges. The School Board will not accept collect freight charges. (3) No premium carriers will be used for the School Board's account without prior written consent of the Director of Purchasing.

#### IV. BIDDER REQUIREMENTS

**1. REFERENCES: Each Bidder is required to submit a list of three (3) trade references using the format on the attached "Trade Reference Form" Exhibit D.** The Bidder must be the prime contractor for each customer/contract referenced. All references shall be for work performed over the last year at commercial, multi-residential developments and/or institutional complexes for contracts of comparable size. Newly formed companies, corporations, joint ventures; etc. may use an incorporator as a referenced entity. Failure to provide verifiable references may result in the bidder not being considered for award. Unsatisfactory references may result in the bidder not being considered for award.

**2. LEVEL 2 SCREENING REQUIREMENTS:** The following provisions, which implement the requirements of School Board Policy 8475, Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 are included as additional terms and conditions of the contract:

##### **Finger Printing and Background Check:**

The bidder/contractor agrees to comply with all requirements of School Board Policy 8475 and Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 by certifying that any/all employees have completed the mandatory background screenings as required by the referenced policy and statutes and shall provide the School Board with proof of compliance. These certifications will be provided to the Franklin County School Board, Safety & Security Department in advance of the Bidder/contractor providing any/all services as required herein. The Bidder/contractor will bear the cost of acquiring the background screening required and any/all fees imposed by the Florida Department of Law Enforcement and or the School Board to maintain the fingerprints provided with respect to Bidder/contractor and its employees. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of these cited policies and statutes. The Bidder/contractor will follow procedures for obtaining employees background screening as established by the Franklin County School Board, Human Resources Department.

**Where:** Franklin County School Board – Human Resources Department  
85 School Road, Suite One  
Eastpoint, Florida 32328

**When:** Monday-Friday  
8:00 a.m. – 4:00 p.m.

**Point of Contact:** Karen Peddie @ 850-670-2810

FCSB Policy 8475 is subject to review and change. As a provision of this contract, if awarded, any changes made to this policy will automatically become a part of and be incorporated in this contract. It is the responsibility of the awardee(s) to be aware of any changes that may occur.

**3. RECIPROCITY OF FLORIDA SCHOOL I.D. BADGES:** If contractor has a Level II clearance registered with another Florida School Board, they may be able to obtain a Franklin County School Board vendor I.D. badge. Contractor should check with the Human Resources Department Fingerprint Services office to verify clearance and obtain a vendor I.D. badge.

**4. IDENTIFICATION:** All personnel employed by the bidder, including any subcontractor and subcontractor's employees when applicable, shall display at all times an identification badge which shall include the employee's name, the employer's name and either a physical description or a photograph of the employee. Employees without proper identification

shall not be permitted to work under the terms of this Agreement.

**5. CONTACT WITH STUDENTS:** No employees or independent contractors, material men, suppliers or anyone involved in any manner with projects resulting from this proposal shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School Board. Bidder/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this proposal.

**6. WEAPONS AND FIREARMS:** The School Board prohibits any contractor from possessing, storing, making, or using a weapon, including a concealed weapon, on School Board property and any setting that is under the control and supervision of the School Board as specified in School Board Policy 7217. Violations will be subject to the immediate termination of the contract.

**7. SMOKING AND TOBACCO PRODUCTS:** Smoking and the use of tobacco products are prohibited on school property, including all buildings and grounds. A fine may be assessed for the first offense and termination of the Agreement may be imposed for any second or additional offense.

**8. ATTIRE:** Proper attire shall be worn at all times.

- A. Shirts shall be worn awhile on school property at all times. (No tank tops or undershirts will be permitted).
- B. Clothing displaying nudity, obscene language, obscene symbols or pro-drug slogans is prohibited.
- C. Proper shoes to insure the individual's safety shall be worn at all times.

**9. INSPECTIONS AND TESTING:** The School Board will have the right to inspect and test any of the goods or services covered by this ITB. All goods or services are subject to the School Board's inspection and approval upon arrival or completion. If rejected, goods will be held for disposal at the bidder's risk. Such inspection, or the waiver thereof, however, will not relieve the bidder from full responsibility for furnishing goods or services conforming to the requirements of this Bid or the Bid Specifications, and will not prejudice any claim, right, or privilege the School Board may have because of the use of defective or unsatisfactory goods or service. All deficiencies noted by the School Board will be submitted to the contractor for correction within ten (10) calendar days after submission of deficiencies to the contractor. An additional inspection of the goods or service may be conducted to insure corrective action was taken.

**10. STOP WORK ORDER:** The School Board may at any time, by written notice to the Bidder stop all or any part of the work for this Bid award. Upon receiving such notice, the bidder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School Board may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the Bid terms and conditions.

- A. Materials or work are not in conformance with applicable codes, standards, School Board specifications and/or accepted practices.
- B. The contractor's activities result in damage to School board property.
- C. The contractor's activities interfere with the normal operation of the facility.
- D. Contractor's personnel are not properly licensed to perform the work or as it pertains to school facilities, the contractor's personnel have not received their Level II background clearances.
- E. Any other condition, situation, or circumstance, which in the opinion of the School Board Authorized Representative would be a detriment to the best interests of the School Board if allowed to

persist.

**11. SAFETY:** The bidder shall be responsible for instructing their employees in all safety measures. All equipment used by the bidder shall be free from defects or wear that may in any way constitute a hazard to any person or persons on School Board property. At no time shall equipment be operated without guards, shields, or other manufactures recommended safety accessories in place and functioning as intended by the manufacturer. All current OSHA safety standards shall be reinforced including, but not limited to, the following rules:

- A. All OSHA and Federal required safety equipment shall be installed and functioning on all equipment.
- B. All equipment shall be in sound working condition and must meet all OSHA Safety Standards. All workers shall be aware of and trained in the operation of all safety equipment required for this project.
- C. The Bidder shall ensure that employees are equipped with proper safety items such as glasses, hard hats, gloves, etc.
- D. All incidents on campus involving School Board property or personnel shall be reported to the Director of Maintenance Services Department and the Campus Administrator immediately upon occurrence.
- E. All debris shall be removed to an environmentally approved landfill or recycling center.

**12. EMERGENCIES:** In any emergency affecting the safety of persons and property, the awarded contractor shall act immediately to prevent threatened damage, injury or loss. Any emergency must be reported to an authorized School Board representative immediately and no later than twenty-four (24) hours from the time that the emergency is discovered by the contractor.

**13. DAMAGE TO SCHOOL BOARD OWNED PROPERTY:** Any damage to property, equipment, grounds, buildings, etc. that is caused by the awarded contractor will be reported to the School Board within twenty-four (24) hours of discovery. The awarded contractor will have ten (10) working days after report to present its written response to the claimed damages. The awarded contractor, upon approval by an authorized School Board representative, may make repairs that are deemed within its capability. The School Board reserves the right to make immediate repairs to correct damages that are safety hazards or that pose a detrimental effect to the School Board's operations. Costs of any replacement or repairs made by the School Board for damages caused by the awarded contractor shall be deducted from any monies due to the contractor. This shall not prevent the School Board from seeking damages should replacement/repair costs exceed the amount of monies owed to the awarded contractor. When requested, Bidder shall cooperate with any ongoing School Board investigation involving personal injury, economic loss or damage to The School Board's facilities or personal property therein.

**14. SUBCONTRACTING:** The awarded contractor(s) shall be the primary service provider(s) and shall perform all requested inspections and repairs. Subcontracting for these base services is not allowed.

- A. The School Board, for work where the contractor(s) are requested to perform additional services, may allow subcontracting.
- B. Any work or service to be performed by a subcontractor must have the prior approval of the School Board. The School Board reserves the right to reject any subcontractor. Rejection of any subcontractor shall not entitle the contractor to adjustment of bid prices. The contractor shall inform the School Board Authorized Representative prior to scheduling any subcontractor's visit to any School Board facility.
- C. Failure by the contractor to have a subcontractor approved by the School Board will not relieve the contractor of the responsibility to meet, comply with, and fulfill all of the terms and conditions of this Agreement.

- D. The contractor(s) shall be held fully responsible and liable for the supervision and performance of all work performed by subcontractors. The School Board shall not be responsible for resolution of disputes between the Bidder and any subcontractor.
- E. The personnel of all subcontractors shall meet all of the requirements as stated herein to include, but not limited to FCSB Policy 8475 and the Jessica Lunsford Act.

