

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA		INVITATION FOR BID	
SUBMIT BID TO: <i>See Bid mailing instructions on page 2</i>		Bidder Acknowledgement and Acceptance Form	
BID TITLE: CURRENCY TRANSPORT SERVICES		BID NO. 25-44	
DELIVERY F.O.B. DESTINATION: All Designated Schools and Centers		ISSUE DATE: May 15, 2025 PURCHASING DEPARTMENT PHONE/FAX # (352) 955-7582 / (844) 269-9018	
BID DUE DATE AND TIME: June 10, 2025 at 3:00 p.m. (EST)		BID OPENING: Purchasing Department	
A pre-bid meeting is scheduled N/A . This is a N/A meeting .			

The undersigned ("Bidder") hereby submits the following offer and attests that it understands, agrees to, and will abide by all terms, conditions, specifications, and instructions contained in the Invitation For Bid ("IFB"), inclusive of the contents of any Addenda hereto. Bidder agrees to be bound by a contract, the form of which will be provided by the School Board of Alachua County, to provide the materials and/or services described in this IFB. Further, Bidder attests that it has not divulged, discussed, or compared this offer with any other Bidder and has not colluded with any other Bidder in the preparation of this offer in order to gain an unfair advantage in the award of the pending contract. Finally, Bidder acknowledges that all information contained herein is subject to the Public Records Act, Chapter 119, F.S.

BIDDER NAME:

SIGNATURE OF OWNER OR
AUTHORIZED OFFICER/AGENT:

TYPED TITLE:

BIDDER MAILING ADDRESS:

AREA CODE/PHONE #	FAX #:
BIDDER EMAIL ADDRESS:	BIDDER WEB ADDRESS:
DATE:	EIN/FEDERAL TAX ID#:

PROOF OF E-VERIFY PARTICIPATION ENCLOSED (REF. ATTACHMENT A, ITEM 76: ☐ YES ☐ NO

SBAC personnel may choose to use a Visa™ purchasing card in place of a purchase order to make purchases under this IFB. Unless exception to this condition is checked below, Bidder, by submitting a Bid, agrees to accept the purchasing card as an acceptable form of payment and may not add additional service fees or handling charges to purchases made under this IFB using the purchasing card.

NO BID THE PROSPECTIVE BIDDER HEREBY SUBMITS A "NO BID" FOR THE REASON(S) NOTED BELOW:

- | | |
|---|--|
| <input type="checkbox"/> 1. Insufficient time to respond to the IFB | <input type="checkbox"/> 4. Our production/service schedule will not permit a response |
| <input type="checkbox"/> 2. Could not meet the specifications | <input type="checkbox"/> 5. Remove our name from this bid list only |
| <input type="checkbox"/> 3. Does not offer the product or service specified | <input type="checkbox"/> 6. Other _____ |

FAX THIS "NO BID" FORM TO (844) 269-9018. INCLUDE THE COMPANY INFORMATION REQUESTED ABOVE. FAILURE TO SUBMIT THIS FORM MAY RESULT IN BIDDER'S REMOVAL FROM SBAC'S ACTIVE BIDDERS LIST.

USE OF FEDERAL FUNDS: If SBAC intends to utilize Federal funds to make purchases using the contract formed as a result of this IFB, then one or more of the paragraphs listed below (ref. Attachment A, General Conditions, Instructions to Bidders) will be checked. Paragraphs not checked below do not apply to this IFB.

- ☐ Paragraph 66 ☐ Paragraph 67 ☒ Paragraph 68 ☒ Paragraph 69 ☒ Paragraph 70 ☒ Paragraph 71 ☒ Paragraph 72 ☒ Paragraph 73
☒ Paragraph 74

ADDITIONAL INFORMATION REGARDING THE SCHOOL BOARD OF ALACHUA COUNTY, INCLUDING SCHOOL AND DEPARTMENT ADDRESSES AND THE CURRENT SCHOOL YEAR CALENDAR, IS LOCATED AT WWW.SBAC.EDU. THE PURCHASING DEPARTMENT'S HOME PAGE IS ALSO LOCATED ON THIS WEB SITE AND INCLUDES ALL CURRENT BID OPPORTUNITES AND INFORMATION ON AWARDED CONTRACTS.

Bidder's sealed Bid must be received in the Purchasing Department on or before the date and time specified above. If sent via US Mail or express delivery carrier (UPS, FedEx, DHL, etc.), address Bid to:

School Board of Alachua County District Office Attn: Purchasing Department 620 East University Avenue Gainesville, FL 32601
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If delivered by hand, deliver Bid to the Purchasing Department located on second floor (Room 02-212) of District Administration Building at above address. Upon arrival at facility, sufficient time should be allowed to check-in at reception desk and arrive at Purchasing Department. Bids received by telephone, email, or facsimile transmission will be considered non-responsive.

Bids received after the specified date and time are late and will not be considered for award. Late Bids will be returned unopened to the Bidder. The responsibility for delivering Bids to the School Board of Alachua County Purchasing Department on or before the specified time and date is solely and strictly the responsibility of the Bidder. Bids delivered to any other School Board Department, School, or other administrative site will not be accepted. The official Purchasing Department time/date stamp clock will be used to determine on what date and at what time a Bid is received.

At this time a public opening of Bids received will be held. At a regularly scheduled meeting of the Board, the Bids as so opened, tabulated and evaluated as prescribed, and with the recommendation of the Superintendent of Schools of this county regarding them, shall be presented to the Board for its consideration. Any Bid accepted or contract awarded shall be to the low responsive and responsible Bidder meeting the requirements of law, State Board of Education rules, School Board policies, and the requirements set forth in this IFB.

Bid Package: Mark in lower left-hand corner of the envelope containing your Bid, **"IFB #25-44, CURRENCY TRANSPORT SERVICES", TO BE OPENED AT 3:00 P.M., JUNE 10, 2025.** Mark your company name and address on upper left-hand corner of the envelope. Bids will not be considered unless prepared in ink or typewritten and signed in ink. Sales tax is only applied to materials purchased directly by a prospective Bidder. In all other respects, the School Board of Alachua County is tax exempt.

This IFB, including the General Conditions, Instructions to Bidders–Supplies/Services, any Addenda issued hereto, and the following documents form a part of each Bidder's offer and by reference are made a part thereof:

- ☒ BIDDER ACKNOWLEDGEMENT AND ACCEPTANCE FORM
- ☒ SUBMITTALS CHECKLIST FORM
- ☒ CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS
- ☒ JESSICA LUNSFORD ACT – BIDDER AFFIRMATION FORM
- ☒ SMALL/MINORITY BUSINESS ENTERPRISE FORM
- ☒ INSURANCE CERTIFICATION FORM
- ☒ ATTACHMENT A - GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS – SUPPLIES/SERVICES
- ☒ ATTACHMENT B- GENERAL/TECHNICAL SPECIFICATIONS
- ☒ ATTACHMENT C- FORM OF PROPOSAL AND BIDDER QUESTIONNAIRE
- ☒ APPENDIX A- SERVICE SITE DIRECTORY

SUBMITTALS CHECKLIST

This checklist serves to provide the Bidder with a tool to ensure that its Bid contains all required submittals. Bidder shall ☒ each box in the “Verified” column to indicate that the item is included in its Bid. Bidder shall then include the completed checklist in its Bid.

Bidder shall submit one (1) original copy of Bid response only in the following order as indicated below. It is not necessary to return a copy of issued Bid in its entirety.

Verified	Submittal Description	Page Reference
<input type="checkbox"/>	Bidder Acknowledgement and Acceptance Form	1
<input type="checkbox"/>	Proof of E-Verify Participation Enclosed (see Attachment A, Item 76)	1
<input type="checkbox"/>	Debarment Form	5
<input type="checkbox"/>	Affidavit Regarding the Use of Coercion for Labor and Services	7
<input type="checkbox"/>	Jessica Lunsford Act Form	8
<input type="checkbox"/>	Small/Minority Business Enterprise Form	9
<input type="checkbox"/>	Common Carrier Insurance Waiver	10
<input type="checkbox"/>	Insurance Certification Form	11
<input type="checkbox"/>	Attachment C – Form of Proposal	33
<input type="checkbox"/>	Bidder Questionnaire	34
<input type="checkbox"/>	References	35-36
<input type="checkbox"/>	Required Submittals	31
REMEMBER TO CHECK THE PURCHASING WEBSITE FOR ANY ADDENDA THAT MAY HAVE BEEN ISSUED (www.sbac.edu)		

FAILURE TO SUBMIT ALL INFORMATION AS REQUESTED WITH BID RESPONSE MAY CAUSE BID TO BE DECLARED NON-RESPONSIVE.

This form is ☐ applicable to this IFB and **shall** be included in Bidder's Bid (Please reference Attachment A, Item 63 below).

This form is ☒ not applicable to this IFB and **shall not** be included in Bidder's Bid.

BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS FORM

(To be completed by each Bidder or Bid will be deemed Non-Responsive)

Name of Bidder: _____

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

INSTRUCTIONS: IF your principal place of business above is located within the State of Florida, provide the information as indicated above and return this form with your Bid. No further action is required.

IF your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your Bid.

NOTICE: Section 287.084(2), Florida Statutes, provides that "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."

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

(To be completed by the Attorney of the Out of State Vendor, Please Select One)

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

☐ The Bidder's principal place of business is in the State of _____, and it is my legal opinion that the laws of this state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in this state: **[Attach a document describing the applicable preference(s) and identifying the applicable state law(s)].**

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

(To be completed by the Attorney of the Out of State Vendor, Please Select One)

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

☐ The bidder's principal place of business is in the political subdivision of _____, and it is my legal opinion that the laws of this political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in this political subdivision: **[Attach a document describing the applicable preference(s) and identifying the applicable authority granting the preference(s)].**

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

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

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

Telephone Number of out-of-state bidder's attorney: (____) ____ - _____

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

Attorney's state of bar admission and bar/license #: _____



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

AD-1048

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. 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;
- B. 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 IFB #25-44 – CURRENCY TRANSPORT SERVICES
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 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 or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which 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 the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being 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 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 System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records 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.

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: _____

Vendor FEIN: _____

Vendor's Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Alachua County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____

JESSICA LUNSFORD ACT – BIDDER AFFIRMATION FORM

The School Board is required to conduct background screening of Bidders (including its employees, agents, and sub-contractors) that are contracted with the School Board (go to www.sbac.edu for finger printing and Level 2 screening procedures). Background screening includes submission of Bidder's fingerprints to the FDLE and FBI. The standards for screening depend on the nature of the work to be performed by Bidder.

- A. If Bidder's performance either **is** anticipated to result in direct contact with students, or will give Bidder access to or control of school funds, then the screening standard is that Bidder may not have been convicted of a crime involving moral turpitude. The School Board has defined "crimes involving moral turpitude" to include, but not be limited to the following: felony sexual-related crimes, felony child abuse crimes, murder, lewd and lascivious crimes, indecent exposure (if sexual in nature), and felony distribution or sale of controlled substances.
- B. If Bidder's performance **is not** anticipated to result in direct contact with students, then the screening standard is that Bidder may not have been convicted of any of the following offenses: Any offense listed in s. [943.0435](#)(1)(a)1., relating to the registration of an individual as a sexual offender; Section [393.135](#), relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct; Section [394.4593](#), relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct; Section [775.30](#), relating to terrorism; Section [782.04](#), relating to murder; Section [787.01](#), relating to kidnapping; Any offense under chapter 800, relating to lewdness and indecent exposure; Section [826.04](#), relating to incest; Section [827.03](#), relating to child abuse, aggravated child abuse, or neglect of a child.

"Convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld. Conviction of a similar offense includes, but is not limited to, a conviction by a federal or military tribunal, including courts-martial conducted by the Armed Forces of the United States, and includes a conviction or entry of a plea of guilty or nolo contendere resulting in a sanction in any state of the United States or other jurisdiction. A sanction includes, but is not limited to, a fine, probation, community control, parole, conditional release, control release, or incarceration in a state prison, federal prison, private correctional facility, or local detention facility.

Exemptions from fingerprint based background screening: If Bidder's work is non-instructional in nature, then Bidder may be exempt from the background screening requirements above if Bidder meets one of the following criteria: **1)** Bidder is under the direct supervision of a School Board employee or contractor or one or more Bidder employees who have had a criminal history check and meet the screening requirements under s. 1012.32, s. 1012.465, s. 1012.467, or s. 1012.56. "Direct supervision" means that a School Board employee or contractor or one or more Bidder employees is physically present with Bidder when Bidder has access to a student and the access remains in the School Board employee's or the contractor's or one or more Bidder employees' line of sight; **2)** Bidder is required by law to undergo a level 2 background screening pursuant to s. 435.04 for licensure, certification, employment, or other purposes and Bidder submits evidence of meeting the following criteria: a) Bidder meets the screening standards in s. 435.04, b) Bidder's license or certificate is active and in good standing, if Bidder is a licensee or certificate-holder, c) Bidder has completed the criminal history check within 5 years prior to seeking access to school grounds when students are present; **3)** Bidder is a law enforcement officer, as defined in s. 943.10, who is assigned or dispatched to school grounds by Bidder's employer; **4)** Bidder is an employee or medical director of an ambulance provider, licensed pursuant to chapter 401, who is providing medical transportation services; **5)** Bidder remains at a site where students are not permitted and the site is separated from the remainder of the school grounds by a single chain-link fence of 6 feet in height; **6)** Bidder provides pick-up or delivery services and those services involve brief visits on school grounds when students are present.

