



The School District of Osceola County, Florida

Blaine A. Muse - Superintendent

817 Bill Beck Boulevard • Kissimmee, Florida 34744-4495
Phone: (407) 870-4600 • Fax: (407) 870-4010 • www.osceola.k12.fl.us

BID # SDOC-07-048-FPC REPROGRAPHIC SERVICES OF CONSTRUCTION DOCUMENTS AND RELATED MATERIALS

**PLEASE CHECK YOUR BID FOR COMPLETENESS AND ACCURACY. THIS WILL BE
CONSIDERED A BINDING CONTRACT.**

THOMAS E. CHALIFOUX
DISTRICT NO. 2 KISSIMMEE
PHONE: (407) 846-0977

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: (Area Code) _____ FAX: (Area Code) _____

TOLL FREE TELEPHONE: (Area Code) _____

TYPED NAME OF PERSON RESPONSIBLE FOR BID/RFP: _____

SIGNATURE: _____ DATE: _____

EMAIL ADDRESS FOR PERSON ABOVE: _____

TOM GREER
DISTRICT NO. 4 KISSIMMEE
PHONE: (407) 892-8200

JOHN MCKAY
DISTRICT NO. 5 ST. CLOUD
PHONE: (407) 957-4056

PLEASE LIST BELOW THE "INSIDE" SALES CONTACT FOR THIS CONTRACT

TYPED NAME: _____

TITLE: _____ PHONE: (Area Code) _____ Ext _____

FAX: (Area Code) _____ EMAIL ADDRESS: _____

DAVID E. STONE
DISTRICT NO. 3 KISSIMMEE
PHONE: (407) 933-2700

JAY WHEELER
DISTRICT NO. 1 KISSIMMEE
PHONE: (407) 390-0505

Bids shall be submitted in a sealed envelope, clearly marked with the Bid name, number and the opening date and time. All submittals must be on the attached forms and received in the Purchasing Department located at 817 Bill Beck Boulevard, Building 2000, Kissimmee, FL 34744-4495. If you have any questions regarding this Bid, please contact the Purchasing Department at (407) 870-4630.

All purchases resulting from this Bid will be made by the approval of the School District of Osceola County, Florida. To receive a copy of the award recommendation, please include a stamped, self-addressed envelope with your Bid response.

The School District of Osceola County, Florida supports the Americans With Disabilities Act of 1990, and we will make all reasonable steps to accommodate individuals using our services, programs and activities. Where applicable all goods and/or construction must meet the provisions of the American With Disabilities Act of 1990 as adopted in January 1992. Request for reasonable accommodations must be made at least two (2) working days in advance of the event.

**BECAUSE OF THE RESTRICTED SIZE OF OUR BID FILE SPACE, WE REQUEST THAT YOU
"DO NOT" SUBMIT YOUR BID RESPONSE IN 3-RING BINDERS.**



Board Meets First Tuesday of Each Month

DISTRICT-WIDE ACCREDITATION BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

An Equal Opportunity Agency

The School District of Osceola County, Florida
817 Bill Beck Boulevard, Kissimmee, FL 34744-4495
Phone: (407) 870-4600
Purchasing: (407) 870-4630 Fax (407) 870-4616 www.osceola.k12.fl.us

November 22, 2006

CALL FOR BID
BID #SDOC-07-048-FPC

Notice is hereby given that the Purchasing Department of the School District of Osceola County, Florida will receive bids for firm fixed delivered prices for **Reprographic Services of Construction Documents and Related Materials** at the Purchasing Office, located at 817 Bill Beck Blvd., Building 2000, Kissimmee, Florida 34744-4495, until 2:00 PM on December 6, 2006. All bids will be publicly opened in the Purchasing Office at that time. Recommendations will be made to the School Board at a regularly scheduled meeting.

PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST

Per the provisions of Florida Statute 287.133(2)(a), A person or affiliate who has been on the Convicted Vendor list for the State of Florida following a conviction for a public entity crime:

- May not submit a bid on a contract to provide any goods or services to a Public Entity.
- May not submit a bid on a contract with a Public Entity for the construction or repair of a public building or public work.
- May not submit bids on leases of real property to a Public Entity.
- May not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any Public Entity.

Convicted Vendors may not transact business with any Public Entity in excess if the threshold amount provided in Florida Statute 287.017 for a Category Two (2) for a period of thirty-six (36) months from the date of being placed on the Convicted Vendors List.

DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

REQUIRED BID SUBMITTALS:

Please be sure you have completed and enclosed this page along with the required documents listed below for your bid to be considered complete. Failure to do so may constitute your bid as incomplete in the awarding process.

Drug Free Workplace Certification

List of References

Business Resume

Additional Submittals specific to this bid may also be required. See Bid for details.

DUE TO THE HOLIDAYS AND POSSIBLE SHORT TURN AROUND OF THIS BID, VENDORS MAY RETURN THEIR RESPONSE BY FAX TO (407) 870-4616. RESPONSES MUST BE RECEIVED BEFORE THE OPENING TIME AND DATE. IT IS THE VENDORS RESPONSIBILITY TO VERIFY THAT THE ENTIRE FAX WAS RECEIVED AND FOLLOW UP WITH A HARD COPY IN THE MAIL.

