**INVITATION TO BID (ITB)**

**REQUIRED RESPONSE FORM**

**BID NO.:** 2015-22  
**RELEASE DATE:** April 16, 2015

**INVITATION TO BID TITLE:** Courier Services

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<th>F.O.B. Destination:</th>
<th>District Wide</th>
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**F.O.B. Destination:** District Wide

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<tr>
<th>BID DUE DATE AND TIME:</th>
<th>May 15, 2015 @ 1:30 pm</th>
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<tr>
<th>BID OPENING DATE AND TIME:</th>
<th>May 15, 2015 @ 2:00 pm</th>
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**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** - Each submittal checked below is **required** for Bid to be considered.

- [ ] Literature
- [ ] Specifications
- [ ] Catalogs
- [ ] Product Samples: See Special Conditions
- [ ] Debarment Form
- [ ] Manufacturer's Certificate of Warranty
- [ ] Drug-Free Workplace Certification
- [ ] List of References
- [ ] Certificate of Insurance: See Special Conditions
- [ ] Additional submittals specific to this ITB may also be required – See Special Conditions for details

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

1. **Company Name:** ____________________________________________________________
2. **Address:** ________________________________________________________________
3. **City, State:** __________________________ **Zip:** ______________ **FEIN:** __________
4. **Signature of Owner or Authorized Officer/Agent:** ____________________________ **Telephone:** __________________
5. **Typed Name of Above:** ____________________________________________________ **FAX:** __________________
6. **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 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 Bidder, 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. 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.
GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

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

1. DEFINITIONS: For purpose of these General Conditions “ITB” refers to the Invitation to Bid. “Bid” refers to the completed ITB Required Response Form above, together with all supporting documentations and submittals. “Bidder” refers to the entity or person that submits the Bid. “District” refers to the St. Johns County School Board, and “School Board” to the St. Johns County School Board. “Purchasing Department Representative” refers to the Purchasing Department staff member named as its contact on the first page of the ITB. “Conditions” refers to both the General Conditions and the Special Conditions of this ITB.

2. EXECUTION OF BID: The ITB Required Response Form must be completed, signed, and returned in a sealed envelope to the Purchasing Department, together with the Bid and all required submittals. All Bids must be completed in ink or typewritten. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. All corrections should be initialed by the person signing the Bid even when using opaque correction fluid. Any illegible entries will not be considered for award. The ITB General Conditions, Special Conditions and specifications cannot be changed or altered in any way by the Bid or otherwise by the Bidder. In the event of any conflict between the Conditions and specifications of the ITB and the terms and conditions of the Bid, the Conditions and specifications of the ITB take precedence. Any failure to comply with the ITB Conditions or specifications or attempt to alter them by the Bidder shall be grounds for rejection of the Bid.

3. SUBMISSION OF BID: The completed Bid must be submitted in a sealed envelope with the ITB title and bid number on the outside. Bids must be time stamped by the Purchasing Department prior to the ITB due time on date due. No Bid will be considered if not time stamped by the Purchasing Department prior to the stated submission deadline. Bids submitted by telegraphic or facsimile transmission will not be accepted unless authorized by the Special Conditions of this ITB.

4. SPECIAL CONDITIONS: The Purchasing Department has the authority to issue Special Conditions as required for a particular ITB. Any Special Conditions that vary from these General Conditions shall take precedence over the General Conditions.

5. PRICES QUOTED: Deduct trade discounts and quote a firm net price. Give both unit price and aggregate total. Prices must be stated in units to quantity specified in the ITB. 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 is responsible for freight charges. Bidder owns goods in transit and files any claims, unless otherwise stated in Special Conditions. Each item must be proposed separately and no attempt is to be made to tie any item or items in space provided. Deduct trade discounts and quote a firm net price. Give both unit price and aggregate total. Prices must be stated in units.

a) Taxes: The School Board does not pay Federal excise and State taxes on direct purchase of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of School Board-owned real property as defined in Chapter 192 of the Florida Statutes.

b) Mistakes: Bidders are expected to examine the General and Special Conditions, specifications, delivery schedules, Bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at Bidder’s risk.

c) Conditions and Packaging: It is understood and agreed that any item offered or shipped as a result of this ITB shall be new (current production model at the time of this ITB) unless otherwise stated. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

d) Underwriters’ Laboratories: Unless otherwise stipulated in the ITB, all manufactured items and fabricated assemblies shall be U.L. listed where such has been established by U.L. for the item(s) offered and furnished. In lieu of the U.L. listing, Bidder may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NRTL) Recognition Program.

e) Preference for St. Johns County Bidders: For all purchases made by the School Board, prices and quality being equal, preference may be given to St. Johns County Bidders, subject to certification as a drug-free workplace (Florida Statutes 287.087 and 287.084).

6. BRAND NAMES: The District reserves the right to invite Bids for a particular product or specific equipment by manufacturer, make, model or other identifying information. However, a Bidder may propose a substitute product of equal quality and functionality unless the Conditions or specifications state that substitute products or equipment may not be proposed and will not be considered. If a substitute product is proposed, it is the Bidder’s responsibility to submit with the Bid brochures, samples and/or detailed specifications on the substitute product. The District shall be the sole judge in the exercise of its discretion for determining whether the substitute product is equal and acceptable.

7. QUALITY: The items proposed must be new and equal to or exceed specifications. The manufacturer’s standard warranty shall apply. During the warranty period, the successful Bidder must repair and/or replace the unit without cost to the District with the understanding that all replacements shall carry the same warranty as the original equipment. The successful Bidder shall make any such repairs and/or replacements immediately upon receiving notice from the District.

8. SAMPLES: Samples of items, when required, must be furnished free of expense by the ITB due date unless otherwise stated. If not destroyed, upon request, samples will be returned at the Bidder’s expense. Bidder will be responsible for the removal of all samples furnished within thirty (30) days after ITB opening. All samples will be disposed of after thirty (30) days. Each individual sample must be labeled with Bidder’s name, ITB 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 ITB. 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.

