

FLORIDA POLYTECHNIC UNIVERSITY
DEPARTMENT OF PROCUREMENT
INVITATION TO BID
FIPR JANITORIAL SERVICES
ITB 23-058

THIS IS NOT AN ORDER – PLEASE READ THE DOCUMENT CAREFULLY

COMMODITY/SERVICES: FIPR JANITORIAL SERVICES	PROCUREMENT CONTACT: ANDY FARRINGTON	DATE: 03/02/2023
BID OPENING DATE/TIME: 03/20/2023	QUESTION DEADLINE: 03/13/2023	PRE-BID CONFERENCE: 3/09/2023
RESPONDENT NAME: ADDRESS: EMAIL: PHONE:		

- Bids will be opened and reviewed by the Procurement Department at the time and date stated above.
- Please provide your best offer. The University is not liable for any costs incurred by Respondent in responding to this Competitive Solicitation.
- Bids must be firm. Those containing escalator clauses cannot be accepted. For consideration, bids must be made on this form and signed in full.
- Has Respondent declared bankruptcy, otherwise been declared insolvent, has had a delinquency judgment issued against it in any court of competent jurisdiction, has been placed in receivership, or is involved in any litigation? ___ Yes ___ No
- Has Respondent had any agreements/contracts within the last three years where liquidated damages, penalties, liens, judgments, defaults, cancellations of contract, or termination of the contract were filed against the Respondent? ___ Yes ___ No
- Does Respondent seek to assert trade secret protection for any document the Respondent submits in response to this Competitive Solicitation, under Sections 119.0715, 688.002(4), 812.081(1)(c), 815.04(3), and/or 815.045, Florida Statutes? ___ Yes ___ No

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

- Respondent's collusion with other Respondents, other Respondents' employees, or any employee of the University is prohibited and may result in rescission or cancellation of solicitation (or contract) without liability to the University.
- Respondent is legally entitled to enter a contract with Florida Polytechnic University.
- The award of this Competitive Solicitation is subject to the provisions of Chapter 112, Florida Statutes, and any other laws, regulations and/or policies concerning conflicts of interest in dealing with entities of the State of Florida (collectively, "Conflicts of Interest Rules").
 - In accordance with Section 112.3185, Florida Statutes, by submitting a Response, the Respondent certifies that no individual employed by the Respondent or subcontracted by the Respondent has an immediate relationship to any University employee or public officer who was or is directly or indirectly involved in any way in the drafting, evaluating, or awarding of this Competitive Solicitation. (See Attachment A, Section 3.)
 - Solely by way of example, Respondent must disclose in its Response the name of any officer, director, or agent of the Respondent who is also an employee or public officer of the University. Further, Respondent must disclose in its Response the name of any University employee or public officer (or his or her spouse or child) who owns, directly or indirectly, an interest of five percent (5%) or more of the Respondent's company or any of its affiliates or branches. (See Attachment A, Section 4.)
 - Failure to disclose the required information or violation of the Conflicts of Interest Rules is grounds for the University's rejection of the Respondent's response, cancellation of an intent to award to the Respondent, and/or cancellation of any contract with the Respondent.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Offeror, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, 41 CFR 60-1.8 which prohibits the maintaining of segregated facilities. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965. By filing a Response, Respondent certifies that Respondent is not on the convicted vendor list maintained by the Florida Department of Management Services. Respondent also certifies that any sub-respondent listed in Respondent's solicitation response is not on the convicted vendor list. Any documents Respondent submits to the University in response to this Competitive Solicitation become the property of the University and become public records.

SIGNATURE REQUIRED – I hereby swear under the penalty for false swearing:

- I am the Respondent, a partner or an Officer or employee of the Respondent with the authority to sign on its behalf (if the Respondent is a firm).
- The information provided in this document is accurate and complete.
- Respondent is legally entitled to enter contracts with the Florida Polytechnic University Board of Trustees.
- Respondent is aware of and has complied with the requirements of the Conflicts of Interests Rules and filed with the State of Florida.
- Respondent's Response remains valid for six (6) months after the Response Due Date.

Government Classification (check all that apply):

W/MBE ___ Small Business ___ Veteran Business ___ Local Business ___ Other (Please identify): ___ - _____

Signature of Respondent's Authorized Representative:

Date:

SOLICITATION INSTRUCTIONS AND CONDITIONS

1. DEFINITIONS

- a) **Addenda/Addendum** – Written or graphic instruments issued by the Department of Procurement prior to the date for opening of responses, that modify or interpret this Competitive Solicitation by additions, deletions, corrections, 1. or clarifications.
- b) **Procurement Website** - <https://floridapoly.edu/procurement/solicitations/index.php>
- c) **Respondent** – A firm or individual submitting a Response to this Competitive Solicitation (Vendor, Respondent, Supplier etc.).
- d) **Response** - An executed offer submitted by a Respondent in response to this Competitive Solicitation.
- e) **Successful Respondent** - A recommended recipient of an award of a contract under this Competitive Solicitation

2. PREPARATION OF RESPONSES

- a) Respondents are expected to examine the drawings, specifications, Schedule, and all instructions. Failure to do so will be at the Respondent's risk.
- b) Each response shall furnish the information required by the solicitation. The Authorized Representative shall sign the solicitation.
- c) Unit price for each service offered shall be shown, and such price shall be comprehensive unless otherwise specified. A total shall be entered in the amount column of the schedule for each good/service offered. In case of a discrepancy between a unit price and an extended price, the unit price will be presumed to be correct.
- d) Responses for goods/services other than those specified will not be considered unless authorized by the solicitation.
- e) Respondent must state (when appropriate) a definite time for delivery of supplies or the performance of services unless specified in the solicitation.
- f) Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.

3. PRE-BID CONFERENCE (NON_MANDATORY)

A PREBID CONFERENCE will be held at 1855 West Main Street Bartow, Florida, USA 33830. Time: 10am - 2pm (ET). Date: March 9th, 2023

4. EXPLANATION OF OFFERORS

Any explanation desired regarding the meaning or interpretation of the solicitation, specifications, etc., must be requested in writing and with sufficient time allowed. Oral explanations or instructions given before the contract award will not be binding. Any information provided will be posted on the [Procurement Website](#).

5. ACKNOWLEDGMENT OF ADDENDUM

Any Addendum(s) must be acknowledged by signing and returning the amendment or by letter.