However, even if Bidder is an exempt as defined above, Bidder will be subject to a search of Bidder's name against the registration information regarding sexual predators and sexual offenders maintained by the FDLE under s. 943.043 and the national sex offender public registry maintained by the U.S. Department of Justice. There is no charge for this search.

Certification

By submitting a Bid in response to this IFB, Bidder swears and affirms under penalty of perjury that all of its employees, agents, and sub-contractors will comply with this form, the requirements of the Jessica Lunsford Act, SBAC's fingerprinting procedures, and the laws of the State of Florida. Failure to comply with this form, the Jessica Lunsford Act, SBAC's fingerprinting procedures, and the laws of the State of Florida shall constitute a material breach of the contract, and SBAC may avail itself of all remedies pursuant to law. Bidder agrees to indemnify and hold harmless the School Board, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to Bidder's failure to comply with this form, the Jessica Lunsford Act, SBAC's fingerprinting procedures, and the laws of the State of Florida.

NAME OF BIDDER	BID # AND TITLE
IFB #25-44 – CURRENCY TRANSPORT SERVICES	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

SMALL/MINORITY BUSINESS ENTERPRISE CERTIFICATION FORM

If applicable¹, Bidder represents that it is either a

☐ Small Business Enterprise, as defined in FS 288.703(1),

or a

☐ Minority Business Enterprise,

Please circle one or more as applicable

African-American

Hispanic American

Asian American

Native American

American Women

as defined in FS 288.703 (2) and (3), and that it has been certified by one of the following agencies as an MBE:

☐ State of Florida, Department of Management Services, Office of Supplier Diversity

☐ City of Gainesville Florida Small Business Procurement Program

☐ Alachua County Florida Equal Opportunity Division

What is the expiration date on your MBE certificate: _____

If you are not a small or minority business enterprise, but intend to subcontract a portion of the services or work described in this IFB to a small or minority business enterprise, please provide the following information:

	<u>Subcontractor Name</u>	<u>Small/MBE Designation (see above)</u>	<u>Estimated Dollar Value of Services</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

NAME OF BIDDER	BID # AND TITLE
IFB #25-44 – CURRENCY TRANSPORT SERVICES	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

¹ If Bidder is not a small or minority business enterprise and does not intend to subcontract a portion of the services or work described in this IFB to a S/MBE, then Bidder shall not execute this form.

COMMON CARRIER INSURANCE WAIVER REQUEST FORM

This waiver is ☒ applicable to the IFB. This waiver is ☐ not applicable to the IFB.

Bidder certifies that it will provide the commodities or products described herein in accordance with Attachment A, Item 53, and requests a waiver of the insurance requirements contained in the Insurance Certification Form.

If, at any time during the term of the contract and any renewal period, the conditions under which the waiver was granted change, Bidder shall immediately notify SBAC and submit proof of insurance in accordance with the Insurance Certification Form. Failure to provide timely notice or insurance as required herein shall constitute a breach of contract.

If Bidder requests a waiver from the insurance requirements stated herein, then the Insurance Certification Form shall not be included in Bidder's Bid.

NAME OF BIDDER	BID # AND TITLE
IFB #25-44 – CURRENCY TRANSPORT SERVICES	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

INSURANCE CERTIFICATION FORM

This form ☒ is applicable ☐ is not applicable to the IFB.

Bidder shall, at Bidder's sole expense, procure and maintain during the term of the Contract, at least the following minimum insurance coverage, which shall not limit the liability of the Bidder:

Applicable ☒ Not Applicable ☐

Workers Compensation – Coverage A

- **Statutory**
- **An exemption certificate from the State will be required if Bidder claims exemption from Workers Compensation Insurance**

Comprehensive General Liability

- **\$1,000,000 Each Occurrence**
- **\$1,000,000 Per Project Aggregate**
- **\$1,000,000 Products and Completed Operations Aggregate**
- **Premises Operations**
- **Blanket Contractual Liability**
- **Personal Injury Liability**
- **Expanded Definition of Property Damage**

Comprehensive Automobile Liability (Combined Single Limit)

- **\$1,000,000 Each Occurrence**

Applicable ☐ Not Applicable ☒ **Professional Liability Insurance - \$1,000,000 Each Occurrence**

Applicable ☐ Not Applicable ☒ **Pollution Liability Insurance - \$1,000,000 Each Occurrence**

Applicable ☐ Not Applicable ☒ **Umbrella/Excess Liability Insurance- \$1,000,000 Each Occurrence**

All policies of insurance shall be rated "A" or better by the most recently published A.M. Best Rating Guide and shall be subject to SBAC approval as to form and issuing company. SBAC shall be named as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) calendar days prior to Board action on the recommended contract award. Bidder shall furnish SBAC copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to SBAC."* **Bidder is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.** Receipt of certificates or other documentation of insurance or policies or copies of policies by SBAC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Bidder's obligation to fulfill the insurance requirements herein.

By signing this form, Bidder warrants and represents that it will provide the insurance coverage described above and acknowledges that SBAC is relying on the warranties and representations made by Bidder. If selected for contract award, Bidder shall submit the Certificate of Insurance prescribed above on Accord form 25 no later than five (5) calendar days prior to Board action on the recommended award. The Certificate of Insurance shall be sent to the Purchasing Department (By mail or express delivery to: 620 East University Avenue, Gainesville Florida, 32601; by hand to: Purchasing Department located on second floor (Room 02-212) of the District Administration Building at above address; by facsimile transmission to: 844.269.9018).

Company Name: _____ Date: _____

Authorized Signature: _____

Printed Name: _____ Title: _____

Inquiries regarding Bidder's insurance coverage and certificates should be addressed to:

Printed Name: _____ Title: _____

Phone #: _____ Fax #: _____

Email: _____

ATTACHMENT A

GENERAL CONDITIONS, INSTRUCTIONS TO BIDDERS – SUPPLIES/SERVICES

1. DEFINITIONS:

Invitation for Bids (IFB)-a formal request to prospective vendors soliciting bids, which contains the specifications or scope of services and all contractual terms and conditions.

Bid-an offer submitted by a prospective vendor in response to an invitation for bid (IFB).

Offer-a response to an IFB that, if accepted, would bind the vendor making the offer to perform the resulting Contract.

Bidder- an individual, firm, association, joint venture, partnership, syndicate, corporation, or group that submits a Bid in response to an IFB.

Responsive Bidder-a vendor who has submitted a Bid that conforms in all material respects to the requirements stated in the IFB.

Responsible Bidder-a Bidder who has the capability in all respects to perform fully the Contract requirements, and the experience, integrity, reliability, capacity, facilities, equipment, and credit that will assure good faith performance.

Lowest Responsible Bidder-the Bidder that submitted a responsive Bid at the lowest price of all the responsive Bids submitted, and whose past performance and financial capability is deemed acceptable.

Alternate Bid-a sealed Bid that intentionally deviates from the IFB specifications and is submitted by a Bidder for consideration by SBAC (see below).

Contract-The submission of a Bid constitutes an offer by the Bidder. Upon acceptance by School Board of Alachua County ("SBAC"), the Purchasing Department will issue a purchase order(s) for supplies, equipment, and/or services pursuant to the IFB. The Bidder's offer, the IFB document, and the corresponding purchase order(s) constitute the complete agreement between the successful Bidder and SBAC. Unless otherwise stipulated in the IFB documents, no other contract documents shall be issued or accepted.

2. ORDER OF PRECEDENCE: In the event of any inconsistency between Attachment A and the other documents that together comprise this IFB, such inconsistency will be resolved by giving precedence in the following order: (a) specifications or scope of services; (b) drawings; (c) special conditions; (d) Attachment A; (e) other documents, exhibits, and attachments; (f) the Purchase Order(s).

3. GENERAL BIDDERS INFORMATION: Interested Bidders are advised that SBAC will not, unless specified elsewhere in the IFB document, consider Bids that contain an escalation clause, nor may a successful Bidder seek an increase in price of the items awarded to them under this Bid.

It is understood that normal Bid processing time will be 30 - 60 days after the Bid opening date and that Bid prices will be firm through Bid processing time and delivery of items awarded via Purchase Order.

SBAC reserves the right in its sole discretion to waive any irregularities or minor technicalities in Bids received, reject any or all Bids, accept any part thereof, award to other than the low Bidder, award in the best interest of the SBAC, or cancel the IFB at its discretion.

A signed Bid shall be considered an Offer on the part of the Bidder, which Offer shall be deemed accepted upon approval by SBAC. In the event of a default by the Bidder after such acceptance, SBAC may take such action as it deems appropriate including legal action for damages or specific performance.

The successful Bidder shall give first priority to SBAC in the event of a hurricane, flood, or other natural disaster, or any event identified as an emergency by SBAC.

4. **BID OPENING:** Shall be public at the time and date specified elsewhere in this IFB. It is the Bidder's responsibility to ensure that the Bid is delivered at the proper time and place. Bids received after the date and time specified in the IFB will be returned to the Bidder unopened. Bids received by telephone, telegraph or facsimile transmission will be considered non-responsive.

5. **AWARD:** SBAC will award a Contract to the lowest responsive and responsible Bidder.

SBAC reserves the right to make award(s) on an individual, multiple, lump sum or low total basis. See also Item 62 below.

6. **WORK CONDITIONS/IFB EXAMINATION:** Bidders shall become familiar with any work conditions that may, in any manner, affect the work to be performed under the Contract and shall thoroughly examine and be familiar with the IFB requirements. The failure or omission of any Bidder to become familiar with local work conditions or to examine the IFB shall in no way relieve it of its obligations with respect to the IFB or the subsequent Contract.

7. **SILENCE OF THE SPECIFICATIONS:** The apparent silence of the IFB specifications as to any detail, or the omission from the specifications of a detailed description, concerning any point shall be construed as meaning that only the best commercial practices are to prevail and that only materials of the highest quality and correct type, size, and design are to be used. All interpretations of the specifications shall be made on the basis of this statement.

8. **ADDITIONAL TERMS AND CONDITIONS:** No additional terms and conditions included with any Bid shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this IFB, whether submitted purposefully through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists, warranties, or shipping documents. It is understood and agreed that only the terms, conditions, and specifications appearing in this IFB are applicable and in full force and effect. The Bidder's authorized signature appearing elsewhere in the IFB attests to this.

9. **MANUFACTURER'S NAME AND "OR EQUAL" PRODUCTS:** Unless expressly stated otherwise in the IFB, manufacturer's names, trade names, brand names, and catalog numbers listed in the specifications are for the purpose of establishing minimum acceptable levels of quality required by SBAC, and are not intended to limit competition. Unless expressly stated otherwise in the IFB, Bidders may offer any "or equal" product that meets or exceeds the specifications for any items contained herein. For "or equal" Bids, Bidders shall indicate on the Form of Proposal the manufacturer's name and product number proposed. Bidders shall submit with their Bids detailed information (cut sheets, product literature, diagrams, drawings, specifications, etc.) sufficient to allow SBAC to determine whether in fact the proposed "or equal" product(s) meets or exceeds SBAC's minimum requirements, as reflected in the specifications. It is the Bidder's responsibility to submit proof that the proposed "or equal" product does in fact meet or exceed the specifications.

This responsibility does not rest with SBAC. SBAC reserves the right in its sole discretion to determine whether or not the proposed "or equal" product(s) complies or does not comply with the minimum specification requirements. Bids that do not meet or exceed the requirements of the specifications will be deemed non-responsive and will not be further considered for award. If a Bidder fails to note the manufacturer and model number on the Form of Proposal, it will be assumed that it is bidding on the specified product(s).

SBAC reserves the right to request from Bidders separate manufacturer certification of all statements made in the Bids.

10. TIE BIDS: shall be resolved in accordance with Board Policy 6320, section titled "Identical Low Bids."
11. FORM: Bids must be typed or printed in ink on the form contained in or prescribed by the IFB and shall bear the original signature and name of the company employee authorized to execute Contracts on behalf of their firm.
12. COMMUNICATION WITH SBAC EMPLOYEES: Prior to the IFB due date and during evaluation of Bids by SBAC, communication with SBAC employees other than the Purchasing Agent regarding the IFB and the contents therein is prohibited, and shall constitute good cause for disqualifying a Bidder. The Purchasing Department shall issue any material instructions, interpretations, or directions regarding the IFB in writing.
13. CONFLICT OF INTEREST: Contract award is subject to the provisions of 112, F.S. Bidders must disclose with their Bid the name of any officer, director, or agent who is also an employee of SBAC. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, an interest of 5% or more in the Bidder's firm or any of its branches.
14. LOBBYING: BIDDERS ARE HEREBY ADVISED THAT THEY ARE NOT TO LOBBY WITH ANY SBAC PERSONNEL OR BOARD MEMBERS REGARDING THIS BID. ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED TO AND PROCESSED BY THE PURCHASING DEPARTMENT.

LOBBYING IS DEFINED AS ANY ACTION TAKEN BY OR ON BEHALF OF ANY BIDDER INTENDED TO DIRECTLY OR INDIRECTLY INFLUENCE THE GOVERNMENTAL DECISION OF A BOARD MEMBER OR SBAC PERSONNEL AFTER BID ADVERTISEMENT AND PRIOR TO THE BOARD'S VOTE ON THE AWARD OF THIS CONTRACT.

ANY BIDDER WHO IS ADVERSELY AFFECTED BY THE RECOMMENDED AWARD MAY FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES.