9. TESTING: Items proposed may be tested for compliance with ITB Conditions and specifications.

10. NON-COMFORMITY: Items delivered that do not conform to ITB Conditions or specifications may be rejected and returned at Bidder’s expense. Goods or services not delivered as per delivery date in ITB and/or purchase order may be purchased on the open market. The Bidder shall be responsible for any additional cost. Any violation of these stipulations may also result in Bidder being disqualified from participating in future competitive solicitations or otherwise doing business with the District.

11. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), the Bid must show the number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for recommending an award (see Special Conditions).
12. REQUESTS FOR CLARIFICATION: No correction or clarification of any ambiguity, inconsistency or error in the ITB Conditions and specifications will be made to any Bidder orally. Any request for such interpretation or correction should be by email addressed to the Purchasing Department Representative prior to the deadline specified in the Special Conditions for submitting questions. All such interpretations and supplemental instructions will be in the form of written addenda to the ITB. Only the interpretation or correction so given by the Purchasing Department Representative, by email or in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the ITB Conditions and specifications.

13. DISPUTE: Any dispute concerning the Conditions or specifications of this ITB or the contract resulting from this ITB shall be decided by Purchasing Department and that decision shall be final.

14. AWARDS: Bids shall be reviewed in accordance with the ITB Conditions and specifications and the best interest of the School District. To that end, the Board reserves the right to reject any and all 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 in the Bid unless additional quantities are not acceptable, in which case the Bid must be conspicuously labelled “BID IS FOR SPECIFIED QUANTITY ONLY”, and to purchase the product or service at the price and terms of any contract with a governmental entity procured by competitive solicitation, in accordance with Florida law. The decision to award a contract or take other action in regard to the ITB shall be made in the best interest of the School District.

15. OTHER GOVERNMENTAL AGENCIES: It is the intent of this solicitation to obtain Bids to sell the services or products to the School Board. Other school boards and governmental agencies/entities may purchase goods or services based on the contract awarded as a result of this ITB. The services and products are to be furnished in accordance with the terms of the resulting contract.

16. MARKING: A packing list must be included in each shipment and shall show the School Board purchase order number, ITB 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) ITB number.

17. 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 District. If the materials or services supplied to the District 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 Bidder and return product at Bidder’s expense.

18. BILLING AND PAYMENT: Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted to St. Johns County School District, Accounts Payable Department, 40 Orange Street, St. Augustine, FL 32084. Payment will be made as prescribed in the Special Conditions and properly invoiced.

19. COPYRIGHT AND PATENT RIGHTS: The Bidder, without exception, shall indemnify and hold harmless the School Board and its employees from liability of any nature or kind, including legal fees and other costs 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.

20. 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 a breach of contract.

21. LEGAL REQUIREMENTS: The Bidder shall comply with 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.

22. 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 percent (5%) or more of the total assets of capital stock in the Bidder’s firm.

23. ANTI-DISCRIMINATION: The Bidder certifies that Bidder is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability.

24. 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 ITB award.

25. 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 Special Conditions. St. Johns County School District 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.

26. DEFAULT AND REMEDIES: The following remedies for default shall apply.

a) Failure to Timely Deliver. 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 unascertainable damages.

b) Other Default. 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.

27. TERMINATION: In the event any of the provisions of this ITB are violated by the Bidder, the Purchasing Department reserves the right to reject its Bid. Furthermore, the School Board reserves the right to terminate any contract resulting from this ITB for the financial or administrative convenience, as determined in its sole business judgment, upon giving thirty (30) days prior written notice to the other party.

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

29. ASBESTOS STATEMENT: All material supplied to the School Board must be 100% asbestos free. Bidder by virtue of proposing, certifies by signing Bid, that if awarded any portion of this Bid, will supply only material or equipment that is 100% asbestos free.

30. INDEMNITY AND HOLD HARMLESS AGREEMENT: During the term of this Bid and any contract awarded to Bidder as a result of this ITB, the Bidder shall indemnify, hold harmless, and defend the School Board, its agents, 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 actions founded, thereon, arising or alleged to have arisen out of the products, goods or services furnished by the Bidder, its agents, or employees, or of any of its equipment, including, without limitation, claims for damages, injury to person or property, including the Board’s property, or death.

31. CRIMINAL BACKGROUND SCREENING: Pursuant to Florida Statute 1012.467 and School Board Rule 7.142, the District will issue and recognize statewide background badges to non-instructional contractor employees who meet the clearance requirements of Florida Statute 1012.467(2)(g) when it is not anticipated that they will come into direct contact with students. However, pursuant to Florida Statute 1012.467 and School Board Rule 7.142, if the District is unable to rule out that Bidder’s employees or subcontractors may come into contact with students, then, in the paramount interest of student safety, the employees will be required to undergo and pass background screening in accordance with School Board Rule 7.142, unless another statutory exemption applies.

For this ITB:

A. □ Student contact not anticipated
B. ☒ Student contact anticipated

If Box A is checked, statewide badge will be recognized or issued, if requested and the contractor meets clearance requirements.

If Box B is checked, background screening pursuant to School Board Rule 7.142(4) will be required. The Bidder acknowledges and agrees to comply with the requirements of School Board Rule 7.142. Bidder shall be responsible for the expense of the background screening of its employees.

32. PUBLIC RECORDS AND CONFIDENTIALITY: Subject to the limited confidentiality afforded pending competitive solicitation by Florida Statute 119.071, the ITB and all Bids are public records subject to disclosure pursuant to the Florida Public Records Law. Requests for tabulations and other records pertinent to the competitive solicitation shall be processed in accordance with the Florida Public Records Law. By submitting a Bid, Bidders will be deemed to have waived any claim of confidentiality based on trade secrets, proprietary rights, or otherwise.

33. VENUE: Any suit, action, or other legal proceedings arising out of or relating to any contract awarded based upon this ITB 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.