6. SUBMISSION OF RESPONSES

- (a) Response must be submitted to bids@floridapoly.edu on or before the bid opening date/time.
- (b) Late responses and modifications* received by the Procurement Department after the time and date specified may not be considered.
*Responses may be modified or withdrawn by written notice prior to the time and date specified for receipt of bids.
- (c) Responses may be withdrawn in person by a respondent or an authorized representative. The individual then must sign a receipt for the offer, prior to the time and date specified for receipt of bids.

7. AWARD OF CONTRACT

- (a) The contract will be awarded to the Respondent whose offer conforming to the solicitation will be most advantageous to the University and other factors considered.
- (b) The University reserves the right to reject any or all offers and to waive informalities and minor irregularities of responses received. A written communication by the Procurement Representative, to a successful respondent, will be provided to the successful respondent. The University reserves the right to award multiple Respondents.

8. COMPLIANCE

It is agreed and understood that any contracts and/or orders placed as a result of this ITB shall be governed under the Florida Board of Governor Regulations and Florida state laws.

9. CONTRACT CHANGES

During the contract period, no change will be permitted unless the Respondent receives written approval from the Director of Procurement. If changes are necessary, Respondent must promptly report such matter to the Director of Procurement for consideration.

GENERAL OVERVIEW

1. INTENT AND SCOPE

Bids are requested by the Department of Procurement from eligible firms to furnish all labor, materials, tools, equipment, services, supplies, and related items necessary for janitorial services at the Florida Industrial Phosphate Research Institute (FIPR), located in Bartow, Florida. The supplier will provide all necessary cleaning products, trash bags, and equipment unless otherwise indicated. FIPR will supply hand towels, hand soap, and toilet paper.

It is the intent of this invitation to bid to develop contracts with one or more Successful Respondents for all scopes of work. Respondents are encouraged to bid on all trades for which they qualify.

Please Note: Complete a bid sheet for each service you are bidding on and identify any discounts offered if awarded a contract for services.

2. Including but not limited to, the following services must be performed:

2.01 Administration Building – (5,285 sq. ft.) (Exhibit II)

Two Days per Week – (Twice weekly)

- Empty all waste receptacles and remove waste to a designated area
- Replace trash bags as needed
- Wipe down and clean tabletops in common areas
- Vacuum carpets in hallways & common areas (including Library)
- Clean outside & inside entrance rugs
- Empty shredded paper machine

2.02 Bathroom:

- Refill all toilet paper, hand towels, and hand soap as needed
- Clean and disinfect all surfaces
- Clean toilet bowls with bowl cleaner and brush
- Clean mirrors, seat covers, door hinges and any metal trim
- Clean walls of any drips
- Wash bathroom floors with disinfectant
- Empty waste receptacle (change bag)

2.03 Kitchen:

- Refill hand towels, hand & dish soap as needed
- Wash and disinfect all surfaces
- Clean the sink
- Clean walls and cabinets of drips
- Wash floors with disinfectant
- Empty waste receptacle (change bag)

2.04 Once A Week (once weekly)

- Clean all offices – (only the open areas on desks)
- Library - Dust all furniture (cabinets, tables, chairs, bookcases, partitions, etc.)
- Clean all glass doors with glass cleaner inside and out
- Clean glass adjacent to glass doors
- Wipe down and clean chairs in common areas
- Wash floors with a disinfectant in common areas/ walkways
- Remove reachable cobwebs in the entrance area
- Vacuum offices
- Dust the baseboards

2.05 Monthly (once monthly)

- Dust all window sills and blinds
- Dust furniture

2.06 Every Six Months

- Clean all lower windows in and out
- Washout/clean inside & out of all trash cans

2.07 Upon Request, once a year

- Clean/ wax/ seal tile floors
- Clean Carpet

2.08 Metallurgical Lab – (675 sq. ft.) (Exhibit III)

Two Days per Week (twice a week)

- Empty all waste receptacles and remove waste to the designated area
- Replace trash bags as needed
- Vacuum hallways & common areas
- Wash the floors with disinfectant
- Clean outside & inside entrance rugs

2.09 Bathroom:

- Refill all toilet paper, hand towels, and hand soap as needed
- Wash and disinfect all surfaces
- Clean toilet bowls with bowl cleaner and brush
- Clean mirrors, seat covers and hinges, and any metal trim
- Wash bathroom floor with disinfectant
- Empty waste receptacle (change bag)

2.10 Kitchen:

- Wash and disinfect all surfaces
- Clean Kitchen sink
- Clean walls and cabinets of drips
- Wash the floors with disinfectant
- Empty waste receptacle (change bag)

2.11 Once a week

- Clean glass next to doors inside and out
- Clean all offices – (only open areas on desks)
- Remove reachable cobwebs

2.12 Monthly:

- Dust all windowsills and blinds
- Dust furniture

2.13 Upon Request once a year

- Clean/ wax/ seal tile floors

2.14 Biological Lab– (975 sq. ft.) (Exhibit IV)**Once a week (Once Weekly)**

- Refill hand towels and hand soap as needed
- Empty all waste receptacles and remove waste to a designated area
- Replace trash bags as needed
- Vacuum or sweep the building
- Wash the floors with disinfectant
- Clean outside & inside entrance rugs
- Clean all offices – (only the open areas on the desks)
- Clean glass doors and glass on either side of doors inside and out
- Clean glass on greenhouse door inside and out
- Clean the inside glass window above the desks, not the outside
- Remove reachable cobwebs

2.16 Monthly

- Dust all furniture, cabinets, tables, chairs, book cases
- Clean office windows in and out
- Dust all window sills and blind

2.17 Upon Request once a year

- Clean/ wax/ seal tile floors (office)

2.18 Education Building – (4,695 sq. ft.) (Exhibit V)**(Marmoleum floor – Special cleaner required and NO wet mopping)****Once a month**

- Empty all waste receptacles and remove waste to a designated area
- Replace trash bags as needed

- Wipe down and clean tabletops/countertops in common areas
- Vacuum all carpets and flooring
- Dry mop and spot treat hallway & common areas
- Clean outside & inside entrance rugs
- Clean all offices
- Dust all furniture & window sills (cabinets, tables, chairs, bookcases, partitions, blinds etc.)
- Clean glass doors and glass on either side of doors inside and out
- Wipe down and clean chairs in common areas
- Remove reachable cobwebs
- Dust blinds
- Dust baseboards

2.19 Bathroom:

- Refill all toilet paper, hand towels, and hand soap as needed
- Wash and disinfect all surfaces
- Clean toilet bowl(s) with bowl cleaner and brush
- Clean mirrors, seat covers and hinges, and any metal trim
- Clean walls of drips
- Wash bathroom floor with disinfectant

2.20 Kitchen:

- Refill hand towels, hand & dish soap as needed
- Wash and disinfect all surfaces
- Clean Kitchen sink
- Clean walls and cabinets of drips
- Dry mop and spot treat
- Clean the exterior of the fridge (Not the inside)

Every Six Months

- Clean all lower windows in and out and the glass wall inside the building
- Remove and clean dust mat traps

Upon Request, once a year

- Clean/ wax/ seal tile floors (bathrooms area)
- Clean and reseal Marmoleum flooring - **FIPR will provide Marmoleum floor cleaner and sealer for use.**
- Clean Carpet

3. PERFORMANCE OF WORK

The Successful Respondent(s) shall be in a position to commence work upon the effective date of the contract, and after authorization by the University. The work shall be continued until the project is completed and/or the University elects to stop work.