FC-220-120
(Rev. 6/99)

STATEMENT OF NO BID

The School District of Osceola County, Florida
Purchasing Department
817 Bill Beck Boulevard, Building 2000
Kissimmee, Florida 34744-4495

Attn: Lisa Kesecker – Purchasing Specialist

Bid # SDOC-07-048-FPC

We, the undersigned, have decided not to bid for the following reasons.

- We do not handle products/services in this classification
- Opening date does not allow sufficient time to complete bid
- Cannot supply at this time
- Suitable but engaged in other work
- Quantity too small
- Cannot meet required delivery
- Equivalent not presently available
- Unable to meet specifications
- Unable to meet insurance/bond requirements
- Please remove our name from the vendor file only for the commodity listed above
- Please remove our name from the School Board's entire vendor files
- Other reasons or remarks

We understand that if the "No Bid" letter is not returned by the bid due date, our name may be deleted from the School District of Osceola County's vendor list for this commodity.

Company Name _____

Authorized Signature _____

Print Name of Authorized Person _____

Email Address for Authorized Person _____

Telephone Number _____

Fax Number _____

PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO YOUR BID/RFP REPLY ENVELOPE.

Failure to do so may result in your name being removed from the School District of Osceola County's Vendor List for this commodity.

Cut out the Label below and attach it to your envelope

DO NOT OPEN * SEALED BID * DO NOT OPEN	
SEALED BID NUMBER:	<u># SDOC-07-048-FPC</u>
BID TITLE:	<u>Reprographic Services of Construction Documents</u> <u>and Related Materials</u>
BID TO BE OPENED ON	<u>December 6, 2006</u> AT <u>2:00</u> P.M.
BID ENCLOSED	<u> </u> "NO BID LETTER" ENCLOSED <u> </u>
Deliver To:	The School District of Osceola County, Florida PURCHASING DEPARTMENT 817 Bill Beck Blvd., Building 2000 Kissimmee, FL 34744-4495

DRUG FREE WORKPLACE
CERTIFICATION FORM

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

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

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

Vendor's Signature

ne(pr237p)

BID # SDOC-07-048-FPC

**REPROGRAPHIC SERVICES
OF
CONSTRUCTION DOCUMENTS AND RELATED MATERIALS**

1. SCOPE

- 1.01 THIS SPECIFICATION establishes the minimum requirements for firm fixed prices of reprographic “copying” services of construction documents including document pick-up and delivery as listed and described in the body of these specifications, to be used as noted, by the School District of Osceola County, 817 Bill Beck Boulevard, Kissimmee, Florida 34744-4495.
- 1.02 THE INTENT of this bid is to establish a term contract for a period of one (1) year from the date of award of the bid during which time, the successful bidder shall guarantee firm prices for the services awarded to him as specified in this bid.

2. STANDARD TERMS AND CONDITIONS

2.01 **RETURNING OF BID PACKAGE**

THE COMPLETE BID PACKAGE, AS RECEIVED, MUST BE RETURNED "INTACT" IN A SEALED ENVELOPE, PLAINLY MARKED ON THE OUTSIDE WITH THE BID NUMBER IT'S OPENING DATE AND TIME ALONG WITH THE BIDDER'S COMPANY NAME AND ADDRESS. NON-COMPLIANCE WITH THIS STIPULATION MAY RESULT IN YOUR BID NOT BEING CONSIDERED. BID PROPOSALS SUBMITTED ON VENDOR'S QUOTATION FORMS WILL NOT BE ACCEPTED.

2.02 **RECEIPT OF BID PACKAGE**

It is the bidder's responsibility to assure that his bid is delivered at the proper time, in the proper form, and to the proper place of the bid opening. Submit bid to The School District of Osceola County, Purchasing Department, Building 2000, 817 Bill Beck Boulevard, Kissimmee, Florida 34744-4495. Bids, which for any reason are not so delivered, may not be considered. Offers by telegram, facsimile machine, or telephone are not acceptable unless otherwise specified.

2.03 **BIDDERS RESPONSIBILITY**

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

2.04 **MODIFICATION OF BID**

Bidders will not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, after bid opening, by appointment.

2.05 **INQUIRIES**

Please direct all inquiries concerning this bid, in writing at least seven (7) business days prior to the scheduled bid opening, to: Lisa Kesecker, CPPB, FCPA – Purchasing Specialist, Purchasing Department, School District of Osceola County, 817 Bill Beck Boulevard, Kissimmee, Florida, 34744-4495, by fax at # (407) 870-4618 or by email at keseckel@osceola.k12.fl.us