34. 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 ITB or any contract awarded upon this ITB. This provision is a material inducement for the School Board to enter into a contract with the successful Bidder.

35. LOBBYING: Lobbying is not permitted with any District personnel or School Board members in connection with any ITB or competitive solicitation. 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.

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

37. PROTEST: Failure to give notice or file a protest within the time prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of any protest.

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

   a) Debarment: The Bidder certifies by signing the Bid and required response form 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 School 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 School Board’s final payment is made.

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

39. PUBLIC ENTITY CRIME: Pursuant to Florida Statute 287.133, 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 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 thirty-six (36) months from the date of being placed on the convicted vendor list.

40. COLLECTION, USE OR RELEASE OF SOCIAL SECURITY NUMBERS: The St. Johns County School District is authorized to collect, use or release social security numbers (SSN) of vendors, contractors and their 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 (Sections 119.07(5)(a)2 and 3, Florida Statutes):

   a) Criminal history and criminal 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. § 119.07(5)(a)6]

   b) 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. § 119.07(5)(a)2 and 6]
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

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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<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>
</tr>
<tr>
<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.

____________________________________
(Vendor’s Signature)
ST. JOHNS COUNTY SCHOOL DISTRICT

INVITATION TO BID

SPECIAL CONDITIONS

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 courier services with routes between Schools and District office sites within St. Johns County, Florida.

2.0 **INSTRUCTIONS FOR BID SUBMITTAL**

2.1 All bids must be received no later than, May 15, 2015 @ 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 # 2015-22 Courier Services” 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
Bid #2015-22 Courier Services

performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.

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.

4.0 CONTRACT/RENEWAL

4.1 The term of this contract shall be from August 1, 2015 to July 31, 2016 and may by mutual agreement between the District and the awarded vendor(s) be renewable for up to four (4) 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 April 29, 2015 @ 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 May 1, 2015 @ 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 May 1, 2015, 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 web site – www.demandstar.com.
Bid #2015-22 Courier Services

6.0 **SCOPE OF SERVICES**

6.1 The bid is to obtain the services of a qualified and experienced courier service to deliver mail, items and other sensitive information from one location to another via regular, daily service. Regular services will occur between forty-three (43) School District sites and one additional stop, as needed.

6.2 **Regular Schedule Services**

6.2.1 **Regular Schedule**

Regularly Scheduled services will be performed every day the District is open. Vendors should refer to Attachment A for the 2015/2016 School Master Calendar for information regarding school holidays and closings. The school calendar may be modified at any time by the District. The District reserves the right to modify any regular scheduled service at any site by providing the awarded vendor(s) with a minimum of one (1) week written notice. Said notices may only be executed by the Director of Purchasing or designee.

6.2.2 **Delivery Route**

Bidders shall submit a price for the “Regular Schedule” delivery sites listed in Attachment B including two routes, North and South. Locations may be added and/or deleted at the discretion of the District. Routes may be adjusted by the awarded vendor to maximize efficiency. Any changes in routes must be approved in writing by the Director of Purchasing or designee.

- Each run for each route will commence and conclude at the District Office located at 40 Orange Street.
- Delivery for Fullerwood is twice a day on the following schedule:
  - Southern Route – Monday, Wednesday and Friday
  - Northern Route – Tuesday and Thursday
- The Hastings Youth Academy is an as-needed stop, delivery only needed when mail is at the District office for that site. This site is not included as a regular stop on the Bid Sheet.

**Number of Regular Daily Stops**
(does not include Hastings Youth Academy)

<table>
<thead>
<tr>
<th>Days</th>
<th>South</th>
<th>North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday and Friday</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>Tuesday and Thursday</td>
<td>21</td>
<td>26</td>
</tr>
</tbody>
</table>
Bid #2015-22 Courier Services

6.2.3 Delivery Times

The awarded vendor must provide service at locations per the time frames listed below. Times may be adjusted at the sole discretion of the District for no additional cost.

- 40 Orange Street – The first stop of the day shall begin no earlier than 7:30 AM. The final stop of the day at 40 Orange Street must be concluded no later than 4:00 PM.
- All service must conclude at schools no later than 3:00 pm

6.2.4 Mail Handling Process

Each pickup will commence at 40 Orange Street, where items will be collected from the mail room from individual bins that are marked by School or Department. The courier will collect items from the bins and sort into the appropriate bags for delivery.

The second stop is Fullerwood: Monday, Wednesday and Friday for the Southern Route; Tuesday and Thursday for the Northern Route. Items are delivered and collected and a signature is obtained. Throughout the year student enrollment may increase in various classrooms through the schools. As a result, schools may need additional textbooks delivered during the course of the year. When applicable, the Courier will be required to deliver textbooks to the schools. Media Services will provide a Textbook Verification Form that the Courier will use to verify textbooks that will be picked up from Fullerwood and delivered to the schools. When delivering textbooks to the schools, the Courier must have an employee of the school sign the Textbook Verification Form to confirm delivery. The Textbook Verification Form will be returned to the Media Services department by the Courier at the next Fullerwood stop.

From Fullerwood, stops will be made to the locations listed on Attachment B. At each stop a mail bag (and other items if applicable) is delivered, a signature is obtained and any mail (and other items if applicable) is picked up. The afternoon drop off for Fullerwood should return any items collected at the Schools, including media items as listed on the checklist provided by Media Services in the morning. Upon return to 40 Orange Street, mail is to be sorted into the appropriate bins.

Additional Information
- 40 Orange Street does not require a signature
- Regular items for pickup usually consist of, but are not limited to: Mail, booklets, letters, forms, paperwork, books, textbooks and media items. On occasion, small boxes or equipment may be included
6.3 **Sensitive Information**

At times, the awarded vendor may be required to deliver sensitive information to various locations throughout the District. Sensitive information will be placed in lockable mail pouches or bags as provided by the District. The awarded vendor will pick up the locked bags from the Accounting department and sign off. Upon delivery to the school or department, an authorized key holder will open the bag, verify its contents, return an empty bag to the courier and sign off that the bag was delivered. If there is not an authorized key holder present, the Courier will return the locked bag to the Accounting Department.