- Respondent must clearly define a manager of services to oversee the work and be the main point of contact for the University.
- No shirtless, or torn attire will be permitted.
- Respondent vehicles must be marked and parked where permitted by the University. No personal work vehicles will be permitted.
- No smoking, loitering, fishing, or eating in or around buildings is permitted.
- Discourteous acts towards any person will not be permitted.
- Scheduling of applications must be approved by the University.
- All service workers must check in with the point of contact for the University.
- Respondents must contact the University within 48 hours of the scheduled work if the planned activity has been rescheduled.
- University may at any time request a rescheduling of services or redirection of efforts for planned events.
- Respondents shall provide a report/receipt to the University Contact following the completion of each service. The report should state all work that was completed on that day.
- Respondents shall provide all proper safety data sheets for any chemicals used on campus or transported on company vehicles while on campus.
- Respondents must provide an emergency response point of contact in case of emergencies that may impact life safety, or damage University property. Emergencies could consist of:
 - Damaged property affecting the operation of the University.
 - Items requiring immediate response to prevent further damage or harm to persons or property.
 - Injury to individuals.
- Respondent must be aware of any potential hazards before work is initiated.
- Respondents shall obtain, at their own expense, all necessary permits and licenses required by federal, state, County, or local orders, codes, ordinances, regulations, administrative codes, laws, and Florid Poly AHJ.
- Respondents shall provide to-date comprehensive insurance with the University named as a certificate holder made out to

Florida Polytechnic University Board of Trustees. The University shall also be listed as additional insured.

- Any changes, improvements, or add alternates must be submitted to the University contact for approval.
- Respondent agrees that work will not be brokered or subcontracted without prior written approval from the University.
- Respondent is responsible for maintaining contract documents for their own use, including the cost of printing.

Should the University elect to stop work and abandon the project, the respondent shall be paid all earned charges to the date of termination, but no termination expense shall be due the respondent.

4. MATERIALS

All materials used must be original equipment manufacturers or approved equal products. The respondent shall attempt in every way practical to insure that the materials provided are at the lowest possible cost to the University and are comparable to those prices charged to the respondent's most favorable customers.

5. METHOD OF BIDDING

Respondent shall submit responses as indicated within this ITB. No other method of bidding will be considered. The respondent must use the (name of bid form), which is included and made a part of this Invitation, and include all data and other information requested in said Form of Proposal must be supplied.

6. RECIPROCAL AND OTHER PREFERENCES

The Procurement Department will also review the Responses to determine if any preferences should be applied. The University will provide preferences to eligible Respondents in accordance with Board of Governors regulation 18.001, and Sections 287.084, 287.087, and 287.092, Florida Statutes, as applicable. There is a preference for Florida Based Vendors for purchases of personal property; a preference is provided to Respondents with a principal place of business in Florida.

BID SHEET

(PLEASE COMPLETE A BID SHEET FOR EACH SERVICE THAT YOU ARE BIDDING)

RESPONDENT NAME : _____ ITB# 23-058 _____

PROJECT NAME: FIPR JANITORIAL SERVICES

The Bidder agrees to furnish all materials, supplies, and services required to complete the above-referenced job for Florida Polytechnic University, in accordance with the drawings, specifications, and contract documents, and any duly issued Addenda for the LUMP SUM BASE BID AMOUNT set forth below (please provide total annual amount to be paid monthly):

\$ _____ Annual Not to Exceed

which equates to: \$ _____ Monthly Not to Exceed

Value Add A (if applicable): (\$ _____).

Value Add B (if applicable): (\$ _____).

Value Add C (if applicable): (\$ _____).

BID NOTES / ADDITIONAL SPECIFICATIONS:

1. The Bidder, in compliance with your Invitation to Bid # 23-058 and having carefully examined the drawings and specifications for the work as prepared by the Department of Procurement, hereby proposes to furnish all labor, materials, supplies, and services required to perform the specifics of this project, within the time set forth therein and for the stated amount.

2. The Bidder hereby acknowledges receipt of the following Addenda (if no addendum has been issued and received, insert the word, "none"):

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

E-VERIFY

For Successful Respondents:

Pursuant to Section 448.095, Florida Statutes, Respondent must utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Respondent while performing work or providing services for Florida Polytechnic University. Respondent shall also include in any related subcontracts a requirement that sub-respondents performing work or providing services for Florida Polytechnic University on its behalf utilize the E-Verify system to verify the employment eligibility of all new employees hired by sub-respondent.

QUALIFICATIONS: (Experience of Respondent on other similar work)

Business and Type of Job	Contact name	Phone/Email	Dates of Project (start – end)	Total Project Amount

PRIMARY OFFICE/BRANCH (List the address of the principal office/branch and any additional locations that would provide the services/equipment necessary to meet the terms and conditions listed in this bid and incorporated into an awarded contract.)

Primary Office Address	Principle Contact	Phone	E-mail
Additional Branch Address	Principle Contact	Phone	E-mail

For Use of Respondent:

Signature of Authorized Official: _____

_____ Title: _____ Date: _____

For Use of Department of Procurement:

Approved _____ Date: _____

UNIVERSITY TERMS & CONDITIONS

The following terms and conditions apply to all Successful Respondents. By participating in this Competitive Solicitation process, Respondent agrees to be bound by the additional terms and conditions:

1) **Payment.** The Respondent will submit invoices for fees or other compensation for Goods/Services or expenses in detail sufficient for a proper pre-audit and post-audit.

a) Upon receipt, the University has five (5) business days to inspect and approve the goods or services.

b) The University will make payment in accordance with the University's Regulation, which states the Respondent's rights as a vendor and the University's responsibilities concerning interest penalties and time limits for payment of invoices.

c) If a payment is not issued within thirty (30) days of receipt of a proper invoice and receipt and inspection and approval of the goods and services, the University, upon a valid request, will pay to the Respondent, in addition to the amount of the invoice, an interest penalty at the rate established pursuant to Section 55.03(1), Florida Statutes, provided the interest penalty is in excess of one dollar (\$1.00). The interest will be calculated on the unpaid balance from the expiration of the 30-day period until such time as the payment is issued to the Respondent.

d) A Vendor Ombudsman, whose duties include acting as an advocate for Respondents who may be experiencing problems in obtaining timely payment from the University, may be contacted at 863-874-8448.

