

IFB NO. 19-R071454GE
CUSTODIAL SUPPLIES (485-10)
MAY 31, 2019

Manatee County BCC
Procurement Division
1112 Manatee Avenue West Ste 803
Bradenton, FL 34205
purchasing@mymanatee.org



**ADVERTISEMENT
INVITATION FOR BID
NO. 19-R071454GE
CUSTODIAL SUPPLIES**

Manatee County, a political subdivision of the State of Florida (hereinafter referred to as County), will receive sealed bids from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, to provide custodial supplies, as specified in this Invitation for Bid to include janitorial paper, cleaning chemicals and basic cleaning equipment.

DATE, TIME AND PLACE DUE:

The Due Date and Time for submission of Bids in response to this IFB is **June 21, 2019 at 3:00 P.M. ET**. Bids must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 prior to the Due Date and Time. Bids will be opened immediately following the Due Date and Time at the Manatee County Administration Building, Suite 803 and the Bidder's name and total bid amount will be read aloud. Interested parties may attend the opening.

SOLICITATION INFORMATION CONFERENCE:

No Information Conference is scheduled for this solicitation.

DEADLINE FOR QUESTIONS AND CLARIFICATION REQUESTS:

The deadline to submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this Invitation for Bid to the Manatee County Procurement Division is June, 13, 2019. Questions and inquiries should be submitted via email to the Designated Procurement Contact shown below.

Important: A prohibition of lobbying is in place. Review Section A.15 carefully to avoid violation and possible sanctions.

DESIGNATED PROCUREMENT CONTACT: George Earnest CPPB, Buyer
(941) 749-3044, Fax (941) 749-3034
Email: george.earnest@mymanatee.org
Manatee County Financial Management Department
Procurement Division

AUTHORIZED FOR RELEASE: _____

Table of Contents

SECTION

- A Instructions to Bidders
- B Terms and Conditions

BID FORMS

- Attachment A Acknowledgement of Addenda
- Attachment B Bid Signature Form
- Attachment C Public Contracting and Environmental Crimes Certification
- Attachment D Insurance Requirements
- Attachment E Insurance Statement
- Attachment F Conflict of Interest Form
- Attachment G Scrutinized Company Certification
- Attachment H Pricing Form

EXHIBITS

- Exhibit 1 Scope of Work/Specifications
- Exhibit 2 Minimum Qualifications

SECTION A
INSTRUCTIONS TO BIDDERS
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

To receive consideration, entities who submit a response to this Invitation for Bid (Bidders) must meet the minimum qualification requirements and comply with the following instructions. Bid responses (Bids) will be accepted from single business entities, joint ventures, partnerships or corporations.

A.01 BID DUE DATE

The Due Date and Time for submission of Bids in response to this Invitation for Bid (IFB) is **June 25, 2019 at 3:00 P.M. ET**. Bids must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 and time stamped by a Procurement representative prior to the Due Date and Time.

Bids received after the Due Date and Time will not be considered. It will be the sole responsibility of the Bidder to deliver its bid to the Manatee County Procurement Division for receipt on or before the Due Date and Time. If a bid is sent by U.S. Mail, courier or other delivery services, the Bidder will be responsible for its timely delivery to the Procurement Division. Bids delayed in delivery will not be considered, will not be opened at the public opening, and arrangements will be made for their return at the Bidder's request and expense.

A.02 PUBLIC OPENING OF BIDS

Sealed Bids will be publicly opened at Manatee County Administration Procurement Division, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials immediately upon expiration of the Due Date and Time. Bidders or their representatives may attend the Bid opening.

Manatee County will make public at the opening the names of the business entities which submitted a Bid, the city and state in which they reside, and the total bid price. No review or analysis of the Bids will be conducted at the bid opening.

A.03 SUBMISSION OF BIDS

The contents of the Bid sealed package must include:

- One (1) bound original clearly identifying Bidder and marked "ORIGINAL".
- Two (2) bound copies clearly identifying Bidder and marked "COPY" with all required information and identical to the original.
- One (1) electronic format copy clearly identifying Bidder.

Electronic format copy should be submitted on a Universal Serial Bus (USB) portable flash memory drive or compact disc (CD) in MicroSoft Office® or Adobe Acrobat® portable document format (PDF) in one continuous file. Do not password protect or otherwise encrypt electronic Bid copies. Electronic copies must be searchable and contain an identical Bid to the original.

Submit the Bid package in a sealed container with the following information clearly marked on the outside of the package: IFB No. 19-R071454GE, Custodial Supplies, Bidder's name, and Bidder's address. Bids must be delivered to the Manatee County Procurement Division prior to the Due Date and Time at the following address:

Manatee County
Procurement Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.04 BID FORMS

Bids must include the forms provided in this IFB. If needed, additional pages may be attached to a form. Bidders must fully complete and execute all Bid Forms. Bid Forms must be executed by an authorized official of the company who has the legal authority to bind the company.

A.05 ENVIRONMENTAL SUSTAINABILITY

Bidder shall acknowledge in its Bid if Bidder has an environmental sustainability initiative. In addition, Bidder shall submit with its Bid a brief summary of its environmental sustainability initiative. This information will be used as a determining factor in the award decision when all other factors, including local preference, are otherwise equal.

A.06 STANDARDS FOR MATHEMATICAL ERRORS

1. Bid pricing forms without imbedded mathematical formulas: In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s) the extension totals will prevail. In the event the dollar amount for contract contingency is omitted, it will be added to the total price of the Bid.
2. Bid pricing forms with imbedded mathematical formulas: Interactive bid pricing forms that contain mathematical formulas may be provided to automate lengthy and complex bid forms. In the event bid pricing forms with imbedded formulas are used and a multiplication/extension error(s) is discovered in the formula, the unit price entered by the Bidder shall prevail.
3. Bidder shall assume the responsibility and accuracy of the information input in the bid pricing form and therefore shall verify that the calculations are correct before submitting its Bid.
4. Regardless of the type of bid pricing form used, all Bids shall be reviewed mathematically by the County using these standards.

A.07 DISTRIBUTION OF SOLICITATION DOCUMENTS

All documents issued pursuant to this IFB are distributed electronically and available for download at no charge at www.mymanatee.org > *Business, Bids and Proposals*. This link is located at the top of the County website home page under the business tab. Documents may be viewed and downloaded for printing using Adobe Reader® software.

At its sole discretion, the County may utilize a third-party provider, such as DemandStar by Onvia® (DemandStar) to distribute Bids. Visit the DemandStar website at www.Demandstar.com for more information regarding this service. Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Additionally, the IFB and all related documents are available for public inspection at the Manatee County Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205. Call (941) 749-3014 to schedule an appointment. Documents are available between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, with the exception of County holidays.

As a courtesy, Manatee County notifies the Manatee County Chamber of Commerce and the Manatee County Black Chamber of Commerce of all active solicitations, who then distributes the information to its members.

A.08 ADDENDA

Any interpretations, corrections or changes to this IFB will be made by addendum. Addenda will be posted on the Procurement Division's web page of the County website at <http://www.mymanatee.org/purchasing> > *Bids and Proposals*. For those solicitations that are advertised on DemandStar, addenda will also be posted on the DemandStar distribution system on the 'Planholders' link.

All addenda are a part of the IFB and each Bidder will be bound by such addenda. It is the responsibility of each Bidder to read and comprehend all addenda issued. Failure of any Bidder to acknowledge an issued addendum in its Bid will not relieve the Bidder from any obligation contained therein.

A.09 BID EXPENSES

All costs incurred by Bidder in responding to this IFB will be the sole responsibility of the Bidder.

A.10 QUESTION AND CLARIFICATION PERIOD

Each Bidder shall examine all terms, conditions and requirements in the IFB documents and will judge all matters relating to the adequacy and accuracy of such documents. Any questions or request for changes or interpretations, clarification or additional information pertaining to this IFB shall be made in writing via email to the Manatee County Procurement Division to the Designated Procurement Contact or to purchasing@mymanatee.org prior to the Deadline for Questions and Clarifications. Bidder shall furnish any data or information it deems necessary for the County to evaluate requests to modify the terms, conditions or requirements of this IFB. Any changes or modifications to the terms, conditions and requirements of this IFB will be at the sole discretion of the County. All questions received and responses given will be provided to potential Bidders via an addendum to this IFB.

Manatee County will not be responsible for oral interpretations given including from County staff, representative, or others. The issuance of a written addendum by the Procurement Division is the only official method whereby interpretation, clarification, modifications, or additional information will be given.

A.11 FALSE OR MISLEADING STATEMENTS

Bids which contain false or misleading statements or which provide references which do not support an attribute or condition claimed by the Bidder, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the Bid, and the attribute, condition or capability is a requirement of this IFB. Such Bidder will be disqualified from consideration for this IFB and may be disqualified from submitting a response on future solicitation opportunities with the County.

A.12 UNBALANCED BIDDING

County recognizes that large and/or complex projects will often result in a variety of methods, sources, and prices. However, where in the opinion of the County such variation does not appear to be justified given bid requirements and industry and market conditions, the Bid will be presumed to be unbalanced. Examples of unbalanced Bids will include:

1. Bids showing omissions, alterations of form, additions not specified, or required conditional or unauthorized alternate bids.
2. Bids quoting prices that substantially deviate, either higher or lower, from those included in the Bids of competitive Bidders for the same line item unit costs.
3. Bids where the unit costs offered are in excess of, or below reasonable cost analysis values.