6.4 **Equipment**

The awarded vendor shall provide all vehicles and equipment necessary for proposed services. Vehicles should be well maintained to limit breakdowns which may cause delays in service.

6.5 **Professionalism**

The awarded vendor shall at all times enforce strict discipline and good order among their employees. Employees will be expected to refrain from smoking, be courteous, be physically able to perform all job requirements, observe an acceptable dress code and have a clean driving record. The District reserves the right to reject the use of employees for service that do not meet the above criteria.

6.6 In the future, summer schedules may include a consolidation of sites, a four day work week with extended hours, a mandatory shut down week, adjusted office times or other measures. Times may be adjusted at the sole discretion of the District for no additional cost. Consolidated sites may result in an adjusted cost per stop at an agreed upon rate by the District and the awarded vendor.

7.0 **BID PRICING**

7.1 Bidders are required to provide a cost per stop for the Regularly Scheduled Service. An estimated annual number of Regularly Scheduled stops is shown on the Bid Sheet. This is an estimate only. The actual number of stops may be more or less at the discretion of the District.

7.2 Bidders are required to provide a cost per stop for Sensitive Information. An estimated annual number of Sensitive Information stops is shown on the Bid Sheet. This is an estimate only. The actual number of stops may be more or less at the discretion of the District.

7.3 Bidders are required to provide a cost per day of the sorting of mail. An estimated number of days has been provided. This is an estimate only. The actual number of sorts may be more or less at the discretion of the District.
Bid #2015-22 Courier Services

7.4 Prices shall remain firm for the first contract year. Any request for a price increase shall be submitted in writing to the Director of Purchasing no less than sixty (60) days prior to the annual anniversary date of the contract. Any request for a price increase shall be comparable to documented industry related indices and shall be reviewed by the Director of Purchasing. The District reserves the right to reject any requests for a price increase.

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

8.0 **INVOICING**

Invoices shall be submitted by the awarded vendor every two weeks to the District Purchasing department. All invoices must include:

- Purchase order number
- Invoice date
- Due date
- Time frame for the stops/mail sorts referenced in the invoice
- The number of Regularly Scheduled Service Stops and the awarded rate per stop
- The number of Sensitive Information Stops and the awarded rate per stop
- The number of Mail Sorts and the awarded rate per sort
- A copy of the sign off sheets

9.0 **QUALIFICATIONS**

Bidders responding to this bid must include a copy of their occupational license in their submittal.

10.0 **VENDOR QUESTIONNAIRE**

All bidders are required to complete the bidder questionnaire (see attachment C) and include in their submittal.

11.0 **REFERENCES**

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

12.0 **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
Bid #2015-22 Courier Services

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.**

13.0 VENDOR PAYMENT

The St. Johns County School District requires all vendors responding to this bid to accept payment via an agreed upon electronic method.

14.0 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.

15.0 PREPARATION AND SUBMISSION OF BID

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

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

15.3 **Debarment Form**

15.4 **Drug Free Workplace Certification**

15.5 **Insurance Coverage:** Insurance certificates evidencing coverage as specified in section 12.0 or a signed statement indicating that coverage meeting the required coverage will be obtained prior to the commencement of any work under this bid.

15.6 **Occupational License**
Bid #2015-22 Courier Services

15.7 References

15.8 Vendor Questionnaire

15.9 Bid Sheet
## Bid Sheet

<table>
<thead>
<tr>
<th>Estimated Annual Number of Stops</th>
<th>Cost per Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regularly Scheduled Service Stops</td>
<td>11,280 $</td>
</tr>
<tr>
<td>Sensitive Information Stops</td>
<td>40 $</td>
</tr>
<tr>
<td>Mail Sorting</td>
<td>240 $</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Annual Number of Mail Sorts</th>
<th>Cost per Sort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail Sorting</td>
<td>240 $</td>
</tr>
</tbody>
</table>

Company Name

Authorized Signature

Print Name

Date
**MASTER CALENDAR**  
**2015-2016 School Year**  
Board Approved December 9, 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>July 31, 2015  Optional Teacher Planning Day</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td>August 3 - 7, 2015  Teacher Pre-Planning</td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td><strong>August 10, 2015</strong>  Students Report to Class</td>
</tr>
<tr>
<td>Monday</td>
<td>September 7, 2015  Labor Day - Student/Teacher Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>October 16, 2015  First Quarter Ends</td>
</tr>
<tr>
<td>Monday</td>
<td>October 19, 2015  Teacher Planning Day - Student Holiday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 11, 2015  Veterans Day - Student/Teacher Holiday</td>
</tr>
<tr>
<td>Thursday - Friday</td>
<td>November 26-27, 2015  Thanksgiving Break - Student/Teacher Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>December 18, 2015  Second Quarter/First Semester Ends (Friday Dec 18*)</td>
</tr>
<tr>
<td>Monday-Monday</td>
<td>Dec. 21, 2015-Jan. 4, 2016  Winter Break - Student/Teacher Holiday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 5, 2016  Teacher Planning Day - Student Holiday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 6, 2016  Classes Resume for Students/Second Semester Begins</td>
</tr>
<tr>
<td>Monday</td>
<td>January 18, 2016  Martin Luther King Day - Student/Teacher Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>February 5, 2016  Teacher Inservice Day - Student Holiday</td>
</tr>
<tr>
<td>Monday</td>
<td>February 15, 2016  Presidents Day - Student/Teacher Holiday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 16, 2016  Student/Teacher Holiday</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 17, 2016  Third Quarter Ends</td>
</tr>
<tr>
<td>Friday</td>
<td>March 18, 2016  Teacher Planning Day - Student Holiday</td>
</tr>
<tr>
<td>Monday-Monday</td>
<td>March 21-28, 2016  Spring Break - Student/Teacher Holiday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 29, 2016  Classes Resume for Students</td>
</tr>
<tr>
<td>Friday</td>
<td>April 29, 2016  Student/Teacher Holiday</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 26, 2016  Last Day for Students*</td>
</tr>
<tr>
<td>Friday</td>
<td>May 27, 2016  Last Day for Teachers - Teacher Planning Day</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD  Graduations (Schools/Locations TBD)</td>
</tr>
<tr>
<td><strong>For Testing Dates</strong></td>
<td><strong>See Testing Calendar</strong></td>
</tr>
</tbody>
</table>

**ALL Schools** will be dismissed 1 hour early on Dec 18, 2015 and May 26, 2016.  
All Schools participate in a weekly early release on Wednesday: Elementary @1:50, Middle @1:00, High @ 2:45.