2) **Cooperation on Audits and Investigations.** The Respondent must cooperate with the University and provide specific records and/or access to the Respondent's records related to the Agreement to conduct an audit or investigation. The University will provide Respondent with reasonable notice of the need for such records or access.

3) **Travel Expenses.** The respondent will not charge the University for any travel expenses, meals, and lodging unless otherwise specifically provided for in the Agreement, and upon the University's prior written approval of the expenses. Under such circumstances, Respondent is authorized to incur the agreed to travel expenses which will be payable by the University, but only to the extent permitted in Section 112.061, Florida Statutes. Respondent is responsible for any expenses in excess of these prescribed amounts.

4) **Taxes.** The University is a tax immune sovereign exempt from the payment of sales, use, or excise taxes. The Respondent must pay all personal property taxes on leased equipment and all taxes based on net income.

5) **Relationship of the Parties.** The Respondent is an independent respondent, and neither the Respondent nor the Respondent's employees, agents, or other representatives are the University's employees or agents. The Respondent may not use the University's name, trademarks, logos, or marks without the University's prior written approval. The Respondent assumes all risk of personal injury and property damage attributable to the willful or negligent acts or omissions of itself and of its sub-respondents or persons otherwise acting or engaged to act at the instance of the Respondent in furtherance of its obligations under the Agreement.

6) **Background Checks.** Prior to any of Respondent's (or sub-respondent's) employees or agents entering the University's campus or premises to perform work pursuant to the Agreement, Respondent must have conducted, and the employee or agent must have passed, a background check. In addition, if the Respondent's (or sub-respondent's) employee or agent is listed on the Florida or National Sex Offenders Registry, that employee or agent may not enter the University's campus or premises in furtherance of the Agreement.

7) **Parking.** The Respondent must ensure that all of the Respondent's and Respondent's employees', agents', and sub-respondents' vehicles parked on the University premises have proper parking permits. All vehicles must be registered with and have parking permits purchased from the University's Parking and Transportation Services Department. Respondent and Respondent's employees, agents and sub-respondents must observe all parking rules.

The failure to purchase parking permits and otherwise comply with all the University's parking rules could result in the ticketing and/or the towing of Respondent's or Respondent's employees', agents', and sub-respondents' vehicles.

8) **Respondent's Employment of Unauthorized Aliens.** Employment of unauthorized aliens is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Respondent knowingly employs unauthorized aliens, the University may terminate the Agreement immediately upon notice to the Respondent for the Respondent's violation of this provision.

9) **E-Verify.** All terms defined in Section 448.095, Florida Statutes, are adopted and incorporated into this provision. Pursuant to Section 448.095,

Florida Statutes, Respondent certifies that it is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Respondent during the term of the Agreement. If Respondent enters into a contract with a sub-respondent to perform work or provide services pursuant to the Agreement, Respondent must also require the sub-respondent to comply with the requirements of Section 448.905, Florida Statutes. The sub-respondent must provide to the Respondent an affidavit stating that the sub-respondent

does not employ, contract with, or subcontract with or to, any unauthorized alien. Respondent must maintain a copy of such affidavit for the duration of the Agreement. The University may terminate the Agreement immediately upon notice to Respondent for Respondent's violation of this provision.

10) Workers' Compensation. The respondent must have and maintain, during the life of the Agreement, Workers' Compensation Insurance for all its employees connected with the work related to the Agreement. In the event any work related to the Agreement is sublet or subcontracted, the Respondent must require the sub-respondent to provide Workers' Compensation Insurance for all of the sub-respondent's employees unless such employees are covered by the protection afforded by the Respondent. Such insurance must comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under the Agreement is not protected under Workers' Compensation, the Respondent must provide, and cause each sub-respondent to provide, adequate insurance for the protection of such employees.

11) Equal Opportunity. The Respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, Veteran status, marital status, age or disability.

a) The Respondent will comply with the provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that are applicable to each order placed against the Contract regardless of value.

If the Respondent anticipates receiving \$10,000 in orders during the first 12 months of the Agreement, Respondent must complete the Certificate and Agreement of Non-Segregated Facilities. (Exhibit I)

b) The Respondent will also comply with the Americans with Disabilities Act (ADA) of 1990, as revised.

c) If the Respondent anticipates receiving \$50,000 in orders during the first 12 months of the Agreement, and employs more than 50 people, the Respondent will complete and file prior to March 1 of each year a standard form 100 (EEO-1) and will maintain a written program for affirmative action compliance that is available for review upon the University's request.

12) Sub-respondents. The Respondent is fully responsible for all work performed under the Agreement. The Respondent may, with the prior written consent of the University, enter into written subcontract(s) for performance of certain of its functions under the Agreement. The Respondent's subcontracts must not be implemented or effective until and unless approved in writing by the University. Respondent will fully notify any sub-respondents of Respondent's responsibilities pursuant to the Agreement by providing language in the Respondent's subcontracts with sub-respondents for work related to the Agreement. Respondent is solely responsible for all payments to its sub-respondents. Respondent will require its sub-respondents to provide proof of the required insurance coverage as well as proof of appropriate licenses before allowing the sub-respondent to perform work related to the Agreement.

13) Small Business Minority Enterprise (SMBE) Reporting. In each invoice submitted to the University, the Respondent will report the following information for each SMBE used in the performance of the Agreement: the Name, Address, Type of Certification and Dollar Amount paid for work related to the Agreement.

14) Covenant Against Commissions or Brokerage and Contingent Fees. Respondent warrants that the Respondent has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of the Agreement. In the event of Respondent's breach or violation of this warranty, the University has the right to terminate the Agreement, without liability, and to deduct from any amounts otherwise payable to Respondent under the Agreement the full amount of such fee, commission, percentage, gift, or other consideration, and to pursue any other remedy available to the University under the Agreement, at law or in equity.