- 2.06 **TAXES**
The School District of Osceola County is exempt from Federal and State Tax for Tangible Personal Property. A copy of the District's Tax Exempt Certificate is available upon request. Vendors or Contractors doing business with the School District of Osceola County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the District, nor shall any Vendor/Contractor be authorized to use the District's Tax Exemption Number in securing such materials.
- 2.07 **AVAILABILITY OF FUNDS**
The obligations of the School District of Osceola County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the School Board. All purchases are contingent upon available District funding.
- 2.08 **ACCEPTANCE / REJECTION**
The School District of Osceola County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the District, will be in the best interest of and/or most advantageous to the District. The School District of Osceola County also reserves the right to reject the bid or any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The School District of Osceola County reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing. The School District of Osceola County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a rebid.
- 2.09 **CONTRACTUAL AGREEMENT**
This invitation to Bid shall be included and incorporated in the final award. The successful Bidder agrees that, upon receipt of Notice To Proceed of this bid, he will execute the formal Contract and will deliver all bonds and proof of insurance coverage as required by the Specifications. The order of contractual precedence will be the purchase order, bid document and response. Any and all legal action necessary to enforce the award will be held in Osceola County and the contractual obligations will be interpreted according to the laws of Florida. Any contract or agreement required by the vendor must be enclosed at time of bid response submittal.
- 2.10 **CANCELLATION CLAUSE**
The School Board reserves the right to cancel this contract at anytime during this contract period by providing the bidder with a written notice at least thirty (30) calendar days prior to cancellation date without "cause" and ten (10) calendar days with "cause".
- 2.11 **UNIFORM COMMERCIAL CODE**
The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded Contractor and the School District of Osceola County for any terms and conditions not specifically stated in this Invitation to Bid.
- 2.12 **POSTING OF BID TABULATIONS**
Bid tabulations and recommended awards will be posted at the location where bids were opened and will remain posted for 72 hours for review by interested parties. Failure to file a bid protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- 2.13 **LEGAL REQUIREMENTS**
Federal, State, County and local laws, ordinances, rules, and regulations that in any manner affect the item or items covered herein apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

- 2.14 **CHECK UNIT PRICES**
PLEASE BE SURE TO CHECK ALL UNIT PRICES AND EXTENSIONS. IN THE EVENT AN ERROR IS MADE IN SUBMITTING YOUR BID PRICES, THE UNIT PRICE BID WILL BE USED IN DETERMINING THE CORRECT BID PRICE.
- 2.15 **NON-COLLUSION**
Vendor warrants that he/she has not employed or retained any company or person other than a bona fide employee working solely for vendor, to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for VENDOR, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this bid.
- If VENDOR violates this provision, OWNER shall have the right (which shall be cumulative to the other rights OWNER may have) to forthwith terminate this bid without liability and, further, OWNER may, at its discretion, deduct from moneys then owed to VENDOR, if any, or otherwise recover from VENDOR the full amount of such fee, commission, percentage, gift or consideration.
- Bidder also certifies that his bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, services, or equipment and is in all respects fair and without collusion or fraud.
- 2.16 **CONFLICT OF INTEREST**
The award hereunder is subject to provisions of State Statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the School District of Osceola County. Further, all bidders must disclose the name of any District employee who owns, directly or indirectly, interest of ten percent (10%) or more in the bidder's firm or any of its branches.
- 2.17 **EEO STATEMENT**
The School District of Osceola County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.
- 2.18 **BANKRUPTCY / INSOLVENCY**
At the time of bid submittal, vendor/firm shall not be in the process of or engaged in any type of proceedings in insolvency or bankruptcy, either voluntary or involuntary, or receivership proceedings. If the vendor/firm is awarded a contract for six (6) months or longer, and files for bankruptcy, insolvency or receivership, the District may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 2.19 **FACILITIES**
The School District of Osceola County, Florida reserves the right to inspect the bidder's facilities at any time with prior notice.
- 2.20 **OTHER GOVERNMENTAL AGENCIES**
It is the intent of this Solicitation to obtain bids to furnish the product(s)/services herein specified to the School District of Osceola County, Florida. Other School Boards and governmental agencies/entities may purchase from this solicitation if permitted by the contractor or supplier. Said product(s)/services are to be furnished in accordance with the Contract resulting from this Solicitation.
- 2.21 **DEFINITIONS**
The following words and phrases, when used in this instruction to prospective bidders, shall have the following meanings:

1. The term District shall mean: the School Board, The School System, Owner, The School District of Osceola County, Florida; The Board and/or any other state or local governmental agency in the State of Florida.
2. "Bidder" shall mean any person, firm, or corporation who submits a bid/proposal pursuant to this instruction to Bidders.
3. "Facility" shall mean any building(s) owned or leased by the District.
4. "Contractor" shall mean the bidder, whether a corporation, partnership, individual or any combination thereof, and its, their or his successors, personal representatives, executors, administrators, and assignees.
5. "Vendor" shall mean the Bidder.
6. "Successful Bidder" shall mean the Bidder whose bid/proposal is accepted by the School Board.
7. "Material", if used in this document, shall mean all items used in the execution and completion of the work, including all installed equipment. This excludes (except when pro-approved by the Owner) standard tools and machinery normally used in the industry.
8. "Contract Documents" shall consist of and not limited to each of the following:
 - a) each page of this document,
 - b) all addenda heretofore issued,
 - c) drawing(s), if any,
 - d) purchase order,
 - e) bidder's submittals, if any,
 - f) contract agreement, if required.
9. "Campus Grille" shall also be known as the Food Services Department.

