

St. Johns County School District
Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Unit 5
St. Augustine, FL 32084



INVITATION TO BID (ITB)

REQUIRED RESPONSE FORM

BID NO.: 2017-18
RELEASE DATE: February 24, 2017

**INVITATION TO BID TITLE: HVAC Units
And Service**

F.O.B. Destination: **District Wide**

BID DUE DATE AND TIME: March 30, 2017 @ 10:00 am
BID OPENING DATE AND TIME: March 30, 2017 @ 10:30 am

CONTACT: Patrick Snodgrass
Director of Purchasing
(904) 547-8941
patrick.snodgrass@stjohns.k12.fl.us

SUBMIT BID TO: Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Unit 5
St. Augustine, FL 32084

BID OPENING LOCATION: Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Unit 5
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.

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 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 District, 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 with any other item or items. If a Bidder offers a discount or offers terms less than Net 30, it is understood that a minimum of thirty (30) days will be required for payment. If a payment discount is offered, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.
 - 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. Bidders 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, Sebastian Administrative Annex, 3015 Lewis Speedway Unit 5, St. Augustine, FL 32084.
- 9. TESTING:** Items proposed may be tested for compliance with ITB Conditions and specifications.
- 10. NON-CONFORMITY:** 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 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 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. 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.

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. 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.

39. 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]

40. PURCHASING AGREEMENTS AND STATE TERM CONTRACTS: The Purchasing agreements and state term contracts available under s. 287.056 have been reviewed.

41. 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.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 904-547-7637; sjpubrec@stjohns.k12.fl.us ; OR ST. JOHNS COUNTY SCHOOL BOARD, ATTN: COMMUNITY RELATIONS, 40 ORANGE STREET, ST. AUGUSTINE, FL 32084

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.

Name of Applicant	PR/Award Number and/or Project Name
Printed Name	Title of Authorized Representative
Signature	Date

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)



BIDDER’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: _____

Bid #2017-18 HVAC Units and Service

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 the replacement and installation of HVAC units, additional parts and materials, and additional work at District facilities on an as needed basis. The District makes no guarantee of a specific amount of products or services to be purchased under this bid.

2.0 INSTRUCTIONS FOR BID SUBMITTAL

2.1 All bids must be received no later than, March 30, 2017 @ 10:00 AM and must be delivered to:

St. Johns County School District
Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Unit 5
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 #2017-18 HVAC Units and Service" 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) are required to carefully examine the bid terms and

Bid #2017-18 HVAC Units and Service

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.

- 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 a school district is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal or reply is by a vendor whose principal place of business is in a state or political subdivision which grants a preference by that state or political subdivision, then the school district shall award an equal preference to the lowest responsible and responsive vendor having a principal place of business within Florida. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state, and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in the State of Florida shall be five (5) percent. F.S. 287.084(1)(a).

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 to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. F.S. 287.084(2).

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.

Bid #2017-18 HVAC Units and Service

- 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 May 13, 2017 to May 12, 2018 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 10, 2017 @ 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 14, 2017 @ 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.

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5.3 No Addendum will be issued later than March 14, 2017 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.

6.0 SCOPE OF SERVICES

6.1 The bid is for the purchase and installation of new HVAC units as specified on the bid sheet, and additional work at District facilities on an as needed basis. New units are those that have not been previously used in any way. Reconditioned, refurbished, rebuilt, used, shop worn, demonstrator, or other equipment of this kind are not acceptable and will be rejected.

6.2 In responding to this bid, the bidder guarantees that all awarded units will be installed no later than May 12, 2018.

6.3 The awarded vendor(s) will be required to provide all labor, supervision, tools, materials, equipment, transportation and licenses necessary to perform work under this bid. The District will not purchase, lease or otherwise acquire any equipment for use by the awarded vendor(s) in performance of work under this bid.

6.4 It will be the responsibility of the awarded vendor(s) to remove the ceiling grids as needed for the removal and installation of HVAC equipment.

6.5 When approved by an authorized District representative work may be subcontracted under this bid by the awarded vendor(s). The same conditions and specifications would apply. The awarded vendor(s) shall be responsible and liable for the actions of its subcontractors and the actions of its subcontractor's employees.