#### **15. ON-CAMPUS DIRECTIVES**

- A. Upon arrival and departure onto any School Board school campus, the contractor's employees shall enter their company information into the Visitor/Vendor Log Tool provided in the Administrative office of each campus.
- B. Contractor shall strictly limit its operations to the designated work areas and shall not permit any employees to enter any other portions of School Board property without School Board's expressed prior written consent.
- C. All employees shall enter and leave School Board facilities only through the ingress and egress points designated, from time to time, by The School Board.
- D. The contractor shall be responsible for the removal of all trash and debris occasioned by this contract. Failure to adhere to this requirement will result in the costs of the performance of this work by others being charged to the contractor.
- E. Any existing surface or subsurface improvements, including, but not limited to, pavements, curbs, sidewalks, pipes, utilities, footings, structures, trees and shrubbery, not indicated in the contract documents to be removed or altered, shall be protected by contractor from damage during the prosecution of any project. Any such improvements so damaged shall be restored by contractor to condition at least equal to that existing at the time of contractor's commencement of any project.
- F. Proper safety barricades, protective, and covering devices shall be used to divert traffic and protect personnel. Normal safety signs, necessary lighting and temporary fencing/barricades around work areas shall be installed and maintained in accordance with OSHA requirements while the work is in progress. Materials must be secured in accordance with OSHA regulations when not in use.

**16. BIDDER ACCESSIBILITY:** The successful bidder shall provide a liable and responsible representative to be accessible by a Franklin County toll free local telephone call during regular business hours. Local off-hours answering service for emergencies shall be available for bidder notification twenty- four (24) hours a day, seven (7) days per week, all year, including holidays.

**17. CONTACT PERSON:** The successful Bidder shall be notified of the name and phone number of the School Board contact person. Only the School Board contact person may authorize changes to the scope of work.

**THIS DOCUMENT IS CONTINUED ON THE NEXT PAGE**

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## V. INSTRUCTIONS TO BIDDERS AND SCOPE OF WORK

### **PURPOSE**

The Franklin County School Board (FCSB) requests sealed bids from prospective Bidders to provide electrical services according to the Franklin County School District Welding Classroom Electrical Equipment Construction Documents, dated September 7, 2018 specified herein.

The successful bidder/contractor will furnish, at their expense, all labor, materials, transportation, technical expertise, supervision, freight charges, licensing, permits, parts, and equipment necessary for electrical work in compliance with local, state, and federal regulations, National Electrical Code, 2017 edition and current SREF (State Requirements for Educational Facilities).

**Project Completion Date:** Within 30 days of board approval (anticipated March 28, 2019)

**DETAILED SPECIFICATIONS:** REFER TO CONSTRUCTION DOCUMENTS PAGE 12-17

### **MINIMUM QUALIFICATIONS**

- a) The Contractor shall hold an Electrical Contractors (EC) license issued by the State of Florida Construction Industry Licensing Board according to Florida State Statutes, Chapter 489. These licenses must be valid at the time of the bid opening. A copy must be provided with bid response. Contractor shall notify FCSB if any change occurs in regards to licenses.
- b) The Contractor must have successfully completed within the past five (5) years a minimum of five (5) commercial electrical projects where the contract amount was \$50,000.00 or more.
- c) The Contractor must complete the enclosed questionnaire, which will be used to evaluate capabilities to perform the work during the contract period. The questionnaire must be completed and contain sufficient and specific information which directly responds to the request. The School Board reserves the right to reject bids which do not provide sufficient information to evaluate the qualifications of the Contractor and where information provided does not demonstrate a proven past record (such as negative references, failure to complete projects, etc.).
- d) The successful Contractor shall have been in the Electrical business for minimum of five (5) years. The Contractor shall maintain for the life of the contract active certification by the State of Florida.
- e) The successful Contractor shall have the financial stability and security to absorb a payment of a "Net 30" basis upon Contractor's presentation of invoice after services are completed and accepted by the School District. Additionally, the successful Contractor must maintain the ongoing ability to finance purchase of supplies, services, rental of equipment, materials, equipment and compensate their personnel to meet the ongoing requirements set forth in this contract prior to receiving payment(s) from the School District.

### **BOND REQUIREMENTS:**

Bidders shall submit bid bonds or security equaling five percent (5%) of the base bid. Security shall be in the form of a certified check, cashier's check, Treasurer's check, or bank draft of any national or State bank.

**All questions pertaining to these general specifications should be submitted in writing to: Shannon Venable, Purchasing Agent**

**85 School Road, Suite One, Eastpoint, Florida 32328**  
850-670-2810 / svenable@franklin.k12.fl.us

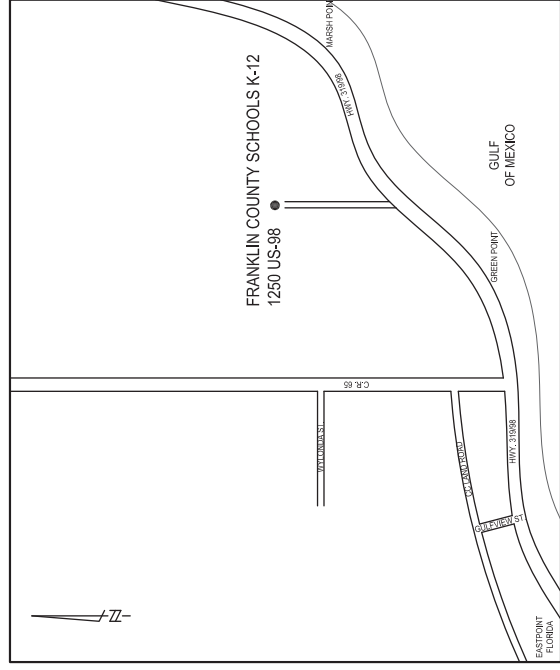




GUIDING STUDENTS TOWARD A BRIGHTER TOMORROW

# FRANKLIN COUNTY SCHOOL DISTRICT WELDING CLASSROOM ELECTRICAL EQUIPMENT

1250 HIGHWAY 98  
EASTPOINT, FLORIDA 32328



## CONSTRUCTION DOCUMENTS SEPTEMBER 7, 2018

To the best of my knowledge these drawings and the project manual are complete, and comply with the State Requirements for Educational Facilities.

C. Kevin Fleming PE

Index of Drawings:

E1.0	ELECTRICAL LEGEND, NOTES AND SCHEDULES
E2.0	ELECTRICAL NEW WORK PLAN
E3.0	ELECTRICAL DETAILS & DIAGRAMS
E4.0	ELECTRICAL SPECIFICATIONS
E4.1	ELECTRICAL SPECIFICATIONS

**McGinniss & Fleming  
Engineering, Inc.**

Mechanical • Electrical • Fire Protection • Plumbing  
820 East Park Ave - Suite I-200  
Tallahassee, Florida 32301

EB #05990

Set No. \_\_\_\_\_



ABBREVIATIONS	
AC	ABOVE CEILING, ABOVE CASEWORK, ALTERNATING CURRENT
AF	ABOVE FINISHED FLOOR
BF	BELOW FINISHED CEILING
CKT	CIRCUIT
EC	EMPTY CONDUIT (3/4" MINIMUM) WITH NYLON PULLWIRE
EM	EMERGENCY
EMCS	ENERGY MANAGEMENT CONTROL SYSTEM
ETR	EXISTING TO REMAIN
EX	EXISTING
FA	FIRE ALARM
GF	GROUND FAULT INTERRUPTER
IC	INTERCOM
J	JUNCTION
PIL	PANEL
R	RELAY
REF	REFRIGERATOR
SC	SPEED CONTROL
T	TRANSFORMER, THERMOSTAT
VSD	VARIABLE SPEED DRIVE
WP	WEATHERPROOF (NEMA 3R)

CEILING OUTLETS	
	LIGHTING FIXTURE - MOUNTING AND TYPE AS SHOWN IN FIXTURE SCHEDULE.
	SEE SCHEDULE FOR SPECIFIC REQUIREMENTS.