VIOLATION OF THIS PARAGRAPH WILL RESULT IN DISQUALIFICATION OF THE BIDDER.
15. COLLUSION: The Bid shall be made without any previous understanding, agreement, or connections with any persons, firms, or corporations making a Bid on the same items and shall be in all respects fair and in good faith without any outside control, collusion, or fraud.
16. INTERPRETATION OF BIDDING DOCUMENTS AND ADDENDA: No interpretation of the meaning of the IFB documents, and no correction of any apparent ambiguity, inconsistency or error therein, will be made to any Bidder orally. To be enforceable, all requests for interpretation, correction, or clarification of the IFB documents shall be made by Bidders no later than 72 hours (weekends, holidays not included) prior to the IFB due date and time. All such requests must be in writing and received by SBAC Purchasing Department no later than 72 hours (weekends, holidays not included) prior to the IFB due date. Following review of such requests by the Purchasing Department, any necessary interpretations and supplemental instructions will be in the form of written Addenda to the IFB documents. Only the interpretation or correction so given by the Purchasing Agent or his authorized designee, in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret, the IFB documents. Bidders should address any questions regarding this Bid to SBAC Purchasing Department, at A/C 352-955-7582.

It is the responsibility of the Bidder to frequently check the SBAC Purchasing website at www.sbac.edu/~purchase/bidop.htm to ascertain if any addenda have been posted, to obtain all such addenda, and to return or acknowledge all addenda as required by the IFB documents.
17. LINE ITEM BID CORRECTIONS: The use of correction fluid or erasures to correct line item Bid prices and/or quantities is not acceptable. Corrections must be made by striking through the incorrect information, writing the correct information next to the strikeout, and initially all changes. Correction fluid or erasure corrected Bids will be considered non-responsive for the corrected items only.
18. BIDDER'S ERRORS: Where unit price and total price cannot be reconciled, the quoted unit price shall govern. Where numerical price and written price cannot be reconciled, the written price shall govern.
19. BID WITHDRAWAL, CORRECTION: Prior to the date and time of the public Bid opening specified in the IFB, Bidders may withdraw or correct Bids. No withdrawal or correction will be permitted after the IFB Bid opening date and time.

A request for Bid withdrawal must be in writing, addressed to SBAC Purchasing Agent, and containing the legally binding signature of the Bidder desiring to withdraw the Bid. A verbal request to withdraw a Bid will not be accepted. A Bid withdrawal request must be received in sufficient time for the Purchasing Department to effect the withdrawal.

A potential Bidder desiring to correct or amend its Bid must do so by replacing the Bid package currently in the Purchasing Department's possession with a new Bid package, which must meet the requirements of the IFB and be properly sealed and identified in order to be considered for award. An amended or corrected Bid package must be accompanied by a letter requesting that it be substituted for the Bid currently in the possession of the Purchasing Department, must be addressed to SBAC Purchasing Agent, and contain the legally binding signature of the Bidder desiring to correct or amend its Bid. Such a request must be received in sufficient time for the substitution to be made.
20. ONE PRICE ONLY: Bidders shall submit only one price for each product or service listed. If multiple prices are proposed for any single product or service, the Bid will be rejected for that item only.
21. ALTERNATE BID: shall be clearly identified as such on the outside of the Bid package by using the term "ALTERNATE BID" (see page two for additional packaging instructions). If an Alternate Bid is accepted, SBAC will cancel the current procurement and develop a new IFB using as the basis for its specifications the product and/or services contained in the Alternate Bid. Sole source Alternate Bids will typically not be considered by SBAC.
22. BUDGETARY LIMITATIONS: SBAC reserves the right to reject any item or items and/or increase or decrease quantities as required due to budgetary limitations. SBAC also reserves the right to issue Purchase Orders on Bid prices for delivery through the effective date of the Bid.
23. QUANTITY ESTIMATES: Quantities shown are estimated amounts only and are presented to assist Bidders in the development of their Bids. Actual quantities of purchase may be more or less than the amounts shown. Unless specifically addressed and authorized elsewhere in the IFB, minimum cost or quantity order requirements are not allowed. Bids received that have minimum order or cost requirements will be considered non-responsive for the qualified item or lot only, and shall be considered for award for any other items Bid that are responsive in accordance with the requirements of the IFB.
24. SAMPLES: If required, samples submitted by the Bidder, unless elsewhere indicated in this IFB, shall become the property of the SBAC. Samples shall be provided at no cost to the SBAC. Samples must be sealed in a closed envelope, box, or other packaging in such a manner that the sample itself cannot be viewed until the sealed package is opened. The sealed package must be labeled with the IFB number, IFB title, and the IFB opening date and time.

Unless otherwise specified, all samples must be submitted to the Purchasing Department.

25. **CONDITION OF PRODUCT/SERVICES:** Unless addressed elsewhere in the IFB, all specified products contained in each Bid shall be new, the latest model manufactured, first quality, carry the manufacturer's standard warranty, and meet or exceed the specifications. Used, re-manufactured or reconditioned product, unless specifically authorized elsewhere in the IFB, will not be considered. Any Bidder proposing such items will be deemed non-responsive.

At any time subsequent to Contract award, SBAC reserves the right to have the product tested for compliance with the specifications by qualified in-house staff or a qualified independent testing laboratory. In the event the product fails the test, the successful Bidder shall replace the defective product(s) at its sole expense, and shall reimburse SBAC for all material and labor costs, if any, associated with installing the non-conforming products.

In accordance with the IFB, Bidder shall perform all services in a thorough, efficient, and professional manner promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. If all or any part of the services is found by SBAC to be defective (regardless of whether or not payment for such services has been made by SBAC to Bidder) for reasons attributable to Bidder, Bidder shall refund that portion of compensation made by SBAC for that aspect of the services found to be defective or, at the sole discretion of SBAC, shall reperform the defective services at no cost to SBAC.

26. **FAILURE TO ENFORCE PERFORMANCE:** The waiver by SBAC of any breach or the failure by SBAC to enforce at any time, or for any period of time, any of the terms and conditions of the Contract, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of the Contract and shall not be construed to be a waiver of any provision, except for the particular instance.

27. **FLORIDA STATE CONTRACTS, "SNAPS" AGREEMENTS, FLORIDA DEPARTEMNT OF EDUCATION CONTRACTS; OTHER CONTRACTS:** if a Bidder currently holds a contract with the State of Florida, Department of Management Services, Division of Purchasing or the Florida Department of Education, to supply the products or services described in this Bid, the Bidder shall quote not more than the prices listed in these approved contracts. Failure to comply with this request may result in disqualification. The purchasing department reserves the right to reject all Bids and purchase from State contracts, SNAPS Agreements or FDOE contracts, if it is in the best interests of SBAC to do so.

SBAC further reserves the right to utilize any other District contract, any contract awarded by any other city or county governmental agencies, any other school board, any other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per SBAC policy and/or State Board Rule 6A-1.012(6) in lieu of any Bid received as a result of the IFB, if it is in its best interests to do so.

28. **EVALUATION CRITERIA:** In addition to evaluation criteria that may be specified elsewhere in the IFB, unsatisfactory performance by a Bidder on previous Contracts with the SBAC, or with other State or local governments, will be considered during evaluation and may be sufficient cause not to award.

29. **BIDDER REPRESENTATIONS AND QUALIFICATIONS:** Bidder warrants and represents itself to be experienced and an expert in the furnishing of goods and/or services described in the IFB. By submitting a signed Bid, Bidder acknowledges that SBAC is relying on the representations and warranties made by the Bidder.

30. **DISPUTE:** With respect to a protest of the specifications contained in an IFB, the notice of protest shall be filed in writing within seventy-two (72) hours after posting of the IFB on the Purchasing Department's Bid Opportunities web page, and a formal written protest shall be submitted within ten (10) calendar days after the date of filing the notice of protest, for the protest to be considered.

Bid tabulations with recommendations will be posted on the Purchasing Department's Bid Opportunities web page. Any Bidder who disputes the Contract award recommendation of any Bid shall file a notice of protest in writing within seventy-two (72) hours of the Bid tabulation posting and submit a formal written protest within ten (10) calendar days after the date of filing the notice of protest.

The formal written protest shall state with particularity the facts and Law upon which the protest is based. Failure to file a protest within the prescribed time, in accordance with 120.57(3), F.S. and in accordance with the procedures set forth in Paragraph 31, shall constitute a waiver of proceedings under Chapter 120, F.S. After the seventy-two (72) hours and ten (10) calendar days have passed without protest, the Board will not consider any protest as being valid. Any notice of protest or formal written protest of the specifications or contract award recommendation shall be filed with the Purchasing Agent.

31. **BID TABULATIONS:** Bid tabulations with recommendations will be posted on the Purchasing Department's Bid Opportunities web page and will also be available for review in the Purchasing Department.

32. **NOTIFICATION OF AWARD:** Unsuccessful Bidders will not receive notification of award. Bid tabulations with recommendations will be posted on the Purchasing Department's Bid Opportunities web page.

33. **DELIVERY:** Unless elsewhere specified, delivery shall be F.O.B. Destination SBAC, with title passing to the School Board of Alachua County upon receipt and acceptance of the goods and/or services.

Time is of the essence. Delivery and/or service completion dates contained in the IFB, or proposed by the successful Bidder and accepted by SBAC, shall be firm. The Purchasing Department must approve in writing any deviation from the Contracted delivery and/or service completion dates. Failure to complete the Contract within the time agreed upon or cancellation of any item(s) awarded may result in termination of the Contract and debarment of the Bidder from doing business with SBAC.

34. **TAX EXEMPTIONS:** SBAC is exempt from any taxes imposed by the State and/or Federal Government (State Sales Tax Exemption Certificate No. 85-8012621709C-5 and Federal Tax ID #59-60005000). 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 SBAC real property as defined in F.S. 192. Tax exemption certificates.

35. **SAFETY STANDARDS:** At a minimum, Bidder warrants that the supplies/services provided to SBAC shall conform in all respects to the standards set forth in the Occupational Safety and Health Act 1970, as amended, and the failure to comply with this condition will be considered a breach of the Contract.

Bidder will also observe and comply with all safety requirements mandated by Board policy, as well as any specific school and department practices. Failure to comply with these minimum safety requirements will be considered a breach of the Contract. Further, the Bidder may be disbarred from participating in any IFB, Request for Quotation, and other purchases of goods and services made by SBAC for a period of 12 months.

36. **MATERIAL SAFETY DATA SHEETS:** Any items Bid that contain substances found on the current State of Florida Toxic Substances List must include with shipment the appropriate Materials Safety Data Sheets (MSDS), in accordance with F.S. 442.106.

37. **INSPECTIONS:** All goods and/or services are subject to inspection after receipt at destination. Items or services that deviate from the specifications or otherwise fail to conform to the requirements of the IFB will be returned and/or re-performed at the Bidder's risk and expense.

38. **FACILITY INSPECTION:** SBAC reserves the right to inspect or have its representatives inspect the Bidder's facilities, including those of its subcontractors, if any, at any reasonable time.
39. **BIDDER PERSONNEL:** Bidder shall have an adequate number of qualified personnel, who are thoroughly trained and experienced in accordance with industry standards and the requirements of the IFB, to provide the goods and/or services described herein.

Personnel performing services on any SBAC site shall be permanent (full or part-time) employees of the Bidder, unless written permission to use temporary employees is provided by the Purchasing Agent or their designee, who are 18 years or older and who have not been convicted of a felony or first degree misdemeanor. Any Bidder employee involved in any F.S. 435 (Employment Screening) offenses is precluded from working or continuing to work site and shall be replaced. Failure to comply with this requirement may result in Contract termination at the sole discretion of SBAC. Lack of knowledge by Bidder will in no way relieve Bidder from its responsibilities hereunder.

Personnel performing services on any SBAC site shall adhere to SBAC rules and regulations regarding appropriate attire, prohibition of smoking, usage of proper language, prohibition of use and possession of controlled substances and alcoholic beverages, including tobacco and tobacco products, prohibition of the possession of fire arms – either on their person or in their personal or company-owned vehicle, and any other restrictions that may apply.

When accessing any SBAC site, Bidder shall notify department or school personnel and follow customary sign-in procedures. All Bidder personnel shall wear clothing identifying them as an employee of the Bidder (name/logo) and have in their possession at all times a form of picture identification (drivers license, company ID card), which shall be presented immediately upon request of SBAC personnel.

40. **DELIVERY NOTICE:** Unless specified elsewhere, the successful Bidder shall notify SBAC forty-eight (48) hours prior to delivery of product or services provided pursuant to the IFB to ensure availability of receiving personnel. SBAC reserves the right of refusal at delivery location if such prior notice has not been received.
41. **INVOICES:** Unless specified elsewhere, invoices shall be submitted in accordance with one of the following options: Hard copy, in duplicate, to SBAC at Accounts Payable Department, 620 East University Avenue, Gainesville, FL 32601, or via email to accountspayable@gm.sbac.edu. All invoices shall, at a minimum, include the following:

- ✓ IFB #;
- ✓ Purchase Order #;
- ✓ Description of goods and/or services, including quantities;
- ✓ Awarded unit price(s) and extended total(s)

Payment shall be made for goods and/or services provided in accordance with the IFB, completed in full or in substantial quantity, inspected and found to be in compliance with the specifications, and properly invoiced. Payment terms are Net 30 days. The number of days will be computed from the date of the invoice, which shall not be before the day the goods or services are received or provided. Discounts are encouraged and should be included on any invoice when available.

SBAC will not process, and Bidder waives all rights to payment, invoices submitted more than 180 days after the date the goods or services were delivered or performed. Any exception to the 180-day rule must be approved in advance by the Purchasing and Finance Departments.

