INVITATION TO BID

BID NO.: 2014-08
RELEASE DATE: March 10, 2014

BID TITLE: Fire Extinguisher and Kitchen Hood System Inspection

F.O.B. Destination: District Wide

BID DUE DATE and TIME: April 11, 2014 @ 1:30 P.M.
BID OPENING DATE and TIME: April 11, 2014 @ 2:00 P.M.

SUBMIT BID TO: Purchasing Department
40 Orange Street
St. Augustine, FL 32084

BID OPENING LOCATION: Purchasing Department
40 Orange Street
St. Augustine, FL 32084

REQUIRED SUBMITTALS CHECKLIST - Note: Submittal is required for each box checked for bid to be considered.

- Literature
- Specifications
- Catalogs
- Product Samples: See bid for specific details
- Debarment Form
- Drug-Free Workplace Certification
- Certificate of Insurance: See enclosed guidelines for detailed specifications
- Jessica Lunsford Act (St. Johns County School District Requirements and Sworn Statement)
- Additional submittals specific to this bid may also be required – See bid for details


BIDDER MUST FILL IN THE INFORMATION LISTED BELOW AND SIGN WHERE INDICATED FOR BID TO BE CONSIDERED

Company Name: _____________________________________________________________
Address: _________________________________________________________________
City, State: ___________________________ Zip: ________________ FEIN: ______________

Signature of Owner or Authorized Officer/Agent ________________________________ Telephone: ___________________________
Typed Name of Above: ____________________________________________ FAX: ______________
Email: _________________________________________________________________

By my signature, I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same materials, supplies, equipment, or services (s), and is in all respects fair and without collusion or fraud. I further agree to abide by all conditions of this invitation, school board rules, policies and procedures and certify that I am authorized by the offeror to sign this response. In submitting an offer to the School Board of St. Johns County, I, as the respondent, offer and agree that if the offer is accepted, the offeror will convey, sell, assign, or transfer to the School Board of St. Johns County all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodity(s) or service(s) purchased or acquired by the School Board of St. Johns County. At the School Board’s discretion, such assignment shall be made and become effective at the time the School Board of St. Johns County tenders final payment to the vendor. Upon approval by Board, the information contained herein shall constitute the contract between the Board and vendor.

NO BID: I HEREBY SUBMIT THIS AS A “NO BID” FOR THE REASONS CHECKED BELOW:

☐ 1. Insufficient time to respond  ☐ 7. Addendum received too late to respond
☐ 2. Specifications were unclear or restrictive  ☐ 8. Could not meet Insurance requirements
☐ 3. Could not meet bonding requirements  ☐ 9. We do not offer the product or service requested
☐ 4. Our schedule will not permit us to respond  ☐ 10. Remove our company name from this commodity listing only.
☐ 5. Terms & Conditions were unclear or restrictive  ☐ 11. Keep our company on the bid list for future bids.
☐ 6. Could not meet specifications
☐ 12. Other ________________________________
GENERAL CONDITIONS

Bidder: To ensure acceptance of the bid follow these instructions —

1. SEALED BID REQUIREMENTS: The INVITATION TO BID® sheet must be completed, signed, and returned with the bid. The Bid Response Form on which the bidder actually submits a bid and any pages upon which information is required to be inserted must be completed and submitted with the bid. Bids received that fail to comply with these submittal requirements may not be considered for award.

   a) BIDDER’S RESPONSIBILITY: It is the responsibility of the bidder to obtain all pages of the bid package and all attachments thereto, together with any addenda to the bid package that may be issued prior to the bid due date.

   b) BID SUBMITTED: Completed bid must be submitted sealed in an envelope. Bids must be time stamped in the Purchasing Department prior to the bid due time on date due. No bid will be considered if not time stamped in the Purchasing Department prior to the stated bid due time. Bids submitted by telegraphic or facsimile transmission will not be accepted unless stated in the special conditions of this bid.

   c) Each bid must be submitted on “Bid Response Form” in a sealed envelope with the item bid, date, time and bid number on the outside.

   d) PUBLIC ENTITY CRIME: Pursuant to Florida Statute 287.133, a person or affiliate who has been placed on the convicted vendor list followed for a conviction for a public entity, may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of Florida Statute, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

   e) EXECUTION OF BID: All bids must be completed in ink or typewritten. If a correction is necessary, draw a single line through the error and legend edit the correction. Any illegible entries will not be considered for award. The original bid conditions and specifications cannot be changed or altered in the bid or otherwise in any way by bidder. In the event of any conflict between the specifications and conditions of this invitation to bid and the conditions of the bid packages of the bidder, the specifications and conditions of the invitation to bid shall take precedence.

2. SPECIFICATIONS used are intended to be open and nonrestrictive. Any reference to brand name (unless specified in the Bid Specifications) or number shall not be construed as restricting to that manufacturer, but is used as a minimum standard of quality. It shall be the sole responsibility of the bidder to quote the correct type or model and other pertinent information even if bidding as specified. Bidder shall submit complete technical information, specifications, manufacturer’s name and descriptive catalog cuts with bid proposal, when requested. The Purchasing Department shall be the sole judge in determining whether the product/item bid meets the specifications.

