

FLORIDA POLYTECHNIC UNIVERSITY  
DEPARTMENT OF PROCUREMENT  
INVITATION TO BID  
ITB 24-007

THIS IS NOT AN ORDER – PLEASE READ THE DOCUMENT CAREFULLY

COMMODITY/SERVICES: Moving Services	PROCUREMENT CONTACT: Andy Farrington	DATE: June 27 <sup>th</sup> 2023
BID OPENING DATE/TIME July 18 <sup>th</sup> , 2023; 2:00 PM (ET)	QUESTION DEADLINE: July 11 <sup>th</sup> , 2023; 4:00 PM (ET)	Response Deadline: July 18 <sup>th</sup> , 2023 2:00 PM (ET)
RESPONDENT NAME: ADDRESS: EMAIL: PHONE:		

1. Bids will be opened and reviewed by the Procurement Department at the time and date stated above.
2. Please provide your best offer. The University is not liable for any costs incurred by Respondent in responding to this Competitive Solicitation.
3. Has Respondent declared bankruptcy, otherwise declared insolvent, had a delinquency judgment issued against it in any court of competent jurisdiction, been placed in receivership, or is involved in any litigation? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Has Respondent had any agreements/contracts within the last three years where liquidated damages, penalties, liens, judgments, defaults, cancellations of contract or termination of contract were filed against the Respondent? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. 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**

1. 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.
2. Respondent is legally entitled to enter into a contract with Florida Polytechnic University.
3. 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”).
  - a) 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
  - b) 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.
  - c) Failure to disclose the required information or violation of the Conflicts of Interest Rules is grounds for the University’s rejection of Respondent’s Response, cancellation of an intent to award to Respondent, and/or cancellation of any contract with the Respondent.

**CERTIFICATION OF NON-SEGREGATED FACILITIES**

By submitting a proposal, the Offeror certifies that they are 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 violates 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 subcontractor 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:

1. I am the Respondent, a partner or an Officer or employee of the Respondent with authority to sign on its behalf (if the Respondent is a firm).
2. The information provided in this document is accurate and complete.
3. Respondent is legally entitled to enter into contracts with the Florida Polytechnic University Board of Trustees.
4. Respondent is aware of and has complied with the requirements of the Conflicts of Interests Rules and filed with the State of Florida.
5. 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

**Addenda/Addendum** – Written or graphic instruments issued by the Department of Procurement before the opening of responses that modify or interpret this Competitive Solicitation by additions, deletions, corrections, and/or clarifications.

**Procurement Website** - <https://floridapoly.edu/procurement/solicitations/index.php>

**Respondent** – A firm or individual submitting a Response to this Competitive Solicitation (Vendor, Contractor, Supplier, etc.).

**Response** - An executed offer submitted by a Respondent in response to this Competitive Solicitation.

**Successful Respondent** - A recommended recipient of an award of a contract under this Competitive Solicitation

### 2. PREPARATION OF RESPONSES

- (a) Respondents must examine 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 Respondent must sign the solicitation.
- (c) Financial proposal – please provide desired means of billing and quoting for services under Attachment B
- (d) Responses for goods/services other than those specified will not be considered unless authorized by the solicitation.
- (e) Respondent must state (when applicable) a definite time for delivery of supplies and/or completion of services unless specified in the solicitation.
- (f) Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.
- (g) Respondent must note any requested/desired deviations from any University terms and conditions in writing.
- (h) The University requests the respondent's minimum requirements per call regarding hours.
- (i) The University requests the respondent's start and end times for billing cycles.

### 3. QUESTIONS

Any explanation desired regarding the meaning or interpretation of the solicitation, specifications, etc., must be requested in writing no later than July 11th, 2023, 4:00 PM (ET) to [procurement@floridapoly.edu](mailto:procurement@floridapoly.edu). It is recommended that the subject line read as follows:

#### QUESTIONS -ITB 24-007 Moving Services

Oral explanations or instructions given before the contract award will not be binding. Any information provided will be posted as an Addendum on the [Procurement Website](#).