15) Insurance. Respondent will maintain, at its own expense, amounts of insurance as required in the Solicitation. If no insurance is mandated in the Solicitation, Respondent must at a minimum maintain insurance that covers the Respondent's exposure in performing the Agreement. The University is self-insured and is not required to obtain additional insurance for purposes of the Agreement.

16) Licensing Requirements. To the extent applicable, Respondent must have and maintain all appropriate licenses necessary to provide the Goods/Services related to the Agreement. Respondent must provide proof of such licenses to the University upon request.

17) Work for Hire. Any work specifically created for the University under the Agreement is considered a "work for hire." All designs, prints,

paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") are and remain the property of the University, and, unless otherwise specifically set forth herein, are considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire," the Respondent (or sub-respondent or agent) who created, produced, developed or fabricated the Materials hereunder assigns all of his/her/its right, title and interest in the Materials to the University.

a) The University owns all right, title and interest in the Materials. Respondent agrees upon request to take the necessary actions (and if necessary, ensure the Respondent's sub-respondent or agent takes the necessary actions) to perfect the transfer of such title to the University.

- b) The Materials must be to the University's satisfaction and are subject to the University's approval. Respondent bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials.
- c) The University is entitled to return, at Respondent's expense, any Materials which the University deems to be unsatisfactory.
- d) On or before completion of the Respondent's services hereunder, the Respondent must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials.
- e) The Respondent warrants that the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and that no third party will have any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties, or other payments.

18) Trademark or Copyright Infringement. The Respondent will, at its expense, defend any suit brought against the University and will indemnify the University against an award of damages and costs made against the University by settlement or final judgment of a court that is based on a claim that the use of the Respondent's product infringes a trademark or copyright of a third party; provided that the University notifies the Respondent in writing of the suit or any claim of infringement within thirty (30) days after receiving notice thereof, and further provided that the Respondent is permitted to control the defense in any litigation or settlement of the suit. The University will provide reasonable cooperation in the defense of the suit at the Respondent's expense. Such defense and indemnity survives termination or expiration of the Agreement.

19) Confidentiality of Information.

a) The Respondent acknowledges and agrees that the following items are and remain confidential, proprietary, and the sole property of the University:

- i) all documents, studies, materials and information furnished to the Respondent by the University or the University's affiliates in connection with the Agreement, and
- ii) all reports, studies, plans, deliverables, strategies, materials and other documents and information developed or prepared for the University in connection with the Agreement or which reflect any of the documents, studies, materials or information furnished to the Respondent by the University (the materials described in this provision are collectively referred to as the "Information").

b) The Respondent agrees that it will not use the Information, nor share the Information with its employees, except as necessary to the Respondent's performance under the Agreement, and the Respondent will at all times comply with all state and federal laws governing the use and/or safe-keeping of confidential and/or personally identifiable information. The Respondent must not disclose Information to third parties unless it obtains the University's written consent to such disclosure.

c) In the event the Respondent is required by subpoena or other judicial or administrative process or by law to disclose such records, the Respondent will:

- i) provide the University with prompt notice thereof;
- ii) consult with the University on the advisability of taking steps to resist or narrow such disclosure;
- iii) furnish only that portion of the information that is responsive to the request;
- iv) comply with the requirements of all state and federal privacy laws applicable to the Information, which may include but is not be limited, to Florida Public Records laws, FERPA, the Gramm-Leach Bliley Act, the Federal Trade Commission's Red Flags Rule (which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003); and
- v) reasonably cooperate with the University in any attempt that the University may make to obtain an order or other reliable assurance that confidential treatment will be accorded the records.

d) Upon termination of the Agreement or upon request by the University, the Respondent will promptly return the Information to the University. Notwithstanding the foregoing, if the University will share or provide access to protected health information or "PHI" with the Respondent for the

Respondent to perform the Agreement, the University and the Respondent will enter into a separate business associate agreement which will govern the confidentiality and non-use obligations of the Agreement regarding the PHI (in lieu of this provision). This provision survives the termination or expiration of the Agreement.

20) Compliance with Public Records Law. The University is subject to applicable public records laws as provided by provisions of Florida Statutes Chapter 119, and the University will respond to such public records request without any duty to give the Respondent prior notice. The University may unilaterally terminate the Agreement for Respondent's refusal to allow public access to all public records that were made or received in conjunction with the Agreement. This provision survives termination or expiration of the Agreement.

**IF THE RESPONDANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119,
FLORIDA STATUTES, TO THE RESPONDANT'S DUTY TO PROVIDE PUBLIC RECORDS
RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

(863) 874-8412

ogc@floridapoly.edu,

Florida Polytechnic University at Polk State College

Attention: General Counsel

3433 Winter Lake Road, Lakeland, FL 33805.

a) To the extent that Respondent meets the definition of "respondent" under Section 119.0701, Florida Statutes, in addition to other requirements provided by law, Respondent must comply with public records laws, including the following provisions of Section 119.0701, requiring Respondent to:

- i) Keep and maintain public records required by the University to provide the Goods/Service.

- ii) Upon request from the University, provide the University with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.
- iii) 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 Agreement term and following completion of the Agreement if the Respondent does not transfer the records to the University.

Upon completion of the Agreement contract, transfer, at no cost, to the University all public records in possession of the Respondent or keep and maintain public records required by the public agency to perform the service. If the Respondent transfers all public records to the public agency upon completion of the Agreement, the Respondent shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Respondent keeps and maintains public records upon completion of the Agreement, the Respondent shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the University, upon request from the University's custodian of public records, in a format that is compatible with the information technology systems of the University.

The University may inspect the:

- iv) Financial records, papers, and documents of the Respondent that are directly related to the performance of the Agreement or the expenditure of state funds.
 - v) The Respondent's programmatic records, papers, and documents which the University determines are necessary to monitor the performance of the Agreement or to ensure that the terms of the Agreement are being met.
 - vi) The Respondent must provide such records, papers, and documents requested by the University within 10 business days after the request is made.
 - vii) The right of access in this provision is not limited to the required retention period but lasts as long as the records are retained.
- b) The terms of this section 23 Compliance with Public Record Laws are material terms of the Agreement, and failure to comply may result in termination of the Agreement and/or civil penalties.

21) Termination.

a) Termination for Cause. Either party may terminate the Agreement for cause by giving the other party thirty (30) calendar-days written notice and an opportunity to cure by setting forth with specificity the basis for the termination of the Agreement for cause. For purposes of the Agreement, "cause" means the failure by either party to: (i) provide the Goods/Services within the time specified in the Agreement; or (ii) adhere to any terms of the Agreement.

b) Termination for Convenience. The Agreement may be terminated by the University for convenience by providing written notice to Respondent of such intent to terminate at least 10 days prior to the effective date of such termination.

c) If the Agreement is terminated, the University is liable only for payment of Goods/Services received or rendered and accepted by the University prior to the date of termination.