3. BASE PRICE: Deduct trade discounts and quote a firm net price. Give both unit price and extended total. Prices must be stated in units to quantity specified in the bid. In case of discrepancy in computing the amount of the bid, the Unit Price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid. Bidder pays and bears freight charges. Bidder owns goods in transit and all risks of loss or damage to goods not delivered as per delivery date in bid and/or purchase order. Bidder may be required to test goods or to clearly identify samples as bidder’s name, bid number, and item number. Failure of bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid. Unless otherwise indicated, samples should be delivered to the office of the Purchasing Department of the St. Johns County School Board, 40 Orange Street, St. Augustine, FL 32084.

4. NONCONFORMANCE TO CONTRACT CONDITIONS: Items offered may be tested for compliance with bid conditions and specifications. Items delivered, not conforming to bid conditions or specifications, may be rejected and returned at vendor’s expense. Goods or services not delivered as per delivery date in bid and/or purchase order may be subjected to additional storage charges incurred at the open market. Any increase in cost may be charged against the bidder. Any violation of these stipulations may also result in:

   a) Bidder’s name being removed from the Department of Purchasing vendor mailing list for one (1) year and vendor not being recommended for any award during this period.

5. SAMPLES: Samples of items, when required, must be furnished free of expense by bid due date unless otherwise stated and, if not destroyed, will upon request, be returned at the bidder’s expense. Bidders will be responsible for the removal of all items furnished within thirty (30) days after bid opening. All samples will be disposed of after thirty (30) days. Each individual sample must be labeled with bidder’s name, bid number, and item number. Failure of bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid. Unless otherwise indicated, samples should be delivered to the office of the Purchasing Department of the St. Johns County School Board, 40 Orange Street, St. Augustine, FL 32084.

6. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery for receipt of purchase order in space provided. Delivery time may become a basis for recommending an award (see Special Conditions).

7. NOTE TO VENDORS DELIVERING TO OUR CENTRAL WAREHOUSE: Receiving hours are Monday through Friday (excluding holidays) 8:00 A.M. to 2:00 P.M. Appointments are required.

8. REQUESTS FOR CLARIFICATION: No correction or clarification of any ambiguity, inconsistency or error in the bid conditions or specifications may be made to any bidder orally. Every request for such interpretation or correction should be in writing, at least five (5) business days prior to the bid due date, addressed to the Purchasing Department Representative. All such interpretations and supplemental instructions will be in the form of written Addenda to the Proposal Documents. Only the interpretation or correction so given by the Purchasing Department Representative, in writing, shall be binding and the prospective bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the Bid Documents.
5. AWARDS: Bids shall be reviewed in accordance with the bid specifications and conditions and the best interest of the School District. To that end, the Board reserves the right to reject any and all bids; to further negotiate any bids; to waive any irregularities or informalities; to accept any item or group of items; to request additional information or clarification from any bid; to acquire additional quantities at prices quoted on this invitation unless additional quantities are not acceptable, in which case the bid sheets must be noted “BID IS FOR SPECIFIED QUANTITY ONLY.” Any dispute concerning the meaning or interpretation of the conditions or specifications of this invitation or the contract resulting therefrom, shall be decided by the Purchasing Department, and that decision shall be final. The decision to award a contract or take other action in regard to the bid shall be made in furtherance with the best interest of the School District.

10. OTHER GOVERNMENTAL AGENCIES: It is the intent of this solicitation to obtain bids to furnish the products(s)/service(s) herein specified to the School Board. Other school boards and governmental agencies/entities may purchase from this solicitation if permitted by the contractor or supplier. Said product(s)/service(s) are to be furnished in accordance with the contract resulting from this solicitation.

11. INSPECTION, ACCEPTANCE & TITLE: Inspection and acceptance will be at destination shown on purchase order unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the buyer unless loss or damage result from negligence by the buyer. If the materials or services supplied to the Board are found to be defective or do not conform to specifications, the Board reserves the right to cancel the order upon written notice to the seller and return product at bidder’s expense.

12. MARKING: Packing list must be included in each shipment and shall show The School Board of St. Johns County Purchase Order Number, Bid Number, School Name or Department Name, Contents and Shipper's Name and Address; mark packing list and invoice covering final shipment "Order Completed". If no packing list accompanies the shipment, the buyer’s count will be accepted. Mark each package clearly with (A) Shipper's Name and Address, (B) Contents, (C) The School Board of St. Johns County Purchase Order Number, and (D) Bid Number.

13. PAYMENT: Payment will be made by the Board after the items awarded to a bidder have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced.

14. CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the School Board. Further, all bidders must disclose the name of any Board employee who owns directly or indirectly, an interest of five per cent (5%) or more of the total assets of capital stock in any business entity, either individually, or in association with others.

15. LEGAL REQUIREMENTS: The bidder shall comply with all Federal, State, County and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

16. PATENTS & ROYALTIES: The bidder, without exception, shall indemnify and hold harmless the School Board and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the School Board. If the bidder uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

17. OSHA: The bidder warrants that the product supplied to the School Board shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will constitute as a breach of contract.

18. SPECIAL CONDITIONS: The Purchasing Department has the authority to issue Special Conditions and Specifications as required for individual bids. Any and all Special Conditions that may vary from these General Conditions shall have precedence.