<table>
<thead>
<tr>
<th>Interims Issued: September 11, 2015</th>
<th>Report Cards: October 26, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interims Issued: November 13, 2015</td>
<td>Report Cards: January 11, 2016</td>
</tr>
<tr>
<td>Interims Issued: February 12, 2016</td>
<td>Report Cards: April 4, 2016</td>
</tr>
<tr>
<td>Interims Issued: April 28, 2016</td>
<td>Report Cards: May 26, 2016</td>
</tr>
</tbody>
</table>

✓ Denotes hurricane make-up days

Optional planning day may “Flex” for any Planning Day or Post Planning day as pre-approved by Principal.

CHARACTER COUNTS! In St. Johns County

Pillars of the Month

<table>
<thead>
<tr>
<th>August - All Pillars</th>
<th>October - Responsibility</th>
<th>December - All Pillars</th>
<th>February - Caring</th>
<th>April - All Pillars</th>
</tr>
</thead>
<tbody>
<tr>
<td>September - Fairness</td>
<td>November - Citizenship</td>
<td>January - Respect</td>
<td>March - Trustworthiness</td>
<td>May - Citizenship</td>
</tr>
</tbody>
</table>

(Emphasis on Patriotism)
## SOUTHERN ROUTE

### SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Address Details</th>
<th>Principal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crookshank Elementary</td>
<td>904-547-7840</td>
<td>1455 N. Whitney St. St. Augustine, FL 32084</td>
<td>Paul Goricki, Principal</td>
</tr>
<tr>
<td>Evelyn Hamblen Center</td>
<td>904-547-8560</td>
<td>1 Christopher St. St. Augustine, FL 32084</td>
<td>Patricia McMahon, Principal</td>
</tr>
<tr>
<td>Gamble Rogers Middle School</td>
<td>904-547-8700</td>
<td>6250 US #1 South St. Augustine, FL 32086</td>
<td>Greg Bergamasco, Principal</td>
</tr>
<tr>
<td>W. D. Hartley Elementary</td>
<td>904-547-8400</td>
<td>260 Cacique Dr. St. Augustine, FL 32086</td>
<td>Joy Taylor, Principal</td>
</tr>
<tr>
<td>Ketterlinus Elementary</td>
<td>904-547-8540</td>
<td>67 Orange St. St. Augustine, FL 32084</td>
<td>Kathy Tucker, Principal</td>
</tr>
<tr>
<td>Otis Mason Elementary</td>
<td>904-547-8440</td>
<td>207 Mason Manatee Way St. Augustine, FL 32086</td>
<td>Kim Dixon, Principal</td>
</tr>
<tr>
<td>R.J. Murray Middle School</td>
<td>904-547-8470</td>
<td>150 N. Holmes Blvd. St. Augustine, FL 32084</td>
<td>Tom Schwarm, Principal</td>
</tr>
<tr>
<td>Osceola Elementary</td>
<td>904-547-3780</td>
<td>1605 Osceola Elementary Rd St. Augustine, FL 32084</td>
<td>Tina Waldrop, Principal</td>
</tr>
</tbody>
</table>

**Pedro Menendez High School**

- 904-547-8660
- 600 SR 206 West
- St. Augustine, FL 32086
- Clay Carmichael, Principal

**R.B Hunt Elementary**

- 904-547-7960
- 125 Magnolia Dr.
- St. Augustine, FL 32080
- Amanda Garman, Principal

**St. Augustine High School**

- 904-547-8530
- 3205 Varella Ave.
- St. Augustine, FL 32084
- Cathy Mittelstadt, Principal

**St. Johns Tech High School**

- 904-547-8500
- 2980 Collins Ave.
- St. Augustine, FL 32084
- Cynthia Williams, Principal

**Sebastian Middle School**

- 904-547-3840
- 2955 Lewis Speedway
- St. Augustine, FL 32084
- Kelly Battell, Principal

**South Woods Elementary**

- 904-547-8610
- 4750 State Rd 206 West
- Elkton, FL 32033
- Cathy Hutchins, Principal

**Webster Elementary**

- 904-547-3860
- 420 N. Orange St.
- St. Augustine, FL 32084
- Bethany Mitidieri, Principal

**Hastings Youth Academy**

- 904-692-2920
- 765 East St. Johns Ave.
- Hastings, FL 32145
- Tim Vivian, Principal

### DISTRICT OFFICES

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Phone Number</th>
<th>Address Details</th>
<th>Principal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Office (2/day)</td>
<td>904-547-7500</td>
<td>40 Orange St. St. Augustine, FL 32084</td>
<td></td>
</tr>
<tr>
<td>Fullerwood (2/day)</td>
<td>904-547-7629</td>
<td>10 Hildreth Dr. St. Augustine, FL 32084</td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>904-547-3707</td>
<td>299 School House Rd. St. Augustine, FL 32084</td>
<td>Shane Walton, Director</td>
</tr>
<tr>
<td>Purchasing Warehouse</td>
<td>904-547-8990</td>
<td>2980 Collins Ave. St. Augustine, FL 32084</td>
<td>Joe Outlaw, Property Control</td>
</tr>
<tr>
<td>Transportation @ Crookshank</td>
<td>904-547-7810</td>
<td>1455 North Whitney St. St. Augustine, FL 32084</td>
<td>Joe Purvis, Director</td>
</tr>
<tr>
<td>Guidance and Choice</td>
<td>904-547-8083</td>
<td>2980 Collins Avenue Building 1 St. Augustine, FL 32084</td>
<td>Denise Faulk, Director</td>
</tr>
</tbody>
</table>
**NORTHERN ROUTE**

### SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Address Details</th>
<th>Principal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartram Trail High School</td>
<td>904-547-8340</td>
<td>7399 Longleaf Pine Pkwy, St. Johns, FL 32259</td>
<td>Dawn Sapp</td>
</tr>
<tr>
<td>Creekside High School</td>
<td>904-547-7300</td>
<td>100 Knights Ln., St. Johns, FL 32259</td>
<td>Randy Johnson</td>
</tr>
<tr>
<td>Cunningham Creek Elementary</td>
<td>904-547-7860</td>
<td>1205 Roberts Rd., St. Johns, FL 32259</td>
<td>Jud Strickland</td>
</tr>
<tr>
<td>Durbin Creek Elementary</td>
<td>904-547-3881</td>
<td>4100 Racetrack Rd., St. Johns, FL 32259</td>
<td>Sandra McMandon</td>
</tr>
<tr>
<td>Fruit Cove Middle School</td>
<td>904-547-7880</td>
<td>3180 Race Track Rd., St. Johns, FL 32259</td>
<td>Lynn O’Connor</td>
</tr>
<tr>
<td>Hickory Creek Elementary</td>
<td>904-547-7450</td>
<td>235 Hickory Creek Trail, St. Johns, FL 32259</td>
<td>Bethany Groves</td>
</tr>
<tr>
<td>Julington Creek Elementary</td>
<td>904-547-7980</td>
<td>2316 Racetrack Rd., St. Johns, FL 32259</td>
<td>Michael Story</td>
</tr>
<tr>
<td>Alice B. Landrum Middle School</td>
<td>904-547-8410</td>
<td>230 Landrum Lane, Ponte Vedra, FL 32082</td>
<td>Jewel Johnson</td>
</tr>
<tr>
<td>Liberty Pines K-8</td>
<td>904-547-7900</td>
<td>10901 Russell Sampson Rd., St. Johns, FL 32259</td>
<td>Judith Thayer</td>
</tr>
<tr>
<td>Mill Creek Elem.</td>
<td>904-547-3720</td>
<td>3750 International Golf Pkwy, St. Augustine, FL 32092</td>
<td>Amanda Riedl</td>
</tr>
<tr>
<td>Nease High School</td>
<td>904-547-8300</td>
<td>10550 Ray Rd., Ponte Vedra, FL 32081</td>
<td>Kyle Dresback</td>
</tr>
<tr>
<td>Ocean Palms Elementary</td>
<td>904-547-3760</td>
<td>355 Landrum Lane, Ponte Vedra Beach, FL 32082</td>
<td>Jessica Richardson</td>
</tr>
<tr>
<td>Pacetti Bay Middle School</td>
<td>904-547-8760</td>
<td>245 Meadowlark Ln., St. Augustine, FL 32092</td>
<td>Jay Willets</td>
</tr>
<tr>
<td>Ponte Vedra High School</td>
<td>904-547-7350</td>
<td>460 Davis Park Rd., Ponte Vedra, FL 32081</td>
<td>Steve McCormick</td>
</tr>
<tr>
<td>PV PV/Rawlings Elementary</td>
<td>904-547-8565</td>
<td>630 A1A North, Ponte Vedra Beach, FL 32082</td>
<td>Kathleen Furness</td>
</tr>
<tr>
<td>Switzerland Point Middle School</td>
<td>904-547-8650</td>
<td>777 Greenbriar Rd., St. Johns, FL 32259</td>
<td>Lisa Kunze</td>
</tr>
<tr>
<td>Timberlin Creek Elementary</td>
<td>904-547-7400</td>
<td>555 Pine Tree Lane, St. Augustine, FL 32092</td>
<td>Christine Stephan</td>
</tr>
<tr>
<td>Wards Elementary</td>
<td>904-547-8730</td>
<td>6555 State Rd. 16, St. Augustine, FL 32092</td>
<td>Edith Jarriel</td>
</tr>
<tr>
<td>Palencia Elementary</td>
<td>904-547-4010</td>
<td>355 Palencia Village Drive, St. Augustine, FL 32095</td>
<td>Allen Anderson</td>
</tr>
<tr>
<td>Patriot Oaks Academy</td>
<td>(904) 547-4050</td>
<td>475 Longleaf Pine Parkway, St. Johns, Florida 32259</td>
<td>Emily Harrison</td>
</tr>
</tbody>
</table>

### DISTRICT OFFICES

<table>
<thead>
<tr>
<th>Office Name</th>
<th>Phone Number</th>
<th>Address Details</th>
<th>Director Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Office (2/day)</td>
<td>904-547-7500</td>
<td>40 Orange St., St. Augustine, FL 32084</td>
<td>Paul Rose</td>
</tr>
<tr>
<td>Facilities @ O’Connell</td>
<td>904-547-8151</td>
<td>3720 International Golf Pkwy, St. Augustine, FL 32092</td>
<td>Paul Rose</td>
</tr>
<tr>
<td>Fullerwood (2/day)</td>
<td>904-547-7629</td>
<td>10 Hildreth Dr., St. Augustine, FL 32084</td>
<td></td>
</tr>
</tbody>
</table>
Attachment C
Bidder Questionnaire

Bidders may use additional sheets to complete the questionnaire if necessary.

1. Company Profile – Provide a company profile or biography, including years in business, number of current customers, number of employees and ownership biography

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

2. Give a brief description of your experience in providing similar services of comparable size and complexity

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Company Name_____________________________________
Authorized Signature_________________________________
Printed Name_______________________________________
Date______________________________________________
May 1, 2015

TO ALL VENDORS:

The purpose of this letter is to serve as ADDENDUM #1 to Bid #2015-22 Courier Services.