6.6 The awarded vendor(s) shall leave all work sites in a neat and orderly fashion at the end of each work day. The awarded vendor(s) will be responsible for ensuring frequent pick-up of all debris as a result of their operations so that work sites present a neat and orderly appearance at all times. Debris shall not be deposited into a site's refuse containers. At the completion of each work day, the awarded vendor(s) shall remove all work materials, tools, equipment and machinery from the work site and will leave the project in ready to use condition. It shall be the sole responsibility of the awarded vendor(s) to safeguard their own materials, tools and equipment. The District shall not assume any responsibility for any vandalism and/or theft of materials, tools or equipment.

6.7 The awarded vendor(s) shall be responsible for any damage to District property, personnel property or visitor property due to negligence on the part of the awarded vendor(s), its employees or its agents. The awarded vendor(s) agrees to repair, at own expense, any damage that was caused by the awarded vendor(s), its employees or its agents.

Bid #2017-18 HVAC Units and Service

6.8 The District reserves the right to inspect all work prior to payment. The awarded vendor(s) shall promptly correct all work rejected by an authorized District representative at no additional cost to the District.

6.9 Replacement of Existing Units

The model numbers of the existing equipment being replaced can be found on the Bid Sheet. Bidder is to identify on the Bid Sheet the manufacturer and model number of the corresponding unit that they intend to furnish. **Only the following manufacturer models are permitted to be bid: Bard, Carrier, Climate Master, Lennox, McQuay International, RUUD, Snyder General, and Trane. No other manufacturers are acceptable.** In responding to this bid, the bidder guarantees that the technical specifications and performance ratings of the equivalent equipment submitted on their bid are comparable to the equipment being replaced.

At the locations listed below, each unit must have a factory applied rust inhibiting coating applied to the condenser coils. Cost for the coating is to be included in the cost of each unit. Rust Inhibitor must be applied to units at the following locations:

- Crookshank Elementary
- First Coast Technical College
- Gamble Rogers Middle
- Ketterlinus Elementary
- Landrum Middle
- Ocean Palms Elementary
- Osceola Elementary
- PVPV/ Rawlings Elementary
- RB Hunt Elementary
- St. Johns Technical High
- Sebastian Middle
- St. Augustine High
- The Webster School

Each heat pump must be delivered pre-charged with refrigerant according to manufacturer's specifications. Cost for the refrigerant is to be included in the cost of each unit.

Each air handler must be equipped with supplemental electric heat strips and manual outside air dampers. Cost for the heat strips is to be included in the cost of each unit.

In an instance where there is both an inside unit and outside unit that operate together and only one side is being replaced, it is the awarded vendor(s) responsibility to ensure that the unit being replaced is compatible with the unit that is left in place.

6.9.1 Air Handler Compatibility

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Many item numbers in the Bid Sheet contain multiple pieces (i.e. compressor and air handler). When multiple pieces are being replaced, it is the awarded vendor(s) responsibility to ensure that the units being replaced are compatible with one another.

6.9.2 Installation and Labor

All costs for installation, labor, equipment, and the removal and disposal of the current equipment being replaced are to be included in the bid price of the new unit. Disposal must include proper disposal of refrigerant (if necessary) as per EPA guidelines.

The removal of current heat pumps/curbs, air conditioning units and the installation of new heat pumps/curbs and air conditioning units may require the use of a crane and/or other heavy equipment. The bid price for replacement of existing units listed on the bid sheet must include this cost, as the District will not be responsible for any cost not included in the bid price.

The awarded vendor(s) will be required to perform all labor necessary to ensure that every unit is installed according to all applicable state and local codes and is fully functional. This includes standard systems checks to ensure that each unit is performing to factory specifications.

Any roofing work required relative to the removal of existing heat pumps or air conditioning units or the installation of new heat pumps or air conditioning units will be the responsibility of the awarded vendor(s) and must be incorporated into the bid price. Utilizing an approved certified roofing contractor is acceptable to the District

All work performed, resulting from the award of this bid for the items listed on the bid sheet must be accomplished during non-school hours. It is expected that this work will be performed on weekends and/or scheduled school holidays. The awarded vendor(s) will coordinate the installation with the maintenance manager at the site and/or the Director of Maintenance for the District.