19. ANTI-DISCRIMINATION: The bidder certifies that he or she is in compliance with non-discrimination laws (Civil Rights Act of 1964 as amended and Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Labor regulations) relative to equal employment opportunity for "School Board" without regard to age, race, color, religion, sex, national origin, or handicap.

20. LICENSES AND PERMITS: The bidder shall be responsible for obtaining, at its expense, all licenses and permits required for performance of the work or services resulting from the bid award.

21. BID BONDS, PERFORMANCE BONDS, CERTIFICATES OF INSURANCE: Bid bonds, when required, shall be submitted with the bid in the amount specified in Special Conditions. Bid bonds will be returned to unsuccessful bidders. After acceptance of bid, the Board will notify the successful bidder to submit a performance bond and certificate of insurance in the amount specified in the Special Conditions. The School Board shall be named as additional insured on policies required by detailed specifications. Upon receipt of the performance bond, the bid bond will be returned to the successful bidder.

22. DEFAULT AND REMEDIES:

a) The parties acknowledge and agree that the damages for the failure of the successful bidder to timely deliver the products or services contracted for may be difficult to determine. Moreover, both parties wish to avoid lengthy delay and expensive litigation relating to the failure of the successful bidder to deliver on time. Therefore, in the event the successful bidder fails to timely deliver the products or services contracted for, the School Board may exercise the remedy of liquidated damages against the successful bidder in an amount equal to 25% of the unit price bid, times the quantity. The successful bidder shall pay that sum to the School Board not as a penalty, but as liquidated damages intended to compensate for unknown and unascertained damages.

b) In the event of default for any reason other than the failure of the successful bidder to timely deliver the products or services contracted for, the School Board may exercise any and all remedies in contract or tort available to it, including, but not limited to, the recovery of actual and consequential damages.

23. TERMINATION: In the event any of the provisions of this bid are violated by the bidder, the Purchasing Department shall give written notice to the bidder stating the deficiencies and unless the deficiencies are corrected within five (5) days, recommendation will be made for immediate cancellation. The School Board reserves the right to terminate any contract resulting from this solicitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party.

24. BILLING INSTRUCTIONS: Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted in triplicate to the School Board of St. Johns County, Florida, Accounts Payable Department, 40 Orange Street, St. Augustine, FL 32084. Payment will be made within forty five (45) days after delivery, authorized inspection and acceptance.

25. FACILITIES: The Board reserves the right to inspect the bidder’s facilities at any time with prior notice.

26. BID TABULATIONS: Bidders desiring a copy of bid tabulation may request it by enclosing a self-addressed, stamped envelope with sufficient amount of postage on the envelope, when submitting bid.

27. ASBESTOS STATEMENT: All material supplied to the School Board must be 100% asbestos free. Bidder by virtue of bidding, certifies by signing bid, that it awarded any portion of this bid, will supply only material or equipment that is 100% asbestos free. No bid will be considered unless this is agreed to by the bidder.
28. HOLD HARMLESS AGREEMENT: During the term of this bid the bidder shall indemnify, hold harmless, and defend the School Board, its agents, servants and employees from any and all costs and expenses, including but not limited to, attorney’s fees, reasonable investigative and recovery costs, court costs and all other sums which the Board, its agents, servants and employees, may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded, thereon, arising or alleged to have arisen out of the products, goods or services furnished by the bidder, its agents, servants or employees, or any of his equipment when such persons or equipment are on premises owned or controlled by the Board for the purpose of performing services, delivering products or goods, installing equipment, or otherwise transacting business, whether such claim or claims be for damages, injury to person or property, including the Board’s property, or death of any person, group or organization, whether employed by the bidder or the Board or otherwise.

29. CONVICTED FELONS: Prior to commencement of performance, the successful bidder shall provide the School Board with a written listing of all employees (or employees of subcontractors) the bidder intends to utilize in performance of the matter bid upon who are convicted felons. The list shall specify the nature of the conviction and the date of the conviction. The School Board reserves the right, in its sole discretion, to prohibit the successful bidder from using any such listed convicted felon(s) in the performance of services related to this contract. The successful bidder shall not use any such convicted felon(s) in the performance of services under this contract unless first approved, in writing, by the School Board of St. Johns County, Florida. The successful bidder shall also provide immediate written notice to the School Board if at any time during the term of this contract it intends to utilize in the performance of services under this contract any convicted felon(s) not identified in the initial listing furnished to the School Board, the use of such individuals being contingent upon obtaining prior written approval from the School Board. If it is later determined the successful bidder knowingly rendered to the School Board an erroneous or incomplete listing of convicted felons as required hereby, in addition to any other available remedies, the School Board may immediately terminate this contract without notice and re-procure the services to be provided hereunder. This provision is a material inducement for the School Board to enter into this bid contract.

30. VENUE: Any suit, action, or other legal proceedings arising out of or relating to this Agreement shall be brought in a court of competent jurisdiction in St. Johns County, Florida. The parties waive any right to require that a suit, action, or proceeding arising out of this Agreement be brought in any other jurisdiction or venue.

31. WAIVER OF JURY TRIAL: The parties knowingly, voluntarily, and intentionally waive their right to trial by jury with respect to any litigation arising out of, under, or in connection with this bid contract and any other agreements executed or contemplated to be executed in connection herewith. This provision is a material inducement for the School Board to enter into contract with the bidder.