22) Convicted Vendor List. The Respondent represents and warrants that it is not on the Convicted Vendor List (see Fla. Stat. § 287.133(2)(a)).

23) Annual Appropriations. The State of Florida and the University's performance and obligation to pay under the Agreement are subject to and contingent upon sufficient appropriations by the Florida Legislature and other entities' allowance of the University to use such funds. In the event the entities controlling such funding fail to appropriate funds or to allow the University to use such funds, and the University has determined, in the University's sole discretion, that there are insufficient funds available to cover the University's obligation under the Agreement, the University may terminate the Agreement without damage, penalty, cost or further obligation. The University will give notice to the Respondent of the non-availability of funds when the University has knowledge thereof. Upon receipt of such notice by the Respondent, the Respondent is entitled to payment only for those Goods/Services performed and accepted by the University prior to the date such notice is received.

24) Waiver of Rights and Breaches. No right conferred on the University by the Agreement is deemed waived and no breach of the Agreement excused unless such waiver of right or excuse of breach is in writing and signed by the University. The University's waiver of a right or excuse of breach does not constitute a waiver or excuse of any other right or breach.

25) Federal, State, Local Laws, and Regulations. The Respondent and any sub-respondents must comply with all applicable laws, ordinances, and regulations.

26) Force Majeure. In the event compliance with any obligation under the Agreement is impractical or impossible due to any Event of Force Majeure, then the time for performance of such obligation will be extended for a period equivalent to the duration of the Event of Force Majeure. The provisions of this section do not excuse either party's inability to perform its obligations hereunder because of inadequate finances. "Event of Force Majeure" means any strike, lockout, labor dispute, embargo, flood, earthquake, storm, dust storm, lightning, fire, epidemic, act of God, war, national emergency, civil disturbance or disobedience, riot, sabotage, terrorism, restraint by governmental order or any other occurrence beyond the reasonable control of the party in question.

27) Lobbying. Respondent is prohibited from using funds provided under the Agreement for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

28) Assignment/Modification of Agreement. The Agreement may not be assigned or modified by either party except as agreed

to in writing and signed by both parties. The Agreement is binding upon the parties' successors and assigns.

29) Indemnification. The Respondent is responsible for its performance under the Agreement. The Respondent will indemnify and hold harmless, assume liability for and defend, the State of Florida, the Florida Board of Governors, the University and their officers, employees, and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which may arise in any manner or are alleged to have arisen, from the acts, omissions or wrongful conduct of Respondent or Respondent's officers, employees, agents, guests, patrons, licensees, invitees or sub-respondents in connection with or related to their operations, activities, and/or occupancy or use of the University premises in performance of the Agreement. This provision survives termination or expiration of the Agreement. The Respondent's obligations under this provision do not extend to any liability caused by the sole negligence of the University or its officers, agents, or employees.

30) Sovereign Immunity. Nothing in the Agreement is to be construed as an indemnification of the Respondent by the University or as a waiver of sovereign immunity beyond that provided in Section 768.28, Florida Statutes.

31) Governing Law; Venue. The Agreement is governed by the laws of the State of Florida and will be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Any disputes related to the Agreement will be governed by Florida law, and the Agreement is deemed to have been executed and entered into in the State of Florida. Exclusive venue of any actions arising out of the Agreement will be in the courts in Polk County, Florida.

32) Use of Agreement by Other Governmental Agencies. At the option of the Respondent, the use of the Agreement may be extended to other governmental entities, including the State of Florida, its agencies, political subdivisions, counties, and cities, and any university in the State University System of Florida. Each such entity using the Agreement does so independently of the University and is solely responsible for its duties under its own agreement.

33) F.O.B. for Deliveries. For shipping and delivery of goods, shipping charges are included in the price of the goods and the shipped goods become the legal property and responsibility of the University only after the goods have been delivered and the University has inspected and accepted the goods; Respondent is responsible for the goods until such time.

EXHIBIT I

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, _____

certify to the Florida Polytechnic University that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

EXHIBIT I

CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - VENDOR'S AGREEMENTS

During the performance of this Agreement, the Vendor agrees as follows:

- (1) The Vendor will not discriminate against any employee or applicant for employment because of face, color, religion, sex, or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The Vendor will send to each labor union or representative of workers with which the Vendor has a collective bargaining agreement or other Contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Vendor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The Vendor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Vendor will furnish all information and reports required by Executive order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the Vendor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Vendor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subVendor or Vendor. The Vendor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Vendor becomes involved in, or is threatened with, litigation with a subVendor or Vendor as a result of such direction by the contracting agency, the Vendor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