In the event County determines that a Bid is presumed unbalanced, it will request the opportunity to and reserves the right to, review all source quotes, bids, price lists, letters of intent, and other supporting documentation which the Bidder obtained and upon which the Bidder relied upon to develop its Bid. County reserves the right to deem any presumptive unbalanced Bid where the Bidder is unable to demonstrate the validity and/or necessity of the unbalanced unit costs as non-responsive.

A.13 WITHDRAWAL OR REVISION OF BIDS

Bidders may withdraw Bids under the following circumstances:

- a. If Bidder discovers a mistake(s) prior to the Due Date and Time. Bidder may withdraw its Bid by submitting a written notice to the Procurement Division. The notice must be received in the Procurement Division prior to the Due Date and Time for receiving Bids. A copy of the request shall be retained and the unopened Bid returned to the Bidder; or
- b. After the Bids are opened but before a contract is signed, Bidder alleges a material mistake of fact if:
 1. The mistake is clearly evident in the solicitation document; or
 2. Bidder submits evidence which clearly and convincingly demonstrates that a mistake was made in the Bid. Request to withdraw a Bid must be in writing and approved by the Procurement Official.

A.14 JOINT VENTURES

Bidders intending to submit a bid as a joint venture with another entity are required to have filed proper documents with the Florida Department of Business and Professional Regulation and all other State or local licensing agencies as required by Florida Statute Section 489.119, prior to the Due Date and Time.

A.15 LOBBYING

After the issuance of any solicitation, no prospective Bidders, or their agents, representatives or persons acting at the request of such Bidder, shall contact, communicate with or discuss any matter relating in any way to the solicitation with any County officers, agents or employees, other than the Procurement Official or designee, unless otherwise directed by the Procurement

Official or designee. This prohibition includes copying such persons on written communications (including email correspondence) but does not apply to presentations made to evaluation committees or at a County Commission meeting where the Commission is considering approval of a proposed contract. This requirement ends upon final execution of the contract or at the time the solicitation is cancelled. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Ordinances Section 2-26-31 and 2-26-32. Sanctions may include (a) written warning; (b) termination of contracts; and (c) debarment or suspension.

A.16 IRREVOCABLE OFFER

Any Bid may be withdrawn up until the Due Date and Time. Any Bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety (90) days to provide the goods or services set forth in this IFB or until one or more of the Bids have been duly accepted by County, whichever occurs first.

A.17 ERRORS OR OMISSIONS

Once a Bid is opened, the County will not accept any request by Bidder to correct errors or omissions in the Bid other than as identified in paragraph A.13.

A.18 DETERMINATION OF RESPONSIBLENESS AND RESPONSIVENESS

The County will conduct a due diligence review of all Bids received to determine if the Bidder is responsible and responsive.

To be responsive a Bidder must submit a Bid that conforms in all material respects to the requirements of this IFB and contains all the information, fully completed attachments and forms, and other documentation required. Bids that are deemed non-responsive will not be considered.

To be responsible, a Bidder must meet the minimum qualification requirements and have the capability to perform the Scope of Services contained in this IFB. Bids submitted by Bidders that are deemed non-responsible will not be considered.

A.19 SCRUTINIZED COMPANIES FORM

Pursuant to Florida Statute Section 287.135, as of July 1, 2012, a company that, at the time of submitting a response for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statute Section 215.473, is ineligible for, and may not submit a response for or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more. To the extent certification is required, it shall be provided on Attachment G, *Vendor Certification Regarding Scrutinized Companies Lists*.

A.20 LOCAL PREFERENCE FORM

To qualify for local preference, a local business, as defined in Section B.05, Terms and Conditions, must provide certification to County by completing an 'Affidavit as to Local Business' form which is available for download at www.mymanatee.org/vendor. Click on 'Affidavit for Local Business' to access and print the form. Complete, notarize, and return the original with Bidder's Bid.

It is the responsibility of the Bidder to ensure accuracy of the affidavit and notify County of any changes affecting its local business status.

A.21 COLLUSION

Bidder certifies that its Bid is made without prior understanding, agreement, or connection with any other corporation, firm or person submitting a Bid for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

Any such violation may result in contract cancellation, return of materials or discontinuation of services and the possible removal of Bidder from participation in future County solicitations for a specified period.

The County reserves the right to disqualify a Bidder during any phase of the solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud on the part of the Bidder.

A.22 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee County Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past five years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, as that term is defined in Section 287.133, Florida Statutes, may not submit a bid to provide any goods or services to a public entity; may not submit a bid 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 an agreement with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted list.

In addition, the Manatee County Code of Laws prohibits the award of any bid to any person or entity who/which has, within the past five (5) years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a responsible matter.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to do business with County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with County. In the case of a business entity other than a partnership or a corporation, such affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, such affidavit shall be executed by the general partner(s). A Public Contracting and Environmental Crimes Certification form is attached herein for this purpose.

A.23 DISCOUNTS AND PRICING

All discounts must be incorporated in the prices contained in the bid and not shown separately. Unless otherwise specified in this IFB, pricing must be all inclusive, including delivery costs. The prices indicated on the Pricing Form shall be the prices used in determining award. When there is a discrepancy between the unit prices and any extended prices, the unit prices shall prevail.

A.24 PROTEST

Any actual bidder, proposer, or contractor who is aggrieved in connection with the notice of intent to award of a contract with a value greater than \$250,000 where such grievance is asserted to be the result of a violation of the requirements of the Manatee County Procurement Code or any applicable provision of law by the officers, agents, or employees of the County, may file a protest to the Procurement Official.

Protest must be in writing and delivered via email at purchasing@mymanatee.org or by hand delivery to the Procurement Division at 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205 by 5:00 p.m. on the fifth business day following the date of posting of the Notice of Intent to Award on the County website. There is no stay of the procurement process during a protest. The Procurement Official shall have the authority to settle and resolve a protest concerning the intended award of a contract.

For additional information regarding the County protest process, visit the Procurement Division webpage on the County website.

A.25 LICENSES AND PERMITS

The successful Bidder shall be solely responsible for obtaining all necessary license and permit fees, including, but not limited to, all license fees, permit fees, impact fees, or inspection fees, and responsible for the costs of such fees. Successful Bidder is solely responsible for ensuring all work complies with all Federal, State, local, and Manatee County ordinances, orders, codes, laws, rules, regulations, directives, and guidelines.

A.26 CONFLICT OF INTEREST

Manatee County Code of Laws prohibits contracts where conflicts are found to exist. Bidder shall not be currently engaged in, or if awarded, will not become engaged in any obligations, undertakings or contracts that will require Bidder to maintain an adversarial role against the County or that will impair or influence the advice or recommendations it provides to the County.

A.27 BASIS OF AWARD

Award(s) will be made to the responsive, responsible Bidder having the lowest Bid. The County, at its sole discretion, may make multiple awards based upon groups, price, or other such criteria. Whenever the lowest Bid is submitted by two or more Bidders and are equal with respect to price, quality, and/or service, the Bid received from a local business shall be given preference in the award. Whenever two or more lowest Bids are received from local businesses and are equal with respect to price, quality, and/or service, the award shall be determined by a chance drawing to be conducted by the Procurement Official in a publicly noticed meeting.

Local business is defined as a business legally authorized to engage in the sale of goods and/or services which, for at least six months prior to the announcement of the solicitation for Bids, has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas, or Sarasota County, and which has had at least one full-time employee at that location during the qualifying period.

A.28 OTHER PUBLIC ENTITIES

The successful Bidder agrees to make available to all governmental agencies, authorities, departments, and municipalities (collectively referred to as Public Entities) the terms, conditions and agreed upon prices of the award resulting from this solicitation. Any Public Entity electing to utilize the award will enter into its own agreement with successful Bidder and coordinate the requirements. The County shall in no way be responsible for any such agreement between successful Bidder and Public Entity.

A.29 ACCESSIBIITY

The County is committed to making its documents and information technologies accessible to individuals with disabilities by meeting the requirements of Section 508 of the Rehabilitation Act and best practices (w3C WCAG 2). **For assistance with accessibility regarding this solicitation, contact the Manatee County Procurement Division via email at purchasing@mymanatee.org or by phone at 941-748-4501, X3014.**

A.30 SOLICITATION SCHEDULE

The following schedule has been established for this Solicitation process. Refer to the County's website (www.mymanatee.org > Business > *Bids & Proposals*) for meeting locations and updated information pertaining to any revisions to this schedule.

Scheduled Item	Scheduled Date
No Information Conference is scheduled	
Question and Clarification Deadline	June 17, 2019
Final Addendum Posted	June 19, 2019
Bid Response Due Date and Time	June 25, 2019, no later than 3:00 p.m.
Projected Award	July 2019

END OF SECTION A

SECTION B
TERMS AND CONDITIONS
IFB No. 19-R071454GE

B.01 AGREEMENT

The agreement resulting from the acceptance of a bid shall be in the form of a contract and/or a purchase order. This award is valid for three (3) years from date of award with one, two-year renewal option.