WALL OUTLETS	
	EMERGENCY LIGHT WITH BATTERY BACKUP
	DUPLEX RECEPTACLE, 20A, 125V, 2 POLE, 3 WIRE, MOUNT 4'-0" AFF. NEMA 5-20R.
	DOUBLE DUPLEX RECEPTACLE, 20A, 125V, 2 POLE, 3 WIRE, MOUNT 4'-0" AFF. NEMA 5-20R.
	DUPLEX RECEPTACLE, 20A, 125V, 2 POLE, 3 WIRE, WITH WEATHERPROOF-FLANGE COVER MOUNT 4'-0" AFF.
	SPECIAL RECEPTACLE - NEMA CONFIGURATION AS SHOWN ON FLOOR PLANS OR IN EQUIPMENT SCHEDULE - SHOWN NEMA 5-20R.

HOMERUNS TO PANELS	
	ARROW INDICATES CIRCUIT HOMERUNS IN CONDUIT
	L2A2.4
	NOTE: NUMBER OF HOMERUNS SHOWN ON THE PLANS ARE THE NUMBER OF HOMERUNS TO THE PANELS. ALL HOMERUNS ARE TO BE INSTALLED IN METAL CONDUIT. DO NOT RUN 2 CIRCUITS ON THE SAME PHASE IN ONE CONDUIT. CONDUIT STUBBED OUT ABOVE CEILING OR AS NOTED - PROVIDE BUSHING ON CONDUIT END. INDICATES CONTINUATION OF RUN SHOWN ON ANOTHER PLAN VIEW

GROUNDING	
	3/4" X 10'-0" GROUND ROD.
	JUNCTION BOX IN OR ABOVE CEILING
	JUNCTION BOX IN WALL - MOUNT 1'-0" UNLESS NOTED OTHERWISE.

SCOPING NOTES	
1.	FURNISH ALL LABOR, MATERIALS, EQUIPMENT AND INCIDENTALS REQUIRED TO COMPLETE ALL ELECTRICAL WORK AS SHOWN ON THE CONTRACT DRAWINGS.
2.	THE SYSTEM INCLUDES THE INSTALLATION OF A COMPLETE AND PROPERLY OPERATING ELECTRICAL SYSTEM. THIS SYSTEM REQUIRED CONSISTS BASICALLY OF, AND IS NOT LIMITED TO, THE FOLLOWING: • EXTEND THE DISTRIBUTION SYSTEM FOR POWER INCLUDING THE NECESSARY SERVICE ENTRANCE FEEDERS, BRANCH CIRCUITS, INSTALLATION OF AND CONNECTION TO DEVICES, PANELBOARDS, TRANSFORMERS, SWITCHES, AND ALL OTHER EQUIPMENT SHOWN, AND THE CONNECTION TO OTHER POWER LOADS THAT ARE SHOWN ON NEW. • EXTEND THE BUILDING GROUND SYSTEM AND PROVIDE SPECIAL GROUNDS AS INDICATED. • INSTALL OWNER FURNISHED CONDUCTORS FOR ALL CONTROL AND ANNUNCIATING DEVICES AS INDICATED ON THESE DRAWINGS.
3.	THE BIDDER SHALL INSPECT THE PRESENT JOBSITE CONDITIONS BEFORE PREPARING HIS BID. THE SUBMISSION OF A BID WILL BE CONSIDERED EVIDENCE THAT SUCH A VISIT AND INSPECTION WAS PERFORMED BY THE BIDDER AND THAT HE TAKES FULL RESPONSIBILITY FOR ALL FACTORS GOVERNING HIS WORK. THE ELECTRICAL WORK SHALL BE COMPLETE FULLY OPERATIONAL, AND SUFFICIENT IN EVERY WAY FOR THE SERVICE REQUIRED. DRAWINGS ARE GENERALLY DIAGRAMMATIC IN NATURE AND DO NOT SHOW ALL DETAILS, DEVICES AND INCIDENTAL MATERIALS NECESSARY TO ACCOMPLISH THEIR INTENT. THEREFORE IT SHALL BE UNDERSTOOD THAT SUCH DEVICES AND INCIDENTAL MATERIALS REQUIRED SHALL BE FURNISHED AT NO COST TO THE OWNER.

GENERAL NOTES	
1.	ALL WORK SHALL CONFORM TO THE NATIONAL ELECTRICAL CODE (NEC) (NFPA-70) (2014), AND THE FLORIDA BUILDING CODE 6-10 EDITION (2017).
2.	ALL CONDUCTORS SHALL BE INSTALLED IN METAL CONDUIT OR TUBING, CONDUIT FOR BURIAL IN SOIL OR UNDER CONCRETE SHALL BE PLASTIC, FLEXIBLE CONDUIT INSTALLED OUT-OF-DOORS IN ANY MECHANICAL EQUIPMENT ROOM, OR IN NORMALLY WET AREAS, SHALL BE LIQUID TIGHT FLEX WITH SUITABLE FITTINGS. CONDUIT SHALL BE RUN PARALLEL, AND PERPENDICULAR TO WALLS, JOISTS AND SUPPORTS.
3.	BRANCH CIRCUITS AND HOMERUNS SHALL BE #12 WIRE AND 3/4" CONDUIT MINIMUM, EVERY CONDUIT SHALL HAVE A GREEN GROUND WIRE (#12 MINIMUM).
4.	NO MORE THAN 3 PHASE CONDUCTORS SHALL BE INSTALLED IN ONE CONDUIT UNLESS NOTED OTHERWISE.
5.	PROVIDE BARRIERS BETWEEN ALL 277V SWITCHES MOUNTED UNDER THE SAME COVER PLATE WITH OTHER 277V SWITCHES ON DIFFERENT PHASES OR WITH 120V SWITCHES.
6.	MAINTAIN NEC MINIMUM CLEARANCE IN FRONT OF ALL SAFETY SWITCHES AND PANELBOARDS.
7.	ALL UNDERGROUND CONDUIT RUNS SHALL BE SEALED TO PREVENT THE ENTRANCE OF MOISTURE AND GASES.
8.	CONDUIT FOR LIGHTING AND OTHER CIRCUITS SHALL BE RUN OVERHEAD UNLESS NOTED OTHERWISE.
9.	WHERE RECEPTACLES ARE INDICATED TO BE EQUIPPED WITH GROUND FAULT INTERRUPTING CIRCUITRY, IT SHALL BE INTEGRAL TO THE DEVICE AND HAVE A TEST/RESET MECHANISM INTEGRAL WITH THE DEVICE. REMOTE TEST/RESET OR THE INTERMEDIARY OF ADDITIONAL RECEPTACLES UTILIZING OF SENSING OF A SINGLE RECEPTACLE IS NOT ACCEPTABLE.

LIGHTING FIXTURE SCHEDULE					
FIXTURE MARK	MOUNTING	LUMENS			DESCRIPTION
		NO.	WATTS	TYPE	
EHT	SURFACE 8'-0" AFF	2	25	MR-16 HALOGEN	EMERGENCY BATTERY PACK, WHITE POWDERCOAT/LOW PROFILE HOUSING, GALVANIZED STEEL BACK ENCLOSURE, TWO ADJUSTABLE HALOGEN LIGHTING UNITS, SELF DIAGNOSTIC BROWN OUT PROTECTION, TEST SWITCH, 12 (GUIDE: CHLORIDE E41254V2M1RDL)
F/T	SURFACE	29		LIGHT EMITTING DIODE 5000/K	4 LED WARM-WHITE W/WR VARIOUS PROFILE, GRAY OR HOUSING WITH CHAIN HANGER KIT AND CABLE CONNECTOR, CLEANABLE ACRYLIC CASKETED LENS, HIGH PERFORMANCE DRIVER, PHILIPS DWA E 51 L 859 4 UNV)


LIGHTING FIXTURE SCHEDULE NOTES	
1.	ALL FIXTURES AND ACCESSORIES ARE TO BE SUITABLE FOR OUTDOOR USE AND LISTED.
2.	SUPPORT FIXTURES FROM THE STRUCTURE.
3.	ALL EXIT SIGNAGE AND EMERGENCY UNIT EQUIPMENT SHALL BE SUITABLE FOR OPERATION AT 120 OR 277 VOLTS.
4.	MOUNTING HEIGHTS INDICATED ARE ABOVE FINISHED FLOOR UNLESS NOTED OTHERWISE.