2.22 **QUESTIONS REGARDING SPECIFICATIONS OR BIDDING PROCESS**

- A. To ensure fair consideration for all bidders, the School Board prohibits communication of any kind, relating to this bid, to or with any department, bureau, or employee during the submission process of this bid, except as provided in paragraph "B" below. Such communications initiated by a bidder may be grounds for disqualifying the offending bidder from consideration or award of the bid then in evaluation and/or any future bid.
- B. **INTERPRETATION OF BIDDING DOCUMENTS**
No interpretation of the meaning of the Bid Document, any correction of any apparent ambiguity, inconsistency or error therein, will be made to any Bidder orally. Every request for such interpretation or correction should be in writing, seven (7) business days prior to bid date, addressed to the Purchasing Specialist assigned to this project. All such interpretations and supplemental instructions will be in the form of written Addenda to the Bidding Documents. Only the interpretation or correction so given by the assigned Purchasing Specialist, in writing, shall be binding and prospective Bidders are advised that no other source in the Purchasing Office is authorized to give information concerning, or to explain or interpret the Bid Documents.
- C. It shall be the responsibility of the bidder to contact the Office of Purchasing prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with the bid.

2.23 **LITIGATION HISTORY**

All vendors, including predecessors or related vendor or entity, shall identify any litigation in which they have been involved in, including arbitration and administrative proceedings, during the past five (5) years involving claims for excess of ten (10) percent of the contract value. Include a brief legal description of the dispute and its current status. Where the action or lawsuit involved a similar project as herein discussed, bidder shall describe the particular circumstances giving rise to the dispute.

2.24 **CONDITIONS FOR EMERGENCY / HURRICANE OR DISASTER**

It is hereby made a part of this Invitation to Bid that before, during and after a public emergency, disaster, hurricane, flood or acts of God that the municipal government, through the School District of Osceola County, shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation, which threatens public health and safety, as, determined by the School District of Osceola County. Vendor/Contractor agrees to rent/sell/lease all goods and services to the School Board of Osceola County or other government entity as opposed to a private citizen, on a first priority basis. The District expects to pay a fair and reasonable price for all products in the event of a disaster, emergency or hurricane. Vendor/Contractor shall furnish a "24-hour" phone number in the event of such an emergency.

I hereby understand and agree to the above statement:

(Signature) (Print Name) (Title)

Emergency Telephone Number: _____

Home Telephone Number: _____

Beeper or Cellular Phone Number: _____

3. SPECIAL TERMS AND CONDITIONS

3.01 **LENGTH OF CONTRACT**

Prices shall remain firm for a period of one (1) year from date of award of the bid, with the option to renew for two (2) additional one (1) year periods for a total of three (3) years, upon mutual agreement, in writing. This stipulation shall be subject to a thirty (30) calendar day written notice of cancellation by the School District of Osceola County, the awarded Contractor must provide a ninety (90) calendar day written notice to cancel as specified herein.

3.02 **METHOD OF AWARD**

BID PRICES will be accepted and considered by the following method: An "ALL OR NONE" Bid for the entire quantity of items. The Board reserves the right to reject any or all bids or to accept any bid or part thereof, that in its judgment, will be for the best interest of the School Board. The Board also reserves the right to waive all informalities.

This bid may be awarded to a Primary and Alternate vendor. The Primary vendor may choose to decline only an Emergency job requests if it is determined he can not fulfill the job request in the requested time frame.

Only the personnel, listed on the "Authorized Personnel List", shall submit a written statement authorizing to decline the job request. This authorized statement shall be sent and received by the requesting Department within a maximum of thirty (30) minutes after the job was requested. Only then shall the Alternate vendor be contacted to fulfill the given job requested under the same terms and conditions, specified herein. The Primary vendor shall assume full responsibility for each job request, unless declined as per above procedure. Repeated declines of Emergency job requests may be used in evaluating level of vendor performance.

- 3.03 **CONTRACT RENEWAL**
The School Board reserves the right to renew this contract or any portion thereof, for up to two (2) additional one (1) year periods.
- 3.04 **ASSIGNMENT**
Any Purchase Order issued regarding this invitation to bid or money which may become due hereunder are not assignable except with the prior written approval of The School District of Osceola County, Florida.
- 3.05 **QUANTITY**
The estimated dollar amount that will be purchased during this annual contract could be \$200,000. Please note that these are only estimates and in no way obligates the School Board to purchase these amounts. These estimates are intended as a guide in submitting your bid. The actual quantities purchased under this bid may be more or may be less.
- 3.06 **QUANTITY CHANGES**
The School Board reserves the right to increase or decrease the total quantities necessary.
- 3.07 **DELIVERY**
Bid price must include all pick-up and delivery charges.
- 3.08 **PURCHASING AGENT AS REFEREE**
The Purchasing Agent is hereby designated as the direct representative of the School District of Osceola County and he/she shall settle all disputes or questions of doubt that may arise as to the meaning of any clause in these specifications, or methods of prosecution of the Contract, and his/her decision shall be final and conclusive.
- 3.09 **RIGHT TO TERMINATE**
In the event the successful bidder violates any of the provisions of the contract, the School Board may serve written notice upon such bidder of its intention to terminate the contract. Such notice is to state the reasons for such intention to terminate the contract, and, unless ten (10) calendar days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction be made, the contract shall, upon expiration of said ten (10) calendar days, cease and terminate, but the liability of such bidder and his surety for any and all such violation or violations shall not be affected by any such termination.
- 3.10 **ANNULMENT OF THE CONTRACT**
This contract, of which these specifications form an inseparable part, may be annulled by the School District of Osceola County for the following reasons: (a) Failure of the Contractor to supply equipment and personnel acceptable to the School District's duly appointed representative; (b) Failure on the part of the Contractor to observe the requirements of these specifications; (c) Failure on the part of the Contractor to promptly remove defective equipment or incompetent personnel as may be directed by the School District's representative.
- 3.11 **METHOD OF ORDERING**
Items shall be ordered via individual purchase orders on an "as needed" basis for the term of the contract, or a blanket Purchase Order may be used. Invoices must be submitted for each individual project request indicating the Purchase order number. **Individual project cost must be submitted with delivery of materials for the Facilities Department to verify and authorize payment to Accounts Payable.**
- 3.12 **INVOICING**
The successful bidder will be required to submit invoices and reference purchase order numbers on all requests for payment. All statements must reference valid SDOC purchase order numbers. Invoices shall be mailed directly to: Accounts Payable, School District of Osceola County, 817 Bill Beck Blvd., Kissimmee, Florida 34744-4495. A separate invoice must be received for each