6.10 Additional Work

Bidders are required to furnish an hourly rate for HVAC repair and other additional work on an as needed basis at all School District Facilities. The billable hourly rate shall start upon arrival at the job site and end upon departure from the site. The District shall incur no additional charge for fuel or mileage.

6.10.1 Hourly rates must be provided for HVAC Journeyman Mechanic and Helper for repair and other work as may be requested at various District facilities. Work performed by the Helper must be under the direction of the Journeyman.

6.10.2 Provide a Percentage (%) of markup over cost for all repair parts, materials or additional units, if not provided by the School District Maintenance Department. The District

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reserves the right to require the awarded vendor(s) to provide documentation to substantiate their cost.

- 6.10.3 Indicate the number of minutes (response time) it will take to dispatch a mechanic from place of business to a District site.
- 6.10.4 All tools and equipment needed to perform additional work will be provided by the awarded vendor(s). In some special cases, additional work may require the rental of equipment by the awarded vendor(s). When approved by an authorized District representative, the District may incur rental costs for equipment for additional work. No mark up over cost shall be incurred for rental of equipment.

7.0 MANDATORY PRE-BID SITE VISITS

It is required for bidders to familiarize themselves with the site conditions and installation requirements. **Site visits are mandatory for all schools or facilities which include bidded items.** Site visits can be scheduled by contacting the maintenance manager or designee at the site. A confirmation of site visits is required. A site visit confirmation form (see Attachment A), along with all Maintenance Manager or designee contact information (see Attachment B), has been included with this bid.

A vendor may bid on any or all sites listed on the bid sheet. Bids submitted without the signature of the schools Maintenance Manager or designee on the Site Visit Confirmation form (Attachment A) will be considered invalid for that site. Should a vendor be unable to contact a school Maintenance Manager or designee, they may contact the District Maintenance department.

NOTE: Failure of any bidder to properly familiarize themselves with the site conditions and installation requirements of this project will not relieve them of their responsibilities described in this bid.

8.0 BID PRICING

8.1 Replacement of Existing Units

Bid pricing is required for the replacement of HVAC units as indicated on the Bid Sheet. Units will be reviewed and awarded by the school/facility. Vendors may submit pricing for any and/or all schools.

Any school which does not include a bid price for each item listed may be considered non-responsive by the District.

Bid pricing must be all inclusive according to the scope of services in 6.0 – 6.9.2 for the units being bid.

Should there be any discrepancy between the item number price and the total price per school/facility, the item number price shall prevail.

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8.2 Additional Work – Labor for HVAC

Bid pricing is required for standard hourly labor rates and non-standard hourly labor rates on the Bid Sheet for an HVAC Journeyman Mechanic and Helper for repair and other work (not including chillers) at District facilities on an as needed basis.

The standard hourly rate shall apply for services from 7:00 am to 5:00 pm, Monday through Friday. The non-standard hourly rate shall apply for services from 5:01 pm to 6:59 am, Monday through Friday. The non-standard hourly rate shall also apply to weekends.

8.3 Additional Work – Parts and Materials for HVAC

Bid pricing is required based on a percentage (%) of markup over cost for additional parts and materials (not including chillers).

8.4 Additional Work – Labor for Chillers

Bid pricing is requested for standard hourly labor rates and non-standard hourly labor rates on the Bid Sheet for an HVAC Journeyman Mechanic and Helper for repair and other work for chillers at District facilities on an as needed basis.

The standard hourly rate shall apply for services from 7:00 am to 5:00 pm, Monday through Friday. The non-standard hourly rate shall apply for services from 5:01 pm to 6:59 am, Monday through Friday. The non-standard hourly rate shall also apply to weekends.

8.5 Additional Work – Parts and Materials for Chillers

Bid pricing is requested based on a percentage (%) of markup over cost for additional parts and materials for chillers.

8.6 Additional Work – Parts and Materials for Subcontractors

Bid pricing is requested based on a percentage (%) of markup over cost for additional parts and materials when utilizing an approved subcontractor.

8.7 Additional HVAC Units

Bid pricing is required based on a percentage (%) of markup over cost for additional HVAC units not listed on the bid sheet.