B.02 NON-EXCLUSIVE

Unless otherwise stated in this IFB, successful Bidder understands and agrees that any resulting contractual relationship is non-exclusive and the County reserves the right to contract with more than one Bidder or seek similar or identical goods and services elsewhere if deemed in the best interest of the County.

B.03 CONFIDENTIALITY OF SECURITY RELATED RECORDS

- a. Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as “the Confidential Security Records”) are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):
 1. A Security System Plan or portion thereof for any property owned by or leased to County or any privately owned or leased property held by County.
 2. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by County.
 3. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to County.
- b. Successful Bidder agrees that, as provided by Florida Statute, it shall not, as a result of a public records request, or for other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of County’s Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Successful Bidder receives a request for such records, it shall immediately contact the County’s designated Contract administrator who shall coordinate County’s response to the request.

B.04 PURCHASING COOPERATIVE

It is the intent of this IFB to include requirements and to obtain bids on behalf of Manatee County and reserve the right to authorize entities belonging to the Sarasota Bay Area Chapter of NIGP to obtain purchases utilizing the terms, conditions and pricing of this IFB. This opportunity is also made available to all local and county governments and agencies, public educational institutions, non-profits, and State of Florida agencies, pursuant to their own governing laws, and subject to the agreement of the supplier. Manatee County will not be financially responsible for the purchases of other entities utilizing this IFB and any resulting contract or purchase order.

B.05 LOCAL PREFERENCE

Local business is defined as a business legally authorized to engage in the sale of the goods and/or services, and which certifies within its Bid that for at least six (6) full months prior to the advertisement of this IFB it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employee at that location. Local preference shall not apply to the following categories of agreements:

1. Purchases or agreements which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions governing the funds prohibit the preference.
2. Any bid announcement which specifically provides that local preference, as set forth in this section, is suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the County Commission or County Administrator, or where such suspension is, in the opinion of the County Attorney, required by law.
3. For a competitive solicitation for construction services in which fifty percent (50%) or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.
4. To qualify for local preference under this section, **a local business must certify to County** by completing an **“Affidavit as to Local Business Form,”** which is available for download at www.mymanatee.org/vendor. Click on “Affidavit for Local Business” to access and print the form. Complete, notarize, and mail the notarized original to the following address: Manatee County Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.
5. It is the responsibility of the bidder to ensure accuracy of the Affidavit as to Local Business and notify County of any changes affecting same.

B.06 SUPPLIER REGISTRATION

Registering your business will provide Manatee County a sourcing opportunity to identify suppliers of needed goods and services and identify local businesses. To register as a supplier with the County go to www.mymanatee.org/vendor. For assistance with supplier registration, call the Procurement Division main number at (941) 749-3014. Office hours are Monday – Friday, 8:00 A.M. to 5:00 P.M., excluding County holidays.

B.07 RESERVED RIGHTS

The County reserves the right to accept or reject any and all Bids, to waive irregularities and technicalities, to request additional information and documentation, and to cancel this solicitation at any time prior to execution of the contract. In the event only one bid is received, the County reserves the right to negotiate with the Bidder. The County reserves the right to award to the lowest responsive and responsible Bidder.

The County reserves the right to conduct an investigation as it deems necessary to determine the ability of any Bidder to perform the work or service requested. Upon request by the County, Bidder shall provide all such information to the County. Additional information may include, but will not be limited to, current financial statements prepared in accordance with generally accepted accounting practices and certified by an independent CPA or official of Bidder; verification of availability of equipment and personnel; and past performance records.

B.08 APPLICABLE LAWS

Bidder must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting contract. This solicitation process will be conducted in accordance with Manatee County Code of Ordinances, Chapter 2-26.

B.09 TAXES

Manatee County is exempt from Federal Excise and State Sales Taxes. (F.E.T. Cert. No. 59-78-0089K; Florida Sales Tax Exempt Cert. No. 85-8012622206C-6). Therefore, the Bidder is prohibited from delineating a separate line item in its bid for any sales or service taxes.

The Successful Bidder will be responsible for the payment of taxes of any kind, including but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and/or materials furnished under the award in accordance with all applicable laws and regulations.

B.10 CODE OF ETHICS

With respect to this and any bid, if a Bidder violates, directly or indirectly, the ethics provisions of the Manatee County Procurement Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Bidder will be ineligible for award to perform the work described in this IFB, and may be disqualified from submitting on any future quote or bid requests to supply goods or services to Manatee County. By submitting a bid, the Bidder represents to County that all statements made and materials submitted are truthful, with no relevant facts withheld.

B.11 AMERICANS WITH DISABILITIES

Manatee County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of County's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for an information conference or bid opening should contact the person named on the cover page of this document at least twenty-four (24) hours in advance of either activity.

B.12 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, Manatee County hereby notifies all Bidders that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this Invitation for Bid and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status in consideration of award.

B.13 MINORITY AND/OR DISADVANTAGED BUSINESS ENTERPRISES

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

B.14 QUALITY

Unless otherwise specifically provided in the IFB documents, all goods provided shall be new, the latest make or model, of the best quality, of the highest grade of workmanship, and of the most suitable for the purpose intended.

Unless otherwise specifically provided in the IFB documents, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition.

B.15 DELIVERY

Unless otherwise specified, all prices shall include all delivery cost (FOB Destination).

B.16 AUTHORIZED PRODUCT REPRESENTATION

Bidder, by virtue of submitting the name and specifications of a manufacturer's product, will be required to furnish the named manufacturer's product. Failure to do so may, in the County's sole discretion, be deemed a material breach of the resulting agreement and shall constitute grounds for County's immediate termination of the resulting agreement.

B.17 ROYALTIES AND PATENTS

The successful Bidder shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services being furnished. Successful Bidder shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall save County harmless from loss on account thereof, including costs and attorney's fees.

B.18 PUBLIC RECORDS

Upon receipt, all inquiries and responses to inquiries related to this Bid become "Public Records", and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Bids become subject to disclosure thirty (30) days after the opening or when notice of intent to award is made, whichever occurs first, as provided by Florida Statutes § 119.071(1)(b).

If County rejects all Bids and concurrently notices its intent to reissue the solicitation, the rejected Bids are exempt from public disclosure until such time the County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A bid is not exempt for longer than twelve (12) months after the initial notice of rejection of all Bids.

Pursuant to Florida Statute 119.0701, to the extent Successful Bidder is performing services on behalf of County, Successful Bidder must:

1. Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Bidder agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.
2. Upon request from the public agency's custodian of public records, provide the public agency 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 Florida Statutes, Chapter 119, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Bidder does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Bidder transfers all public records to County upon completion of the contract, the Successful Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Bidder keeps and maintains public records upon completion of the contract, the Successful Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

IF THE SUCCESSFUL BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, DEBBIE.SCACCIANOCE@MYMANATEE.ORG, ATTN: RECORDS MANAGER, 1112 MANATEE AVENUE WEST, BRADENTON, FL 34205.

B.19 TRADE SECRETS

Manatee County is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials, and data submitted as part of a Bid in response to a Request for Bid are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes.

Except for materials that are 'trade secrets' as defined by Chapter 812, Florida Statutes, ownership of all documents, materials and data submitted as part of a Bid in response to the Request for Bid shall belong exclusively to County.

To the extent that Bidder desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Bid that are not declared as trade secret. In addition, Bidder shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Bidder shall offer a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret. Additionally, Bidder shall provide a hard copy of its Bid that redacts all information designated as trade secret.

In conjunction with trade secret designation, Bidder acknowledges and agrees that:

- a. Trade secret requests made after the opening will not be considered. However, County reserves the right to clarify the Bidders request for trade secret at any time; and
- b. County and its officials, employees, agents, and representatives are hereby granted full rights to access, view, consider, and discuss the information designated as trade secret throughout the evaluation process and until final execution of any awarded purchase order or contract; and
- c. That after notice from County that a public records request has been made pursuant to Bidder's bid, the Bidder at its sole expense, shall be responsible for defending its determination that submitted material is a trade secret and is not subject to disclosure. Action by Bidder in response to notice from the County shall be taken immediately, but no later than 10 calendar days from the date of notification or Bidder will be deemed to have waived the trade secret designation of the materials.

Notwithstanding any other provision in this solicitation, designation of the entire bid as 'trade secret', 'proprietary', or 'confidential' is not permitted and may result in a determination that the Bid is non-responsive.

B.20 ePAYABLES

Manatee County Board of County Commissioners and the Manatee County Clerk of the Circuit Court have partnered to offer the ePayables program, which allows payments to be made to vendors via credit cards.

The Clerk of the Circuit Court will issue a unique credit card number to vendor after goods are delivered or services rendered, vendors submit invoices to the remit to address on the purchase order. When payments are authorized, an email notification is sent to the vendor. The email notification includes the invoice number(s), invoice date(s), and amount of payment. There is no cost for vendors to participate in this program; however, there may be a charge by the company that processes your credit card transactions.

If Bidder is interested in participating in this program, complete the ePayables Application attached herein and return the completed form via email to lori.bryan@manateclerk.com.