42. **PUBLIC ENTITY CRIMES AFFIDAVIT:** A person or affiliate who has been placed on the convicted Bidder 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, may not submit a bid on a contract with 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted Bidder list.

43. **LICENSING/PERMITS:** Prior to starting work, the successful Bidder shall have obtained any and all licenses and permits required by Federal, State, or Local Governments.
44. **REGULATORY COMPLIANCE:** Bidder shall comply with all applicable federal, state, county, and municipal statutes, regulations, ordinances, and rules pertaining to the furnishing of services and/or goods described in the IFB.
45. **TERMINATION FOR CONVENIENCE:** SBAC shall have the right to terminate any Contract resulting from this solicitation, or any portions thereof, for its convenience upon ten (10) days advance written notice to the Bidder. SBAC shall compensate the Bidder for services satisfactorily rendered through the date of termination. SBAC shall not be obligated hereunder nor likewise liable to pay the Bidder any other costs, losses, damages or expenses arising out of or related to the termination of this contract or any services performed hereunder.
46. **TERMINATION FOR DEFAULT:** SBAC reserves the right to terminate any Contract resulting from this IFB for failure of the Contracted Bidder to adhere to the terms and conditions as specified herein, upon ten (10) days advance written notice to the Bidder. In the event of Contract termination for cause, SBAC may re-procure the supplies and/or services from any other source or sources and the defaulting Bidder shall reimburse SBAC any excess costs incurred thereby.
47. **INDEPENDENT CONTRACTOR:** Bidder(s) shall have the status of an independent contractor. Bidder(s) shall have no right or power to enter into any contract or commitment on SBAC's behalf. Bidder shall be solely responsible for the compensation, benefits, contributions and taxes, if any, of its employees, agents and sub-contractors. If SBAC shall be required by law to pay any contribution, tax or penalty because of Bidder's failure to do so, Bidder shall forthwith reimburse SBAC for the entire amount so paid by it.
48. **SUBCONTRACTS:** The Bidder shall not delegate the performance of the services or furnishing of goods in whole or in part, nor retain any contractor to provide any of the services or goods, without first obtaining the written consent of the Purchasing Department.
49. **ASSIGNMENT:** Any Contract between the successful Bidder and SBAC shall not be assigned by the successful Bidder without first obtaining the written consent of the Purchasing Department. Assignment of the Contract or any portion thereof without such written permission shall be grounds for immediate termination.
50. **ANTI-DISCRIMINATION/EQUAL OPPORTUNITY:** Bidder certifies that it is in compliance with the non-discrimination clause contained in Executive Order 11246, as amended by Executive Order 11375, regarding equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.

Further, except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p.339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

51. **DISCRIMINATION:** An entity or affiliate who has been placed on the State of Florida discriminatory bidder list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with 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 award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

52. **COMMON CARRIER WAIVER:** In the event Bidder and its employee’s will not enter onto SBAC property during the base contract term and any renewal period and if all product or commodity deliveries are made by common carrier, and not by vehicles owned or operated by Bidder, during the base contract term and any renewal period, then Bidder may complete the Common Carrier Insurance form included herein to request an exemption from the IFB’s insurance requirements described the Insurance Certification Form.

53. **INDEMNIFICATION/HOLD HARMLESS AGREEMENT:** Bidder shall, to the fullest extent permitted by law, protect, defend, indemnify and hold harmless SBAC, its elected officials, employees, and agents from and against any and all claims, actions, liabilities, losses (including economic losses), costs, including attorney’s fees, arising out of any actual or alleged: (a) bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Bidder, subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or (b) violation of law, statute, ordinance, rule, regulation, or infringement of patent rights by Bidder in performance of the work described herein; or (c) liens, claims or actions made by the Bidder or any subcontractor or other party performing the work. The indemnification obligations hereunder shall not be limited to any type of damages, compensation or benefits payable by or for the Bidder or any subcontractor under worker’s compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any costs or expenses, including attorney’s fees, incurred by SBAC to enforce this agreement shall be borne by the Bidder.

Notwithstanding the foregoing, the liability herein shall be limited to ten million dollars (\$10,000,000) and the Bidder recognizes that and covenants that is has received consideration for indemnification provided herein.

The Bidder recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant and expressly acknowledges the receipt of TEN DOLLARS payable upon receipt of the first invoice and other good and valuable consideration provided by SBAC in support of this indemnification in accordance with the laws of the State of Florida. This article shall survive the termination of this Contract.

54. **DEFAULT:** In addition to other rights and remedies provided herein, in the event the successful Bidder should breach this Contract, SBAC reserves the right to seek all remedies in law and/or in equity. This provision shall survive termination of the Contract, including without limitation termination for convenience

55. **RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT’S BUY AMERICAN PROVISION:** To the maximum extent practicable, the School Board of Alachua County Food Service Department is required to purchase only domestically grown and processed foods, which are defined as commodities or products produced and processed in the United States substantially using agricultural commodities that are produced in the United States. For the purposes of this provision, “substantially” means that over 51% of the final processed product consists of agricultural commodities that were grown domestically. Bidder certifies that each item contained in its Bid complies with Richard B. Russell National School Lunch Act’s Buy American Provision and that at least 51% of the content of each item contained in its Bid consists of agricultural products that were grown domestically. Bidder shall provide documentation verifying domestic origin of products. If a food product(s) does not meet the standards, criteria or intent of the Act, Bidder shall inform SBAC of this fact and SBAC will make the final decision on purchasing the product, in accordance with the best interests of the non-profit child nutrition program.

56. **CONE OF SILENCE:** A Cone of Silence is in effect for this IFB as of the date of its advertisement on the SBAC Purchasing Department Web Page, which is located at www.sbac.edu/~purchase/bidop.htm. The Cone of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences prior to the recommendation of contract award.

The Cone of Silence prohibits any communication regarding this IFB between:

- A. a potential vendor, service provider, Bidder, lobbyist, or consultant and the staff of the Alachua County Public Schools, including school principals; and
- B. a potential vendor, service provider, bidder, lobbyist, or consultant and any one or more of the School Board members or members-elect.

Unless specifically provided otherwise in the IFB, the Cone of Silence does not apply to the following:

- A. Communications between a potential vendor, service provider, Bidder, lobbyist, or consultant and the SBAC’s Purchasing Department;
- B. Communications between a potential vendor, service provider, Bidder, lobbyist, or consultant and the SBAC’s Staff Attorney or School Board Attorney; and
- C. Communications at duly noticed pre-bid meetings and site visits prior to bid opening or post bid-opening meetings and site visits, which are administered by the Purchasing Department prior to issuance of a written recommendation of contract award.

The Cone of Silence terminates at the time the School Board acts on a written recommendation from the Purchasing Department regarding contract award; provided, however, that communications are permitted when the School Board receives public comment at the meeting when the recommendation is presented.

Violation of this article by a potential vendor, service provider, Bidder, lobbyist, or consultant may, in the discretion of SBAC, result in rejection of said Bidder, proposer, respondent and/or representative’s bid, proposal, or offer and may render any contract award to said Bidder, proposer or respondent voidable.

57. **LEASE OR MAINTENANCE AGREEMENT TERMINATION:** Any lease agreement established herein is contingent on annual appropriations by SBAC. SBAC’s fiscal year begins July 1 and ends June 30. SBAC makes appropriations through its budget process that is normally concluded in the month of September. In the event funding of this lease agreement is not approved for any year during its term, SBAC will give notice to successful Bidder no later than September 30, and this lease agreement will terminate thirty (30) calendar days after this notice. At that time, the leased equipment will be returned to successful Bidder and all obligations of the parties to each other shall cease.

Any maintenance agreement established herein is contingent on annual appropriations by SBAC. SBAC's fiscal year begins July 1 and ends June 30. SBAC makes appropriations through its budget process that is normally concluded in the month of September. In the event funding of this maintenance agreement is not approved for any year during its term, SBAC will give notice to successful Bidder no later than September 30, and this maintenance agreement will terminate thirty (30) calendar days after this notice. At that time, all obligations of the parties to each other shall cease.

59. **LIFE CYCLE COSTING:** If so specified in the IFB, SBAC may elect to evaluate equipment proposed on the basis of total cost of ownership. In using life cycle costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. SBAC reserves the right to use these or other applicable criteria, in its sole opinion, that will most accurately estimate total cost of use and ownership.
60. **WARRANTY OF ABILITY TO PERFORM:** Bidder warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish Bidder's ability to satisfy its Contract obligations. It shall be the responsibility of Bidder to notify SBAC's Purchasing Department if its ability to perform is compromised in any manner during the term of the Contract. In the event Bidder files for bankruptcy, insolvency, or receivership, SBAC may, in its sole discretion, terminate and cancel this Contract, with no penalty whatsoever, in which all rights hereunder shall immediately cease and terminate.
61. **RECORDS RETENTION AND ACCESS:** Bidder shall retain records associated with the goods and services purchased herein for a period of five years following final payment. Bidder shall, with reasonable notice, provide SBAC access to these records during the above retention period.
62. **CONFIDENTIAL INFORMATION:** Bidder recognizes and acknowledges that Bidder, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to SBAC networks (hereinafter "Confidential Information"). Bidder agrees that neither it nor any agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of the contract resulting from this IFB, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by SBAC in writing, any Confidential Information. In addition, following expiration of said contract, Bidder, its agents, employees, officers, and subcontractors shall either destroy or return to SBAC all Confidential Information. With 72-hours written notification, SBAC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the Bidder's facilities and equipment. Temporary access to SBAC data or networks may only be authorized by calling the Help Desk at 352.955.7500. Bidder shall be required to complete an access request form. The form, along with a copy of the contract award letter or IFB document, will be sent to the IT Department for processing. Temporary access to SBAC data or networks will terminate on or before the contract expiration date. Further, Bidder shall comply with SBAC's "Information Security Responsibilities" document, incorporated herein by reference, available at http://www.sbac.edu/files/_IOHzs/_a70b66390a32737c3745a49013852ec4/YearlyACPSINFOSECRES_1.pdf.
63. **FLORIDA PREFERENCE:** When applicable and pursuant to §287.084 Florida Statutes, award recommendations shall make appropriate adjustments to pricing when considering Bids from Bidders having a principal place of business outside the State of Florida. When applicable, all Bidders must complete and include Bidder's Statement of Principal Place of Business with its Bid. Failure to comply shall render its Bid non-responsive and therefore not subject to contract award.

64. Bidder is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of Bidders duties under this IFB, and will specifically: a. Keep and maintain public records required by SBAC to perform the service; b. Upon request from SBAC's custodian of public records, provide SBAC 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 contract if Bidder does not transfer the records to SBAC; d. Upon completion of the contract, transfer, at no cost, to SBAC all public records in possession of Bidder or keep and maintain public records required by SBAC to perform the service. If Bidder elects to transfer all public records to SBAC upon completion of the contract, Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Bidder keeps and maintains public records upon completion of the contract, Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBAC, upon request of the SBAC's custodian of public records, in a format that is compatible with the information technology systems of SBAC.
65. **NONACADEMIC COMMODITIES AND SERVICES:** In accordance with §1010.04 Florida Statutes, SBAC has reviewed the purchasing agreements and state term contracts available under §287.056 Florida Statutes for the nonacademic commodities or contractual services described in this IFB. This review requirement does not apply to commodities or services eligible for reimbursement under the federal government's E-rate program, which is administered by the Universal Service Administrative Company.

ITEMS 66-74 APPLY ONLY TO WORK FUNDED IN WHOLE OR IN PART BY FEDERAL GRANTS. SBAC WILL INDICATE IN THE "BIDDER ACKNOWLEDGEMENT AND ACCEPTANCE FORM" ABOVE WHICH OF THESE ITEMS APPLY TO THE WORK TO BE PERFORMED BY THE SUCCESSFUL BIDDER(S).

66. **COPELAND "ANTI-KICKBACK" ACT:** All Bidders and their subcontractors shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States") on all federally funded contracts exceeding \$2,000. The Act provides that each Bidder is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. SBAC will report all suspected or reported violations to the Federal awarding agency.
67. **DAVIS BACON ACT** (as amended (40 U.S.C. 3141-3148)). As required by Federal program legislation, Bidders shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction") on all federally funded contracts exceeding \$2,000. In accordance with the statute, Bidders must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Bidders must pay wages not less than once a week. A copy of the current prevailing wage determination issued by the Department of Labor is included herein. Subsequent wage determinations will be made available to the successful Bidder during the term of the contract as updated by the Department of Labor. Contract award is conditioned upon the acceptance of the wage determination(s) by Bidders. SBAC will report all suspected or reported violations to the Federal awarding agency.