### 4. ACKNOWLEDGMENT OF ADDENDUM

The addendum must be acknowledged by signing and returning the amendment or by letter.

### 5. SUBMISSION OF RESPONSES

- (a) Response must be submitted to [procurement@floridapoly.edu](mailto:procurement@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 and must sign a receipt for the offer prior to the time and date specified for receipt of bids.

### 6. AWARD OF CONTRACT

- (a) The University reserves the right to award multiple respondents.
- (b) The University reserves the right to reject any or all offers and to waive informalities and minor irregularities of responses received.
- (c) A written communication by the Procurement Representative to the successful Respondent(s) will be provided to the successful Respondent(s).
- (d) The University reserves the right to contact awarded suppliers to request quotes for large projects to request a lump sum bid.  
\*At the discretion of the AVP of Facilities and or the VP of A/F\*
- (e) A Sample Contract Award is included in this document as attachment A
- (f) The initial Contract will be awarded for a period of one (1) year, with the option to renew for four (4) one (1) year periods upon a mutual signed agreement of the university and contractor.

### 7. COMPLIANCE

It is agreed and understood that any contracts and/or orders from this ITB shall be governed under the Florida Board of Governor Regulation and Florida state laws as well as Florida Poly policies and terms and conditions.

### 8. CONTRACT CHANGES:

During the period of the contract, no change will be permitted unless the Contractor 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

The Florida Polytechnic University Board of Trustees (the “University”) requests responses from various firms to provide moving services to the University. The University seeks to establish a pool of qualified Respondents to provide services and materials for various moving needs for equipment, furniture, lab equipment, etc., in multiple buildings on an as-needed basis at various University locations. The University reserves the right to award multiple Respondents.

#### 1.1 SCOPE OF WORK

Moving needs for the University will vary depending on the project and may include, but are not limited to:

- Office and furniture
- IT equipment (servers, computers, monitors, AV equipment, printers)
- Lab equipment (microscopes, tubes, burners, 3D printers)
- Hazardous or flammable equipment
- Biohazard materials or equipment

In your response, please indicate (from the above list) what moving needs you can provide for the university.

The Successful Respondent will provide the vehicle, equipment, supplies, labor, supervision, specialized equipment, materials etc., necessary for miscellaneous moving services at various University sites on an as-needed basis. The University expects the Successful Respondent to install/uninstall, assemble, or un-assemble office furniture if needed. Campus maps are attached as Attachment C.

All goods and services proposed must meet or exceed the specifications as of the date the Responses are due unless expressly stated as otherwise in the Competitive Solicitation documents.

### 2. METHOD OF BIDDING

Respondents shall submit responses as indicated within this ITB. No other method of bidding will be considered. Respondents must use **Attachment B** 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. See Page 2, section 6.

### 3. RESPONDENT COMMUNICATIONS AND INQUIRIES

Questions regarding this Competitive Solicitation must be submitted via email only to the Authorized University Representative and only at the email address stated on page 2 above. Respondent’s written questions should identify the relevant Section(s), Subsection(s), Paragraph(s), and Page Number(s) of the Competitive Solicitation for each question.

The University will consider only those communications and/or inquiries submitted via email and received by the Authorized University Representative on or before the Deadline for Written Questions specified on page 2. Unless approved by the Authorized University Representative, University will not accept or consider any of Respondent’s written or other communications and/or inquiries (except Responses) received between the Deadline for Written Questions and the posting of an award, if any, under this Competitive Solicitation.

To the extent the University determines, in its sole discretion, to respond to any communications, inquiries, or requests for clarification, the University’s response (as applicable) will be made in an addendum to this competitive solicitation and posted on the Procurement Website.

Only those communications in writing from the Authorized University Representative will be considered by submitting a proposal to the Offeror on behalf of the University.