POWER, PANELS & POWER EQUIPMENT	
	PANELBOARD 208 VOLT - SURFACE MOUNTED - SEE PANELBOARD SCHEDULE
	POWER DISTRIBUTION PANEL OR 480 VOLT - SEE PANELBOARD SCHEDULE
	MOLDED CASE CIRCUIT BREAKER
	STEP DOWN, DRY-TYPE TRANSFORMER - 18KVA INDICATED.
	TRANSIENT AND VOLTAGE SURGE PROTECTION DEVICE
	SURGE ARRESTOR

CIRCUITING AND BRANCH CIRCUITS	
	CIRCUITS SHOWN INDICATES #12 PHASE CONDUCTOR, #12 NEUTRAL & #12 GND-3/8" C, TO 20 AMP, 1 POLE BREAKER ON CIRCUIT NO. 3 IN PANEL L2A.
	INDICATES #12 PHASE CONDUCTORS, #12 NEUTRAL & #12 GND-3/8" C, TO 20 AMP, 1 POLE BREAKER ON CIRCUIT NO. 2 & 4 IN PANEL L2A.
	INDICATES 3 #12 PHASE CONDUCTORS, #12 NEUTRAL & #12 GND-3/8" C, TO 20 AMP, 1 POLE BREAKERS ON CIRCUIT NO. 2, 4 & IN PANEL L2A, ETC.
	INDICATES ALL CONDUCTORS ARE TO BE MINIMUM #10 GAUGE, CONDUIT PER NEC OR AS INDICATED.
	SHORTER TICKMARKS INDICATE 2 OR MORE PHASE CONDUCTORS, OR SWITCH LESS LONGER TICKMARKS INDICATE GROUNDING CONDUCTORS(S), QUANTITY AS SHOWN, NEUTRALS SHALL NOT BE SMALLER SIZE THAN PHASE CONDUCTORS UNLESS OTHERWISE INDICATED.
	INSULATED GROUNDING CONDUCTORS SHALL BE USED IN ALL CIRCUITS, SIZED IN ACCORDANCE WITH NEC ARTICLE 250.
	2#12, 1#12 GROUND SHALL BE RUN IN 1/2" CONDUIT, 4 OR MORE #12 CONDUCTORS SHALL BE RUN IN 3/4" C, OR AS REQUIRED BY NEC, LARGER THAN #12 CONDUCTORS SHALL BE RUN IN CONDUIT SIZED IN ACCORDANCE WITH NEC.
	CONCEALED OVERHEAD OR IN WALLS.
	CONCEALED IN OR BELOW FLOORS OR GRADE.
	EXPOSED SURFACE MOUNTED METAL RACEWAY.

PANELBOARD SCHEDULE	
FRANKLIN COUNTY SCHOOLS, Florida Eastpoint, Florida N2	
Panel WELDING SHIELTER	
Location	
Service 3 Phase 4 Wire	
480V/277V	
Main Bkr. 175 A	
Lugs Only - A	
10,000 AIC MVA at 240 Vabs	
60 Hz	
<input type="checkbox"/> Surface mounted panel <input type="checkbox"/> Flush mounted panel <input type="checkbox"/> 200% Neutral Bar <input type="checkbox"/> NEMA 3R ENCLOSURE	
REMARKS	
NEMA 3R ENCLOSURE WITH INTERNAL SHUNTING MECHANISM	

PANELBOARD SCHEDULE	
FRANKLIN COUNTY SCHOOLS, Florida Eastpoint, Florida N4	
Panel WELDING SHIELTER	
Location	
Service 3 Phase 4 Wire	
480V/277V	
Main Bkr. - A	
Lugs Only 400 A	
25,000 AIC MVA at 480 Vabs	
60 Hz	
<input type="checkbox"/> Surface mounted panel <input type="checkbox"/> Flush mounted panel <input type="checkbox"/> 200% Neutral Bar <input type="checkbox"/> NEMA 3R ENCLOSURE	
REMARKS	
NEMA 3R ENCLOSURE WITH INTERNAL SHUNTING MECHANISM	



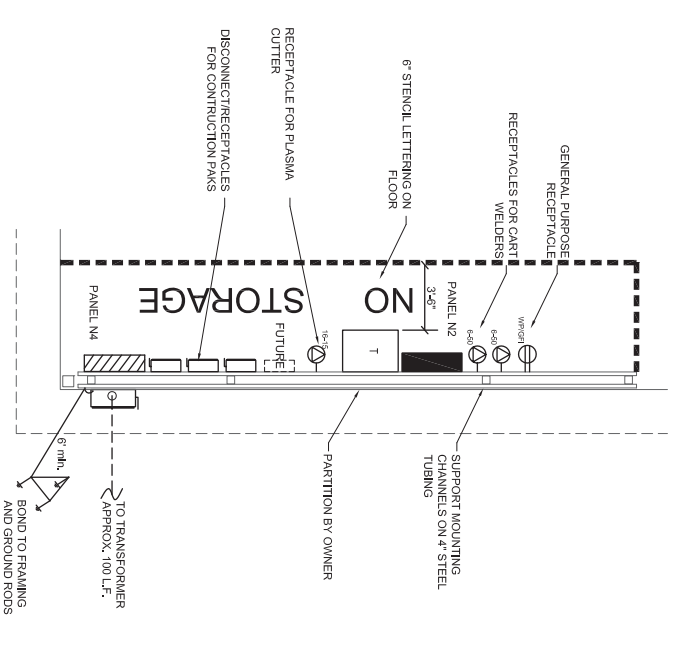
6032 Park Ave., Suite 200  
 Tallahassee, Florida 32303  
 EF #03900

**McGinniss & Fleming**  
 Engineering, Inc.  
*Mechanical - Electrical - Fire Protection - Plumbing*

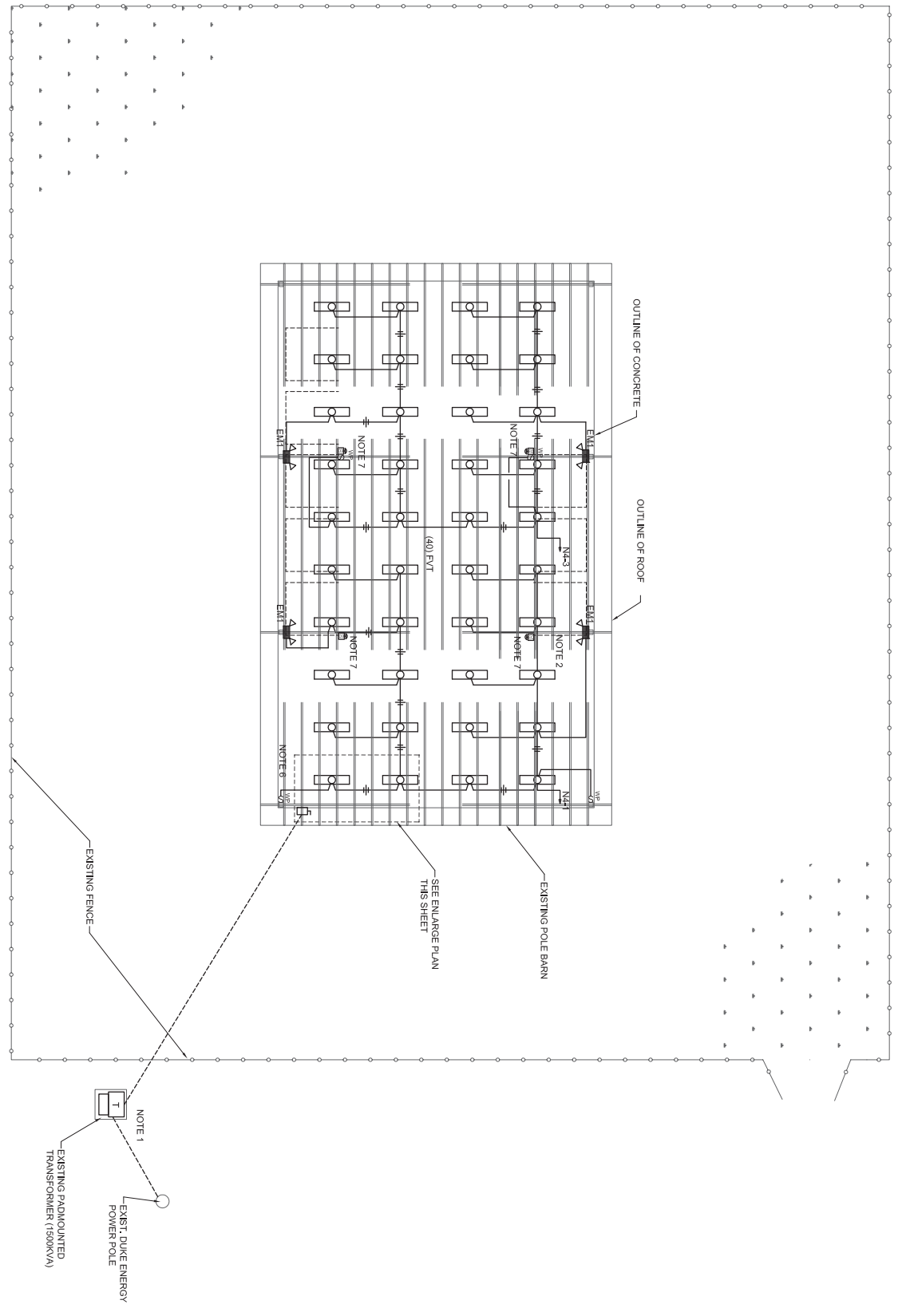
**FRANKLIN COUNTY SCHOOL DISTRICT**  
**WELDING CLASSROOM ELECTRICAL EQUIPMENT**  
 1250 Highway 98  
 Eastpoint, Florida 32328