purchase order number. Payment for partial shipments shall not be made unless specified. Invoices, which do not reference valid SDOC, purchase order numbers or which are erroneous (incorrect contract prices, minimum order charges, etc.) shall be returned to the vendor for resolution of the discrepancies. IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO RECONCILE THE PURCHASE ORDER AND THE VENDOR'S INVOICE AND TO NOTIFY THE PURCHASING REPRESENTATIVE OF ANY DISCREPANCIES PRIOR TO BILLING. THE SCHOOL BOARD WILL ONLY PAY THE DOLLAR AMOUNTS AUTHORIZED ON THE PURCHASE ORDER.

3.13 **PAYMENT DISCOUNTS**

A BID PRICE SUBMITTED INDICATING A DISCOUNT IF PAID WITHIN A CERTAIN NUMBER OF DAYS FROM THE DATE OF THE INVOICE, WILL NOT BE ACCEPTABLE (FOR EXAMPLE, 2%, 10 DAYS, NET 30). ALL BID PRICES MUST BE NET AND NOT CONTINGENT ON TERMS. ANY DISCOUNT ALLOWED MUST BE FIGURED IN THE BASE BID.

3.14 **BIDDER QUALIFICATIONS**

Only responsible Bidders qualified by previous experience and satisfactory completion of at least five contracts or orders for similar work within the last five years will be considered. The Bidder shall be in sound financial position and qualified to perform the work. In order to facilitate prompt award of the Contract, the Bidder shall submit, with his bid package, the following information:

- a) Experience records showing his background and experience in similar work, including a list and brief description of similar work satisfactorily completed, with location, date of contracts, together with names and addresses of owners. {The School Board reserves the right to contact any and all customers, past or present to verify previous experience and satisfactory completion of contracts.}
- b) Satisfactory evidence of organization, financial resources, equipment, and machinery available and ready for use in the performance of this Contract.
- c) Failure to submit the above requested information may be cause for rejection of your bid. If you have previously submitted this information for similar work in response to another Invitation to Bid, please indicate so on your proposal.

3.15 **VENDOR SERVICE REPRESENTATIVE**

The bidder must submit with his bid proposal the name, address, and phone number of the person(s) to be contacted for the placement of an order and the coordination of service. A contact for both regular work-hours and after-hours, weekends, and holidays must be identified.

3.16 **SERVICE REQUIREMENTS**

The successful bidder shall provide sufficient staff, resources and facilities to ensure that the School Board's business is handled in a timely manner.

3.17 **PROTECTION OF PROPERTY**

The successful bidder shall at all times guard from damage or loss to property of the School Board or of other vendors or contractors and shall replace or repair any loss or damage unless such is caused by the School Board, other vendors or contractors. The School Board may withhold payment or make such deductions, as it might deem necessary to insure reimbursement for loss or damage to property through negligence of the successful bidder or his agents.

3.18 **COMPLIANCE WITH BID SPECIFICATIONS**

A purchase order will be issued to the successful bidder with the understanding that all items delivered must meet the specifications herein. Items delivered not as specified will not be "accepted" and will be returned to the vendor at no expense to the School District of Osceola County.

3.19 **REJECTED ITEMS**

Any item or items received, which do not meet specifications will be returned at vendor's expense.

3.20 **INSURANCE**

The awarded Contractor (including any subcontractors or delivery personnel) shall maintain during the life of the contract, the following requirements. Certificates verifying this information will be required with bid submittal. Any bidders not meeting these requirements will be disqualified. Additionally, upon award of contract the successful vendor must show proof that the School District of Osceola County, FL has been added to the vendor's current insurance policy as additionally insured.