32. ATTORNEY FEES: In connection with any litigation arising out of this bid or any contract resulting therefrom, the prevailing party shall be entitled to recover reasonable attorneys’ fees and costs at all levels of the proceedings in addition to any other relief granted.

33. LOBBYING: Bidders are hereby advised that lobbying is not permitted with any District personnel or Board members. All oral or written inquiries must be directed through the Purchasing Department. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a Board member or district personnel on the award of this contract. Any bidder or any individuals that lobby on behalf of bidder will result in rejection/disqualification of said bid.

34. ASSIGNMENTS: The successful bidder may not sell, assign or transfer any of its rights, duties or obligations under this bid contract without the prior written consent of the School Board.

35. BID PROTEST: Failure to file a protest within the time prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings of any protest.

36. COMPLIANCE WITH FEDERAL REGULATIONS: All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(1) and 85.510, Code of Federal Regulations and are included by reference herein.

a) Debarment: The bidder certifies by signing the proposal that the bidder and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions, the bidder shall immediately notify the Purchasing Department and the Superintendent, in writing.

b) Records: Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three (3) years after the Board’s final payment is made.

c) Termination: For all contracts involving Federal funds, in excess of $10,000, the Board reserves the right to terminate the contract for cause as well as for convenience by issuing a certified notice to the vendor.

37. JESSICA LUNSFORD ACT: Effective September 1, 2005, if you or your employees or your agents have access to one of our schools when students are present, have direct contact with students, or have access to or control of school funds, you must undergo and pass screening requirements as described in Section 1012.32 and 435.04, Florida Statutes. Pursuant to Section 1012.467, Florida Statutes, all noninstructional contractors who are permitted access to school grounds when students are present, whose performance of the contract with the school or school board is not anticipated to result in direct contact with students, and for whom anticipated contact would be infrequent and incidental are required to undergo a fingerprint based criminal history check. Awarded vendors will be required to comply with Sections 1012.465 and 1012.467, Florida Statutes, The Jessica Lunsford Act. The successful bidder(s) must submit completed Attachment A, “Sworn Statement Pursuant to Section 1012.465, Florida Statutes as amended by the HB1877, The Jessica Lunsford Act” before being recommended for award. Failure to submit this form(s), as noted, will result in the bidder(s) not being recommended for the bid award.
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:

   (a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
   (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
   (c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
   (d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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<tr>
<th>Name of Applicant</th>
<th>PR/Award Number and/or Project Name</th>
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<tbody>
<tr>
<td>Printed Name</td>
<td>Title of Authorized Representative</td>
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<td>Signature</td>
<td>Date</td>
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DRUG FREE WORKPLACE CERTIFICATION FORM

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

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

(Bidder’s Signature)
ST. JOHNS COUNTY SCHOOL DISTRICT

SWORN STATEMENT – NEW CONTRACTS

SWORN STATEMENT PURSUANT TO SECTION 1012.465,
FLORIDA STATUTES AS AMENDED BY
HB 1877, THE JESSICA LUNSFORD ACT

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

1. This sworn statement is submitted to The School Board of St. Johns County, Florida (Hereinafter “Board” or “School Board”) by__________________________________________________________
   (Print individual’s name and title)

   for______________________________________________________________________________ whose
   (Print Name of entity submitting sworn statement)

   business address is_______________________________________________________________________
   ______________________________________________________________________________________

   and its Federal Employer Identification Number (FEIN) is________________________. If the entity has no FEIN,
   include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.

2. I, _________________________________________, am duly authorized to make this sworn statement on
   (Print individual’s name and title)

   behalf of______________________________________________________________________________
   (Print Name of entity submitting sworn statement)

3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (hereinafter “The Act” or “Act”) was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.

4. I understand that the Act amended the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or “contractual personnel” by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass “level 2 background screening”, and further I understand the Act defines “contractual personnel” to include any vendor, individual, or entity under contract with the Board.

5. I understand that pursuant to Section 1012.465, Florida Statutes, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in Sections 1012.32 and 435.04, Florida Statutes.

6. I further understand that Section 1012.467, Florida Statutes (2007) requires a fingerprint-based criminal history check for all “noninstructional contractors,” which is defined as any individual who received remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. “Noninstructional contractor” includes any employee of a contractor who performed services for the school district or the school under the contract and any subcontractor and its employees who are permitted access to school grounds when students are present, whose performance of the contract with the school or school board are not anticipated to result in direct contact with students, and for whom anticipated contact would be infrequent and incidental.
7. I understand that as a ______________________________________________ (e.g. A private bus service contractor) all contractual personnel, as defined in Section 1012.465, Florida Statutes, must meet level 2 screening requirements as outlined in Sections 1012.32 and 435.04, Florida Statutes in order to do business with The School Board of St. Johns County, Florida. In addition, all “noninstructional contractors” must meet the screening requirements outlined in Section 1012.467, Florida Statutes.

8. I understand that “level 2 screening requirements”, as defined in Sections 1012.32 and 435.04, and the background check required by Section 1012.467, Florida Statutes means that fingerprints of all contractual personnel and noninstructional contractors must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.

9. I understand that the School Board will implement local procedures to comply with level 2 screening requirements, as defined in Sections 1012.32 and 435.04. I understand that my company must comply with these local procedures as they are developed.