B.21 FUNDING

This IFB is subject to the appropriation of funds in an amount sufficient to allow continuation of the County's performance in accordance with the terms and conditions herein. The County shall provide prompt written notice to the successful Bidder that sufficient funds have not been appropriated to continue its full and faithful performance under the terms of this IFB, and shall,

effective thirty (30) days after giving such notice or upon the expiration of the time for which funds were appropriated whichever occurs first, be thereafter released of all further obligations in any way related to this IFB.

B.22 CONDITIONS FOR EMERGENCY EVENTS

A critical challenge in emergency situations is to obtain essential supplies, goods and equipment in the affected areas. It is the County's priority that public property, life, safety, and health are protected during any emergency as declared by the State and/or the County. Therefore, before, during and after a disaster, hurricane, flood, act of terrorism, or other public emergency event, whether natural or man-made, successful Bidder shall make delivery to the County of the goods and services in this IFB its first-priority.

Successful Bidder will ensure that contract prices are billed to the County for deliveries as part of an emergency event. Upon award of a contract, successful Bidder shall furnish an email and phone number in which successful Bidder can be contacted twenty-four (24) hours per day, seven days per week for emergency services.

B.23 TERMINATION

The County, at its sole discretion, reserves the right to terminate any contract entered into pursuant to this IFB with or without cause immediately upon providing written notice to the successful Bidder. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under the contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to the date of the notice of termination.

The County reserves the right to terminate any contract entered into pursuant to this IFB, in part or in whole, or place the successful Bidder on probation in the event it fails to perform in accordance with the terms and conditions stated herein. Notification will be made by providing written notice of such failure or default and by specifying a reasonable time period within which the successful Bidder must cure any such failure to perform or default. If the successful Bidder fails to cure the default within the time specified, the County may then terminate the subject contract by providing written notice to the successful Bidder. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances and/or policies. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest.

B.24 PRECEDENCE

Statements contained in the Scope of Work or Bid Summary Sections of this IFB, which vary from the information contained in this Section D, shall have precedence.

B.25 E-VERIFY

Prior to the employment of any person under this contract, the Successful Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Bidder to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Bidder to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work in the United States shall be employed under this contract. By submission of a bid in response to this IFB, the successful Bidder commits that all employees and subcontractors will undergo e-verification before placement on this contract.

The successful Bidder shall maintain sole responsibility for the actions of its employees and subcontractors. For the life of the contract, all employees and new employees brought in after contract award shall be verified under the same requirement stated above.

B.26 SUBCONTRACTORS

The successful bidder will obtain prior written approval from the County for any subcontractor(s) and the work they will perform. A subcontractor is defined as any entity performing work within the scope of the project who is not an employee of the successful Bidder.

Bidders subcontracting any portion of the work shall include a list of subcontractors along with their bid. The list shall include: name and address of subcontractor, type of work to be performed and the percent of the contract amount to be subcontracted.

Prior to the employment of any person under this contract, the successful Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the successful Bidder to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the successful Bidder to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work within the United States shall be employed to perform the work specified in this IFB.

By submission of a Bid in response to this IFB, the successful Bidder commits that all employees and subcontractors will undergo e-verification before placement on this contract.

If County has reasonable objection to any subcontractor, the County may request the successful bidder to submit an acceptable substitute without an increase in contract sum or contract time.

If successful Bidder declines to make any such substitution, the County may award the resulting agreement to the next lowest qualified bidder that proposes to use acceptable subcontractors, who County does not make written objection to. In the event the successful Bidder declines to make any such substitution post award, the County may exercise its right to terminate the agreement.

The successful Bidder shall maintain sole responsibility for the actions of its employees and subcontractors. New employees brought in after contract award shall follow the same requirement stated above for the life of the contract.

B.27 RECOMMENDATION FOR AWARD

Upon successful completion of evaluations, a recommendation for award to the successful Bidder(s) will be presented for approval per County ordinances, policies and procedures.

The County, at its sole discretion, reserves the right, prior to making an award decision, to perform testing on some or all of Bidder's products.

END SECTION B

Bid Forms

(To be completed and returned with Bid)

ATTACHMENT A
ACKNOWLEDGMENT OF ADDENDA
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

The undersigned acknowledges receipt of the following addenda:

Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:

Print or type Bidder's information below:

Name of Bidder	Telephone Number
Street Address	City/State/Zip
Email Address	Website Address
Print Name & Title of Authorized Officer	Signature of Authorized Official
	Date

Bidder must fully execute and return this form with its Bid.

ATTACHMENT B
BID SIGNATURE FORM
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

The undersigned represents that:

- (1) By signing the bid, that he/she has the authority and approval of the legal entity purporting to submit the bid and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) All facts and responses set forth in the bid are true and correct;
- (3) By submitting a bid and signing below, the Bidder agrees to all terms and conditions in this IFB, which incorporates all addenda, appendices, exhibits, and attachments, in its entirety, and is prepared to sign the Contract as written. The Respondent understands that if it submits exceptions to the Contract in its Response, the Respondent's Response may be determined non-responsive; and
- (4) The Bidder, which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Print or type Bidder's information below:

Name of Bidder	Telephone Number
Street Address	City/State/Zip
Email Address	Web Address
Print Name & Title of Authorized Officer	Signature of Authorized Officer Date

Bidder must fully execute and return this form with its Bid.

ATTACHMENT C
PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V,
MANATEE COUNTY PROCUREMENT CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to Manatee County by _____.
[print individual's name and title]

For _____
[name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among Bidders or prospective Bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PROCUREMENT DIVISION OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 201____ by _____.

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____.

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Bidder must fully execute and return this form with its Bid.

ATTACHMENT D
INSURANCE AND BOND REQUIREMENTS
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

Work under the resulting Agreement cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of successful Proposer. The Successful Proposer shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

STANDARD INSURANCES	REQUIRED LIMITS
<p>1. <input checked="" type="checkbox"/> Automobile Liability:</p>	<p>Coverage must be afforded under a per occurrence policy form including coverage for all owned, hired and non-owned vehicles for bodily injury and property damage of not less than: \$ <u>1,000,000</u> combined single limit; OR \$ <u>500,000</u> bodily injury and \$ <u>500,000</u> property damage. \$<u>10,000</u> Personal Injury Protection (No Fault) \$<u>1,000,000</u> Hired, Non-Owned Liability \$<u>10,000</u> Medical Payments. <i>This policy shall contain severability of interests' provisions.</i></p>
<p>2. <input checked="" type="checkbox"/> Commercial General Liability: (Per Occurrence form only; claims-made form is not acceptable)</p>	<p>Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than: \$ <u>1,000,000</u> single limit per occurrence; \$ <u>2,000,000</u> aggregate \$ <u>1,000,000</u> Products/Completed Operations Aggregate \$ 1,000,000 Personal and Advertising Injury Liability \$ <u>100,000</u> Fire Damage Liability \$ <u>10,000</u> Medical Expense, and \$ <u>1,000,000</u>, Third Party Property Damage. \$ _____ Project Specific Aggregate (Required on projects valued at over \$<u>10,000,000</u>) <i>This policy shall contain severability of interests' provisions.</i></p>
<p>3. <input checked="" type="checkbox"/> Employer's Liability</p>	<p>Coverage limits of not less than: \$<u>100,000</u> each accident \$<u>500,000</u> disease each employee \$<u>500,000</u> disease policy limit</p>
<p>4. <input checked="" type="checkbox"/> Worker's Compensation <input type="checkbox"/> US Longshoremen & Harbor Workers Act coverage <input type="checkbox"/> Jones Act coverage</p>	<p>Coverage limits of not less than:</p> <ul style="list-style-type: none"> • Statutory workers' compensation coverage shall apply for all employees in compliance with the laws and statutes of the State of Florida and the federal government. • If any operations are to be undertaken on or about navigable waters, coverage must be included for the US Longshoremen & Harbor Workers Act and Jones Act.