Minimum requirements the vendor must meet are as follows:

Certificate of general liability insurance - minimum of \$500,000

Certificate of workers compensation for all employees

Proof of automobile liability

3.21 **PROOF OF INSURANCE**

Certificates of Insurance, as outlined herein, shall be furnished to the School Board within ten (10) working days of the notification of the award of the contract. Certificate of Insurance shall provide a minimum of a thirty (30) calendar day notice of cancellation to the School Board and shall name the School Board as an Additional Insured where herein specified. These Certificates shall be sent to: Purchasing Department, 817 Bill Beck Boulevard, Florida 34744-4495.

3.22 **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

The Vendor shall assume full responsibility for and shall indemnify the School Board for any and all loss or damage of whatsoever kind and nature to all School Board property which in his custody for service under this agreement resulting in whole or part from the negligent act or omission of the Vendor, and subcontractor, or employee, agent or representative of the Vendor.

3.23 **FAILURE OF PERFORMANCE AND/OR DELIVERY**

If the successful bidder fails to perform as required per these specifications, or fails to deliver the item(s) or perform the work specified in these specifications, he shall recompense the School District of Osceola County, Florida, for any damages to the said Board caused by his failure to perform as stated.

3.24 **UNSATISFACTORY WORK**

The District will notify the vendor if the work received is unsatisfactory. The Vendor shall pick up the originals within 2 hours of notification and return corrected work within 24 hours, at no additional cost to the District.

3.25 **RETURN OF ART WORK**

Invoice will not be processed for payment until artwork is returned. Return of artwork is a condition of this contract. All artwork must be handled carefully and returned in good condition.

3.26 **BID PROTESTS**

A. BIDDERS are advised that any and all Bid Protests must be made in accordance with the requirements of the TERMS AND CONDITIONS of this bid, the Administrative Rules of the Florida Department of Education, and Chapter 120, Florida Statutes.

B. ALL BIDDERS acknowledge that the significant damages and losses that will be suffered by the OWNER as a result of the time lost and costs associated with an unsuccessful Bid Protest will be difficult, if not impossible to prove. Therefore, any and all Bid Protests must be

accompanied by SECURITY in an amount equal to one (1) percent of the total estimated contract value, but not less than \$500.00 nor more than \$5000.00, whichever is less.

- C. THE SECURITY may be in the form of a bank cashier's check or bank certified check payable to "The School District of Osceola County, Florida." Or the Security may be in the form of a Bond naming as Obligee therein "The School District of Osceola County, Florida." Each such Bond shall be executed by the BIDDER, as the PRINCIPAL therein, and by a Surety. The Protest Bond shall be dated the same date as the date shown on the BIDDER'S Protest. There must be attached to each Protest Bond a duly authenticated or certified Power of Attorney evidencing that the Attorney-In-Fact, who executes the Protest Bond on behalf of and in the name of the SURETY thereon, has the authority to so execute the Protest Bond on the date of the Protest Bond.
- D. Should the protesting BIDDER be successful in its Bid Protest, the SECURITY submitted by that BIDDER shall be returned to the Protesting BIDDER in full.
- E. Should the protesting BIDDER'S protest be unsuccessful, the SECURITY submitted by the protesting BIDDER in the form of a cashier's check or certified check shall be kept and retained by the OWNER and OWNER may receive and retain all moneys represented by such check and the Protesting BIDDER shall have no right to same or to a refund of any part of same.
- F. If the Protesting BIDDER'S protest is unsuccessful, and the SECURITY submitted by the BIDDER is in the form of a Protest Bond, the BIDDER and the Surety on said Protest Bond shall forthwith pay over to the OWNER the full monetary amount and penal sum of said Protest Bond, and such amount and sum shall be retained by OWNER.

To qualify as a successful Bid Protest:

In the case of a protest of another BIDDER'S Bid, the Bid being protested by the Protesting BIDDER must be rejected by the School Board for the reasons stated in the Protesting Bidder's Protest.

In the case of the BIDDER protesting the rejection of its own Bid, for the protest to be successful, the School Board must award the contract to the Protesting Bidder.

4. TECHNICAL SPECIFICATIONS

4.01 REPROGRAPHIC SERVICES

The School District will require document fulfillment on construction contracts, the District shall provide the following types of documents for reprographic services.