8.8 Thermostats and Controls

An individual price is required for thermostats and controls for each bid item. The price listed on the bid sheet should include the price of the product and any costs associated with installation. The purchase of thermostats and/or controls will be at the

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discretion of the District. Should the District choose to purchase thermostats and/or controls, these items will be sold to the District at the prices listed on the bid sheet and are not subject to a materials mark-up.

Should a thermostat and/or control not be applicable to a specific line item, the respective box may be left blank.

This is NOT included in the Bid Price (Total by the Item Number) on the Bid Sheet.

8.9 Response Time

Bidder must indicate the number of minutes (response time) it will take to dispatch a mechanic from place of business to a requested District site.

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

9.0 WARRANTY

- 9.1 The awarded vendor(s) shall guarantee all items furnished hereunder against defect in material and/or workmanship for a period of one (1) year from date of approval by the District or the manufacturer's warranty, whichever is greater. Should any defects in materials or workmanship excepting ordinary wear and tear, appear during the warranty period, the awarded vendor(s) shall repair and replace same, at no cost to the District, immediately upon written notice from the District. In the event a dispute on requested repairs between the District and the awarded vendor(s), the decision of the District shall be final and binding on both parties.

10.0 QUALIFICATIONS

- 10.1 All vendors responding to this bid must provide a copy of their current occupational license included in their submittal.
- 10.2 All vendors responding to this bid must provide a copy of each Journeyman's license and a list of commercial AC equipment, by manufacturer and tonnage they are qualified to work on.
- 10.3 Bidder must have manufacturer confirm that bidder is an authorized dealer (reseller) to sell, warranty, and service that manufacturer's product on manufacturer letterhead. Confirmation must be signed by an officer of the manufacturing company. The confirmation must be returned with the bid in time for opening. Manufacturer's warranty shall be extended to the District for all bid items.
- 10.4 Awarded vendor(s) must present a copy of the manufacturer's warranty upon delivery and installation of bidded item.

11.0 REFERENCES

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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 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.**

The awarded vendor(s) shall be responsible for maintaining insurance related to every step of the work, including but not limited to subcontractors or other third party.

13.0 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.

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

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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 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 **Vendors Statement of Principal Place of Business**

15.6 **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.

15.7 **Occupational License**

15.8 **Journeyman License**

15.9 **Manufacturer Confirmation**

15.10 **Site Visit Confirmation**

15.11 **References**

15.12 **Bid Sheet**

School/Facility: Crookshank Elementary School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
1	001	1	AHU Carrier 40YR048300	4490G00810					
		1	Condenser Carrier 38YCS048310	2403E31429					
2	002	1	AHU Carrier 40YR048300	1191H02406					
		1	Condenser Carrier 38YCS048310	1803E29069					
3	003	1	AHU Carrier 40YR048300	5290H01030					
		1	Condenser Carrier 38YCS048310	2403E31424					
4	004	1	AHU Carrier 40YR048300	4490H00817					
		1	Condenser Carrier 38YCS048310	2403E31445					
5	005	1	AHU Carrier 40YR048300	1191H02405					
		1	Condenser Carrier 38YCS048310	4701E09689					
6	009	1	AHU Carrier 40YR048300	1191H02408					
		1	Condenser Carrier 38YCS048310	2403E31423					
7	010	1	AHU Carrier 40YR048300	5290H01032					
		1	Condenser Carrier 38YCS048310	2403E31448					

Authorized Signature: _____

Company Name: _____

School/Facility: Crookshank Elementary School (continued)									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
8	015	1	AHU Carrier 40YR048300	1191H02407					
		1	Condenser Carrier 38YCS048310	2403E31336					
9	016	1	AHU Carrier 40YR048300	4490H00812					
		1	Condenser Carrier 38YCS048310	2403E31452					
10	017	1	AHU Carrier 40YR048300	5290H01033					
		1	Condenser Carrier 38YCS048310	1400E02378					
Total Price Crookshank Elementary									

Authorized Signature: _____

Company Name: _____

School/Facility: Cunningham Creek Elementary School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
11	33	1	Weatherking WPH 034-4HB-J0	9503K1206002					
12	35	1	Weatherking WPH 034-4HB-J	9503K1203002					
13	36	1	Weatherking WPCH 232M-4B-RRR-B	950305507001					
14	37	1	Weatherking WPH 044-FHB-J	9503K1204012					
15	38	1	Weatherking WPCH 182M-4B-RRR-B	950305509001					
16	39	1	Weatherking WPH 044-4HB-J0	9503K1205001					
17	41	1	Weatherking WPH 034-4HB-J	9503K1203009					
Total Price Cunningham Creek Elementary									