	<p>Should 'leased employees' be retained for any part of the project or service, the employee leasing agency shall provide evidence of Workers' Compensation coverage and Employer's Liability coverage for all personnel on the worksite and in compliance with the above Workers' Compensation requirements.</p> <p><u>Note:</u> Workers' Compensation coverage is a firm requirement. Elective exemptions are considered on a case-by-case basis and are approved in a very limited number of instances.</p>
<p>OTHER INSURANCES</p>	<p>REQUIRED LIMITS</p>
<p>5. <input type="checkbox"/> Aircraft Liability</p>	<p><input type="checkbox"/> Aircraft Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County' a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than: \$ _____ Each Occurrence Property and Bodily Injury with no less than <u>\$100,000</u> per passenger each occurrence or a 'smooth' limit. \$ _____ General Aggregate.</p> <hr/> <p><input type="checkbox"/> Unmanned Aircraft (Drone) Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County' a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than: \$ _____ Each Occurrence Property and Bodily Injury. Coverage shall specifically include operation of Unmanned Aircraft Systems (UAS), including liability and property damage. \$ _____ General Aggregate.</p>
<p>6. <input type="checkbox"/> Installation Floater</p>	<p>When the contract or agreement does not include construction of, or additions to, above ground building or structures, but does involve the installation of machinery or equipment, Installation Floater Insurance shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:</p> <ul style="list-style-type: none"> • 100% of the completed value of such addition(s), building(s), or structure(s)
<p>7. <input type="checkbox"/> Professional Liability and/or Errors and Omissions (E&O) Liability Insurances</p>	<p>Coverage shall be afforded under either an occurrence policy form or a claims-made policy form. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:</p> <p>\$ _____ Bodily Injury and Property Damage Each Occurrence \$ _____ General Aggregate</p>

<p>8. <input type="checkbox"/> Builder’s Risk Insurance</p>	<p>When the contract or agreement includes the construction of roadways and/or the addition of a permanent structure or building, including the installation of machinery and/or equipment, Builder’s Risk Insurance shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:</p> <ul style="list-style-type: none"> • An amount equal to 100% of the completed value of the project, or the value of the equipment to be installed • The policy shall not carry a self-insured retention/deductible greater than \$10,000 <p>Coverage shall be for all risks and include, but not be limited to, storage and transport of materials, equipment, supplies of any kind whatsoever to be used on or incidental to the project, theft coverage, and Waiver of Occupancy Clause Endorsement, where applicable.</p>
<p>9. <input type="checkbox"/> Cyber Liability</p>	<p>Coverage shall comply with Florida Statute 501.171, shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:</p> <p>\$_____ Security Breach Liability \$_____ Security Breach Expense Each Occurrence \$_____ Security Breach Expense Aggregate \$_____ Replacement or Restoration of Electronic Data \$_____ Extortion Threats \$_____ Business Income and Extra Expense \$_____ Public Relations Expense</p> <ul style="list-style-type: none"> • Policy must not carry a self-insured retention/deductible greater than <u>\$25,000</u>.
<p>10. <input type="checkbox"/> Hazardous Materials Insurances (as noted)</p>	<p>Hazardous materials include all materials and substances that are currently designated or defined as hazardous by the law or rules of regulation by the State of Florida or federal government.</p> <p>All coverage shall be afforded under either an occurrence policy form or a claims-made policy form, and the policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:</p> <p><input type="checkbox"/> Pollution Liability</p>

	<ul style="list-style-type: none"> • Amount equal to the value of the contract, subject to a <u>\$1,000,000</u> minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate. <p><input type="checkbox"/> Asbestos Liability (If handling within scope of Contract)</p> <ul style="list-style-type: none"> • Amount equal to the value of the contract, subject to a <u>\$1,000,000</u> minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate. <p><input type="checkbox"/> Disposal</p> <p>When applicable, Successful Proposer shall designate the disposal site and furnish a Certificate of Insurance from the disposal facility for Environmental Impairment Liability Insurance covering liability.</p> <ul style="list-style-type: none"> • Amount equal to the value of the contract, subject to a <u>\$1,000,000</u> minimum, for Liability for Sudden and Accidental Occurrences, each claim and an aggregate. • Amount equal to the value of the contract, subject to a <u>\$1,000,000</u> minimum, for Liability for Non-Sudden and Accidental Occurrences, each claim and an aggregate.
<p>11. <input type="checkbox"/> Hazardous Waste Transportation Insurance</p>	<p>Successful Proposer shall designate the hauler and have the hauler furnish a Certificate of Insurance for Automobile Liability insurance with Endorsement MCS-90 for liability arising out of the transportation of hazardous materials. EPA identification number shall be provided.</p> <p>All coverage shall be afforded under either an occurrence policy form or a claims-made policy form and the policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:</p> <p>Amount equal to the value of the contract, subject to a <u>\$1,000,000</u> minimum, per accident.</p>
<p>12. <input type="checkbox"/> Liquor Liability Insurance</p>	<p>Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:</p> <ul style="list-style-type: none"> • <u>\$1,000,000</u> Each Occurrence and Aggregate.

<p>13. <input type="checkbox"/> Garage Keeper's Liability Insurance</p>	<p>Coverage shall be required if the maintenance, servicing, cleaning or repairing of any County motor vehicles is inherent or implied within the provision of the contract.</p> <p>Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:</p> <ul style="list-style-type: none"> • Property and asset coverage in the full replacement value of the lot or garage.
<p>14. <input type="checkbox"/> Bailee's Customer Liability Insurance</p>	<p>Coverage shall be required for damage and/or destruction when County property is temporarily under the care or custody of a person or organization, including property that is on, or in transit to and from the person or organization's premises. Perils covered should include fire, lightning, theft, burglary, robbery, explosion, collision, flood, earthquake and damage or destruction during transportation by a carrier.</p> <p>Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:</p> <p>Property and asset coverage in the full replacement value of the County asset(s) in the Successful Proposer's care, custody and control.</p>
<p>15. <input type="checkbox"/> Hull and Watercraft Liability Insurance</p>	<p>Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:</p> <ul style="list-style-type: none"> • \$ _____ Each Occurrence; • \$ _____ General Aggregate • \$ _____ Fire Damage Liability • \$10,000 Medical Expense, and • \$ _____ Third Party Property Damage. • \$ _____ Project Specific Aggregate (Required on projects valued at over \$10,000,000)
<p>16. <input type="checkbox"/> Other (Please Specify)</p>	

BOND REQUIREMENTS

<p>17. <input type="checkbox"/> Bid Bond</p>	<p>A Bid Bond in the amount of \$ _____ or ____% of the total offer. Bid bond shall be submitted with the sealed response and shall include project name, location, and / or address and project number.</p> <p>In lieu of the bond, the bidder may file an alternative form of security in the amount of \$ _____ or ____% of the total offer. in the form of a money order, a certified check, a cashier's check, or an irrevocable letter of credit issued to Manatee County.</p> <p>NOTE: A construction project over \$200,000 requires a Bid Bond in the amount of 5% of the total bid offer.</p>
<p>18. <input type="checkbox"/> Payment and Performance Bond</p>	<p>A Payment and Performance Bond shall be submitted by Successful Bidder for 100% of the award amount and shall be presented to Manatee County within ten (10) calendar days of issuance of the notice of intent to award.</p> <p>NOTE: A construction project over \$200,000 requires a Payment and Performance Bond.</p>

Approved: _____

Date: _____

INSURANCE REQUIREMENTS

I. THE POLICIES BELOW ARE TO CONTAIN, OR BE ENDORSED TO CONTAIN, THE FOLLOWING PROVISIONS:

1. Commercial General Liability and Automobile Liability Coverages

- a. **“Manatee County, a Political Subdivision of the State of Florida,” is to be named as an Additional Insured in respect to:** Liability arising out of activities performed by or on behalf of the Successful Proposer, his agents, representatives, and employees; products and completed operations of the Successful Proposer; or automobiles owned, leased, hired or borrowed by the Successful Proposer. The coverage shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees or volunteers.

In addition to furnishing a Certificate of Insurance, the Successful Proposer shall provide the endorsement that evidences Manatee County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists “Manatee County, a Political Subdivision of the State of Florida,” as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.

- b. The Successful Proposer's insurance coverage shall be primary insurance with respect to the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Successful Proposer's insurance and shall be non-contributory.
- c. The insurance policies must be on an occurrence form, unless specifically noted otherwise.

2. Workers' Compensation and Employers' Liability Coverages

The insurer shall agree to waive all rights of subrogation against the County, its officials, employees and volunteers for losses arising from work performed by the Successful Proposer for the County.

II. GENERAL INSURANCE PROVISIONS APPLICABLE TO ALL POLICIES:

1. Prior to the execution of contract, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this contract remains in effect, Successful Proposer shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or contract number, and title or description) evidencing the coverage set forth above and naming “Manatee County, a Political Subdivision of the State of Florida” as an Additional Insured on the applicable coverage(s) set forth above. In addition, when requested in writing from the County, Successful Proposer will provide the County with a certified copy of all applicable insurance policies. The address where such certificates and certified policies shall be sent or delivered is as follows unless otherwise provided:

**Manatee County, a Political Subdivision of the State of Florida
Attn: Purchasing Division - Procurement
1112 Manatee Avenue West
Bradenton, FL 34205**

2. The project's solicitation number and title shall be listed on each Certificate of Insurance or policy.
 3. If the policy contains an aggregate limit, confirmation is needed in writing (letter, email, etc.) that the aggregate limit has not been eroded to procurement representative when supplying Certificate of Insurance.
 4. Successful Proposer shall provide thirty (30) days written notice of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to procurement representative including solicitation number and title with all notices.
 5. Successful Proposer agrees that should at any time Successful Proposer fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this contract.
 6. The Successful Proposer waives all subrogation rights against Manatee County, a Political Subdivision of the State of Florida, for all losses or damages which occur during the contract and for any events occurring during the contract period, whether the suit is brought during the contract period or not.
 7. The Successful Proposer has sole responsibility for all insurance premiums and policy deductibles.
 8. It is the Successful Proposer's responsibility to ensure that his agents, representatives and subcontractors comply with the insurance requirements set forth herein. Successful Proposer shall include his agents, representatives, and subcontractors working on the project or at the worksite as insured under its policies, or Successful Proposer shall furnish separate certificates and endorsements for each agent, representative, and subcontractor working on the project or at the worksite. All coverages for agents, representatives, and subcontractors shall be subject to all the requirements set forth to the procurement representative.
 9. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better. In addition, the County has the right to review the Successful Proposer's deductible or self-insured retention and to require that it be reduced or eliminated.
- III. Successful Proposer understands and agrees that the stipulated limits of coverage listed herein in this insurance section shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of this insurance coverage shall not be construed as a waiver of Successful Proposer's obligation to provide and maintain the insurance coverage specified.
- IV. Successful Proposer understands and agrees that the County does not waive its immunity and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.
- V. The enclosed Hold Harmless Agreement shall be signed by the Successful Proposer and shall become a part of the contract.
- VI. No award shall be made until the Procurement Division has received the Certificate of Insurance and Hold Harmless Agreement in accordance with this section.