DATE: SEPTEMBER 7, 2018  
 REVISED: \_\_\_\_\_  
 DESIGNED BY: \_\_\_\_\_ DRAWN BY: \_\_\_\_\_  
 CKF TEB

SUBMITTAL: CONSTRUCTION DOCUMENTS  
 SHEET TITLE: ELECTRICAL LEGEND, NOTES AND SCHEDULES  
 SHEET: **E1.0**  
 JOB NUMBER: 2018-18



**ENLARGE AREA SHOWING ELECTRICAL EQUIPMENT**  
SCALE: 1/4"=1'-0"



**WELDING CLASSROOM - ELECTRICAL PLAN**  
SCALE: 1/8"=1'-0"

- NOTES
- COORDINATE ALL UTILITY SERVICE WORK WITH DUKE ENERGY. ALL SERVICE WORK SHALL COMPLY WITH DUKE ENERGY SERVICE REQUIREMENTS MANUAL, FLORIDA EDITION. NOTIFY ONE WEEK PRIOR TO NEED FOR UTILITY CONNECTION. DENYME BUTLER 9504561-1979.
  - CONTRACTOR SHALL EXCAVATE FOR SERVICE FEEDER TRANSFORMER SECONDARY COMPARTMENT.
  - PROVIDE 6" MINIMUM COIL E.I.N. TRANSFORMER SECONDARY COMPARTMENT FINAL CONNECTION TO TRANSFORMER BY DUKE ENERGY. REQUIRED OUTAGE SHALL BE SCHEDULED WITH OWNER AND SHALL BE AFTER HOURS.
  - COMPACT BACKFILL AND RESTORE ANY TRENCHING REQUIRED. PROVIDE LOCATES IN ACCORDANCE WITH STATE REQUIREMENTS BEFORE BEGINNING WORK.
  - ALL METAL CHANNEL, HARDWARE AND CONNECTORS SHALL BE GALVANIZED STEEL. ALL EQUIPMENT SHALL BE WEATHERIGHT. NEMA 3R MINIMUM.
  - INSTALL EMERGENCY FEATURES TO SUPPORT COLUMNS
  - SWITCHES, OTHER SPACED PANELS, STRUCTURING PAD FOR DEVICES. USE WATERIGHT FLEX EXTENSION TO BOXES ATTACHED TO STRUCTURE TUBING.



**McGinniss & Fleming**  
Engineering, Inc.

McGinniss & Fleming - Electrical - Fire Protection - Plumbing  
3032 Red Bank Ave. - Suite 1, 200  
Tallahassee, Florida 32301  
Tel: 904.833.9900

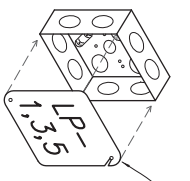
FRANKLIN COUNTY  
SCHOOL DISTRICT  
WELDING CLASSROOM  
ELECTRICAL EQUIPMENT

1250 Highway 98  
Eastpoint, Florida 32328  
DATE: SEPTEMBER 7, 2018  
REVISED:

DESIGNED BY: CKF	DRAWN BY: TEB
SUBMITTAL: CONSTRUCTION DOCUMENTS	
SHEET TITLE: ELECTRICAL NEW WORK PLAN	

SHEET:  
**E2.0**

JOB NUMBER: 2018-18



SQUARE DEVICE COVER

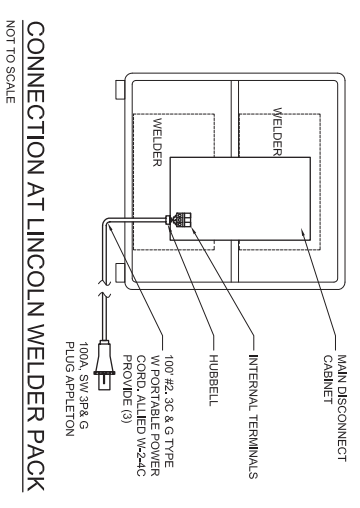
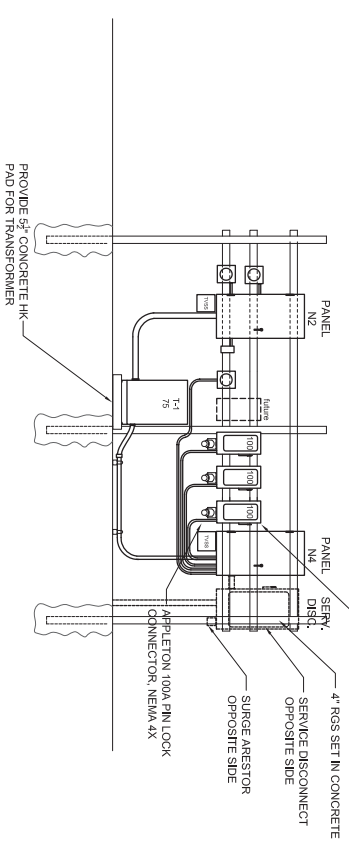
JUNCTION BOX IDENTIFICATION- EACH JUNCTION BOX COVER SHALL BE LABELED WITH A PERMANENT "NAMEPLATE" IDENTIFYING THE CIRCUITS TO IDENTIFY THE CIRCUITS WITHIN. FOR EXAMPLE, A JUNCTION BOX CONTAINING LIGHTING CIRCUITS 21, 23, 25 FROM PANEL 12A WOULD BE LABELED "12A-21,23,25".

ALL RECEIVERS LEAVING THE SERVICE ENTRANCE PANEL AND DISTRIBUTION PANELS SHALL BE CLEARLY MARKED AS TO THEIR IDENTIFICATION FOR EXAMPLE, A CIRCUIT CONTAINING CIRCUIT BREAKERS FOR PANEL 12A SHOULD BE MARKED "MP-5. EMPTY CIRCUITS SHALL BE MARKED "SHUNT".

ALL ENCLOSURES CONTAINING ENERGIZED COMPONENTS SHALL BE MARKED WITH WARNING LABELS IDENTIFYING HAZARDS SUCH AS WARNING 240 VOLTS, ETC. ARE ACCEPTABLE.