## 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 Contractor 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 Contractor'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 Contractor, 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 Contractor.
  - d) A Vendor Ombudsman, whose duties include acting as an advocate for Contractors 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 Contractor must cooperate with the University and provide specific records and/or access to the Contractor's records related to the Agreement for the purpose of conducting an audit or investigation. The University will provide Contractor with reasonable notice of the need for such records or access.
  
- 3) **Travel Expenses.** Contractor will not charge the University for any travel expenses, meals, and lodging unless otherwise explicitly provided for in the Agreement, and upon the University's prior written approval of the expenses. Under such circumstances, Contractor 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. Contractor is responsible for any expenses more than these prescribed amounts.
  
- 4) **Taxes.** The University is a tax immune sovereign and exempt from the payment of sales, use, or excise taxes. The Contractor must pay all personal property taxes on leased equipment and all taxes based upon net income.
  
- 5) **Relationship of the Parties.** The Contractor is an independent contractor, and neither the Contractor nor the Contractor's employees, agents, or other representatives are the University's employees or agents. The Contractor may not use the University's name, trademarks, logos, or marks without the University's prior written approval. The Contractor assumes all risk of personal injury and property damage attributable to the willful or negligent acts or omissions of itself and of its subcontractors or persons otherwise acting or engaged to act at the instance of the Contractor in furtherance of its obligations under the Agreement.
  
- 6) **Background Checks.** Prior to any of Contractor's (or subcontractor's) employees or agents entering the University's campus or premises to perform work pursuant to the Agreement, Contractor must have conducted, and the employee or agent must have passed, a background check. In addition, if Contractor's (or subcontractor'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 Contractor must ensure that all of Contractor's and Contractor's employees', agents', and subcontractors' 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. Contractor and Contractor's employees, agents and subcontractors 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 Contractor's or Contractor's employees', agents', and subcontractors' vehicles.
  
- 8) **Contractor'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 Contractor knowingly employs unauthorized aliens, the University may terminate the Agreement immediately upon notice to Contractor for Contractor'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, Contractor certifies (Exhibit I) 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 Contractor during the term of the Agreement. If Contractor enters into a contract with a subcontractor to perform work or provide services pursuant to the Agreement, Contractor must also require the subcontractor to comply with the requirements of Section 448.095, Florida Statutes. The subcontractor must provide to the Contractor an affidavit stating that the subcontractor does not employ, contract with, or subcontract with or to, any unauthorized alien. Contractor must maintain a copy of such affidavit for the duration of the Agreement. The University may terminate the Agreement immediately upon notice to Contractor for Contractor's violation of this provision.
  
- 10) **Workers' Compensation.** Contractor 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 Contractor must require the subcontractor to provide Workers' Compensation Insurance for all the subcontractor's employees unless such employees are covered by the protection afforded by the Contractor. 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 Contractor must provide, and cause each subcontractor to provide, adequate insurance for the protection of such employees.
  
- 11) **Equal Opportunity.** The Contractor 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 Contractor 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 Contractor anticipates receiving \$10,000 in orders during the first 12 months of the Agreement, Contractor must complete the Certificate and Agreement of Non-Segregated Facilities (Exhibit II).
- b) The Contractor will also comply with the Americans with Disabilities Act (ADA) of 1990, as revised.
- c) If the Contractor anticipates receiving \$50,000 in orders during the first 12 months of the Agreement, and employs more than 50 people, the Contractor 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) Subcontractors. The Contractor is fully responsible for all work performed under the Agreement. The Contractor 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 Contractor's subcontracts must not be implemented or effective until and unless approved in writing by the University. Contractor will fully notify any subcontractors of Contractor's responsibilities pursuant to the Agreement by providing language in the Contractor's subcontracts with subcontractors for work related to the Agreement. Contractor is solely responsible for all payments to its subcontractors. Contractor will require its subcontractors to provide proof of the required insurance coverage as well as proof of appropriate licenses before allowing the subcontractor to perform work related to the Agreement.