68. **CONTRACT WORK HOURS & SAFETY ACT** (34 CFR 80.36(i)(6)): Bidders and their subcontractors shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations, 29 CFR, Part 5. This applies to all construction work >\$2,000 and to other work >\$2,500 that involves mechanics and laborers.
69. **CLEAN AIR ACT** (42 U.S.C. 7401-7671q.) **AND THE FEDERAL WATER POLLUTION CONTROL ACT** (33 U.S.C. 1251-1387), **AS AMENDED**: For Contracts exceeding of \$150,000, Bidder shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
70. **BYRD ANTI-LOBBYING AMENDMENT** (31 U.S.C. 1352): For Contracts exceeding \$100,000, Bidders shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to SBAC.
71. **SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE RESOURCE CONSERVATION AND RECOVERY ACT**: The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
72. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**: If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
73. **DRUG-FREE WORKPLACE CERTIFICATION**: Tie Bid 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 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 vendor(s) have a drug-free workplace program. In order to have a drug-free workplace program, a business shall: a) 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; b) 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; c) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1); d) 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 contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States, or any state, for a violation occurring in the workplace no later than five (5) days after such conviction; e) 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; f) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
74. **ENERGY POLICY AND CONSERVATION ACT** [APPENDIX II TO 2 CRF 200]- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C 6201).
75. **PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES**: A Bidder that, at the time of bidding or submitting a Bid for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more." Section 215.473 defines a company to include "all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit." By submitting a response to this IFB, Bidder certifies that it and those related entities of respondent as defined above by Florida law are not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473. Any Bidder awarded a contract as a result of this IFB shall be required to recertify at each renewal of the contract that it and its related entities are not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. SBAC may terminate any contract resulting from this IFB if Bidder or a related entity as defined above is found to have submitted a false certification or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Notwithstanding the preceding, SBAC reserves the right and may, in its sole discretion, on a case by case basis, permit a Bidder on such lists to be eligible for, bid on, submit a proposal for, or enter into or renew a contract, should SBAC determine that the conditions set forth in Section 287.135(4) are met.
76. **E-VERIFY**: (A) Pursuant to Fla. Stat. § 448.095, effective January 1, 2021, Bidder shall use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Contract; (B) Subcontractors and Consultants: (i) Bidder shall require all subcontractors and consultants performing work under this Contract to use the E-Verify system for any employees they may hire during the term of this Contract, (ii) Subcontractors and Consultants shall provide Bidder with an affidavit stating the subcontractor or consultant does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. § 448.095, (iii) Bidder shall maintain a copy of all affidavits, (iv) Bidder shall, within 24 hours of request by SBAC, provide a copy of affidavit to SBAC; (C) Bidder must provide evidence of compliance with Fla. Stat. § 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Bidder's E-Verify number; (D) Failure to comply with this provision is a material breach of the Contract, and SBAC may choose to terminate the Contract at its sole discretion. Bidder may be liable for all costs associated with SBAC securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).
77. **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**: (2 CFR §200.216) Pursuant to Public Law 115-232, Section 889, and 2 Code

of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, SBAC is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities), and video surveillance or telecommunications equipment or services provided by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). Bidder agrees that it is not providing SBAC with or using telecommunications and video surveillance equipment and services as prohibited by 2 CFR §200.216 and §200.471. By execution of this Agreement, Bidder certifies its compliance with this provision. The Bidder shall pass these requirements down to any of its subcontractors funded under this Agreement. The Bidder shall notify SBAC if the Bidder cannot comply with the prohibition during the performance of this Contract.

78. **DOMESTIC PREFERENCES FOR PROCUREMENTS:** (2 CFR §200.322): As appropriate and to the extent consistent with law, the CONTRACTOR shall, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). Consistent with 2 CFR §200.322, the following items shall be defined as: “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber. The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
79. **PROHIBITED INFORMATIONAL REQUEST:** The SBAC will not request documentation of, consider, or give a preference based on the vendor's social, political, or ideological interests.

ATTACHMENT B
GENERAL/TECHNICAL SPECIFICATIONS
IFB 25-44
CURRENCY TRANSPORT SERVICE –
ANNUAL CONTRACT

The School Board of Alachua County (“SBAC” or “District”) is seeking prospective Bidders to respond to this Invitation For Bid (hereinafter “IFB”) to provide the specified services in accordance with the following specifications.

1. Scope of Service: The purpose of this IFB is to select a service provider (hereinafter “Bidder”) and establish a firm-fixed price contract for the provision of currency transport services that are common and necessary for the security and operations of a K-12 educational facility.

In brief, the scope of this agreement shall require Bidder to provide currency transport services on a scheduled basis at thirty-six (36) District schools and centers (hereinafter “service sites”). Services shall consist of transporting collected cafeteria operations monies and, to a lesser degree, school/student activity monies (cash, coins and checks) from various service sites to one (01) designated bank depository. Services may also be occasionally requested on an as-needed basis for athletic and special events, and other occasions requiring secure currency transport. Service response shall be required at any location within the District should a need arise.

It is understood that secure and dependable service response is critical to the performance of contract. It shall be the responsibility of Bidder to provide all qualified personnel, transportation and other services that are necessary for the proper execution and completion of contract. All services performed shall be billed to the District based on unit price bid per stop. Bidder shall devote, and cause its personnel to devote, such time, attention, best skill and judgment, knowledge and professional ability as is necessary to perform all services in a manner that is safe, efficient, competent and timely manner dependable, and compliant with all District and industry standards and regulatory requirements.

2. Tentative Bid Schedule:

▪ May 15, 2025	Invitation for Bid Issued
▪ May 27, 2025	Last Day to Submit Questions
▪ June 10, 2025	Bid Due Date
▪ July 31, 2025	Planned Award Date
▪ July 1, 2025	Commencement of Services

3. Questions: Any inquiries, questions and requests for clarification of the IFB document shall be directed in writing to Lauren Ryan, Purchasing Agent via email (ryanln@gm.sbac.edu) by no later than close of business on May 27, 2025. The District shall not respond to questions received after this date. Should it be necessary to revise the IFB, such clarification or revision shall be by written addendum and posted on the Purchasing Department website. SBAC shall not be responsible for any verbal communication between any employee of the District and prospective Bidder. All addenda to the IFB shall become part of the IFB and any awarded contract. It shall be the responsibility of Bidder to visit the Purchasing Department website for any issued addenda prior to submission of Bid response. The District shall not email or send addenda directly to prospective Bidders.

4. Award: The District anticipates making award of a contract on an all-or-none basis to the low, responsive, and responsible Bidder in the opinion of SBAC. In making recommendation for award, the Purchasing Department shall take into consideration the qualifications of Bidder, including relevant expertise, experience, and capacity to perform the requirements as specified herein. SBAC reserves the right to reject the Bid of any service provider who has previously failed in the performance of an awarded contract or is not in the position to satisfactorily perform under this IFB.

5. Contract Term/Renewal Option: The contract term shall be approximately two (02) years, beginning August 1, 2025, and ending July 31, 2027. The contract may thereafter be renewed for two (02) additional one (01) year periods, under the same terms and conditions as the original contract, with the consent and agreement of both parties. If recommending renewal of contract, the Purchasing Department shall send an offer letter to Bidder at least thirty (30) days prior to the end of the current contract period. Bidder shall be notified when recommendation has been acted upon by the School Board.

6. Contract Value: It is anticipated that thirty-six (36) service sites shall require currency transport services during school year with the service sites requiring service one (01) time per week. This estimate is intended as a guide in submitting your Bid response. Even though the number of service sites and service frequency is based on current requirements, it does not constitute a guarantee of purchase, and the actual requirements may be more or less than indicated during the term of contract. No volume of services is guaranteed nor implied by SBAC under this contract. It is agreed that unit price bid shall be honored regardless of actual service quantity.

7. Contract Management: All operational aspects of contract services shall be scheduled and managed by Food and Nutrition's Program Specialist (hereinafter "District Representative"), under the general authority and direction of the Food and Nutrition Services Department (hereinafter "FNS"). District Representative shall periodically monitor services to ensure compliance with scheduling and other contract requirements. All day-to-day service activities shall be coordinated with designated staff at each service site. Upon award of contract, the District shall provide a list of all personnel at each service site that will be directly involved with program services. Bidder shall honor all reasonable requests within scope of contract that are made by said parties.

8. Bidder Qualifications: SBAC has established minimum Bidder qualifications and, at its sole discretion, may request the apparent low Bidder to provide evidence demonstrating that they have the experience and capacity to comply with the provisions of the pending contract. In order to be considered for award, each prospective Bidder shall meet the following criteria:

- A. Established Business: Bidder shall be an established firm ("Security Agency"), licensed, insured, and bonded, whose sole or primary business is the provision of currency transport services to commercial (business/institutional) accounts. Bidder shall have been continuously engaged in the specified services as the same legal entity within the State of Florida for a minimum of five (05) consecutive years. Demonstration of past successful experience with commercial (business/institutional) accounts within the State of Florida similar in scope of this IFB shall be required. Service level and experience shall be verifiable. Negative references, in the opinion of SBAC, may be cause for disqualification of Bidder;
- B. Licensures: Bidder shall be licensed to perform all services described herein within the State of Florida, and limits of Alachua County, Florida. Specifically, Bidder shall currently be licensed as a Security Agency (B) and/or Security Agency Branch Office (BB) by the Florida Department of Agriculture and Consumer Services, Division of Licensing, pursuant to Chapter 493, F.S. In addition, Bidder shall be licensed as a Money Transmitter by the Florida Office of Financial Regulation pursuant to Chapter 560, F.S.

Bidder shall advise District if aforementioned licenses have ever been suspended, revoked, or denied renewal. It shall be the responsibility of Bidder to possess and maintain, for the life of the contract, all other permits, licenses, certificates, and approvals as required by all regulatory agencies having jurisdiction and authority under this contract.

- C. Location: Bidder shall be located and maintain a fully operational dispatch facility within reasonable proximity (contiguous counties) of Alachua County limits to ensure compliance with the service time requirements as specified herein. SBAC reserves the right to waive facility location requirement should Bidder be able to demonstrate, to the complete satisfaction of District, its capability in providing efficient and timely service to the District;
- D. Service: Bidder shall have at time of Bid due date, adequate organization, facilities, qualified personnel, supervisory capability, service vehicles, and transportation to ensure competent, prompt, and efficient service on a District-wide basis in support of this contract. The capability to commence services within the established contract period is critical to the performance of contract. Specific qualification criteria as appropriate to personnel and service is further delineated herein;
- E. Financial Capacity: Bidder shall be in sound financial condition and have the financing necessary to adequately maintain the organization, facilities, equipment, and personnel required in the performance of contract. Bidder may be required to provide financial statements and other information to demonstrate its financial and operational capabilities. All such information shall be in accordance with generally accepted accounting principles.

SBAC reserves the right to inspect and approve the organization, operation, equipment, and facility(s) of apparent low Bidder, and to make sole and final determination as to Bidder's compliance and capability in meeting the requirements of IFB. It shall be the responsibility of Bidder to provide any further evidence and support documentation as deemed

appropriate by District within three (03) business days of request. Should SBAC determine, in its opinion, that Bidder does not meet any of the IFB qualification requirements or have the ability or capacity to properly provide the services as required in this contract, the District may reject the Bid and evaluate next apparent lowest Bidder.

9. Service Modification: It is understood that both temporary and extended changes in service requirements may occur over the life of contract. SBAC reserves the right to add, delete or change service locations, service frequency, service days, and other requirements as changes may occur including temporary deviations in scheduling during summer break and holiday periods.

It is agreed and understood that such modifications, within the general scope of services, shall be allowed under the terms of awarded contract, and unless otherwise permitted and expressly stated herein, shall not cause any change in contract unit price. Bidder shall not unilaterally modify the terms and conditions of contract by affixing additional provisions based on said modifications. The addition of any service sites shall be billed in accordance with contract price.

10. Service Conditions: Reference Attachment A, “6. Work Conditions/IFB Examination”. In addition...Bidder is advised to carefully examine all IFB specifications and to become thoroughly informed regarding any and all conditions and requirements that may affect the services to be provided under this contract. It shall be the sole responsibility of Bidder to make such investigations and inspections as appropriate to fully understand and become familiar with all service sites, and any difficulties and restrictions attending the execution of service. Failure to make such examinations shall not relieve Bidder of any obligation to perform as specified herein.

11. Non-Exclusivity: SBAC reserves the right to perform, or cause to be performed, any part of the services described herein with District staff or contracted law enforcement personnel, as permitted by law. In addition, SBAC reserves the right to acquire the services herein described from any other source or via any other procurement method deemed by SBAC to be in its best interest, without penalty or prejudice to SBAC in the event: (A) Bidder is not able to provide qualified personnel in the time and manner as specified, or; (B) in cases of emergency; or; (C) in fulfillment of Board Policy.

12. Omissions from the Specifications: Reference Attachment A, “7. Silence of the Specifications”: In addition... The apparent silence of this specification on any details, or omissions from them of a detailed description, concerning any point, shall be regarded as meaning that only the best commercial trade practices are to prevail and that all services are to be performed in a professional, safe, dependable, efficient, and timely manner to the complete satisfaction of the District. All interpretations of this contract shall be made upon the basis of this statement.

13. Subcontractors: Reference Attachment A, “49. Subcontracts”: In addition...Bidder shall be the sole source of contract and not subcontract any portion of the services as described herein. All contract services shall be performed by personnel under the direct employ of Bidder.

14. Regulatory Compliance: Reference Attachment A, “45. Regulatory Compliance”: In addition...Bidder shall comply with all current laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business including those of Federal, State, and local agencies having jurisdiction and authority. By way of example, this shall include Chapter 493 and 560, F.S. It is understood that should any provisions of applicable Federal, State or local laws, ordinances and regulations be in conflict with the conditions of this contract, the laws, ordinances and regulations shall be the governing factor for performance of this contract. In addition, should there be a conflict between applicable regulations, the most stringent shall apply. Failure of Bidder to comply with any regulatory agency having jurisdiction and authority over the services described herein shall be grounds for contract termination.