[Remainder of page intentionally left blank]

ATTACHMENT E
INSURANCE STATEMENT
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

THE UNDERSIGNED has read and understands the insurance requirements applicable to any contract resulting from this solicitation and shall provide the insurances required by this Attachment within ten (10) days from the date of Notice of Intent to Award.

Bidder Name: _____ Date: _____

Signature
(Authorized
Official): _____

Printed Name/Title: _____

Insurance Agency: _____

Agent Name: _____ Agent Phone: _____

Return this signed statement with your bid or proposal.

ATTACHMENT F
CONFLICT OF INTEREST AFFIDAVIT
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

The award of this contract is subject to the provisions of Manatee County Code of Laws. Bidder must disclose within its Bid: the name of any officer, director, or agent who is also an employee of Manatee County. Furthermore, all Bidders must disclose the name of any County employee who owns, directly or indirectly, an interest of more than five percent (5%) in the Bidder's firm or any of its branches.

By signing below, Bidder confirms that it is not currently engaged or will not become engaged in any obligations, undertakings or contracts that will require the firm to maintain an adversarial role against the County or that will impair or influence the advice or recommendations it provides to the County.

Please check one of the following statements and attach additional documentation if necessary:

_____ To the best of our knowledge, the undersigned firm has no potential conflict of interest for this IFB.

_____ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest for this IFB.

Acknowledged and attested to by:

Firm Name

Signature

Name and Title (Print or Type)

Date

Return this fully executed form with your bid.

ATTACHMENT G
Scrutinized Company Certification
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

This certification is required pursuant to Florida State Statute Section 287.135.

As of July 1, 2011, a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List is ineligible for, and may not bid on, submit a proposal for, enter into, or renew a contract with an agency or local governmental entity for goods or services **of \$1 million or more.**

Bidder must fully complete and return this form with its Bid.

Company _____ FID or EIN No. _____

Address _____

City _____ State _____ Zip _____

I, _____, as a representative of _____
certify and affirm that this company is not on the Scrutinized Companies with Activities in Sudan List or
the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Signature Title

Printed Name Date

ATTACHMENT H
PRICING FORM
IFB No. 19-R071454GE, CUSTODIAL SUPPLIES

1. Bidders must complete **Attachment H in Micro Soft Excel® format, which is posted on the Procurement webpage of the County's website with this solicitation and available for download. Bidder must provide hard copies and electronic copies of the Pricing Form with its Bid per the requirements of this IFB.**
2. Provide a firm, fixed cost. Costs must be all-inclusive, including any delivery fees, to provide the goods.

ATTACHMENT H: PRICING FORM - IFB #19-R071454GE, CUSTODIAL SUPPLIES

NO SUBSTITUTION ALLOWED where a brand is indicated on this pricing form. Specified products may be substituted with alternate products of equal or greater quality (provide manufacturer and product numbers). Manatee County is the sole judge of acceptance on substitute/alternate products quoted.

ITEM	DESCRIPTION	EST. ANNUAL USAGE	UOM	UNIT PRICE	EXTENDED PRICE	ALTERNATIVE MFG/NUMBER
GROUP A						
1	DISPENSER, PAPER TOWEL, MULTIFOLD, 9-3/8 X 9-1/2 <i>San Jamar "Whitesands"</i>	15	EA		\$0.00	
2	DISPENSER, PAPER TOWEL, SINGLEFOLD, 9-3/8 X 10-3/4 <i>San Jamar T1800wh</i>	5	EA		\$0.00	
3	TOWEL, PAPER, SINGLEFOLD, 16 x 250/CASE, 9-3/8 X 10-3/4, <i>Spring Grove #4428130</i> , NATURAL NOT BLEACHED	100	CA		\$0.00	
4	TOWEL, PAPER, MULTIFOLD, 16 x 250/CASE, 9-3/8 X 9-1/2, <i>Gen Multifold-Kraft</i> , NATURAL NOT BLEACHED	570	CA		\$0.00	
5	TOWEL, PAPER, MULTIFOLD, 16 x 250/CASE, 9.4 X 9.2, <i>Gen Multifold-White</i> , BLEACHED	970	CA		\$0.00	
6	TOILET TISSUE, TWO PLY, 500 SHEETS/ROLL, <i>Spring Grove #4002100</i> , 96 WRAPPED ROLLS/CASE	300	CA		\$0.00	
7	TOILET TISSUE, SINGLE PLY, 1000 SHEETS/ROLL, <i>Gen 215</i> , 96 WRAPPED ROLLS/CASE	300	CA		\$0.00	
8	TOILET TISSUE, JUMBO ROLL, 2 PLY, 4" X 1000', <i>Boardwalk 6100</i> , 12 ROLLS/CASE	640	CA		\$0.00	
9	LIVI Toilet Tissue (case / 96), (PA212724 or VA00344)	10	CA		\$0.00	
10	CUPS, STYROFOAM, HOT/COLD, 8 OZ, <i>DART PART# 8J8</i> , 1,000/CASE	150	CA		\$0.00	
11	CUPS, PAPER CONE, 4 OZ, <i>SOLO#4R</i> , 5,000 PER CASE	36	CA		\$0.00	
12	BAG, WAXED SANITARY, DISPOSABLE, SIZE #260, 500 BAGS/CASE, <i>HOSPITAL SPECIALTY CO.# KL/260</i>	15	CA		\$0.00	
13	URINAL SCREEN W/BLOCK, #AF-USPBLC, 12/BOX	5	BX		\$0.00	
14	URINAL SCREEN - FLAT CITRUS FRAGRANCE (12/CA)	5	CA		\$0.00	
15	URINAL DEODORANT BLOCK ONLY, HOCKEY PUCK, #AF-UBLKPC, 12/BOX	5	BX		\$0.00	
16	PROTECTO SEAT COVERS, 250 PACK, PS-SEAT	5	PK		\$0.00	
17	SANITARY NAPKIN DISPENSER	3	EA		\$0.00	
18	TOLIET SEAT COVER DISPENSER	3	EA		\$0.00	
19	PROTECTO SEAT COVERS, 20 PACKS/CASE, PS-SEAT	5	CA		\$0.00	
20	LATEX GLOVES, POWDER-FREE, S, M, L, XL, 100/BX	5	BX		\$0.00	
21	LATEX GLOVES, POWDER-FREE, S, M, L, XL, 10 BOX/CASE	5	CA		\$0.00	

ATTACHMENT H: PRICING FORM - IFB #19-R071454GE, CUSTODIAL SUPPLIES

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ITEM	DESCRIPTION	EST. ANNUAL USAGE	UOM	UNIT PRICE	EXTENDED PRICE	ALTERNATIVE MFG/NUMBER
22	VINYL GLOVES, POWDER-FREE, S, M, L, XL, 100/BX	5	BX		\$0.00	
23	VINYL GLOVES, POWDER-FREE, S, M, L, XL, 10BOX/CASE	5	CA		\$0.00	
24	SELECT PAPER TOWELS, ROLL (30/CASE) #PP-RT140	10	CA		\$0.00	
25	WHITE INDUSTRIAL ROLL TOWEL (950') KC2000 (PP RT2000), 6/CA	25	CA		\$0.00	
26	COBWEB DUSTER W/EXTENTION, EACH	5	EA		\$0.00	
27	360 SWIFFER DUSTER REFILL, box	3	BX		\$0.00	
28	COTTON MOP HEAD, 32 OZ, EACH	5	EA		\$0.00	
29	M2P TWIN JRT DISPENSER, EACH	3	EA		\$0.00	
30	MOSS HEAVY DUTY SQUEEGE, 30", EACH	5	EA		\$0.00	
31	URINE ODOR DIGESTER, QUART	5	QT		\$0.00	
32	NON-ACID BOWL CLEANER, DISINFECTING, QUART	5	QT		\$0.00	
33	DISINFECTANT RESTROOM CLEANER, GALLON	5	GAL		\$0.00	
34	MAGIC ERASER, (4/BX-6BX/CASE)	5	CA		\$0.00	
35	PRO TOWEL COMPLETE, "WIPER PRO" #98303 TERI WIPES	50	CA		\$0.00	
36	KIMBERLY CLARK #34790 TERI WIPES	400	CA		\$0.00	
37	WYPALL #X60 TERI TOWELS	36	CA		\$0.00	