Authorized Signature: _____

Company Name: _____

School/Facility: First Coast Technical College									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
18	F Building	1	AHU Trane M-10	K77E17702					
19	G Building	1	AHU Trane H2N795B	K93H54189					
20	G Building	1	AHU Trane H2N795A	93H53958					
21	G Building	1	ChillerTrane CGAM052F2AO2 AXD2A1A1A1A1A3XXXXX XA1A31A0XXXXFXX	U10A13763					
22	B Building	1	AHU Mammoth DHEBFR-340-W380-AA60-MZ4	61250-01-0					
23	A Building Server Room	1	Split Unit Carrier 24ABR336A520	2607E26245					
24	A Building Principal Office	1	Package Unit Payne PHLNA048000ABAA	2305G41524					
25	A Building Main Chiller	1	Chiller Trane RTHC1D1F0H0G214G21F0QU00	U99F06769					
Total Price First Coast Technical College									

Authorized Signature: _____

Company Name: _____

School/Facility: Fruit Cove Middle School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
26	340	1	AHU Carrier FC4CNF048	4204A71199					
	HPE 20	1	Condenser Carrier 26YCC042690	0705E38930					
27	325	1	AHU Carrier FC4CNF030	0505A84229					
	HPE 23	1	Condenser Carrier unit numbers illegible	unit numbers illegible					
28	525	1	AHU Trane TWE048C14FC0	Z01318N2V					
	HPD 13	1	Condenser Trane TWA0360400A0	Z152UFTUF					
29	483	1	AHU Trane TWE048C14FC0	Z014TP22V					
	HPD 24	1	Condenser Trane TWA036D400A0	Z1517W24F					
30	580	1	AHU Trane TWE060P13FB0	RU550TALV					
	HPD 6	1	Condenser Trane TWA060D400A1	Z091WB71F					
31	755	1	AHU Trane TWE060P13FB0	Z1638JUIV					
	HPD 4	1	Condenser Trane TWA0480400A1	R512KES2F					
32	410	1	AHU Trane TWE042C14FC0	Z113BBW2V					
	HPE 3	1	Condenser Trane TWA036D400A0	Z152UAD4F					
33	470	1	AHU Trane TWE048C14FC0	Z0131762V					
	HPD 15	1	Condenser Trane TWA036D400A0	Z152UFG4F					
Total Price Fruit Cove Middle School									

Authorized Signature: _____

Company Name: _____

School/Facility: Gamble Rogers Middle School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
34	465	1	AHU Trane TWV030B140A1	J10362359					
	HPD 18	1	Condenser Trane TWA030C400A1	J19220745					
35	475	1	AHU Trane TWE048C140B2	J11870065					
	HPD 17	1	Condenser Trane TWA036C400A1	J19220768					
36	460	1	AHU Trane TWE048C140B2	J11870062					
	HPD 16	1	Condenser Trane 2TWA0042B4000AB	62845P63F					
37	670	1	AHU Trane TWE042C140B0	J09864119					
	HPD 20	1	Condenser Trane TWA036C400A1	J16278934					
38	660	1	AHU Trane TWV036B140A1	H15355024					
	HPD 21	1	Condenser Trane 2TWA0036A4000BB	5384404F					
39	515	1	AHU Trane 4TEC3f42C1000AA	11163KS61V					
	HPD 14	1	Condenser Trane 4TWA3042A4000BA	111315752F					
40	525	1	AHU Trane TWE040140B2	J11870066					
	HPD 13	1	Condenser Carrier 25HBS336A600	4608E02214					
41	565	1	AHU Trane TWV030B140A1	J10362354					
	HPD 5	1	Condenser Trane 2TWA3030A4000AA	9043W5F4F					
Total Price Gamble Rogers Middle School									