- A. Blackline Prints - in various sizes, 8½" x 11", 11" x 17", 22" x 34", 18" x 24", 24" x 36", 30" x 42", and ½ size, copies shall be high quality reproductions by use of opaque bond paper. The District is looking for pricing to produce blackline copies of various sizes of blueprints. Bid price shall include providing continuous binder and all necessary binding, stapling at no less than four (4) points, for sets up to ½" thickness, inclusive. Prices shall be listed per sheet by the various sheet sizes.
- B. Copies (Construction Manuals) – This is for a standard Xerox copy of original documents on 8½" x 11" paper. Single sided per sheet shall also mean – one (1) image per sheet. Double sided per sheet shall also mean – two (2) images per sheet. Card Stock Covers shall be 8½" x 11". Vendor shall have the capability to provide double-sided copies, make copies of any documentation and/or drawings and provide three (3) hole punching, front and back covers shall be card stock, if requested. Bid price shall be per copy side and shall include collating, stapling, binding, gluing. **Note:** The School Board may request Project update reports under this section.
- C. Color Copies – This is for Color Xerox copies of original documents on 8½" x 11" paper. Single sided per sheet shall also mean – one (1) image per sheet. Double sided per sheet shall also mean – two (2) images per sheet. Card Stock Covers shall be 8½" x 11". Vendor shall have the capability to provide double-sided copies, make copies of any documentation and/or drawings and provide three (3) hole punching, front and back covers shall be card stock, if requested. Bid price shall be per copy side and shall include collating, stapling, binding, gluing. **Note:** The School Board may request Project update reports under this section.
- D. Color Prints – This is for full size color copies of large size color prints other than 8 ½ x 11. Sizes to include: 8½" x 14", 11" x 17", 18" x 24", 22" x 34", 24" x 36", 30" x 42", and ½ size, copies shall be high quality reproductions by use of opaque bond paper.
- E. Binding Services –The Bid states that all 8 ½" x 11" documents shall be three (3) hole punched (unless otherwise specified). We are asking for pricing of different binding options available. Gluing shall refer to a glue binding process known as "Perfect Binding". Options shall include, GBC, screw post, gluing, etc.
- F. Binding – Larger Size Prints - Shall have a continuous binder and Stapled at least four (4) times for sets up to ½" thick.
- G. 50% reduction services - Shall be available if requested. Vendors shall list the "half size" prints they can provide for the originals listed and price them according to the "half size" sheet price. Bid price shall be listed per sheet by the sheet size.
- H. *.PLT (digital) Plotting - Shall be high quality printing on Opaque Bond paper. Vendor must have the capability to provide laser plotting, whenever requested, at no additional cost. Bid price shall be listed per sheet by the various sheet sizes.
- I. Scanning of existing 8½" x 11" project manuals and full size construction documents (24" x 36, 30" x 42", etc.) into electronic format (CD/DVD) for storage.

4.01 **REPROGRAPHIC SERVICES - Continued**

J. Spray Mounting of large size color copies to 1/4" black gator board. Size of Boards: 11" x 17", 18" x 24", 22" x 34", 24" x 36" and 30" x 42".

4.02 **NORMAL JOB TURNAROUND**

Vendor shall be required, except under extenuating circumstances, to provide a maximum of twenty-four (24) hour job turnaround once the job has been requested for vendor pick-up.

4.03 **EMERGENCY JOB TURNAROUND**

Emergency jobs shall be defined as follows:

- A. If requested before noon vendor shall pick up material, complete and return in the same day.
- B. If requested after noon vendor shall pick up, complete and return the materials by 9:00 AM the following morning.
- C. Vendor compliance to Emergency Job Turnaround shall be as outlined in paragraph 3.02.

4.04 All unit cost provided shall include any and all cost required to cover administrative cost, delivery cost, and other related cost of providing product to the School District of Osceola County.

ALL OR NONE

As this is an "All or None" type bid, bidders must submit bid prices on all items. Failure to do so will result in your bid not being considered.

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

COMPANY NAME (Print)

DATE

AUTHORIZED SIGNATURE

PHONE NUMBER

PRINT NAME

FAX NUMBER

TITLE

EMAIL ADDRESS

PRICE SHEET

Please provide a quantity discount, where larger orders will receive a lower cost per sheet price.
List in the Qty column the number of copies required to obtain the Quantity Discount cost per sheet.

Item #	Description	Sheet Size	Cost Per Sheet	Qty	Discounted Cost Per Sheet
1.	8½ x 11 - Blackline Prints	8½ x 11	_____	_____	_____
	11 x 17 - Blackline Prints	11 x 17	_____	_____	_____
	18 x 24 - Blackline Prints	18 x 24	_____	_____	_____
	22 x 34 - Blackline Prints	22 x 34	_____	_____	_____
	24 x 36 - Blackline Prints	24 x 36	_____	_____	_____
	30 x 42 - Blackline Prints	30 x 42	_____	_____	_____
2.	8½ x 11 Copies (single sided per sheet)		_____	_____	_____
	8½ x 11 Copies (double sided per sheet)		_____	_____	_____
	Card Stock Covers with Black Text		_____	_____	_____
3.	11 x 17 - Color Prints	11 x 17	_____	_____	_____
	18 x 24 - Color Prints	18 x 24	_____	_____	_____
	22 x 34 - Color Prints	22 x 34	_____	_____	_____
	24 x 36 - Color Prints	24 x 36	_____	_____	_____
	30 x 42 - Color Prints	30 x 42	_____	_____	_____
4.	8½ x 11 Color Copies (single sided per sheet)		_____	_____	_____
	8½ x 11 Color Copies (double sided per sheet)		_____	_____	_____
	Card Stock Covers with Colored Text/Graphics		_____	_____	_____
5.	50% Reduction Services (Blackline Prints)		(cost per sheet)		
	Originals 18 x 24	½ sizes _____	_____	_____	_____
	Originals 22 x 34	½ sizes _____	_____	_____	_____
	Originals 24 x 36	½ sizes _____	_____	_____	_____
	Originals 30 x 42	½ sizes _____	_____	_____	_____
6.	50% Reduction Services (Color Prints)		(cost per sheet)		
	Originals 18 x 24	½ sizes _____	_____	_____	_____
	Originals 22 x 34	½ sizes _____	_____	_____	_____
	Originals 24 x 36	½ sizes _____	_____	_____	_____
	Originals 30 x 42	½ sizes _____	_____	_____	_____
7.	Special Binding Options:		(cost per set)		
	Screw Post		_____	_____	_____
	GBC		_____	_____	_____
	Gluing		_____	_____	_____
	_____		_____	_____	_____
Three (3) Hole Punched - to be included in copying cost (specified in bid)					

PRICE SHEET
Continued

Please provide a quantity discount, where larger orders will receive a lower cost per sheet price.
List in the Qty column the number of copies required to obtain the Quantity Discount cost per sheet.