ATTACHMENT H: PRICING FORM - IFB #19-R071454GE, CUSTODIAL SUPPLIES

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ITEM	DESCRIPTION	EST. ANNUAL USAGE	UOM	UNIT PRICE	EXTENDED PRICE	ALTERNATIVE MFG/NUMBER
GROUP B					\$0.00	
1	BOTTLE, PLASTIC, 32 OZ., Impact	380	EA		\$0.00	
2	TRIGGER, for 32 oz plastic bottle, Impact	380	EA		\$0.00	
3	BROOM, HOUSEHOLD, CORN, ABCO# AB-BR1013SC	225	EA		\$0.00	
4	BROOM, WHISK, CORN, 11", ABCO BR-10020	180	EA		\$0.00	
5	BROOM, HEAD, PUSH, 18", ABCO BR11007	15	EA		\$0.00	
6	BROOM, HEAD, PUSH, 24", ABCO BH11008	50	EA		\$0.00	
7	BROOM, HEAD, STREET, 16" , ABCO BH13003	100	EA		\$0.00	
8	HANDLE, FOR STREET BROOM, WOOD, TAPERED, 1-1/8" DIAMETER,60" LONG, Greenwood 412	125	EA		\$0.00	
9	HANDLE, FOR PUSH BROOM, WOOD, 60" LONG, METAL THREADED TIP, Greenwood 412	175	EA		\$0.00	
10	HANDLE, MOP,WOOD, 60", METAL HEAD WITH WING NUT, ABCO# 01203-NB	50	EA		\$0.00	
11	BUCKET, PLASTIC, 14 QUART, GRAY, RUBBERMAID# 2614, NO SUBSTITUTE	10	EA		\$0.00	
12	BUCKET, MOP, YELLOW PLASTIC, CONTINENTAL #226-312YW, WITH CASTERS, 26 QUART, NO SUBSTITUTE	15	EA		\$0.00	
13	WRINGER, MOP, YELLOW PLASTIC, RUBBERMAID OR CONTINENTAL BRANDS, (ALL MOP SIZES) NO SUBSTITUTE	10	EA		\$0.00	
14	DUST PAN, Rubbermaid #2005	15	EA		\$0.00	
15	MOP HEAD, COTTON, 16 OZ, ABCO CM-2016S	25	EA		\$0.00	
16	MOP HEAD, COTTON, 24 OZ, ABCO CM2024S	180	EA		\$0.00	
17	MOP HEAD, RAYON, 24 OZ, ABCO RM-3024S	110	EA		\$0.00	
18	MOP, COTTON DECK, 24 OZ ABCO# CD- 50024	15	EA		\$0.00	
19	BRUSH, DECK,10" STIFF BRISTLE, WITHOUT HANDLE, ABCO 00008	12	EA		\$0.00	
20	BRUSH, COUNTER, 8", GRAY FLAGGED BRISTLES, ABCO 00100	15	EA		\$0.00	
21	BRUSH, TOILET BOWL, SYNTHETIC FIBER WITH HARDWOOD HANDLE, 17", Continental J507017	65	EA		\$0.00	
22	BRUSH, VEHICLE WASH, Proline BRU8410	10	EA		\$0.00	
23	MOP, JOHNNY, SOFT COTTON TOP	300	EA		\$0.00	

ATTACHMENT H: PRICING FORM - IFB #19-R071454GE, CUSTODIAL SUPPLIES

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ITEM	DESCRIPTION	EST. ANNUAL USAGE	UOM	UNIT PRICE	EXTENDED PRICE	ALTERNATIVE MFG/NUMBER
GROUP C					\$0.00	
1	SOAP, HAND CLEANER, 18 OZ PLASTIC CAN, 12/CASE, <i>GO-JO #1109-12</i> , NO SUBSTITUTE	12	CA		\$0.00	
2	SOAP, HAND CLEANER, MICRELL ANTIBACTERIAL, <i>GO-JO #9757-12</i> , 12/CASE, NO SUBSTITUTE	100	CA		\$0.00	
3	SOAP, DISPENSER, FOR ABOVE HAND SOAP, <i>#GO-JO9721</i> , NO SUBSTITUTE	65	EA		\$0.00	
4	SOAP, HAND CLEANER, <i>GO-JO #0955-04</i> , 4 GAL/CASE WITH PUMP DISPENSERS, NO SUBSTITUTE	35	CA		\$0.00	
5	SOAP, HAND CLEANER, <i>GO-JO #5262</i> CARTRIDGE 2000ML, LUXURY FOAM ANTIBACTERIAL, 2/CASE, NO SUBSTITUTE	20	CA		\$0.00	
6	SOAP, HAND CLEANER, SCRUBS IN-A-BUCKET, <i>ITW DYMON#42272CT</i> , 6 CANS PER CASE, NO SUBSTITUTE	100	CA		\$0.00	
7	SOAP, HAND, BAR, 3 OZ, WRAPPED, IVORY, <i>PROCTOR/GAMBLE# 30044</i> , 4.5 oz, 72/case	480	BAR		\$0.00	
8	HAND SANITIZER, PURELL, <i>GO-JO# 9651-24</i> , 24/CASE, NO SUBSTITUTE	100	CA		\$0.00	
9	CLEANSER, POWDER, 21 OZ CAN, COMET, AJAX CPC 14278	100	CAN		\$0.00	
10	CLEANER, CAR WASH & WAX TOO, LIQUID CONCENTRATE, NO STREAK (GALLON)	100	GAL		\$0.00	
11	CLEANER, BOWL, LIQUID, QT.PLASTIC BOTTLE, 12/CASE, JON TOO	25	CA		\$0.00	
12	CLEANER, WINDOW, LIQUID, GALLON, 4 GAL/CASE, GLASS TOO	25	CA		\$0.00	
13	CLEANER, WINDOW, AEROSOL 19 OZ., 12 CANS/CASE, SPRAYPAK #CG-4101CH	25	EA		\$0.00	
14	CLEANER, <i>409 INSTITUTIONAL</i> , SPRAY BOTTLE, 32 FL OZ, 12 PER CASE, <i>CLOROX 35306</i> , NO SUBSTITUTE	25	CA		\$0.00	
15	CLEANER, FURNITURE POLISH, AEROSOL, 17 OZ, 12/CASE, LEMON SCENT, SPRAY PAK #CP-4109CH	6	EA		\$0.00	
16	CLEANER, CDD PINE, GALLON, 4 GAL/CASE, <i>PINE TOO</i>	4	CA		\$0.00	
17	BLEACH, LIQUID, GALLON, 6 GAL./CASE. SNOWEE 5.25%	100	CA		\$0.00	
18	DISINFECTANT/DEODORANT SPRAY, AEROSOL, 16.5 OZ CAN,12/CASE, <i>SPRAY PAK #CD-4104CH</i>	520	EA		\$0.00	
19	DEODORANT, MALADOR, ALL PURPOSE LIQUID DEODORANT, GALLON, 4 GALLON/CASE	224	GAL		\$0.00	

ATTACHMENT H: PRICING FORM - IFB #19-R071454GE, CUSTODIAL SUPPLIES

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ITEM	DESCRIPTION	EST. ANNUAL USAGE	UOM	UNIT PRICE	EXTENDED PRICE	ALTERNATIVE MFG/NUMBER
20	DEODORANT, BLOCKS WITH HANGERS FOR TOILET BOWL, 4 OZ, 12 PER BOX, KRYSTAL B04	100	BOX		\$0.00	
21	DEODORANT, URINE ODOR ELIMINATOR, LIQUID, GALLON, ENZYME BASED, 4 GALLONS/CASE, BACTERIA TOO	25	CA		\$0.00	
22	DEODORANT, AIR FRESHENER AEROSOL REFILLS, 12/7 OUNCE CANS PER CASE, CHAMPION 4 EXOTIC GARDEN #AM-CEXOTI	25	EA		\$0.00	
23	DEODORANT, AIR FRESHENER AEROSOL REFILLS, 12/7 OUNCE CANS PER CASE, CHAMPION APPLE BLOSSOM #AM-CAPPLE	25	EA		\$0.00	
24	DEODORANT, AIR FRESHENER AEROSOL REFILLS, 12/7 OUNCE CANS PER CASE, CHAMPION ORANGE SUN #AM-CORANG	84	EA		\$0.00	
25	DEODORANT, AIR FRESHENER AEROSOL REFILLS, 12/7 OUNCE CANS PER CASE, CHAMPION CINNAMON STICK #AM-CINNAMON	168	EA		\$0.00	
26	DISPENSER, CHAMPION 1000, WALL MOUNT HOLDER-FOR BRAND AND SIZE OF AIR FRESHENER REFILLS ABOVE	40	EA		\$0.00	
27	CUCUMBER MELON ODOR COUNTERACTANT (GALLON)	3	GAL		\$0.00	
28	SPRAY, AEROSOL, BEE & WASP, 14 OZ, 12/CASE, SPRAY PAK #IN-4108CH	12	EA		\$0.00	
29	SPRAY, AEROSOL, ANT & ROACH, 14 OZ, 12/CASE SPRAY PAK, FLY/INSECT #IN-4106CH	12	EA		\$0.00	
30	SPRAY, INSECT REPELLENT, PERSONAL, 6 OZ, 12/CASE. CHAMPION #IN-AREPLX	12	EA		\$0.00	
31	LIQUID HAND SOAP, #GOJ9755 MICRELI, GALLON	10	GA		\$0.00	
32	DETERGENT, TIDE, 9.1 OZ BOX, 14/CASE	5	CA		\$0.00	
33	GREEN EARTH PEROXIDE CLEANER	5	EA		\$0.00	
34	HS FOAM E2, FOAMING ANTI-BACTERIAL HAND SOAP, 6/1000ml/ca	5	CA		\$0.00	
35	HS FOAM DISPENSERS (ref item C32, above)	5	EA		\$0.00	
36	ANTI BACTERIA FOAM HAND SOAP, NON FOOD GRADE (6 BAGS/CASE)	5	CA		\$0.00	
37	ANTIBACTERIAL FOAM HAND SOAP, 16OZ	10	EA		\$0.00	
38	ANTIBACTERIAL FOAM HAND SOAP, GAL	10	GAL		\$0.00	
39	NILADOR GEL CUPS, AIR FRESHENER (12/CASE)	10	CA		\$0.00	
40	NILADOR DISPENSERS FOR GEL CUPS	5	EA		\$0.00	
41	PROSEEL SEALER/GLOSS, 5 GAL PAIL	5	PAIL		\$0.00	
42	INVINCIBLE MEGAWEAR FLR FINISH 5	5	EA		\$0.00	