15. Federal Regulations: It is understood that Federal funding may be used to make purchases under this contract. Bidder certifies, by signing and submission of Bid, that all applicable Federal regulations shall be complied with including, but not limited to:

- Copeland “Anti-Kickback” Act (34 CFR 80.36(i)(4)): Bidder shall comply with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3;
- Title VI of the Civil Rights Act of 1964;
- Equal Employment Opportunity (34 CFR 80.36(i)(3)): Bidder shall comply with Executive Order 11246, entitled “Equal Employment Opportunity”, as amended by Executive Orders 11375 and as supplemented by Department of Labor regulations (41 CFR Part 60);

- Records Retention (34 CFR 80.36(i)(11)): Bidder must retain all records pertaining to this contract for three years after the District make final payment and all other pending matters are closed;
- Clean Air Act (34 CFR 80.36(i)(13)): Bidder shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15);
- Energy Efficiency (34 CFR 80.36(i)(13)): Bidder shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163; 89 Stat. 871).
- **Civil Rights Statement:** The Offeror hereby agrees that it will comply with:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
 - ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
 - iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
 - iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
 - v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
 - vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
 - vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
 - viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
 - ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be denied the benefits of, or otherwise be subject to the discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
 - x. The USDA non-discrimination statement that: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

16. Confidentiality: The parties agree that certain activities in the performance of this contract may involve Bidder's personnel access to and knowledge of SBAC confidential information. It is agreed and understood that this information is confidential and is provided only for the execution of this contract. Bidder is prohibited from disclosing any information to any third party that may compromise the security of any District service site unless required by applicable law.

17. Personnel: Reference Attachment A, "40. Bidder Personnel": In addition... Bidder shall recruit and have available an adequate number of qualified, screened, and physically able Driver/Guards (or "personnel") capable of performing the scope of services as specified herein. All personnel shall be insured, bonded, appropriately licensed, and permanent employees of Bidder only. It shall be the responsibility of Bidder to ensure that all personnel are thoroughly trained and experienced in accordance with industry standards, and are completely familiar with the practices and methods utilized in providing the type of services described herein in an educational type environment. The District recognizes the potential negative consequences of having substandard services performed and considers the assignment of experienced and dependable personnel a critical element of this contract.

It is therefore the intent of the District to establish personnel qualifications herein that would ensure that all services are performed safely, correctly, and efficiently, in conformance to District and industry standards and any and all regulatory requirements. The following minimum qualifications shall apply to any and all personnel provided under the pending contract and shall be considered in the development of unit price bid.

17.1 Driver/Guard: Each assigned individual shall:

- ☐ **Licensing:** Currently possess a Class “D” Security Officer license issued in accordance with Chapter 493, F.S. In addition, a Class “G” license shall be required if it is standard business practice to carry a firearm in the performance of duties. The firearm must be carried in a Level 3 or State approved security holster when on District property. Bidder shall not assign any personnel whose licenses have been suspended or revoked. A photocopy of license(s) shall be provided to the District upon request.
- ☐ **Screening:** Have an acceptable Fingerprint/Background Check in accordance with the Level II background screening requirement of the Jessica Lunsford Act;
- ☐ **Age:** Be a minimum twenty-one (21) years of age;
- ☐ **Experience:** Have a minimum of one (01) year verifiable and continuous experience working in the capacity of a Driver/Guard in the currency transport industry;
- ☐ **Drivers’ License:** Currently possess a valid driver’s license issued by the State of Florida;
- ☐ **Mental and Physical Health:** Be in good mental and physical state of health consistent with the ability to satisfactorily perform all specified security tasks;
- ☐ **Citizenship:** Currently be a United States citizen or alien properly registered with the U.S. Immigration and Naturalization Service;
- ☐ **Training:** Bidder shall ensure that all assigned personnel receive ongoing training to maintain licensure in accordance with Chapter 493, Part III, F.S. Prior to duty assignment, each Driver/Guard shall have been trained for proficiency in standards, procedures and operating requirements relating to the specific services described herein;
- ☐ **Language/Communication:** Have the ability to read, write, speak and comprehend the English language efficiently and effectively as evidenced by the ability to conduct face-to-face conversations, read and comprehend orders, duties and procedures, and write reports.

17.2 Supervisor: Bidder shall employ and have available one or more Supervisors for assignment under this contract. Supervisor shall qualify as a Driver/Guard with a minimum three (03) years verifiable field experience including one (01) year working in a supervisory or other leadership capacity. It is understood that the skill, knowledge, experience, and work requirements of a Supervisor shall be at a significantly higher level than that of a Driver/Guard. The cost of supervision shall be an element of Bidder’s overhead burden in the proposed unit price bid.

The Supervisor shall be responsible for:

- Directing Driver/Guard in operational procedures;
- Filling-in for Driver/Guard on a temporary basis in the event of absence for any reason;
- Performing all other tasks as necessary for the performance of contract.

18. Fingerprinting and Background Checks: Reference page 8, “Jessica Lunsford Act – Bidder Affirmation Form”. Each Driver/Guard assigned duties shall be required to be fingerprinted and background checked in accordance with the Jessica Lunsford Act. Upon clearance, a photo ID card shall be issued which shall be visibly display and immediately presented upon request by District staff. The cost of fingerprinting shall be the sole responsibility of awarded Bidder and included as an element of overhead burden in the unit price bid. Failure to Bidder to comply with the background screening requirements of the District may be deemed as a default of contract.

19. Drug Screening: SBAC has established and maintains a Drug-Free Workplace Policy. SBAC reserves the right to require Bidder to perform drug screening on any assigned personnel for any reason deemed justifiable by the District. In such event, an affidavit of clearance must be presented to District prior to personnel reporting to duty at any site. All methods and procedures utilized by Bidder in performing drug testing shall be subject to the approval of the District. The cost of drug screening shall be the sole responsibility of awarded Bidder and included as an element of overhead burden in the unit price bid.

20. Certification: By submission of Bid, Bidder certifies that all personnel to be assigned duties in the performance of contract currently meet all qualification criteria as specified, and have been properly screened, hired, and trained to perform their duties in accordance with all applicable Federal, State and local laws, ordinances and regulations. Failure of any designated personnel to currently meet any qualification criteria as specified herein may cause Bid to be declared non-responsive.

Bidder shall be required at any time during term of contract to provide evidence of qualifications of any personnel assigned duties. The assignment of any personnel not meeting minimum qualifications may be deemed as a default of contract.

21. Personnel Uniforms: Bidder shall be responsible for the appearance of all assigned personnel including cleanness and proper attire. All personnel shall be required to wear a standard company uniform that displays a minimum of one (01) visible patch or emblem that clearly identifies the employing security agency, in accordance with Chapter 493, F.S. Uniforms shall be clean, neat, in good condition and worn in a manner to convey a professional appearance to the general public.

22. Personnel Identification: All personnel shall have in possession and present upon request by SBAC staff, an identification card, in accordance with Chapter 493.6111, F.S., bearing the name and license number of the cardholder and security agency. In addition, personnel shall wear in full view a photo ID card badge identifying the full name of Driver/Guard and security agency.

23. Personnel Conduct: Reference Attachment A, “40. Bidder Personnel”: In addition...Bidder’s personnel while on location at any District site are expected to maintain a high standard of civility, deportment, appearance, and act in a professional manner at all times. Personnel shall not at any time fraternize with students, teachers, or other District staff not directly involved with the contract services. When in contact with school personnel, Bidder’s personnel shall be courteous, helpful, and reflect appropriate courtesies and forms of address.

Specifically, all personnel shall adhere to the following rules and regulations while onsite at any facility:

- Smoking and use of any tobacco or vaping products is prohibited;
- No personnel shall be allowed in any area of building or campus other than the designated pick-up point;
- No personnel shall access any District records, files or documents at any time;
- No personnel shall disturb any personal items or papers on desks or work areas;
- No personnel shall use District telephones (except for an emergency). Any telephone charges incurred by Bidder’s personnel and verified by the District shall be billed to Bidder;
- No personnel shall be accompanied or visited by acquaintances, family members or any other non-employee of Bidder.

24. Unsatisfactory Performance: All services shall adhere to the highest standards of care and be performed in a professional manner, to the complete satisfaction of the District. The District reserves the right to require removal of any assigned personnel who fail to perform their duties in a competent and professional manner or otherwise deemed to be unsatisfactory for any reason. In such event, the District Representative shall notify Bidder and request removal of individual at mutually agreeable time. Bidder may further be prohibited from assigning individual in any future services performed under this contract. The removal of any individual shall not cause the interruption of any services to be performed under this contract. It shall be the responsibility of Bidder to provide a qualified replacement in reasonable time to ensure that there is no interruption of scheduled services.

25. General Service Requirements:

- a. **General Supervision:** It shall be the sole responsibility of Bidder to ensure that services are being provided correctly and safely in conformance to IFB specifications and all regulatory codes. Bidder shall work jointly and cooperatively with District Representative to resolve any performance issues and scheduling problems. The cost of general supervision shall be an element of the Bidder’s overhead burden in unit price bid.
- b. **Bidder’s Representative:** Bidder shall designate one (01) Account Representative to contact regarding service scheduling and other service related issues. Account Representative shall be knowledgeable and familiar with contract and shall be the liaison between the Bidder and the District on all matters pertaining thereof. Account Representative shall be required to respond to any non-urgent call for assistance within four (04) hours of initial contact.
- c. **Communications:** Bidder shall provide and maintain a toll-free telephone and facsimile terminal by which the District may directly and immediately communicate any service related issues and other messages during normal business hours (M-F), from approximately 8:00 a.m. to 5:00 p.m. Email may also be an acceptable form of communication.

In the event of an emergency or other service related issue, Bidder shall provide appropriate contact information by which District may immediately communicate with a designated service representative. It shall be required that service representative respond to any urgent calls for assistance within sixty (60) minutes of contact.

- d. **Time of Completion:** Bidder acknowledges that time is of the essence in completing all delivery services. It is imperative that all services be performed regularly and diligently in the time as manner as specified. The repeated documented failure of Bidder to adhere to established delivery schedule at one (1) or more service sites or to make extended changes in delivery requirements without the advance written approval of FNS may be deemed as a default of contract.
- e. **Safety Measures:** Bidder shall take necessary steps to protect students, faculty, and general public from injury in the course of performing services at any service site. Bidder shall specifically warn its employees of the potential hazards of working in the proximity of students and of the necessity for them to exercise extreme caution while operating service vehicle onsite. For the safety of students and staff, Bidder is cautioned to avoid performing services during student drop-off/pick-up times.
- f. **Site Access:** Service personnel shall report directly to the designated pick-up location at each service site in accordance with established service schedule. It shall be the responsibility of service personnel to follow customary check-in procedures upon arrival at service site and comply with all security standards. While onsite, personnel shall only access designated work areas; all other areas shall be off limits.
- g. **School Calendar:** Each year, the SBAC is closed for Thanksgiving, Winter and Spring Breaks, as well as customary holidays. Service shall not be required during holiday periods. Bidder shall be required to schedule and service all service sites on the last working day of school year and prior to closure for any extended holiday periods.

Schools are open only on a limited basis (four-day work week) during the summer months. It is anticipated that the need for services shall be reduced during this time. A summer school schedule and list of open schools shall be provided to Bidder prior to last day of regular school year.

It shall be the responsibility of Bidder to maintain a current SBAC calendar and stay informed of school and facility operating hours. A complete listing of current school hours and holiday schedules can be found on the District's website: www.sbac.edu. Security services shall not ordinarily be required during holiday and summer periods unless otherwise requested by service site.

- h. **Service Authorization:** It is anticipated that services shall be authorized by the issuance of an official hard-copy District purchase order. Verbal purchase orders are prohibited and shall not be honored by Bidder.
- i. **Invoices:** Reference Attachment A, "42. Invoices". In addition...Bidder shall have the capability to provide accurate, reliable and timely invoices, statements, and credits. At a minimum, invoices shall contain sufficient information, as required by the District, to accurately determine the extent of services provided and accuracy of billing. Invoices that are received by the District that are not properly and correctly prepared may cause delay of payment. Invoices shall contain, at minimum, the following information: invoice number; invoice date, date(s) of service; service location.

Bidder shall ensure that all invoices reflect correct Bid pricing and are submitted on weekly basis or other time period as directed by District Representative. Unless otherwise directed, invoices shall be mailed to: School Board of Alachua County, Attn: Finance Department, 620 East University Avenue, Gainesville, FL 32601, or sent via email to: foodserviceinvoices@gm.sbac.edu.

- j. **Invoice Verification/Correction:** It shall be the responsibility of District Representative to verify and approve all invoices prior to payment, and notify Bidder should a billing discrepancy be discovered. The District shall not pay incorrect invoices or late charges for invoices with disputed charges. As condition of payment, Bidder shall reissue corrected invoice and/or credit memo to offset any incorrect charges.

It shall be the responsibility of Bidder to ensure that all invoices are correct. The repeated documented failure of Bidder to submit accurate invoices in the time and manner as specified may be deemed as a default of contract.

- k. **Method of Payment:** It is anticipated that payment shall be made by conventional check after a properly prepared invoice has been received and processed. The District does not pay invoices in advance of service (prepay). The Purchasing Department shall work jointly and cooperatively with Bidder in resolving any delinquent payment issues.
- l. **Auditable Records:** Bidder shall maintain such financial records and other records as may be prescribed by the District and by applicable Federal and State laws, rules and regulations. This shall include those records to adequately support the determination of service activity and invoice unit prices. All records shall be kept in accordance with generally accepted accounting principles and any time requirements as mandated by regulatory authority. At minimum, all records shall be retained for a period of three (03) years from final contract payment. These records shall be made available with reasonable notice for examination, transcription, and audit by the District, its designees, or other entities authorized by law. Copies of records shall be made provided to the District within five (05) business days of request.