13) Small Business Minority Enterprise (SBME) Reporting. In each invoice submitted to the University, the Contractor will report the following information for each SBME 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. Contractor warrants that the Contractor has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of the Agreement. In the event of Contractor'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 Contractor 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. Contractor will maintain, at its own expense, amounts of insurance as required in the Solicitation. If no insurance is mandated in the Solicitation, Contractor must at a minimum maintain insurance that covers the Contractor'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, Contractor must have and maintain all appropriate licenses necessary to provide the Goods/Services related to the Agreement. Contractor 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 "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 Contractor (or subcontractor 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. Contractor agrees upon request to take the necessary actions (and if necessary, ensure the Contractor's subcontractor 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. Contractor 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 Contractor's expense, any Materials which the University deems to be unsatisfactory.
- d) On or before completion of the Contractor's services hereunder, the Contractor 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 Contractor 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 Contractor 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 Contractor's product infringes a trademark or copyright of a third party; provided that the University notifies the Contractor in writing of the suit or any claim of infringement within thirty (30) days after receiving notice thereof, and further provided that the Contractor 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 Contractor's expense. Such defense and indemnity survive termination or expiration of the Agreement.

19) Confidentiality of Information.

- a) The Contractor 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 Contractor 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 Contractor by the University (the materials described in this provision are collectively referred to as the "Information").

- b) The Contractor agrees that it will not use the Information, nor share the Information with its employees, except as necessary to the Contractor's performance under the Agreement, and the Contractor will always comply with all state and federal laws governing the use and/or safe keeping of confidential and/or personally identifiable information. The Contractor must not disclose Information to third parties unless it obtains the University's written consent to such disclosure.
- c) In the event the Contractor is required by subpoena or other judicial or administrative process or by law to disclose such records, the Contractor 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 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 Contractor 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 Contractor for the Contractor to perform the Agreement, the University and the Contractor 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 Contractor prior notice. The University may unilaterally terminate the Agreement for Contractor'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 CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (863) 874-8412, ogc@floridapoly.edu, Florida Polytechnic University, Attention: General Counsel, 4700 Research Way, Lakeland, FL 33805.**

- a) To the extent that Contractor meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other requirements provided by law, Contractor must comply with public records laws, including the following provisions of Section 119.0701, requiring Contractor 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 Contractor does not transfer the records to the University.
  - iv) Upon completion of the Agreement contract, transfer, at no cost, to the University all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor 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.
- b) The University may inspect the:
- i) Financial records, papers, and documents of the Contractor that are directly related to the performance of the Agreement or the expenditure of state funds.
  - ii) The Contractor'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.
  - iii) The Contractor must provide such records, papers, and documents requested by the University within ten (10) business days after the request is made.
  - iv) The right of access in this provision is not limited to the required retention period but lasts as long as the records are retained.
- c) 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 Contractor of such intent to terminate at least ten (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 Contractor 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 Contractor of the non-availability of funds when the University has knowledge thereof. Upon receipt of such notice by the Contractor, the Contractor 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 is 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 Contractor and any subcontractors 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 fulfil 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, a n 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. Contractor 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 Contractor is responsible for its performance under the Agreement. The Contractor 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 Contractor or Contractor's officers, employees, agents, guests, patrons, licenses, invitees or subcontractors 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 Contractor'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 Contractor 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 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 Contractor, 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; the Contractor is responsible for the goods until such time.

**ATTACHMENT A: SAMPLE CONTRACT**  
**DEPARTMENT OF UNIVERSITY PROCUREMENT**  
**NOTICE OF AWARD OF CONTRACT**  
**MOVING SERVICES**

Supplier: Address: City, State; Zip: Phone #: Authorized Representative: Email:
--

Contract#: Date: Solicitation: Contract Period: Effective Date: Expires: Contract Manager: Email: Procurement Official: Email:
--

You are awarded this contract to furnish items or service(s) listed below as required by Florida Polytechnic University for use WITH AN OPTION TO RENEW by Florida Poly for four (4) additional one (1) year periods. Cancellation - by either party upon 30 days written notice. This contract is in accordance with the terms, conditions and specifications contained in bid ITB 24-007, all associated addenda, the response and under the general terms and conditions of the University: [Purchase Order Terms And Conditions](#) Florida Polytechnic University. No work shall be performed prior to the issuance of an official purchase order from Florida Polytechnic university.