The following is a list of questions that were asked along with the responses:

1. **Question:** Will you kindly provide, or direct me to the appropriate website/person that can provide, a copy of the current bid, to include the existing vendor and other applicable data.

   **Answer:** Bid #2010-07 Courier Services Board Approval, renewals, and price increases are listed below. Sonlight Courier, Inc., was the awarded vendor.

Thank you for your continued participation in the bid process.

Sincerely,

Patrick Snodgrass
Director of Purchasing
MEMORANDUM

TO: Members of the School Board

FROM: Joseph G. Joyner, Ed.D., Superintendent of Schools

SUBJECT: Request for Renewal of Bid #2010-07, Courier Services

DATE: May 13, 2014

Background Information: This bid was originally awarded by the Board in June 2010 and subsequently renewed in 2011, 2012, and 2013. The bid provides for courier services, and serves as the primary delivery source of mail and media items within the District. Sonlight Courier, Inc., has agreed to renew the bid for one additional year at the current pricing. All other terms and conditions will remain as listed in the original bid.

Strategic Plan Impact: Supports the District's Mission Statement by ensuring consistent and safe delivery of mail and media items to schools and departments.

Educational Impact: This bid relieves school personnel from performing this function, permitting them to spend more time at their schools in support of the educational process.

Fiscal Impact: Funding for services performed under this bid are included in the budget of the Purchasing Department.

Recommendation: Approve the renewal of Bid #2010-07, Courier Services with Sonlight Courier, Inc., for the period August 1, 2014 through July 31, 2015.

Action Required: Approval of the Superintendent's recommendation.

Reviewed and submitted for approval by: Patrick Snodgrass, CPM, Director of Purchasing.

Respectfully submitted,

Michael Degutis, Chief Financial Officer

Joseph G. Joyner, Ed.D., Superintendent of Schools
March 14, 2014

Sonlight Courier, Inc.
8205 Hogan Rd.
Jacksonville, FL 32216

Dear Vendor:

Bid #2010-07 Courier Services will expire July 31, 2014. The bid states there is an option for renewal of four (4) additional one (1) year periods if agreed upon by both parties. Please initial your choice, sign and date at the bottom. Return the original letter (please do not fax) to this office no later than March 31, 2014.

____ Please renew Bid #2010-07, Courier Services for the period August 1, 2014 through July 31, 2015 with the current pricing. All other terms and conditions will remain as originally awarded.

____ We do not wish to renew the above bid beyond the current expiration date.

Signature Date

Renewal must be signed by an officer or employee having the authority to legally bind the vendor.

Sincerely,

Patrick Snodgrass
Director for Purchasing
MEMORANDUM

TO: Members of the School Board

FROM: Joseph G. Joyner, Ed.D., Superintendent of Schools

SUBJECT: Request for Renewal of Bid #2010-07 Courier Services

DATE: March 12, 2013

Background Information: This bid was originally awarded by the Board in June 2010 and subsequently renewed in 2011 and 2012. The bid covers courier services, and serves as the primary delivery source of mail and media items within the District. Sonlight Courier, Inc., has agreed to renew the bid for one additional year at the current pricing. All other terms and conditions will remain as listed in the original bid.

Strategic Plan Impact: Supports the District's Mission Statement by ensuring consistent and safe delivery of mail and media items to schools and departments.

Educational Impact: This bid relieves school personnel from performing this function, permitting them to spend more time at their schools in support of the educational process.

Fiscal Impact: Funding for services performed under this bid are included in the budget of the Purchasing Department.

Recommendation: Approve the renewal of Bid #2010-07 Courier Services with Sonlight Courier, Inc., for the period August 1, 2013 through July 31, 2014.

Action Required: Approval of the Superintendent's recommendation.

Reviewed and submitted for approval by: Frank Clark, C.P.M., Director of Purchasing.

Respectfully submitted,

Michael Degutis, Chief Financial Officer

Joseph G. Joyner, Ed.D., Superintendent of Schools
January 22, 2013

Sonlight Courier, Inc.
8205 Hogan Rd.
Jacksonville, FL 32216

Dear Vendor:

Bid #2010-07 Courier Services will expire July 31, 2013. The bid states there is an option for renewal of four (4) additional one (1) year periods if agreed upon by both parties. Please initial your choice, sign and date at the bottom. Return the original letter (please do not fax) to this office no later than February 12, 2013.

☐ Please extend Bid #2010-07, Courier Services for the period August 1, 2013 through July 31, 2014 with the current pricing. All other terms and conditions will remain as originally awarded.

☐ We do not wish to extend the above bid beyond the current expiration date.

[Signature]

2-10-13

Date

Renewal must be signed by an officer or employee having the authority to legally bind the vendor.

Sincerely,

Frank Clark
Director of Purchasing
MEMORANDUM

TO: Members of the School Board

FROM: Joseph G. Joyner, Ed.D., Superintendent of Schools

SUBJECT: Request for Renewal of Bid #2010-07 Courier Services

DATE: August 14, 2012

Background Information: This bid was originally awarded by the Board in June 2010 and subsequently renewed in June 2011. The bid covers courier services, and serves as the primary delivery source of mail and media items within the District. Sonlight Courier, Inc., has agreed to renew the bid for one additional year at the current pricing. All other terms and conditions will remain as listed in the original bid.

Strategic Plan Impact: Supports the District's Mission Statement by ensuring consistent and safe delivery of mail and media items to schools and departments.

Educational Impact: This bid relieves school personnel from performing this function, permitting them to spend more time at their schools in support of the educational process.

Fiscal Impact: Funding for services performed under this bid are included in the budget of the Purchasing Department.

Recommendation: Approve the renewal of Bid #2010-07 Courier Services with Sonlight Courier, Inc., for the period August 1, 2012 through July 31, 2013.