(1) The Vendor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

VENDOR COMPANY NAME _____

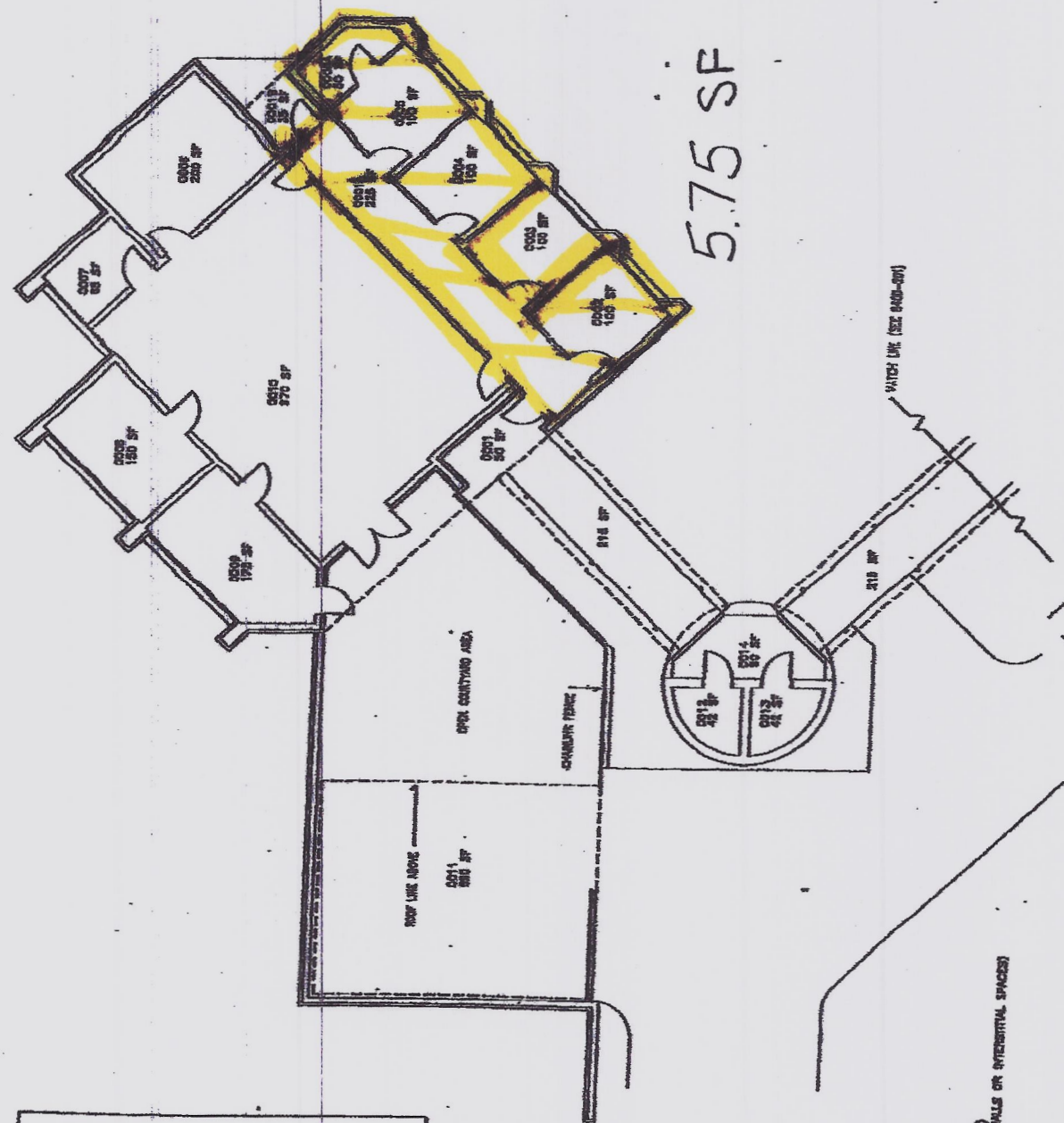
AUTHORIZED SIGNATURE _____

TITLE _____

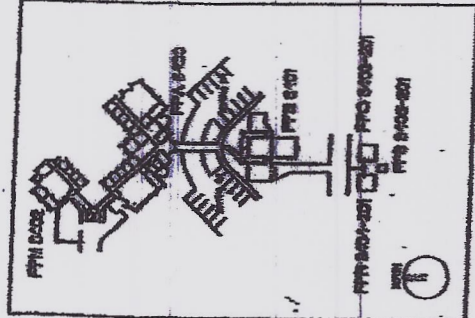
DATE _____

Building D

EXHIBIT III



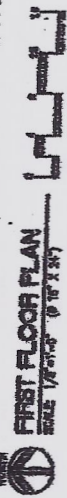
5.75 SF



KEY PLAN

GROSS SOLINE FEET = 2658 (CORRIDOR PERIMETER)
 TOTAL INTERIOR S.F. = 2164 (DOES NOT INCLUDE WALLS OR INTERSTITIAL SPACES)
 NET S.F. SUBTRACTED FROM GROSS = 672

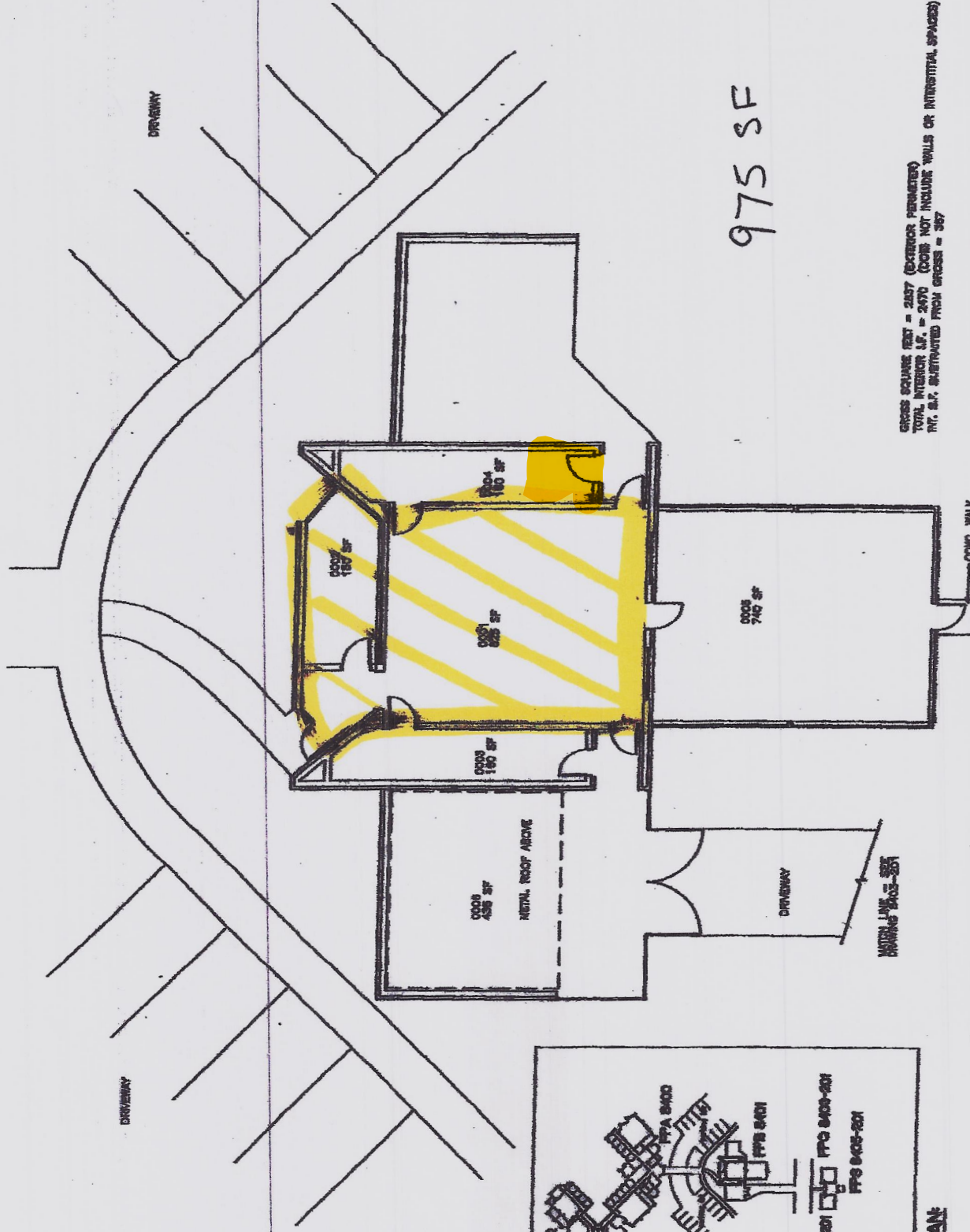
FLORIDA INSTITUTE OF PHOSPHATE RESEARCH



FIRST FLOOR PLAN
 SCALE 1/8" = 1'-0"