26. Description of Services: Bidder shall furnish one (01) or more qualified personnel and appropriate vehicle(s) to pick-up monies (cash, coins, checks) collected at various schools and centers within the District in association with cafeteria operations and, to a lesser degree, other school/student activities. Pick-up services shall be made in strict accordance with established schedule at each designated service site unless otherwise advised by FNS.

All monies (or "property") shall be secured in sealed disposable bank bags provided by District and held at one (01) designated collection point at each service site. Upon arrival at service site, Driver/Guard shall receive one (01) or more sealed bags and provide a signed receipt; electronic receipts are preferable. The District shall make every effort to minimize Driver/Guard on premise time at each service site. The collected bank bags shall be transported, in like condition, and deposited at designated bank depository on same day upon completion of established service route.

Weekly vault deposits from the District are expected to average \$17,000.00.

27. Bidder Responsibilities: Bidder, being an independent contractor, shall have sole responsibility for the execution of all duties as common in the industry for a currency transporter including, but not limited to: personnel recruitment; screening; hiring; evaluation; supervision; and, any necessary disciplinary actions involving personnel. Bidder shall employ a continuous effort to retain employees and achieve a turnover rate consistent with industry average.

With respect to contract services, Bidder shall specifically be responsible for:

- Providing general supervision to ensure that all services are performed correctly and safely in accordance with contract specifications and all regulatory requirements;
- Ensuring compliance with all established District and Bidder policies, procedures, and orders;
- Establishing and implementing hiring procedures that would ensure the assignment of only qualified and properly screened personnel;
- Establishing and maintaining standards for discipline, appearance, professional demeanor, integrity, and attention to duty;
- Conducting industry related and pre-assignment orientation training;
- Ensuring strict adherence to established service schedule;
- Cooperating in the investigation by SBAC or law enforcement agency of any incident involving the performance of services;
- Ensuring the any duty record keeping required by District site is performed accurately and in a timely basis.

28. Bidder Liability: Bidder shall be solely responsible for any loss, damage, or destruction of the property (monies) from the time it is received by Driver/Guard until such time the property is appropriately deposited at the designated bank depository. It is understood that Bidder shall not be responsible for any loss of property resulting from shortages claimed in the contents of the sealed bags that have been properly delivered. It shall be the responsibility of Bidder to cooperate in the investigation by SBAC or law enforcement agency of any incident involving the loss of monies. Bidder shall be required to provide the manifest and/or bag receipt upon request of District.

In the event of loss, the District shall notify Bidder in writing of any claim for loss, damage or destruction of property within reasonable after occurrence is discovered and investigated. Notice of loss shall be deemed received when:

- delivered in person and verified, or

- deposited with U.S. Postal Service, bearing post marked date, or
- transmitted via facsimile, followed by delivery in person or mailing via U.S. Postal Service

29. Protection of Deposits: Bidder shall submit a detailed statement with Bid response describing the protection guaranteed on SBAC deposits consigned to successful Bidder, and the procedure for reimbursement should deposits be lost or missing. SBAC shall be listed as loss payee for each and every loss, with no deductible. It is expected that any monies reported and confirmed to be lost or missing shall be reimbursed to SBAC within thirty (30) calendar days of confirmation. SBAC shall review this statement to determine if, in its sole opinion, Bidder offers adequate protection and acceptable procedures for reimbursement of its deposits. The failure of Bidder to provide this statement with Bid response or upon request, or to provide adequate protection or acceptable procedures for reimbursement shall result in disqualification of Bid.

30. Service Guidelines

- a. **Designated Depository:** Unless otherwise directed, Bidder shall be required to deposit all collected bank bags at the designated bank depository located within the limits of Alachua County, FL. Address of facility shall be provided to successful Bidder upon award of contract.
- b. **Service Sites:** Reference Appendix A for a complete listing of all service sites and service frequency. The actual service days for each service site shall be provided to successful Bidder upon award of contract. The addition/deletion of service sites shall require written prior authorization of FNS.
- c. **Service Time:** It is anticipated that scheduled services shall be performed Monday through Friday, from approximately 10:00 a.m. to 2:00 p.m. Actual service time shall be subject to the operating hours and requirements of each service site. Service times shall be consistent and not normally fluctuate by more than thirty (30) minutes. The District reserves the right to modify service hours at any time during term of contract. In such event, sufficient notification shall be given to Bidder to ensure an orderly transition.
- d. **Service Frequency:** FNS shall make sole and final determination as to the service frequency required at each service site. It is anticipated that a total of thirty-six (36) service visits shall be required on a weekly basis during school year consisting of: (36) service sites x (01) time per week. Service sites may be serviced Monday-Friday.

It is understood that service frequency may be temporarily reduced or temporarily suspended during the summer period and weeks when there are holidays and/or teacher planning days. Further, circumstances beyond the District's control (i.e. force majeure, pandemics, etc.) may occur, causing cancelled service visits without advanced notice. The District reserves the right to increase/decrease service frequency at any service site based on specific need. A minimum twenty-four (24) notification shall be given to Bidder in the event that service is cancelled for any reason. The District shall not be billed for cancelled service at any service site.

- e. **Service Schedule:** It shall be the responsibility of Bidder, in consultation with each individual service site, for developing a District-wide service schedule in accordance with the established service frequency. Scheduled service time must be agreeable to each service site. Prior to commencement of services, Bidder shall provide District Representative a master service schedule of all service sites. The master schedule shall be subject to review and final approval of FNS. A time schedule shall also be provided to the school principal and food service manager at each individual service site. It shall be required that route schedule information shall be kept confidential.

Bidder shall not change service schedule without the written authorization of District Representative. The failure of Bidder to strictly adhere to established service schedule may be deemed as a default of contract. The District reserves the right, in its sole discretion, to modify the service schedule at one or more schools with reasonable notice to Bidder.

- f. **Service Schedule Deviation:** Prompt notification via telephone shall be given to the Food Service Manager at each service site should there be any deviation of pick-up schedule exceeding thirty (30) minutes. Bidder shall have a contingency service plan in place in the event of any delay. The District reserves the right to refuse service at any service site that is not in accordance with established service schedule.
- g. **Deposits:** Bidder shall be required to deposit collected bank bags at the District's designated bank depository on the same day as collected, prior to the depository closing time. Should Bidder fail to make delivery prior to

closing time, the bags shall be held overnight in the custody of Bidder and deposited at designated bank depository within two (02) hours of opening on the next business day. It is agreed and understood that overnight hold shall not be permitted except under extraordinary conditions beyond the control of Bidder. In such event, Bidder may be responsible for any non-sufficient fund (NSF) bank fees assessed to the District. The repeated failure of Bidder to make deposit in the time as specified may be deemed as a default of contract.

- h. **Service Procedures:** Bidder shall establish service procedures and maintain accurate records as may be necessary to ensure that a continuous audit trail is established between each pick-up point and delivery at bank depository. At minimum, those procedures shall incorporate the following steps:
 1. Upon arrival at service site, inspect bank bag(s) and verify proper seal and valid seal number. Bidder shall not pick-up monies that are not secured in properly sealed bags;
 2. Track individual bank bags by seal number;
 3. Verify receipt of bank bags by completing and signing a Manifest or Receipt Book;
 4. Upon arrival at Bank Depository, verify deposit of bank bags by completing and signing all required documents.
- i. **Proof of Receipt:** Bidder shall provide each service site a sufficient number of Manifest or Receipt Books to sufficiently record the pick-up of bank bags. At minimum, the document shall include the following information: service site name; service site bank identification number; date/time of receipt; bag seal number; Driver/Guard printed name and signature. The format of document shall be subject to approval by FNS prior to commencement of services. Any service site requesting a new Manifest or Receipt Book shall be provided with the new Manifest or Receipt Book on the next scheduled service visit.

31. Service Equipment: Bidder shall have readily available and maintain all service vehicles, equipment, and accessories customarily used in the service industry, and as necessary to adequately and efficiently perform its contractual duties. It is understood that having the necessary and operable equipment is critical to the performance of the contract. Failure of Bidder to possess and maintain said equipment may be deemed as a default of contract.

All service vehicles used in the performance of contract shall be:

- Secure and appropriate for the scope of services described herein;
- Properly maintained in good operating condition and appearance;
- Equipped with a two-way radio or other means of communication by which Bidder's call center and appropriate law enforcement agency dispatch center may immediately be contacted in the event of an emergency;
- Operated at all times in accordance with all current laws, rules, codes, ordinances, and licensing requirements of Federal, State, and local agencies having jurisdiction and authority.

A minimum of one (01) reserve vehicle shall be immediately available to resume normal service duties without interruption in the event of primary service vehicle breakdown. SBAC reserves the right to inspect service vehicles at any time and to require that any vehicles that fail to meet these standards, or otherwise found to be unsafe, be removed from service until proper conditions have been restored.

32. Price: Bid unit price on Attachment C, Form of Proposal, to be charged District for the pick-up of food service and student/school activity monies at each listed service site on scheduled service day. The collected bank bags shall be transported and deposited at one (01) designated bank depository at the end of each service day. It is agreed and understood that price shall be billed on a "per stop" basis regardless of number of bank bags actually picked up and deposited at designated bank depository.

Unit price bid shall be inclusive of all aspects of services required including, but not limited to: qualified labor; supervision; service vehicle; insurance; profit, and; any other direct or indirect costs associated with the execution and administration of contract. No additional costs, expenses or surcharges shall be applicable to this contract unless specifically permitted herein. Unless as otherwise permitted and expressly stated herein, price shall be firm and fixed for the term of the contract and any subsequent renewal periods.

32.1 Supplemental Service: As a supplement to contract, Bidder is requested to propose unit price for the occasional pick-up, transport, and deposit of activity monies associated with athletic and special events, and

other occasions requiring currency transport. Deposit of bank bag shall be made at a District approved commercial bank within Alachua County as directed by service site.

33. Minimum Order Requirements: Bidder minimum order requirements shall not be allowed in any form (i.e., annual contract requirements, minimum weekly charge, etc.). The inclusion of any additional terms and conditions with the intent of establishing minimum order requirements may cause disqualification of Bid.

34. Price Adjustment: Prices bid shall remain firm and fixed through the initial one (01) year period of contract. Bidder may petition the District for a price adjustment at the beginning (anniversary date) of second year of contract and each one (01) year period thereafter, including any renewal periods, on the basis of changes in the costs of operation directly due to escalating fuel costs that may have occurred after contract effective date and which, by all reasonable expectations, shall continue for at least one year. Only one (01) price adjustment shall be permitted per contract year.

Any price redetermination shall be solely based upon changes as documented by the Gasoline and Diesel Fuel Update (GDU), East Coast (PADD1), published by the U.S. Energy Information Administration. Current GDU data can be found at: <http://www.eia.gov/petroleum/gasdiesel/>. Should the referenced index be discontinued, then an index shall be selected that is mutually agreeable to both parties. If no agreement can be reached, then the contract shall terminate at the end of its current term.

To be considered for price adjustment, Bidder shall submit to the Purchasing Department, no later than forty-five (45) calendar days prior to the annual anniversary of contract start date, a written request accompanied with written documentation of baseline cost and escalated cost. The Purchasing Department shall review request and correlate with available GDU data, taking into consideration current market conditions and other information as deemed relevant.

The District reserves the right to also petition Bidder under the same guidelines should there be a decrease in GDU after any upward price adjustment has been granted. However, in no event shall downward adjusted price be lower than original price bid.

For price calculation purposes, the GDU base index number shall be for the most current update posted relative to date of contract award. For all periods thereafter, the GDU current index number shall be the most recent update posted sixty (60) calendar days prior to contract annual anniversary date. The referenced GDU shall be determined by using the simple percentage method of calculation to compute the percentage change. Subtracting the base index number from the current index number and dividing the result by the base index number calculates the maximum percentage increase allowed. It is understood that any price adjustment granted shall only apply to that (%) portion of unit price directly associated with fuel costs as indicated by Bidder on Form of Proposal.

To illustrate, suppose....

- Unit price bid is \$15.00 per stop;
- Current fuel expenditure costs represent 20% of the total price bid;
- Fuel base price = \$3.00 (\$15.00 x .20);
- GDU base index for date as specified: 2.173;
- GDU current index for date as specified: 2.256;
- GDU increase = $\frac{2.256 - 2.173}{2.173} = 3.82\%$
- \$3.00 (Fuel base price) x .0382 (GDU increase) = \$0.115
- Adjusted unit price: \$15.00 + \$0.12 = \$15.12

SBAC reserves the right to make sole and final determination to accept, reject, or negotiate any request for price adjustment. Pricing shall remain constant when market conditions warrant no price adjustment. Any approved price adjustment shall be executed by written modification to contract and remain firm during the full term of contract or until such time as process is repeated.

35. Bid Tabulation/Evaluation: Award shall be based on the unit price bid (Award Total) for the specified service. The Bidder with the lowest unit price, being responsive and responsible, shall be awarded contract. In making recommendation for award, the Purchasing Department shall take into consideration the qualifications of Bidder, including capacity in meeting all service requirements. SBAC reserves the right to make sole and final determination of which Bids meet the requirements of this solicitation, and which respondents are responsive and responsible.

35.1 Supplemental Service: The proposed unit price shall not be evaluated or considered in Bid award. SBAC reserves the right to reject and negotiate proposed unit price with the low, responsive and responsible Bidder if it is deemed to be in the best interest of the District. Furthermore, SBAC reserves the right to purchase specified supplemental services from any source or via any procurement method deemed to be in the District's best interest.