Authorized Signature: _____

Company Name: _____

School/Facility: Julington Creek Elementary School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
42	435	1	HP Carrier 38YG060500	2105E42861					
		1	AHU FA4BNF060	2003A72448					
43	210A	1	HP Carrier 38YG060500	2591E26885					
		1	AHU FA4BNF048	2804A71478					
44	434	1	HP Carrier 38YCC048540	5100E16626					
		1	AHU FA4BNF060	2003A72449					
45	425	1	HP Carrier 38YCC060550	0701E12046					
		1	AHU FA4BNF060	2003A72308					
46	108	1	HP Carrier 38YCC060540	0202E01131					
		1	AHU FA4BNF060	2003A72015					
47	445	1	HP Carrier 38YCC060560	2104E03527					
		1	AHU FA4BNF060	2003A72404					
48	226	1	HP Carrier 38YCC048570	0804E00671					
		1	AHU FA4BNF048	2604A72745					
49	225	1	HP Carrier 38YCC048570	1104E21174					
		1	AHU FA4BNF048	2604A72764					
50	224	1	HP Carrier 38YCC048570	1304E26153					
		1	AHU FA4BNF048	2804A71447					

Authorized Signature: _____

Company Name: _____

School/Facility: Julington Creek Elementary School (continued)									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
51	221	1	HP Carrier 38YCC048570	0804E00665					
		1	AHU FA4BNF048	2804A71455					
52	210B	1	HP Carrier 38YCC048570	1304E26164					
		1	AHU FA4BNF060	2204A7500A					
Total Price Julington Creek Elementary School									

Authorized Signature: _____

Company Name: _____

School/Facility: Ketterlinus Elementary School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
53	Kitchen	1	Addison DFH134H03F	602101001					
Total Price Ketterlinus Elementary School									

Authorized Signature: _____

Company Name: _____

School/Facility: Landrum Middle School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
54	ACA 1	1	AHU Trane TWV030B140A0	B40593100					
	Fresh Air	1	Condenser Trane 2TTA0048A4000AA	7064W9U3F					
55	520	1	AHU Trane TWV030B140A0	E40593227					
	HPD 12	1	Condenser Trane 2TWA3036A4000AA	8171WBP4F					
56	525	1	AHU Trane TWV048B140A0	E42599332					
	HPD 13	1	Condenser Carrier 25HBS336A00560010	2808E08549					
57	515	1	AHU Trane TWV048B140A0	E42599329					
	HPD 14	1	Condenser Carrier 25HBR3426620	2407E41491					
58	470	1	AHU Trane TWV048B140A0	E42599369					
	HPD 15	1	Condenser Carrier 25HBR34260062010	2407E41482					
59	460	1	AHU Trane TWV048B140A0	E42599526					
	HPD 16	1	Condenser Carrier 25HBC336A600	2710E07363					
60	475	1	AHU Trane TWV048B140A0	E42599534					
	HPD 17	1	Condenser Lennox HP29-036-76	5808D31805					
61	670	1	AHU Trane TWV036B140A0	E49343364					
	HPD 20	1	Condenser Carrier 25HBC336A600	2011E23232					
62	660	1	AHU Trane TWV042B140A0	E49345007					
	HPD 21	1	Condenser Carrier 25HBC336A600	2411E23459					

Authorized Signature: _____

Company Name: _____

School/Facility: Landrum Middle School (continued)									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
63	640	1	AHU Lennox CB18-65-3p	5193C87703					
	HPE 2	1	Condenser Lennox HP29-036-76	5808D31818					
64	410	1	AHU Lennox CB18-51-16	5192K67682					
	HPE 3	1	Condenser Lennox unit numbers illegible						
65	837	1	AHU Trane TWH048B140A0	E49344619					
	HPA 3	1	Condenser Trane 2TWA0030A4000AB	60911MT3F					
Total Price Landrum Middle School									

Authorized Signature: _____

Company Name: _____

School/Facility: Mason Elementary School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
66	212 AC 46	1	Weatherking WPH-034-4HB-J	9201A0901016					
67	208 AC 44	1	Weatherking WPH-044-4HB-J	9201A0902014					
68	206 AC 26	1	Weatherking WPH-044-4HB-J	9201A0902009					
69	205 AC 25	1	Weatherking WPH-044-4HB-J	9201A0902008					
70	201 AC 23	1	Weatherking WPH-044-4HB-J	9201A0901007					
71	202 AC 24	1	Fla. Heat Pump EN036-4FTN	RD-110656					
Total Price Mason Elementary School									