Action Required: Approval of the Superintendent's recommendation.

Reviewed and submitted for approval by: Frank Clark, C.P.M., Director of Purchasing.

Respectfully submitted,

Michael Degutis, Chief Financial Officer

Joseph G. Joyner, Ed.D., Superintendent of Schools
April 26, 2011

Sonlight Courier, Inc.
PO Box 17623
Jacksonville, FL 32245

Attn: Susan Brown

Dear Mrs. Brown,

I have reviewed your request for a price increase with Mr. Weiss, our CFO. We will grant the increase requested - 50 cents per stop, effective April 18, 2011. We are granting this increase based on the fact that we expect fuel prices to continue to rise. We will continue to monitor the escalating fuel prices relative to the request that we have granted to you.

This increase will change the per stop cost to the following rates.

Regular Schedule - $4.58 ($4.08 + .50)
Summer Schedule - $3.50 ($3.00 + .50)

There is no change in the monthly payroll cost or the mail sorting cost.

Sincerely,

Frank Clark
Director of Purchasing
May 2, 2012

Sonlight Courier, Inc.
8205 Hogan Rd.
Jacksonville, FL 32216

Dear Vendor:

Bid #2010-07, Courier Services will expire July 31, 2012. The bid states there is an option for renewal of two additional one (1) year periods if agreed upon by both parties. Please initial your choice, sign and date at the bottom. Return the original letter (please do not fax) to this office no later than May 16, 2012.

[Signature]

Please extend Bid #2010-07, Courier Services for the period August 1, 2012 through July 31, 2013 with the current pricing. All other terms and conditions will remain as originally awarded.

We do not wish to extend the above bid beyond the current expiration date.

[Signature] 5/21/12

Renewal must be signed by an officer or employee having the authority to legally bind the vendor.

Sincerely,

Frank Clark
Director for Purchasing
MEMORANDUM

TO: Members of the School Board

FROM: Joseph G. Joyner, Ed.D., Superintendent of Schools

SUBJECT: Request for Renewal of Bid #2010-07 Courier Services

DATE: June 14, 2011

Background Information: This bid was originally awarded by the Board in June 2010 and covers courier services. Courier services are primarily for the delivery of mail and media items. This service has proven to be a cost saving measure by eliminating the need for school personnel to perform this function. The awarded vendor, Sonlight Courier, Inc., has agreed to renew the bid for one additional year.

Strategic Plan Impact: Supports the District's Mission Statement by ensuring consistent and safe delivery of mail and media items to schools and departments.

Educational Impact: This bid relieves school personnel from performing this function, permitting them to spend more time at their schools in support of the educational process.

Fiscal Impact: Funding for services performed under this bid are included in the budget of the Purchasing Department.

Recommendation: Approve the renewal of Bid #2010-07 Courier Services with Sonlight Courier, Inc., for the period August 1, 2011 to July 31, 2012.

Action Required: Approval of the Superintendent's recommendation.

Reviewed and submitted for approval by: Frank Clark, C.P.M., Director of Purchasing.

Respectfully submitted,

Conley Weiss, Chief Financial Officer

Joseph G. Joyner, Ed.D., Superintendent of Schools
May 6, 2011

Sonlight Courier, Inc.
8205 Hogan Rd.
Jacksonville, FL 32216

Dear Vendor:

Bid #2010-07, Courier Services will expire July 31, 2011. The bid states there is an option for renewal of two additional one (1) year periods if agreed upon by both parties. Please initial your choice, sign and date at the bottom. Return the original letter (please do not fax) to this office no later than May 15, 2011.

☑ Please extend Bid #2010-07, Courier Services for the period August 1, 2011 through July 31, 2012 with the same pricing (as adjusted), terms and conditions as originally awarded.

☐ We do not wish to extend the above bid beyond the current expiration date.

Signature

Date 5-06-11

Renewal must be signed by an officer or employee having the authority to legally bind the vendor.

Sincerely,

Frank Clark
Director for Purchasing
MEMORANDUM

TO: Members of the School Board

FROM: Joseph G. Joyner, Ed.D., Superintendent of Schools

SUBJECT: Request for Approval of Bid #2010-07 Courier Services

DATE: June 8, 2010

Background Information: The District has contracted for courier services for the past four years. Courier services are primarily for the delivery of mail, media items, and paychecks. This service has proven to be a cost saving measure by eliminating the need for school personnel to perform this function.

Strategic Plan Impact: Supports the District’s Mission Statement by ensuring consistent and safe delivery of mail and media items to schools and departments.

Educational Impact: This bid will provide school and administrative personnel additional time to complete school related responsibilities.

Fiscal Impact: Funding for services under this bid is included in the operating budget of the Purchasing Department.

Recommendation: Approve the award of Bid #2010-07 Courier Services to Sonlight Courier, Inc. for the period August 1, 2010 to July 31, 2011.

Action Required: Approval of the Superintendent’s recommendation.

Reviewed and submitted for approval by: Frank Clark, C.P.M., Director of Purchasing.

Respectfully submitted,

Conley Weiss, Chief Financial Officer

Joseph G. Joyner, Ed.D., Superintendent of Schools
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<th>Item</th>
<th>Description</th>
<th>Annual # of Stops</th>
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<td>Regular Schedule</td>
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<td>$33,761.45</td>
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<td>Summer Schedule</td>
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<td>$ 7.589</td>
<td>$3,536.47</td>
<td>$ 4.00</td>
<td>$1,864.00</td>
<td>$ 10.00</td>
<td>$4,660.00</td>
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<td>3</td>
<td>Additional Charge for Payroll Delivery</td>
<td>945 (11.50 months)</td>
<td>234/month $ 2,691.00</td>
<td>3.007</td>
<td>$2,841.62</td>
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<td>$2,835.00</td>
<td>255/month $2,932.50</td>
<td>2.00</td>
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<td>Mail Sorting</td>
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Five valid bids received. Recommend award to Sonlight Courier, Inc.