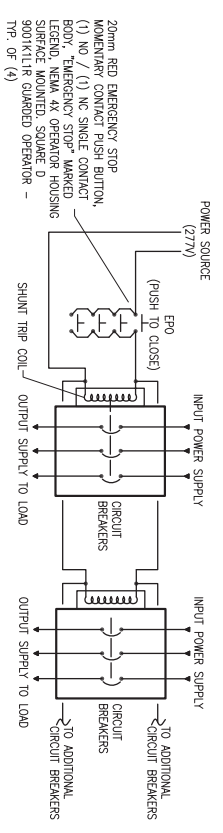


PORTABLE WELDER SUPPLY/DISCONNECT

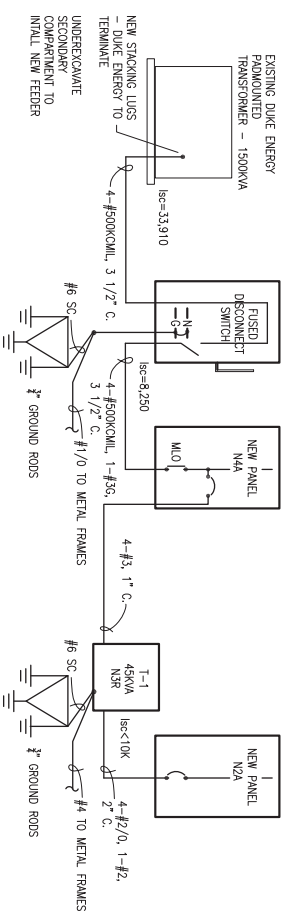


CONNECTION AT LINCOLN WELDER PACK

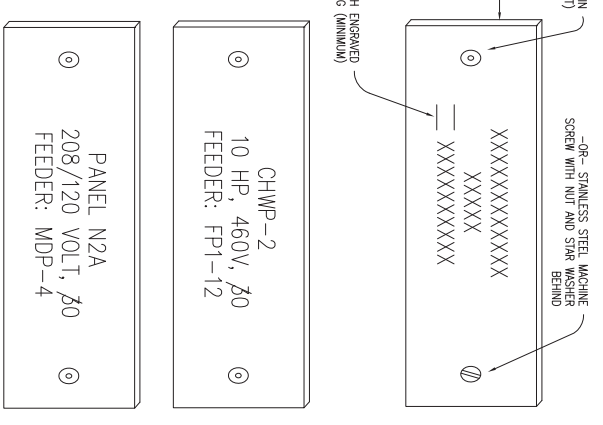
SHUNT TRIP WIRING DIAGRAM



POWER ONE-LINE DIAGRAM



NAMEPLATE DETAILS



EQUIPMENT IDENTIFICATION SHALL BE MADE USING ENGRAVED LAMINATED PLASTIC PLATES MOUNTED OVER LABELS WILL NOT BE ACCEPTABLE. NAMEPLATES SHALL BE MOUNTED ON THE OUTSIDE SURFACE OF THE EQUIPMENT.

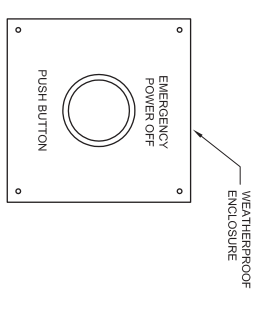
SERVICE ENTRANCE PANEL AND DISTRIBUTION PANELS SHALL HAVE EACH CIRCUIT IDENTIFIED AS TO CIRCUIT NUMBER, LOAD, AND ELECTRICAL CHARACTERISTICS OF LOAD. FOR EXAMPLE, A 5 HP, 208 VOLT, 3 PHASE, 70% WATER PUMP NUMBER 9 FEED FROM PANEL NO. 3 SHALL BE LABELED AS FOLLOWS WITH THE PLATE ATTACHED ADJACENT TO THE CIRCUIT:

MDP-4  
10 HP, 460V, 3Ø  
FEEDER: FP1-12

PANEL N2A  
208/120 VOLT, 3Ø  
FEEDER: MDP-4

PANEL 1P-4  
277/480V, 3Ø  
FEEDER: MDP-3

EMERGENCY POWER OFF SWITCH



- NOTES:
- WEATHERPROOF SWITCH
- RED LETTERING ON WHITE BACKGROUND
- RED MOMENTARY SWITCH RATED FOR 600V

NOT TO SCALE



McGinniss & Fleming  
Engineering, Inc.

Mechanical • Electrical • Fire Protection • Plumbing

502 East Park Ave. - Suite 1200  
Middletown, Florida 32661

BF #03590

FRANKLIN COUNTY  
SCHOOL DISTRICT  
WELDING CLASSROOM  
ELECTRICAL EQUIPMENT

1250 Highway 98  
Eastpoint, Florida 32328

DATE: SEPTEMBER 7, 2018

REVISED:

DESIGNED BY:	CKF	DRAWN BY:	TEB
SUBMITTAL: CONSTRUCTION DOCUMENTS			
SHEET TITLE: ELECTRICAL DETAILS			

SHEET: E3.0

JOB NUMBER: 2018-18





**GENERAL CONDITIONS**

**PART 1 - GENERAL**

**APPLICATION**

The work described hereunder shall be installed subject to the Contractual Conditions for the entire Specifications.

These provisions apply to all sections of these specifications unless specified otherwise in another section.

**DESCRIPTION OF WORK**

Furnish all labor, materials, equipment and hardware required to complete all electrical work as specified in the drawings and specifications. The system required consists basically of, and is not limited to, the following operating electrical system. This system required consists basically of, and is not limited to, the following:

- Furnish and install a new service lateral to the new installation. Extend the distribution system for power including the necessary feeders, branch circuits, installation of and connection to devices, panelboards, switches, etc. as indicated on the drawings and specifications.
- Install all electrical equipment and materials that are existing or new, provided by other contracts or the owner.
- Extend the building ground system and provide special grounds as indicated.

Refer to other parts of this specification for electrical requirements of factory installed motors, controllers, and other electrical equipment. The Contractor shall provide the manufacturer's nameplate and Electrical Drawings shall be governed by the edition of the Specifications.

The Bidder shall inspect the present jobsite conditions before preparing the bid. The submission of a bid shall be considered evidence that such a visit and inspection was performed by the bidder and that he takes full responsibility for all factors governing his work.

The electrical work shall be complete, fully operational, and suitable in every way for the service required. Drawings are generally diagrammatic in nature and do not show all details, devices and incidental materials necessary to accomplish their intent. Therefore, it shall be understood that such devices and incidental materials required shall be furnished at no cost to the Owner.

**RELATED WORK**

Drawings and general provisions of Contract, including General Conditions, Supplementary General Conditions, and Special Conditions sections apply to work specified.

**CONFORMANCE**

If the Contractor takes no exceptions to these Specifications in the Submitted Bid, the Contractor will be held totally responsible for failure to comply.

Any exception to the Specifications shall reference the affected paragraph(s) subject(s), and list benefit to the Owner.

The Owner reserves the right to have the Contractor replace installed material or equipment which does not comply with these Specifications at the Contractor's expense.

**SUBMITTALS**

Obtain approval before procurement, fabrication, or delivery of items to the job site. Submit manufacturers' data on the equipment listed below. Data shall be in the form of manufacturer's descriptive data sheets and engineering drawings and will be reviewed by the Engineer before materials and equipment are delivered to the work site. Review of the submittal by the Engineer is to check for general conformance to the design intent and will not relieve the contractor of the responsibility for the correctness of all dimensions, construction and the proper fitting of all parts of the work.

- Switchgear
- Flugs and Receptacles
- Lighting Fixtures
- Lighting Controls
- Circuit Breakers and Fuses
- Gutter and Trough

Submit manufacturers names and catalog numbers for the following materials:

- Conduit, Fittings, and Couplings
- Boxes and Fittings
- 600 Volt Wire and Cables
- Grounding Equipment

The Contractor shall thoroughly check the submittal for accuracy and conformance with the contract requirements. Submittals that do not conform to the contract requirements shall be returned to the Contractor's statement that they have been checked for conformity to the Specifications and Drawings. Submittals not so checked and noted will be returned without review.

Draw the entire electrical submittal to the Engineer complete and in one package. An incomplete submittal will be returned to the Contractor without review.

**EQUIPMENT SUBSTITUTIONS**

Substitutions that do not increase installation value will not be accepted.

Acceptance of the substitution as an equal will be the sole decision of the Engineer. Items of necessary coordination or review conflict from the documentation shall be grounds for rejection of the substitution. No cost increase to the Owner for any changes due to coordination will be considered.

**CODES, INSPECTION AND FEES**

Comply with the indicated edition of the following codes and ordinances, where specific edition is not indicated, comply with the latest published edition.

- NFPA 70 - 2014: The National Electrical Code
- NFPA 72 - 2011: The National Fire Alarm Code
- NFPA 101 - 2015: The Life Safety Code
- UL Standard 467: Electrical Grounding and Bonding Equipment
- UL Standard 508: Enclosures
- ANSI C2 - 1994 - The National Electrical Safety Code
- NEMA ICS 1 and 2, and IEEE 472
- NEMA ICS 3 and 4, and IEEE 473
- The Florida Fire Prevention Code 9th Edition
- State and Municipal Codes and Requirements
- State and Municipal Codes and Requirements

Obtain all permits required. Contractor shall pay all fees for permits and inspections.