Item #	Description	Sheet Size	Cost Per Sheet	Qty	Cost Per Sheet
8.	*.PLT Files, Plotting to paper size	8½ x 11	_____	_____	_____
	*.PLT Files, Plotting to paper size	11 x 17	_____	_____	_____
	*.PLT Files, Plotting to paper size	18 x 24	_____	_____	_____
	*.PLT Files, Plotting to paper size	22 x 34	_____	_____	_____
	*.PLT Files, Plotting to paper size	24 x 36	_____	_____	_____
	*.PLT Files, Plotting to paper size	30 x 42	_____	_____	_____

List alternate file formats you are able to plot from:

_____	_____
_____	_____
_____	_____
_____	_____

9. Scanning of existing 8 ½" x 11" project manuals and full size construction documents into Electronic Format and burned onto CD/DVD for storage.

Cost to scan documents	_____	_____	_____
Cost for CD-R	_____		
Cost for DVD	_____		

10. Spray Mounting of large size color copies onto ¼" black gator board (mounting cost per board)

11" x 17"	_____	18" x 24"	_____	22" x 34"	_____
24" x 36"	_____	30" x 42"	_____		

**SAMPLE PROJECT
PRICE SHEET**

**Please fill out the attached "Sample Project" using the prices on your Original Price Sheet
Indicate if the Pricing is the Regular Cost Per Sheet or Discounted Cost Per Sheet for larger quantities.**

Failure to fill out the sample price sheet will disqualify your bid.

Item #	Descriptions	Sheet Size	Qty	Cost Per sheet	Regular Cost or Discounted Cost	Total Cost
1.	Blackline Prints	8 ½ x 11	10	_____	R / D	_____
	Blackline Prints	11 x 17	100	_____	R / D	_____
	Blackline Prints	24 x 36	100	_____	R / D	_____
2.	Construction Documents – Xerox Copies					
	Single sided - one (1) image per sheet	8 ½ x 11	50	_____	R / D	_____
	Double sided – two (2) images per sheet	8 ½ x 11	500	_____	R / D	_____
	Card Stock Covers	8 ½ x 11	5	_____	R / D	_____
3.	Construction Documents – Color Xerox Copies					
	Single sided – one (1) image per sheet	8 ½ x 11	8	_____	R / D	_____
	Double sided – two (2) images per sheet	8 ½ x 11	2	_____	R / D	_____

Overall Project Cost \$ _____

**REPROGRAPHIC SERVICES
AUTHORIZED PERSONNEL LIST**

Only the following personnel shall be authorized to decline, by fax, an emergency job request, as outlined in Paragraph 3.02 of this bid.

1. Name (print) _____
 Signature _____

2. Name (print) _____
 Signature _____

3. Name (print) _____
 Signature _____

QUESTIONNAIRE

The Vendor shall answer the following questionnaire for use in the evaluating of the proposal to determine the best qualified. The School Board shall weight (a) experience, qualifications, and reputation of each Bidder and (b) the quality of the products and of the services proposed by each bidder.

FIRM NAME: _____

Address: _____

City: _____ State _____ Zip: _____

Phone: _____ Fax: _____

Contact Person for Inquiries: _____

2. EXPERIENCE:

Years in business under present name: _____

Years performing work specialty: _____

Value of work now under contract: _____

Value of work in place last year: _____

Average annual value of work completed (last three (3) years): _____

Trades usually self-performed: _____

Percentage (%) of work performed by own forces: _____

Licenses currently valid in force: _____

3. Total number of permanent staff employed includes the following:

Management: _____ Office Staff _____ Delivery Personnel _____

4. Work Shifts and Submission Deadlines:

Please state the hours of each work shift and when original documentation and/or drawings must be submitted for "Next Day Delivery".

5. BANK REFERENCES, CREDIT REFERENCEES:

Bank Name: _____

Address: _____

Contact Person: _____ Phone: _____

Currently Rated with Dun & Bradstreet? YES NO

If so, what is your D&B rating: _____

Has Firm: Failed to complete a contract? YES NO

Been involved in bankruptcy or reorganization? YES NO

Pending judgment claims or suits against firm? YES NO

(If answer to proceeding is YES, submit details on separated sheet.)

6. **Has anyone employed by your firm ever been convicted, plead nolo contendere (no contest), or had adjudication withheld in a criminal offense, felony, misdemeanor, or otherwise, or are there any criminal charges now pending against anyone employed by your firm other than a criminal traffic violation?**

YES NO

If **YES** provide complete details on a separated sheet.