10. I understand that any costs and fees associated with the required background screening will be borne by my company.

11. I understand that any personnel of the contractor found through fingerprint processing and subsequent level 2 background screening to have been guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), shall not be permitted to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds. In addition, any personnel of the contractor found to have been convicted of any offense listed in Section 1012.467(2)(g), shall not be permitted access on school grounds.

12. I understand that the failure of any of the company’s or my affected personnel to meet screening standards as required by Sections 1012.465 and 1012.467, Florida Statutes, may disqualify my company from doing business with the School Board.

13. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, AND 435.04 OF THE FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE SCHOOL BOARD OF ST. JOHNS COUNTY, FLORIDA ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, 1012.465, 1012.467 AND 435.04, FLORIDA STATUTES.

____________________________________
(Signature)

Sworn to and subscribed before me this _______ day of ____________________, 20__.  

Personally known ___________________________________________________________

OR Produced Identification _________________________________________________

Notary Public – State of ___________________________________________

____________________________________
(Type of Identification)

My commission expires ____________________________________________

____________________________________
(Printed typed or stamped commissioned name of notary public)
The School District of St. Johns County is authorized to collect, use or release social security numbers (SSN) of employees and for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District’s duties and responsibilities as prescribed by law [Fla. Stat. § 119.071(5)(a)2 & 3]

1. **Criminal history, Level 1 and Level 2 background checks/Identifiers for processing fingerprints by Department of Law Enforcement/, if SSN is available** [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.071(5)(a)6]

2. **Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided Including for IRS form W-9** [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.6109-1, and Fla. Stat. § 119.071(5)(a)2 & 6]
VENDOR’S STATEMENT OF PRINCIPAL PLACE OF BUSINESS

{Must be completed & submitted with each competitive solicitation}

Bid number and description: __________________________________________________________

Identify the state in which the Vendor has its principal place of business: __________________

Instructions: **IF** your principal place of business above is located within the State of Florida, the Vendor must sign below and submit this form with your bid response, **no further action is required**. However, if your principal place of business is outside of the State of Florida, the following **must be completed by an attorney and returned with your bid response.**

FAILURE TO COMPLY SHALL BE CONSIDERED TO BE NON-RESPONSIVE TO THE TERMS OF THE SOLICITATION.

OPINION OF OUT-OF-STATE BIDDER’S ATTORNEY ON BIDDING PREFERENCES

(To be completed by the Attorney for an Out-of-State Vendor)

**NOTICE:** Section 287.084(2), Florida Statute, provides that “a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state (or political subdivision thereof) to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.” See also: Section 287.084(1), Florida Statutes.

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

(Please Select One)

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

_____ The Vendor’s principal place of business is in the State of ______________ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: (Please describe applicable preference(s) and identify applicable preference(s) and identify applicable state law(s)):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

(Please Select One)

____ The Vendor’s principal place of business is in the political subdivision of ___________________ and it is my legal opinion that the laws of that political subdivision do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

____ The Vendor’s principal place of business is in the political subdivision of ___________________ and the laws of that political subdivision grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: (Please describe applicable preference(s) and identify applicable authority granting the preference(s)):

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Signature of out-of-state Vendor’s attorney: ________________________________

Attorney’s printed name: ________________________________

Address of out-of-state Vendor’s attorney: ________________________________

Phone number/e-mail of out-of-state Vendor’s attorney: ________________________________

Attorney’s states of bar admission: ________________________________

Vendor’s Signature: ________________________________

Vendor’s Printed Name: ________________________________
1.0 INTRODUCTION

1.1 The St. Johns County School District (hereinafter referred to as the District) is requesting bid pricing from qualified suppliers for the Inspection, Maintenance and Recharging of Fire Extinguishers; and the Inspection and Certification of Kitchen Hood Systems throughout the District. The bid also includes the purchase of new fire extinguishers on an as needed basis.

2.0 INSTRUCTIONS FOR BID SUBMITTAL

2.1 All bids must be received no later than, April 11, 2014 @ 1:30 PM and must be delivered to:

St. Johns County School District
Purchasing Department
40 Orange Street
St. Augustine, FL 32084

If a bid is transmitted by US mail or other delivery medium, the bidder will be responsible for its timely delivery to the address indicated.

2.2 Any bid received after the stated date and time, WILL NOT be considered.

2.3 One manually signed original bid and one photocopy of the bid must be sealed in one package and clearly labeled “Bid #2014-08 Fire Extinguisher and Kitchen Hood System Inspection” on the outside of the package. The legal name, address, bidder’s contact person and telephone number must also be clearly noted on the outside of the package.

2.4 Failure to submit one original bid with a manual signature may result in rejection of the bid.

2.5 All bids must be signed by an officer or employee having the authority to legally bind the bidder.

2.6 Any corrections must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction.

2.7 Bidders should become familiar with any local conditions that may, in any manner, affect the services required. The bidder(s) is/are required to carefully examine the bid terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.
Bid #2014-08 Fire Extinguisher and Kitchen Hood System Inspection

2.8 Bids not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the District.

2.9 Any bid may be withdrawn prior to the date and time the bids are due. Any bid not withdrawn will constitute an irrevocable offer for a period of 90 days, to provide the District with the services specified in the bid.