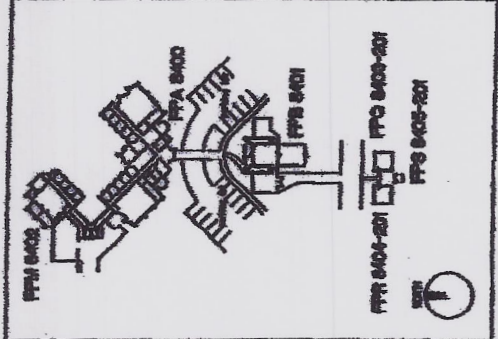


UNIVERSITY OF SOUTH FLORIDA
 F.I.P.R. - METALLURGICAL LAB (FPM)
 DRAWN BY J.H. / S.G. DATE 05/28/66 SCALE AS NOTED
 DWG. NO. 8402
 201



GROSS SQUARE FEET = 2857 (EXTERIOR PERIMETER)
 TOTAL INTERIOR A.S. = 2470 (DOES NOT INCLUDE WALLS OR INTERSTITIAL SPACES)
 NET S.F. SUBTRACTED FROM GROSS = 387

975 SF



KEY PLAN

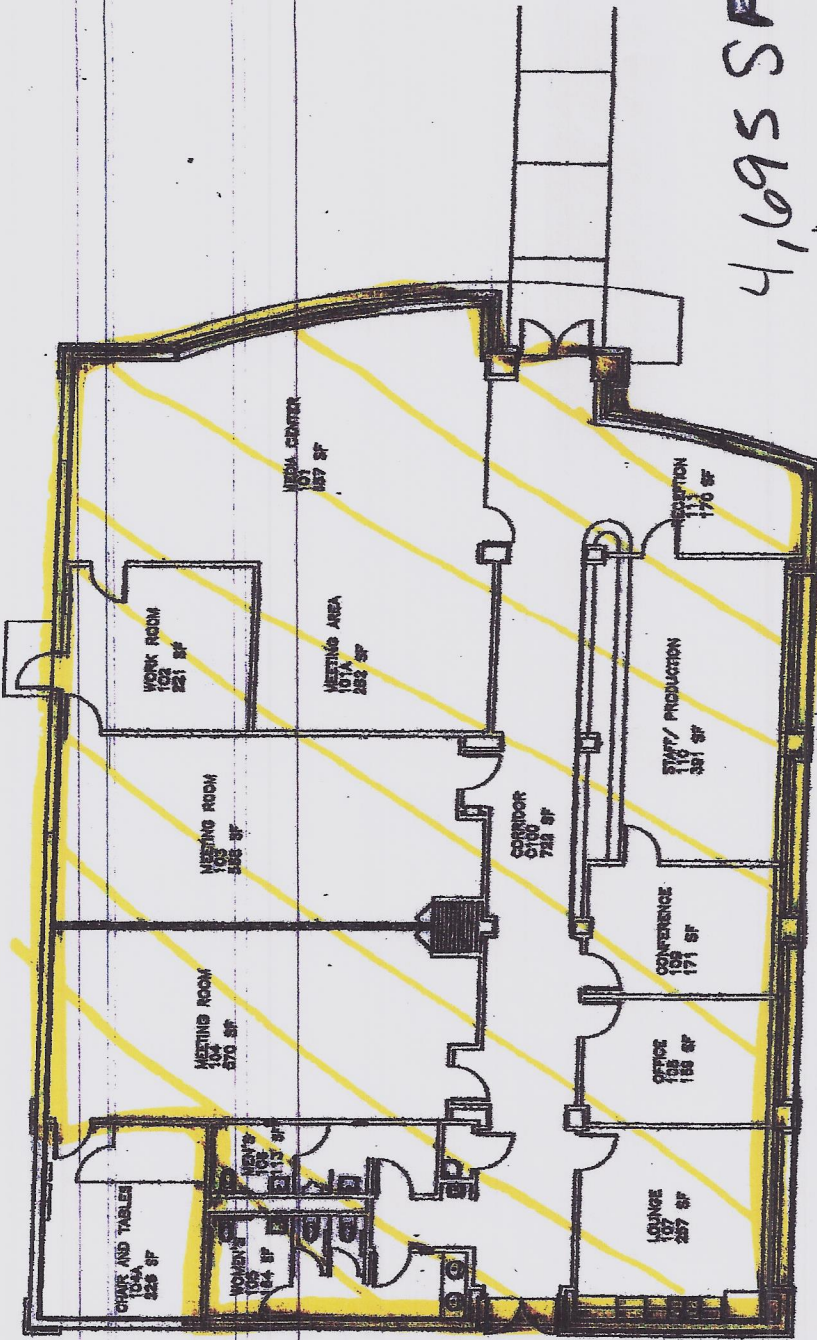
FLORIDA INSTITUTE OF PHOSPHATE RESEARCH
FIRST FLOOR PLAN
 SCALE 1/8" = 1'-0" (0.125" = 1'-0")



UNIVERSITY OF SOUTH FLORIDA
 F.I.P.R. - BIOLOGICAL LAB (FPB)
 DRAWN BY J.K. / S.C. DATE 05/22/76 SCALE AS NOTED

DWG. NO.
 8401
 201

EXHIBIT V



4,695 SF

FIRST FLOOR PLAN
 SCALE: 1/8"=1'-0" (6"R x 24")

GROSS SQUARE FEET = 2288 (EXTERIOR PERIMETRY)

	UNIVERSITY OF SOUTH FLORIDA	
	Phosphate Education and Research Learning Center (PEARL)	
FACILITIES PLANNING & CONSTRUCTION	DRAWN BY: M.V.	DATE: 11/09/03
		SCALE: AS NOTED
		DWG. NO. 8407
		201