**COMPLIANCE AND REVIEW**

Within two weeks of the awarding of the contract, and before any work is commenced, the Contractor shall meet with all local authorities having jurisdiction, review all materials and details of this project, and agree on any required revisions. A letter shall be forwarded to the Engineer listing the names, dates and place of such review and the revisions required. A copy of the letter shall also be sent to the reviewing authority.

The Contractor shall also meet with each service utility, and repeat the above procedure. A letter certifying each meeting shall also be written with the information as described above.

**GUARANTEES**

Equipment (excluding lamps): one (1) year from final acceptance by the Owner. Materials and labor: one (1) year from final acceptance by the Owner.

All equipment shall be warranted to be free from defects in workmanship, design and materials. If any part of the equipment should fail during the warranty period, it shall be replaced and the utility restored to service at no expense to the Owner.

In addition to the guarantee of equipment by the manufacturer the Contractor shall also guarantee such equipment for a period of one (1) year from final acceptance by the Owner. The Contractor's one (1) year

guarantee shall be for equipment, materials and labor.

The manufacturer's warranty period shall run concurrently with the Contractor's warranty period. No exception to this provision will be allowed.

Additional guarantee requirements specific to certain parts or assemblies or installations may be in the General and Special Conditions, or other Sections of these Specifications.

**PART 2 - PRODUCTS**

**EQUIPMENT AND MATERIALS**

Furnish materials or equipment specified by manufacturers name. Materials furnished shall be new, undamaged and packed in the original manufacturer's packing.

All equipment and apparatus shall bear the seal of approval of the Underwriter's Laboratory where testing and listing performance criteria has been established for like items.

Protect equipment and materials from mechanical and water damage during construction. Suitable storage facilities shall be provided. Equipment shall not be stored outdoors.

All items to be installed shall be free of rust and dirt. Damaged materials and equipment shall be replaced by the Contractor at no cost to the Owner.

All electrical panels, enclosures, raceways, conduit, and boxes shall be fabricated of metal unless indicated otherwise.

**EQUIPMENT AND MATERIALS STANDARDS**

Design and fabrication of electrical equipment and materials:

- The American National Standards Institute (ANSI)
- The American Society of Mechanical Engineers (ASME)
- The American Society for Testing and Materials (ASTM)
- The National Fire Protection Association (NFPA)
- The National Electrical Manufacturers Association (NEMA)
- The Occupational Safety and Health Administration (OSHA)
- The Underwriters Laboratories (UL)
- The National Fire Protection Association (NFPA)

Comply with the latest edition and revisions of these codes and standards.

**EQUIPMENT RATINGS**

Horsepower and wattages of equipment shown on the Drawings are estimated and comply with a certain basis of design. It is the Contractor's responsibility to coordinate with and turn proper connections to equipment subpanels and accept as equivalent to the basis of design.

Conduit, wire, disconnects, fuses, and circuit breakers shall be sized to suit the horsepower and wattage of equipment actually furnished. However, conduit, boxes, wire or disconnects shall not be sized smaller than shown on the Drawings.

**PART 3 - EXECUTION**

**QUALITY ASSURANCE**

Installers' Qualifications: At least three years of successful installation experience on projects with electrical work similar to that required for this project.

Manufacturer's Qualifications: Manufacturers regularly engaged in the manufacture of electrical components and equipment of the types and sizes required, whose products have been in satisfactory use in similar services for not less than five years.

Electrical work shall be performed by experienced persons skilled in the trade.

Work shall be supervised by a licensed journeyman or master electrician who shall be on the job site at all times while work is in progress.

Work shall be done neatly and in keeping with good practice and conventions of the trade. The electrical installers shall be of high quality, and of the performance level associated with top level commercial electrical installations as determined by the Engineer and the National Electrical Code.

**IDENTIFICATION**

Provide furnished identification tags for each panelboard, equipment enclosure and all other major pieces of equipment installed or modified as part of this contract.

Panelboards shall have two written directions with all leads thoroughly described for each circuit. Update existing panelboards and their directions to reflect new work.

**CLEANING AND PAINTING**

Clean all equipment and boxes thoroughly inside and outside at the completion of installation. Do not leave dirt and debris inside panelboard and equipment cabinets, device and junction boxes, etc.

**TESTS**

Contractor shall test all wiring for shorts, and all equipment for proper grounding before energizing. Equipment shall be thoroughly checked and adjusted for proper operation.

**END OF SECTION**



**McGinniss & Fleming**  
Engineering, Inc.

Mechanical - Electrical - Fire Protection - Plumbing

502 East Park Ave - Suite 1200  
Maitland, Florida 32751

BF #03500

**FRANKLIN COUNTY**  
**SCHOOL DISTRICT**  
**WELDING CLASSROOM**  
**ELECTRICAL EQUIPMENT**

1250 Highway 98

Eastpoint, Florida 32328

DATE:

SEPTEMBER 7, 2018

REVISED:

DESIGNED BY: DRAWN BY:

CKF TEB

SUBMITTAL:

CONSTRUCTION DOCUMENTS

SHEET TITLE:

ELECTRICAL

SPECIFICATIONS

SHEET:

**E4.1**

JOB NUMBER: 2018-18



### Bid Proposal Form

### Bid No. 2019-001 – Electrical Contractor for Franklin County School Welding Classroom

#### Vendor Acknowledgment and Approval

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature is required to be submitted with your bid in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the School Board of Franklin County for the purposes as proposed and as described herein. Please print and sign below where required.

Authorized Representative's Name/Title	Authorized Representative's Signature	Date
Company's Name	Telephone Number	FAX Number
Address	City	State      Zip Code
Area Representative	Telephone Number	FAX Number

DESCRIPTION	TOTAL COST
	\$
	\$
	\$
	\$
	\$
	\$

**PROJECT START DATE:** \_\_\_\_\_

**PROJECT COMPLETION DATE:** \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENT:** The undersigned also acknowledges the receipt of the following Addenda:

**ADDENDUM NO.** \_\_\_\_\_ **DATED** \_\_\_\_\_ **ADDENDUM NO.** \_\_\_\_\_ **DATED** \_\_\_\_\_

**ADDENDUM NO.** \_\_\_\_\_ **DATED** \_\_\_\_\_ **ADDENDUM NO.** \_\_\_\_\_ **DATED** \_\_\_\_\_

**EXHIBIT A**

**CONFLICT OF INTEREST CERTIFICATE**

Bidder **must** execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this bid proposal.

**SECTION I**

I hereby certify that no official or employee of the School Board requiring the goods or services described in these specifications has a material financial interest in this company.

_____	_____
<i>Signature</i>	<i>Company Name</i>
_____	_____
<i>Name of Official (Type or print)</i>	<i>Business Address</i>
	_____
	<i>City, State, Zip Code</i>

**SECTION II**

I hereby certify that the following named Franklin County School Board official(s) and employee(s) having material financial interest(s) (in excess of 5 %) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 47 Avenue F, Apalachicola, Franklin County, Florida prior to bid opening.

<b>Name</b>	<b>Title or Position</b>	<b>Date of Filing</b>
_____	_____	_____
_____	_____	_____

_____	_____
<i>Signature</i>	<i>Company Name</i>
_____	_____
<i>Name of Official (Type or print)</i>	<i>Business Address</i>
	_____
	<i>City, State, Zip Code</i>

**EXHIBIT B**

FRANKLIN COUNTY SCHOOLS

**APPLICATION FOR VENDOR STATUS**

(IRS W-9 Facsimile)

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

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP + 4: \_\_\_\_\_ - \_\_\_\_\_

REMITTANCE: NAME (if different from above): \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP + 4: \_\_\_\_\_ - \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

PLEASE CHECK APPROPRIATE BOX:  Individual/Sole Proprietor  S Corporation  C Corporation  Partnership  
 Other \_\_\_\_\_  LLC – Type (Check one)  C  S  P

TAX IDENTIFICATION NUMBER: \_\_\_\_\_ - \_\_\_\_\_ OR \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Federal Employer Identification Number Social Security Number

*Section 6109 of the Internal Revenue Service Code requires you to provide your correct TIN to persons, businesses, or agencies that are required to file information returns with the IRS. Purchase orders will not be issued to vendors who fail to provide a TIN.*

PLEASE INDICATE THE FOLLOWING: \*Minority Vendor?  Yes  No Male  Female

*\*If yes, certification required –  
(Please submit with form)*

Race: Caucasian:  Hispanic:  African American:  Asian:   
American Indian:  Other: \_\_\_\_\_

By: \_\_\_\_\_  
Signature Printed Name Date

FCSB site contact requesting vendor: \_\_\_\_\_  
Name Phone/Email

**NOTE:** ONLINE VENDOR REGISTRATION MAY BE COMPLETED AT ANY TIME AND IS **REQUIRED** UPON ACCEPTING BID AWARD.

Online vendor registration is located at:

<https://vrapp.vendorregistry.com/Vendor/Register/Index/franklin-county-district-school-board-fl-vendor-registration>



# EXHIBIT C

Form **W-9**  
(Rev. December 2014)  
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.**

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

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>													
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OR													
<b>Employer identification number</b>													
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**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

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

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
- By signing the filed-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
  2. Certify that you are not subject to backup withholding, or
  3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**EXHIBIT D**



**TRADE REFERENCE FORM**

**Bid No. 2019-001 – Electrical Contractor for Franklin County School  
Welding Classroom**

Please provide all requested information for each reference.