2.10 Pursuant to Florida Statute, it is the practice of the District to make available for public inspection and copying any information received in response to an Invitation to Bid or Request for Proposal (RFP). No action on the part of the respondent to a Bid or RFP will create an obligation of confidentiality on the part of the District, including but not limited to, making a reference in the response to the trade secret statutes. It is recommended that potential suppliers exclude from their response any information that, in their judgment may be considered a trade secret.

2.11 When applicable and pursuant to §287.084 Florida Statutes, award recommendations shall include appropriate adjustments to pricing when considering Bids from Bidders having a principal place of business outside the State of Florida. When applicable, all Bidders must complete and include Vendor’s Statement of Principal Place of Business with its Bid. Failure to comply shall render its Bid non-responsive and therefore not subject to contract award.

3.0 AWARD

3.1 The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a re-submittal or other information to evaluate any or all bids.

3.2 The District reserves the right to require bidder(s) to submit evidence of qualifications or any other information the Board may deem necessary, including audited and unaudited financial statements.

3.3 The District reserves the right, prior to Board approval, to withdraw the bid or portions thereof, without penalty.

3.4 The District reserves the right to: (1) accept the bid of any firm to be in the best interest of the District and (2) to reject any and/or all bids.

3.5 The District reserves the right to conduct interviews with any of the bidders and to require a formal presentation by any of the bidders.

3.6 It is the intent of the District to award this bid to one or more sources, as determined to be in the best interest of the District.

3.7 The bid award will be made based on funds availability and will be at the sole discretion of the St. Johns County School Board.
Bid #2014-08 Fire Extinguisher and Kitchen Hood System Inspection

4.0 CONTRACT/RENEWAL

4.1 The term of this contract shall be from June 1, 2014 to May 31, 2015 and may by mutual agreement between the District and the awarded vendor(s) be renewable for up to two (2) additional one (1) year periods.

4.2 All terms and conditions of this bid, any addenda, and negotiated terms are incorporated into the contract by reference as set forth herein.

5.0 BID INQUIRIES/NOTICES

5.1 In order to maintain a fair and impartial competitive process, prospective bidders shall not communicate with District staff or Board members after bids are released. All questions and inquiries must be submitted via email no later than March 24, 2014 @ 12:00 PM to:

Patrick Snodgrass
Director of Purchasing
patrick.snodgrass@stjohns.k12.fl.us

Communication via email as stated above is the only means prospective bidders may contact the District regarding this solicitation. Violation of this section is grounds for automatic disqualification of a prospective bidder’s submittal.

All questions will be answered via posting to the DemandStar website www.demandstar.com no later than March 27, 2014 @ 5:00 PM.

The District will not respond to questions and inquiries submitted after the deadline stated above.

5.2 Copies of addendum will be made available for inspection at the District’s Purchasing Department where bid documents will be kept on file.

5.3 No Addendum will be issued later than March 27, 2014, except an addendum withdrawing the Invitation to Bid or one which includes postponement of the date for receipt of bids or one containing the questions and answers.

5.4 All notices relative to this Bid, including but not limited to initial release, addendums, letters of intent and awards will be posted on the DemandStar website – www.demandstar.com.

6.0 SCOPE OF SERVICES

6.1 Awarded vendor(s) will be required to inspect all fire extinguishers, regardless of size, at all District Sites and to provide maintenance and recharging as needed. The approximate number of hand held units in the District is 700. This number is subject to change with the completion of schools HH and II. Inspection of fire extinguishers must be completed between June 14, 2014 and August 10, 2014.
Attachment A includes a listing of various locations throughout the District to be inspected. Locations may be added or deleted at the discretion of the District.

By responding to this bid, vendors certify that they are able to complete the work within this time schedule.

6.2 **FIRE EXTINGUISHERS**

6.2.1 Awarded vendor(s) will be required to inspect all fire extinguishers, regardless of size, at all District Sites and to provide maintenance and recharging as needed. The approximate number of hand held units in the District is 700. Inspection of fire extinguishers must be completed between June 14, 2011 and August 10, 2011. By responding to this bid, vendors certify that they are able to complete the work within this time schedule.

6.2.2 The inspection of fire extinguishers must be conducted in compliance with Florida Statute 633 and Florida Administrative Code 69A-21.

6.2.2 Recharging of extinguishers is to be completed within a 24 hour period from the time of notification by staff, and must be picked up by the awarded vendor(s) at the site of the requesting school or facility.

6.2.3 In addition to inspection, maintenance and recharging, the awarded vendor(s) will be required to provide the following:

- Replacement of pull pins and tamper seals when needed, at no additional charge.
- One (1) hour emergency response time, 24 hours per day, at no additional charge.
- Consultation time with School District Staff at any site, at no additional charge.
- Training for personnel at scheduled staff training sessions, at no additional charge. Training will include chemicals used in the fire extinguishers.
- Trip charges, delivery charges or service charges will not be charged to the District.
- Loaner fire extinguishers will be provided at no additional cost in the event an extinguisher is removed for repairs.