36. Issue Resolution: Any dispute concerning the interpretation of specific IFB requirements shall be resolved by the Purchasing Department in consultation with District Representative. A written copy of decision shall be provided to Bidder. It is agreed and understood that the decision of Department shall be final and conclusive.

37. Service Guarantee: Reference Attachment A, "25. Condition of Product/Services": In addition...All services provided by Bidder in the performance of this contract shall adhere to the customary, reasonable, and prudent standards of care as established within the industry, and meet or exceed the quality of services provided to other commercial customers. It is agreed and understood that all services shall be performed to the complete satisfaction of SBAC.

38. Service Complaints: Bidder is expected to maintain an acceptable level of satisfactory service throughout the duration of the contract. All performance related complaints shall be reported by District to Account Representative. It shall be the responsibility of Bidder to promptly resolve reported complaints pursuant to the applicable terms of contract. Consistent delays or unresponsiveness in addressing and resolving documented deficiencies in the performance of this contract may be deemed as a default of contract.

39. Habitual Violator: Reference Attachment A, "47. Termination for Default": In addition...Should the District determine that the number of complaints at any service location or cumulatively within the District be excessive, the Purchasing Department shall schedule a meeting with Bidder to discuss the specific issues. Within five (05) business days of meeting, Bidder shall provide the Purchasing Department a follow-up letter outlining the corrective action(s) to be taken and time sequence by which resolution of issues can be expected. All aspects of proposed plan for corrective action shall be subject to approval of the Purchasing Department. In the event that documented complaints have not been adequately resolved to the satisfaction of the District or Bidder's record of performance continues to show, in the opinion of the District, that Bidder is frequently, regularly or repetitively defaulting in the execution of any services required in this Agreement, and regardless of whether Bidder has remedied any individual complaint, Bidder shall be deemed a "habitual violator". In such case, Bidder shall forfeit the right to any further notice or grace period to correct, and all of said complaints shall be considered cumulative and collectively and shall constitute a condition of incurable default; thereby being grounds for immediate termination of this Agreement within time as specified.

40. Prohibition of Gratuities: By submission of a bid, a contractor certifies that no employee of SFA has or shall benefit financially or materially from such bid or subsequent contract. Any contract issued as a result of this ITB may be terminated at such time as it is determined that gratuities of any kind were either offered or received by any of the aforementioned persons.

41. Return of Discounts, Rebates and Credits: The IFB and the pending contract shall comply with 7 CFR Parts 210, titled "National School Lunch Program," 215, titled "Special Milk Program for Children," and 220, titled "School Breakfast Program," that, in part, require the successful Bidder to provide documentation to SBAC of any discounts, rebates and other applicable credits, including but not limited to, price reductions due to product promotions, volume purchasing, on-line ordering or other electronic ordering systems, and prompt payments or advance payments, all of which have the result of lowering the price of the commodities purchased by SBAC. All such price reductions shall be passed on to Food and Nutrition Services Department and placed in their account by successful Bidder quarterly, or more frequently as may be required by FNS.

42. Required Submittals: Bidder shall provide the following additional information with their Bid response. Failure to provide information as indicated may cause disqualification of Bid.

- ☐ Photocopy of current Security Agency license issued by the State of Florida (pg. 21);
- ☐ Photocopy of current Money Transmitter License issued by the State of Florida (pg. 21);
- ☐ Photocopy of applicable city or county occupation license from where business resides;
- ☐ Proof of insurability on a properly completed ACORD "Certificate of Liability Insurance" form in the amounts indicated on page 9, "Insurance Certification Form".

- Protection of Deposits – detailed statement describing the protection guaranteed on SBAC deposits and procedures for reimbursement (pg. 27-28).

ATTACHMENT C
FORM OF PROPOSAL
IFB 25-44
CURRENCY TRANSPORT SERVICES –
ANNUAL CONTRACT

Instructions: Bid unit price to be charged District for scheduled currency transport service (pickup/transport/deposit) performed at each designated service site on scheduled service day. It is understood that price shall be billed on a “per stop” basis regardless of number of bags actually picked up and delivered to designated bank depository.

It is the intent of the District that this be a full-service contract. Unit price bid shall be inclusive of all aspects of services required including, but not limited to: qualified labor; supervision; customary equipment and accessories; service vehicles; fuel; insurance; profit; and, any other direct or indirect costs associated with the execution and administration of contract. No additional costs, expenses or surcharges shall be applicable to this contract unless specifically permitted herein. Unless as otherwise permitted and expressly stated herein, price shall be firm and fixed for the term of the contract and any subsequent renewal periods.

Currency Transport Services

Description	Unit Price Per Stop
Pick-up and transport of Food Service and student/school activity monies at each listed service site for deposit at one (01) designated bank depository, in accordance with IFB specifications.	\$

Price Adjustment

For future price adjustment purposes, provide the following information below. It is agreed and understood that percentage stated may be subject to further negotiation prior to any future consideration upon request by either party.

What type fuel does your currency transport vehicle use? ☐ Diesel ☐ Gasoline

Current fuel cost fee represents _____% of the unit price (per stop) bid.

Supplemental Services

Description	Unit Price Per Stop
Pick-up, transport and deposit of monies associated with athletic and special events at a designated secondary bank within Alachua County, in accordance with IFB specifications.	\$

Bidder is advised prior to submission of Bid to check the Purchasing Department website for any Addenda that may have been issued.

Acknowledgement of receipt of addenda (if applicable):

_____ Addendum No. 1
(initial here)

_____ Addendum No. 2
(initial here)

QUESTIONNAIRE:

Contact Information

Address of facility for which services will be dispatched under this contract:

Firm Name: _____

Address: _____

City/State/Zip: _____

Contact Name: _____ Title: _____

Phone #: _____ Fax #: _____

Designated Account Representative:

Name: _____ Title: _____

Phone #: _____ Cell#: _____

Fax #: _____ Email: _____

Second Contact Information (if Account Representative is not available):

Name: _____ Title: _____

Phone #: _____ Cell#: _____

Fax #: _____ Email: _____

Emergency Contact Information (if different than Account Representative):

Name: _____ Title: _____

Phone #: _____ Cell#: _____

Fax #: _____ Email: _____

Experience

- Years in business under present name: _____
- Year is which your firm was incorporated in the State of Florida: _____
- Years performing contract services in State of Florida: _____ Alachua County: _____
- Is your firm currently servicing commercial accounts within Alachua County? ☐ Yes ☐ No
- Has your firm provided currency transport services to other school districts within the State of Florida? ☐ Yes ☐ No
If yes, please list and indicate service dates: _____

Personnel

- Current number of qualified Drivers/Guards that will be available to the District under this contract: _____
- Do Drivers/Guards carry firearms in the performance of duties? ☐ Yes ☐ No
If yes, are all Drivers/Guards properly licensed (Class "G") to carry firearms in accordance with Chapter 493, F.S.? ☐ Yes ☐ No
- Do all Drivers/Guards meet the minimum qualifications as specified herein? ☐ Yes ☐ No
If no, list exceptions and provide explanation as attachment to Bid submittal.
- Current number of Supervisors that will be assigned under this contract: _____

Business Operations

- Does your firm have the ability and experience to perform all services as described? ☐ Yes ☐ No
If no, list exceptions and provide explanation as attachment to Bid submittal.
- Has your firm received any regulatory or license agency sanctions within the last (05) years? ☐ Yes ☐ No
If yes, list and provide detailed explanation as attachment to Bid submittal.
- Notification Requirements
Temporary Assignment: The District shall be required to provide a minimum _____ hours notification prior to requested start time.
Emergency Services: The District shall be required to provide a minimum _____ hours notification prior to requested start time.
- Communication
Is your business office staffed during regular business hours? ☐ Yes ☐ No
State regular business hours: _____ to _____
Does your firm have the capability to respond to requests for assistance after normal operating hours?
☐ Yes ☐ No

References

Provide five (05) references for commercial accounts or other public agencies your firm has provided services in the past two (02) years.

1) Company/Organization name: _____

Address: _____ City/State/Zip: _____

Contact name: _____ Title: _____

Telephone #: (_____) _____ Email: _____

Date(s) service provided: _____ Under current contract? ☐ Yes ☐ No

Description of services provided: _____

2) Company/Organization name: _____

Address: _____ City/State/Zip: _____

Contact name: _____ Title: _____

Telephone #: (_____) _____ Email: _____

Date(s) service provided: _____ Under current contract? ☐ Yes ☐ No

Description of services provided: _____

3) Company/Organization name: _____

Address: _____ City/State/Zip: _____

Contact name: _____ Title: _____

Telephone #: (_____) _____ Email: _____

Date(s) service provided: _____ Under current contract? ☐ Yes ☐ No

Description of services provided: _____

4) Company/Organization name: _____

Address: _____ City/State/Zip: _____

Contact name: _____ Title: _____

Telephone #: (_____) _____ Email: _____

Date(s) service provided: _____ Under current contract? ☐ Yes ☐ No

Description of services provided: _____

5) Company/Organization name: _____

Address: _____ City/State/Zip: _____

Contact name: _____ Title: _____

Telephone #: (_____) _____ Email: _____

Date(s) service provided: _____ Under current contract? ☐ Yes ☐ No

Description of services provided: _____

APPENDIX A DISTRICT SERVICE SITES SF = required service frequency						
	SCHOOL	SF	PHONE #	ADDRESS	CITY	ZIP
	ELEMENTARY (21)					
1	ALACHUA	1	386 462-4129	13800 NW 152 nd Place	Alachua	32615
2	ARCHER COMMUNITY	1	352 495-5295	14533 SW 170 TH St.	Archer	32618
3	LAWTON CHILES	1	352 333-2821	2525 Schoolhouse Rd.	Gainesville	32608
4	PARKER	1	352 955-6725	1912 NW 5 TH Ave.	Gainesville	32603
5	STEPHEN FOSTER	1	352 955-6726	3800 NW 6 TH St.	Gainesville	32609
6	GLEN SPRINGS	1	352 955-6728	2826 NW 31 ST Ave.	Gainesville	32605
7	HIDDEN OAK	1	352 333-2820	2100 Ft. Clarke Blvd.	Gainesville	32606
8	HIGH SPRINGS COMM.	1	386 454-4199	1015 N. Main	High Springs	32643
9	IDYLVILD	1	352 955-6729	4601 SW 20 TH Terrace	Gainesville	32608
10	W.W. IRBY	1	386 462-5703	13505 NW 140 TH St.	Alachua	32615
11	LAKE FOREST	1	352 955-6730	4401 SE 4 TH Ave.	Gainesville	32641
12	LITTLEWOOD	1	352 955-6732	812 NW 34 TH St.	Gainesville	32605
13	MEADOWBROOK	1	352 333-2865	11525 NW 39 th Ave.	Gainesville	32606
14	W. A. METCALFE	1	352 955-6733	1250 NE 18 TH Ave.	Gainesville	32609
15	NEWBERRY	1	352 472-1132	25705 SW 15 TH Ave.	Newberry	32669
16	C.W. NORTON	1	352 955-6904	2200 NW 45 TH Ave.	Gainesville	32605
17	W.K. RAWLINGS	1	352 955-6735	3500 NE 15 TH St.	Gainesville	32609
18	WM. S. TALBOT	1	352 955-6736	5701 NW 43 RD St.	Gainesville	32653
19	MYRA TERWILLIGER	1	352 955-6737	3999 SW 122 nd St.	Gainesville	32607
20	KIMBALL WILES	1	352 955-6879	4601 SW 75 TH St.	Gainesville	32608
21	JOSEPH WILLIAMS	1	352 955-6739	1245 SE 7 TH Ave.	Gainesville	32641
	MIDDLE SCHOOLS (07)					
22	FORT CLARKE	1	352 333-2819	9301 NW 23 RD Ave.	Gainesville	32609
23	HOWARD W. BISHOP	1	352 955-6721	1901 NE 9 TH ST.	Gainesville	32606
24	KANAPAHA	1	352 955-6963	5005 SW 75 TH St.	Gainesville	32608
25	LINCOLN	1	352 955-6731	1001 SW 12 TH St.	Gainesville	32641
26	MEBANE	1	386 462-4130	16401 NW 140 TH St.	Alachua	32615
27	OAK VIEW	1	352 472-1134	1203 SW 250 TH St.	Newberry	32669
28	WESTWOOD	1	352 955-6738	3215 NW 15 TH Ave.	Gainesville	32605
	HIGH SCHOOLS (06)					
29	BUCHHOLZ	1	352 955-6722	5510 NW 27 TH Ave.	Gainesville	32606
30	EASTSIDE	1	352 955-6724	1201 SE 43 rd Street	Gainesville	32641
31	GAINESVILLE	1	352 955-6727	1900 NW 13 TH St.	Gainesville	32609
32	HAWTHORNE MIDDLE/HIGH	1	352 481-1918	21403 SE 69 th Ave.	Hawthorne	32640
33	NEWBERRY	1	352 472-1133	400 SW 258 TH St.	Newberry	32669
34	SANTA FE	1	386 462-3494	16331 NW U.S. 441	Alachua	32615
	CENTERS (01)					
35	SIDNEY LANIER	1	352 955-6861	312 NW 16 TH Ave.	Gainesville	32601
	OTHER LOCATIONS (01)					
36	P.K YOUNG (K-12)	1	352 392-1554	1080 SW 11 th St.	Gainesville	32601
		36				