ATTACHMENT H: PRICING FORM - IFB #19-R071454GE, CUSTODIAL SUPPLIES

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ITEM	DESCRIPTION	EST. ANNUAL USAGE	UOM	UNIT PRICE	EXTENDED PRICE	ALTERNATIVE MFG/NUMBER
43	BARE BONES FLOOR STRIPPER, 5 GAL	5	PAIL		\$0.00	
44	ENHANCE PL CLEANER, 5 GALLON PAIL	5	PAIL		\$0.00	
45	17" DIAMOND BACK STRIPPING PADS (EACH	5	EA		\$0.00	
46	20" DIAMOND BACK STRIPPING PADS (EACH)	5	EA		\$0.00	
47	DIAMOND BACK UTILITY PADS	25	EA		\$0.00	
48	17" RAZORBACK STRIPPING PADS (EACH	5	EA		\$0.00	
49	20" RAZORBACK STRIPPING PADS (EACH)	5	EA		\$0.00	
50	DECADE FLOOR SEALER, GALLON	5	GAL		\$0.00	
51	SWIFFER WET REFIL (TUB=12)	5	TUB		\$0.00	
52	2001 CARPET EXTRACTION CLEANER (GALLON)	3	GAL		\$0.00	
53	GUARD TOO FABRIC/CARPET PROTECTANT (GALLON)	3	GAL		\$0.00	
54	NEUTRAL Q DISINFECTANT, 5 GALLON	5	PAIL		\$0.00	
55	EASY FRESH KIT, MANGO (EACH)	5	EA		\$0.00	
56	EASY FRESH REFILL, MANGO (EACH)	5	EA		\$0.00	
57	NCL CYCLONE TILE & GROUT CLEANER (GALLON)	5	GAL		\$0.00	
58	BARE BONES FLOOR STRIPPER, GALLON	5	GAL		\$0.00	
59	24/7 EXTEND PERFORMANCE FINISH, GALLON	5	GAL		\$0.00	
60	QUIK-SCRUB RECOAT CLEANER, GALLON	5	GAL		\$0.00	
61	CARPET CLEANER BONNET GLO, GALLON	5	GAL		\$0.00	
62	EASY TASK SPRAY BUFF, QUART	5	QT		\$0.00	
TOTAL QUOTE PRICE FOR AWARD PURPOSES: sum of Extended Price for all Groups and all Items. Note: The County reserves the right to award in total, by group, or by line item.					\$0.00	

COMPANY NAME: _____

EXHIBITS

Exhibit 1
SCOPE OF WORK
IFB 19-R071454GE, CUSTODIAL SUPPLIES

C.01 **BACKGROUND INFORMATION**

The County is requesting Bids from qualified firms (Bidders) for the provision of custodial supplies. The primary user is the Property Management Department which oversees the County custodial services. These supplies are utilized throughout the County by staff and County contracted custodial suppliers and includes paper products, mops, brooms, cleaners, and soaps. The County is currently acquiring these products under a Blanket Purchase Order that will expire August 2019.

C.02 **SCOPE**

The Successful Bidder (hereinafter in this Scope referred to as Supplier) shall furnish all equipment, labor, materials, supplies, licensing, transportation, shipping and other components necessary to provide custodial supplies that will meet the requirements of the County. In the event that expedited shipping (over-night) is required, the County will pay the cost of the expedited shipping without any markup to the Supplier.

C.03 **GENERAL REQUIREMENTS**

The Supplier shall provide the following requirements:

- A. The Supplier shall provide, and keep current, a Material Safety Data Sheet to the County for each product requiring an MSDS and for each delivery location for that product. MSDS forms shall also be provided to the County at any time.
- B. Quantities listed on the Pricing Form are estimates only. No promise of actual quantities should be assumed.
- C. Upon receipt of a blanket purchase order release, deliver to various Manatee County Facilities.
- D. Make deliveries between 8:00am and 3:00pm Monday through Friday, excluding County holidays.
- E. A delivery ticket for each delivery and obtain an authorized signature from a County receiving representative. One copy of the delivery ticket shall be left with the County receiving representative for each delivery. Delivery tickets must match the invoice.
- F. Delivery instructions per location:
 - 1. Property Management – 1112 Manatee Avenue West; Awarded Quoter to off load all supplies and deliver to “inside stockroom”; 1st floor parking garage
 - 2. Public Works – 26th Street; tailgate delivery, County will offload with a forklift
 - 3. Utilities – 66th Street; no special instructions
 - 4. Bradenton Area Convention & Visitors Bureau – One Haben Blvd, Palmetto, Florida 34221
 - 5. The Powel Crosley Estate – Hwy 41 (Tamiami Trail)
- G. Additional departments may issue release orders on an “as required” basis with separate delivery locations and requirements.
- H. Each Release Order will be faxed or emailed to the Supplier. Upon receipt of a Release Order, the Supplier shall acknowledge the receipt and provide the ordering Department with a delivery timeframe.

C.04 TECHNICAL SPECIFICATIONS

The Supplier shall deliver goods in accordance with the Technical Specifications as shown in Attachment H, Pricing Form.

C.05 DOCUMENT ACCESSIBILITY

The County is committed to making its documents and information technologies accessible to individuals with disabilities by meeting the requirements of Section 508 of the Rehabilitation Act and best practices (W3C WCAG 2).

The Supplier shall ensure all electronic information, documents, applications, reports, and deliverables required under this Agreement are in a format that meets the requirements of Section 508 of the Rehabilitation Act and best practices (W3C WCAG 2).

Where not fully compliant with these requirements and best practices, the Supplier shall provide clear points of contact for each document and information technology to direct users in how to obtain alternate formats, develop accommodation strategies for those non-compliant resources, and implement strategies to resolve the discrepancies.

C.06 PRICE EXCALATION/DE-ESCALATION

The Supplier's fees for custodial supplies shall remain firm for a minimum of two (2) years after execution of the Agreement. Any escalation or de-escalation in pricing thereafter will be based on the Bureau of Labor Statistics Producers Price Index (Soaps and Detergents Index under WPU06710401) change in most recent 12-month period. No more than one (1) price increase is allowed in a twelve-month period.

END OF EXHIBIT 1

Exhibit 2

MINIMUM QUALIFICATIONS

Bidders must submit the information and documentation requested that confirms Bidder meets the following minimum qualification requirement(s):

1. Must be registered with the State of Florida, Division of Corporations to do business in Florida.

No documentation is required. The County will verify registration.

2. The Bidder has provided commercial custodial supplies for at least three (3) clients since November 1, 2016 each of which included at least two of the following components: (1) Janitorial paper products; (2) Cleaning chemicals; (3) Consumables (i.e. latex gloves, urinal blocks, mop heads); (4) Equipment (i.e. mop handles, mop buckets, brooms).

Provide the following information for the five qualifying clients.

- a) Name of client
- b) Location (City/State)
- c) Client contact name
- d) Contact phone
- e) Contact email
- f) Service dates (Start/End)
- g) Components

3. Bidder Is NOT listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies.

No documentation is required. The County will verify

4. Bidder is not on the Federal Convicted Vendor or Excluded Parties list (SAM/EPLS)

No documentation is required. The County will verify

5. Bidder has not been convicted of a public entity crime per Section 287.133, Florida Statutes or environmental law in the past five years.

Bidder must complete Public Contracting and Environmental Crimes Certification (Attachment C) and submit with its Offer attesting that it has not been convicted of a public entity crime or environmental law in the past five years.

6. If Bidder is submitting as a joint venture must file the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time.

If Bidder is a joint venture, provide a copy of Bidder's approved filing with the Florida Department of Business and Professional Regulation. If Bidder is not a joint venture, provide a statement to that effect.

7. Bidder has no reported conflict of interests in relation to this IFB.

Disclose the name of any officer, director or agent who is also an employee of the County. Disclose the name of any County employee who owns, directly or indirectly, any interest in the Bidder's firm or any of its branches. If no conflicts of interests are present, Bidder must submit a statement to that affect.

END OF EXHIBIT 2