6.2.4 New fire extinguishers will be of a metal canister and will be equipped with a metal head.

6.3 **KITCHEN HOOD SYSTEMS**

6.3.1 The inspection and certification of Kitchen Hood Systems must comply with the requirements of NFPA Standard 96.

6.3.2 Fusible links will require replacement as needed
Bid #2014-08 Fire Extinguisher and Kitchen Hood System Inspection

7.0 **BID PRICING**

7.1 Bidders are required to provide unit pricing for all items listed on the bid sheet.

7.2 Unit price as used in this bid indicates the amount an awarded vendor will receive for any direct or indirect responsibility involved in performing the duties listed in this bid. Only charges indicated on the bid sheet will be permissible.

7.3 The bid sheet must be signed by an individual of the bidding firm that has the authority to bind the firm.

8.0 **QUALIFICATIONS**

All vendors responding to this bid must possess a current occupational license valid in the state of Florida and must submit a copy of their license as part of their bid submittal.

9.0 **REFERENCES**

All bidders must provide a minimum of three (3) references whom they have performed similar services for within the past five (5) years.

10.0 **INSURANCE REQUIREMENTS**

It is mandatory that the person/firm submitting the bid have minimum Liability limits of $1,000,000.00 for both Comprehensive General Liability, including Product Liability Coverage. The person/firm submitting the bid must also have a minimum Liability Limit of $1,000,000.00 for Motor Vehicle Liability and at least the statutory limit of Worker's Compensation. All coverage must be included on the certificate(s). Bidder’s insurance provider must be rated A- or better by AM Best. If the bidder’s current certificate of insurance does not meet the amount required, a statement must be included with the bid document from their insurance carrier indicating that if a bid award was made to the firm, that the carrier would write the necessary insurance coverage. The successful bidder must then have the required insurance placed in force with written notification provided to the Director of Purchasing, prior to issuance of a purchase order that authorizes the work performance to begin. Failure to do so may invalidate the award and result in an award to the next lowest responsible bidder. **Successful vendor must list St. Johns County School Board as an additional insured.**

11.0 **VENDOR PAYMENT**

The St. Johns County School District requires all vendors responding to this bid to accept payment from the District on a Visa credit card. No other payment options will be made available. St. Johns County School District will issue a unique “ghost” credit card number to each vendor. This information must be held on file for all future payments. The card has a zero balance until payments have been authorized by the district.
After goods are delivered or services rendered vendors submit invoices to the Accounts Payable Department according to the current process. The payment terms are set as IMMEDIATE (next accounts payable run). When payments are authorized, an email notification is sent to an email address provided by the vendor. The email notification includes the invoice number, invoice date, and amount of payment. Once the vendor receives the email the credit card has been authorized to charge for the amount listed in the email. When the vendor charges the full amount authorized in the email the card will return to a zero balance until the next payment is authorized.

12.0 **PURCHASE ORDERS**

A Purchase Order issued by the Purchasing Department or from School Internal Accounts is the only legal authorization for vendors to perform services or provide commodities to the District. A commitment, either written or verbal, from District employees without a Purchase Order issued by the Purchasing Department or from School Internal Accounts does not constitute an obligation by the District to a vendor. Vendors that perform services or provide commodities without a Purchase Order issued by the Purchasing Department or from School Internal Accounts do so at their own risk and at risk of non-payment. Additional information regarding doing business with the District can be found on the District web site, [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) under the Purchasing Department.

13.0 **PREPARATION AND SUBMISSION OF BID**

13.1 Bidder’s are requested to organize their bids in the following sequence.

13.2 **Invitation to Bid:** Required response form (page 1 of Bid) with all required information completed and all signatures as specified

13.3 **Debarment Form**

13.4 **Drug Free Workplace Certification**

13.5 **Jessica Lunsford Act Statement:** This form must be notarized.

13.6 **Insurance Coverage:** Insurance certificates evidencing coverage as specified in section 10.0 or a signed statement indicating that coverage meeting the required coverage will be obtained prior to the commencement of any work under this bid.

13.7 **Vendors Statement of Principal Place of Business**

13.8 **Occupational License**

13.9 **References**

13.10 **Bid Sheet**
## BID SHEET

### Fire Extinguisher

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inspection price per unit, regardless of size</td>
<td>$__________</td>
</tr>
<tr>
<td>2. Per pound price – ABC units, 6 year maintenance recharge</td>
<td>$__________</td>
</tr>
<tr>
<td>3. Per pound price – BC units, 6 year maintenance recharge</td>
<td>$__________</td>
</tr>
<tr>
<td>4. Recharge K class extinguisher</td>
<td>$__________</td>
</tr>
<tr>
<td>5. New fire extinguisher – 5# ABC</td>
<td>$__________</td>
</tr>
<tr>
<td>6. New fire extinguisher – 4A-60BC (10# unit)</td>
<td>$__________</td>
</tr>
<tr>
<td>7. New fire extinguisher – 40 BC</td>
<td>$__________</td>
</tr>
<tr>
<td>8. New fire extinguisher – 2 gal. K class</td>
<td>$__________</td>
</tr>
<tr>
<td>9. Existing fire extinguisher – Hydro stat test dry chem.</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### Kitchen Hood Systems

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Inspection and Certification – per system</td>
<td>$__________</td>
</tr>
<tr>
<td>11. Fusible link replacement</td>
<td>$__________</td>
</tr>
<tr>
<td>12. Hydrotest System Cylinder</td>
<td>$__________</td>
</tr>
<tr>
<td>13. Recharge wet chemical system - per gallon</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Company Name: __________________________________________