Item No.	Description	Unit	Total Price	Alternates
1	SAMPLE	SAMPLE	SAMPLE	
2	SAMPLE	SAMPLE	SAMPLE	
3	SAMPLE	SAMPLE	SAMPLE	
4	SAMPLE	SAMPLE	SAMPLE	

X

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**Supplier Authorized Representative Signature**                      **Title**    **Date**

X

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**Florida Poly Contract Manager**    **Title**    **Date**

X

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**Director of Procurement**    **Title**    **Date**



**\*Pricing Sheet – Attachment B**

<u>Item</u>	<u>Specification/Description</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Operating Hours</u>	<u>Total Price</u>
1	Labor rates	Hourly			
2	Overtime (after-hours) labor rate	Hourly			
3	Emergency labor rate	Hourly			
4	Hazardous Material(s)				
5	Oversized or specialty item(s)				
6	Materials /Supplies				
7	Materials/Supplies				
8*					
9*					
10*					
11*					
12*					
13*					
14*					

\*Please Include additional services and/or pricing structure in this table.

Please list any Value Add and/or Optional Services (include detail description and cost) below:

I certify that this quote is made without prior understanding, agreement or connection with any corporation, firm or person submitting a quote for the same service or material and is fair and without collusion or fraud. I agree to abide by all conditions of this quote and certify that I have read and understand the quoting documents. I have completed and submitted all applicable quote forms and I am authorized to sign this quote for the bidder.

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

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

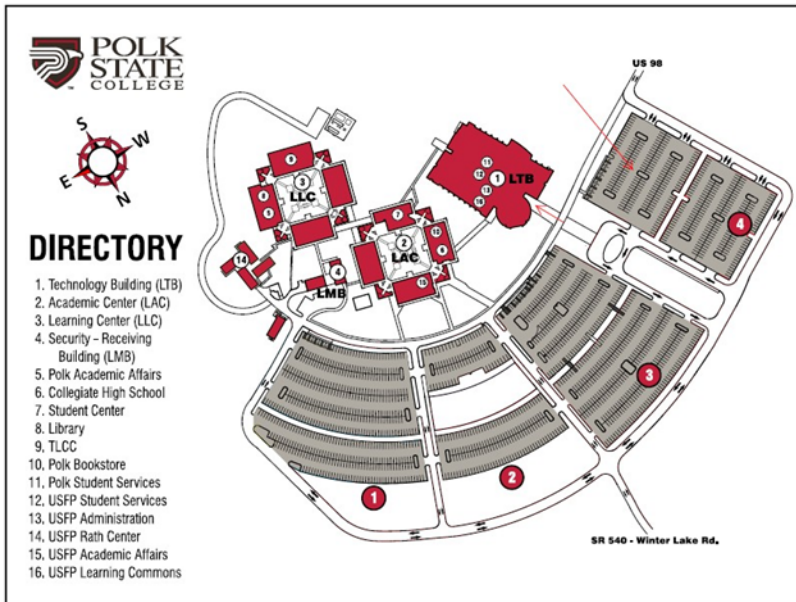
Date: \_\_\_\_\_

### Campus Map – Attachment C

1. IST Main Campus – 4700 Research Way, Lakeland FL 33805



2. Florida Poly South (located at Polk State Lakeland Campus) 3425 Winter Lake Road, Lakeland FL 33803



3. Florida Industrial & Phosphate Research (FIPR) 1855 W. Main Street Bartow, FL 33830