**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_

---

**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_

---

**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_

# EXHIBIT E



## CONTRACTOR QUESTIONNAIRE

### Bid No. 2019-001 – Electrical Contractor for Franklin County School Welding Classroom

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

1. Has Vendor been declared in default of any contract?  
 Yes       No
  
2. Has Vendor forfeited any payment of performance bond issued by a surety company on any contract?  
 Yes       No
  
3. Has an uncompleted contract been assigned by Vendor's surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations there under?  
 Yes       No
  
4. Within the past three years, has Vendor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?  
 Yes       No
  
5. Is Vendor now the subject of any litigation in which an adverse decision might result in a material change in the firm's financial position or future viability?  
 Yes       No
  
6. Is Vendor currently involved in any state of a fact-finding, negotiations, or resistance to a merger, friendly acquisition, or hostile take-over, either as a target or as a pursuer?  
 Yes       No
  
7. Within the next year, does Vendor plan any personnel reductions? If so, explain by attachment.  
 Yes       No
  
8. Within the next year, does Vendor plan any divestments? If so, explain by attachment.  
 Yes       No
  
9. Have you had any OSHA fines within the last three (3) year? YES \_\_\_\_\_ NO \_\_\_\_\_
  
10. Have you had any job site fatalities within the last five (5) years? YES \_\_\_\_\_ NO \_\_\_\_\_

## EXHIBIT F



### DRUG FREE WORKPLACE

Preference shall be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. Whenever two or more bids that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

**IDENTICAL TIE BIDS** – Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors have a drug-free workplace program.

A business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

VENDOR'S SIGNATURE: \_\_\_\_\_

**EXHIBIT G**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -LOWER TIER COVERED TRANSACTIONS**

*(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE FOLLOWING PAGE)*

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

Organization Name	PR/Award Number or Project Name
Name(s) of Authorized Representative(s)	Title(s) of Authorized Representative(s)
Signature(s)	Date

## INSTRUCTIONS FOR CERTIFICATION OF DEBARMENT

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

EXHIBIT H



SWORN STATEMENT – NEW CONTRACTS SWORN STATEMENT PURSUANT TO SECTION 1012.465, FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT

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 School Board of Franklin County, Florida (hereinafter "Board" or "School Board") by \_\_\_\_\_ (Print individual's name and title)

for \_\_\_\_\_ (Print name of entity submitting sworn statement)

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

and its Federal Employer Identification Number (FEIN) is \_\_\_\_\_ If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.

2. I, \_\_\_\_\_ am duly authorized to make this sworn statement (Print individual's name and title)

on behalf of: \_\_\_\_\_ (Print name of entity submitting sworn statement)

3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (hereinafter "The Act" or "Act") was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.

4. I understand that the Act amends the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or "contractual personnel" by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening," and further I understand the Act defines "contractual personnel" to include any vendor, individual, or entity under contract with the Board.

5. I understand that pursuant to section 1012.465, Florida Statutes as amended by the Act, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes.

6. I understand that as a \_\_\_\_\_ (Type of entity) (eg. a charter bus company) all contractual personnel, as defined in section 1012.465, Florida Statutes, must meet Level 2 screening requirements as outlined in sections 1012.32 and 435.04, Florida Statutes in order to do business with the School Board.

7. I understand that "level 2 screening requirements" as defined in sections 1012.32 and 435.04, Florida Statutes means that fingerprints of all contractual personnel must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.
8. I understand that the School Board has implemented Board Policy 8475 to comply with level 2 screening requirements, as defined in sections 1012.32 and 435.04, Florida Statutes. I understand that my company must comply with these local procedures as they are developed or amended from time to time.
9. I understand that any costs and fees associated with the required background screening will be borne by my company.
10. I understand that any personnel of the contractor found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), **shall not be permitted** to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds.
11. I understand that the failure of any of the company's or my affected personnel to meet level 2 screening standards as required by section 1012.465, Florida Statutes, may disqualify my company from doing business with the School Board.
12. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, AND 435.04 OF THE FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE SCHOOL BOARD OF FRANKLIN COUNTY, FLORIDA ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, AND 435.04, FLORIDA STATUTES.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_ is personally known to me  OR produced identification

by showing \_\_\_\_\_  
(Type of Identification)

Notary Public – State of \_\_\_\_\_ My commission expires on: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of Notary Public)



**EXHIBIT I**

**AFFIDAVIT FOR CLAIMING LOCAL PURCHASING PREFERENCE**

**Bid No. 2019-001- Electrical Contractor for Franklin County School  
Welding Classroom**

Proposer/Bidder/Quoter/Supplier affirms that it is a local or adjacent county business as defined by Policy #6450 of Franklin County Schools and the regulations thereto.

A Franklin/adjacent county vendor is a private independent vendor that has been licensed for at least six (6) months preceding the bid or proposal opening, as required by local, State, and Federal law to provide the goods, services, or construction to be purchased. The vendor must have a physical business address, staffed by at least one (1) person, in the geographical boundaries of Franklin County or in the adjacent counties of Gulf, Liberty, or Wakulla, Florida. The vendor, on a day-to-day basis, should provide to the School Board the needed goods and/or services substantially from the local business address. Post Office boxes are not verifiable and shall not be used for the purpose of establishing said physical address.

Please complete the following in support of the self-certification:

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *Phone* \_\_\_\_\_ *Fax* \_\_\_\_\_ *Email*

County: \_\_\_\_\_ Length of time at this location: \_\_\_\_\_ # of employees at this location \_\_\_\_\_

\_\_\_\_\_

State of FLORIDA

County of \_\_\_\_\_

Sworn to and subscribed before me, a Notary Public for the above State and County, on this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

\_\_\_\_\_  
*My Commission Expires*

## EXHIBIT J INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of **Bid No. 2019-001 – Electrical Contractor for Franklin County School Welding Classroom.**

The Vendor shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on behalf of the Vendor, whether or not due to or caused in part by the negligence or other culpability of the indemnities, excluding only the sole negligence or culpability of the indemnities. The following shall be deemed to be indemnities: The School Board of Franklin County, Florida and its members, officers and employees.

### INSURANCE

Prior to being recommended for award, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverage's may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverage's and limits shall meet, at a minimum, the following requirements:

1. **Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.**
2. **Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operation of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.**
3. **Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.**
4. **The School Board of Franklin County, Florida" must be listed as additional insured on all liability coverage's except Workers' Compensation.**

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

1. The company must be:
  - a. authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or
  - b. an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

or

2. With respect only to the Workers' Compensation insurance, the company must be:
  - a. authorized as a group self-insurer pursuant to Florida Statutes or
  - b. authorized as a commercial self-insurance fund pursuant to Florida Statutes

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to the School Board at a minimum of thirty (30) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of insurance must be delivered to the following address:

**Franklin County School Board  
Purchasing Department  
Attn: Shannon Venable,  
Director of Purchasing  
85 School Road, Suite One  
Eastpoint, Florida 32328**

**The name and address of Franklin County Public Schools, as shown directly above, must be listed as Certificate Holder on the Certificate of Insurance as well as clearly noted as "Additional Insured". The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract. Any questions and/or inquiries should be directed to Shannon Venable (850) 670-2810.**