Authorized Signature: ____________________________________

Print Name: _____________________________________________

Date: __________________________________________________
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Building</td>
<td>40 Orange Street, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Bartram Trail</td>
<td>7399 Longleaf Pine Parkway, St. Johns, FL 32259</td>
</tr>
<tr>
<td>Creekside</td>
<td>100 Knights Lane, St. Johns, FL 32259</td>
</tr>
<tr>
<td>Crookshank</td>
<td>1455 N. Whitney Street, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Cunningham Creek</td>
<td>1205 Roberts Road, St. Johns, FL 32259</td>
</tr>
<tr>
<td>Durbin Creek</td>
<td>4100 Race Track Road, St. Johns, FL 32259</td>
</tr>
<tr>
<td>Fruit Cove</td>
<td>3180 Race Track Road, St. Johns, FL 32259</td>
</tr>
<tr>
<td>Fullerwood</td>
<td>10 Hildreth Drive, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Hamblen</td>
<td>1 Christopher Street, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Hartley</td>
<td>260 Cacique Drive, St. Augustine, FL 32086</td>
</tr>
<tr>
<td>Hickory Creek</td>
<td>235 Hickory Creek Trail, St. Johns, FL 32259</td>
</tr>
<tr>
<td>Hunt</td>
<td>125 Magnolia Drive, St. Augustine, FL 32080</td>
</tr>
<tr>
<td>Julington Creek</td>
<td>2316 Race Track Road, St. Johns, FL 32259</td>
</tr>
<tr>
<td>Ketterlinus</td>
<td>67 Orange Street, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Landrum</td>
<td>230 Landrum Lane, Ponte Vedra Beach, FL 32082</td>
</tr>
<tr>
<td>Liberty Pines</td>
<td>10901 Russell Sampson Road, St. Johns, FL 32259</td>
</tr>
<tr>
<td>Maintenance</td>
<td>299 School House Road, St. Augustine, FL 32084</td>
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<tr>
<td>Mason</td>
<td>207 Mason Manatee Way, St. Augustine, FL 32086</td>
</tr>
<tr>
<td>Menendez</td>
<td>600 State Road 206 West, St. Augustine, FL 32086</td>
</tr>
<tr>
<td>Mill Creek</td>
<td>3750 International Golf Pkwy, St. Augustine, FL 32092</td>
</tr>
<tr>
<td>Murray</td>
<td>150 North Holmes Blvd, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Nease</td>
<td>10550 Ray Road, Ponte Vedra, FL 32081</td>
</tr>
<tr>
<td>Ocean Palms</td>
<td>355 Landrum Lane, Ponte Vedra Beach, FL 32082</td>
</tr>
<tr>
<td>O'Connell Center</td>
<td>3720 International Golf Pkwy, St. Augustine, FL 32092</td>
</tr>
<tr>
<td>Osceola</td>
<td>1605 Osceola Elementary Rd, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Pacetti Bay</td>
<td>245 Meadowlark Lane, St. Augustine, FL 32092</td>
</tr>
<tr>
<td>Palencia Elementary School</td>
<td>355 Palencia Village Dr, St. Augustine, FL 32095</td>
</tr>
<tr>
<td>Ponte Vedra High</td>
<td>460 Davis Park Road, Ponte Vedra, FL 32081</td>
</tr>
<tr>
<td>PVPV - Rawlings</td>
<td>630 A1A North, Ponte Vedra Beach, FL 32082</td>
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<tr>
<td>Purchasing(bldg J)</td>
<td>2980 Collins Avenue, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Rogers</td>
<td>6250 US 1 South, St. Augustine, FL 32086</td>
</tr>
<tr>
<td>School HH</td>
<td>475 Longleaf Pine Parkway, St. Johns, FL 32259</td>
</tr>
<tr>
<td>School II</td>
<td>105 Greenleaf Drive, Ponte Vedra, FL 32081</td>
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<tr>
<td>Sebastian</td>
<td>2955 Lewis Speedway, St. Augustine, FL 32084</td>
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<td>St. Augustine High</td>
<td>3205 Varella Avenue, St. Augustine, FL 32084</td>
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<tr>
<td>St. Johns Technical</td>
<td>2980 Collins Avenue, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Southwoods</td>
<td>4750 State Road 206 West, Elkton, FL 32033</td>
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<tr>
<td>Switzerland Point</td>
<td>777 Greenbriar Road, St. Johns, FL 32259</td>
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<td>Timberlin Creek</td>
<td>555 Pine Tree Lane, St. Augustine, FL 32092</td>
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<tr>
<td>Transportation - Crookshank</td>
<td>1455 North Whitney Street, St. Augustine, FL 32084</td>
</tr>
<tr>
<td>Transportation - Nease</td>
<td>10550 Ray Road, Ponte Vedra, FL 32081</td>
</tr>
<tr>
<td>Wards Creek</td>
<td>6555 State Road 16, St. Augustine, FL 32092</td>
</tr>
<tr>
<td>Webster</td>
<td>420 North Orange Street, St. Augustine, FL 32084</td>
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<tr>
<td>Yates</td>
<td>47 Orange Street, St. Augustine, FL 32084</td>
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