Authorized Signature: _____

Company Name: _____

School/Facility: Ocean Palms Elementary School										
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price	
72	100 Mezzanine AC 9	1	Addison VWY036C04A	50306301001						
73	100 Mezzanine AC 11	1	Weatherking WPH 022-1J	960302605001						
74	100 Mezzanine AC 13	1	Weatherking WPH 022-1J	960302306001						
75	100 Mezzanine AC 14	1	Weatherking WPH 022-1J	960302605002						
76	100 Mezzanine AC 15	1	Weatherking WPH 028-1J	960302606002						
77	200 Mezzanine AC 24	1	Addison VWY036DD7M4A	090302404001						
78	300 Mezzanine AC 47	1	Addison VWY042DD7M4A	090302404001						
79	400 Mezzanine AC 20	1	Addison VWY060E04A	040801301001						
80	400 Mezzanine AC 34	1	Addison VWY036C04A	040602501						
81	400 Mezzanine AC 35	1	Addison VWY036C04A	040602502001						
82	400 Mezzanine AC 41	1	Addison VWY036C04A	040602502002						
Total Price Ocean Palms Elementary School										

Authorized Signature: _____

Company Name: _____

School/Facility: Osceola Elementary School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
83	Media Center	1	AHU Lennox TAA120S4D	5610G16212					
		1	Condenser Allied TPA120545N1G	5610F04615					
84	AC 3	1	Addison VWY036DD7M4A	090302002002					
85	AC 4	1	Addison VWY036DD7M4A	090302002004					
86	AC 2	1	Addison VWY036DD7M4A	090302002001					
87	AC 1	1	Addison VWY036DD7M4A	090302002003					
88	302	1	Bard WH361-05	125J0622222437-02					
89	301	1	Bard WH361-05	125J0622222435-02					
90	305	1	Bard WH361-05	125J0622222441-02					
91	304	1	Bard WH361-05	125J0622222432-02					
92	306	1	Bard WH361-05	125J0622222442-02					
93	308	1	Bard WH361-05	125J0622222439-02					
94	AC 42	1	Weatherking WPCH-182M-4B-RRR	901200309001					
Total Price Osceola Elementary School									

Authorized Signature: _____

Company Name: _____

School/Facility: Ponte Vedra Palm Valley Elementary School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
95	219/223	1	AHU Carrier 40RMQ006-B610HC	3100F21151					
		1	Compressor Carrier 38AQS008-501	3100G00090					
96	206	1	AHU Carrier FB4CNF036	1711A69984					
		1	Compressor Carrier 25HBC336A300	1711E14053					
97	208	1	AHU Carrier FB4CNF036	1711A69993					
		1	Compressor Carrier 25HBC336A300	0511E17209					
98	210	1	AHU Carrier FB4CNF036	1711A70004					
		1	Compressor Carrier 25HBC336A300	0511E17238					
99	218	1	AHU Carrier FB4CNF036	1311A68691					
		1	Compressor Carrier 25HBC336A300	1211E1394Z					
100	220	1	AHU Trane 4TEC3F48B1000AA	11291PKXIV					
		1	Compressor Trane 4TWB3048A1000BB	108ZWP4F					
101	224	1	AHU Trane 4TEC3F48B1000AA	11291J9A1V					
		1	Compressor Trane 4TWB3048A1000BB	111232BE4F					
Total Price Ponte Vedra Palm Valley Elementary School									

Authorized Signature: _____

Company Name: _____

School/Facility: R. B. Hunt Elementary School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
102	P-106	1	Bard WH361-A10	125B092608900-02					
103	P-104	1	Bard WH361-A10	125B092608894-02					
Total Price RB Hunt Elementary School									

Authorized Signature: _____

Company Name: _____

School/Facility: St. Johns Technical High School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bidded Manufacturer	Bidded Model	Bid Price (total by item number)	Thermostat Price	Control Price
104	Bldg. E Chiller	1	Carrier 30RAN050-611KA	3106Q06054					
Total Price St. Johns Technical High School									

Authorized Signature: _____

Company Name: _____

School/Facility: Sebastian Middle School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
105	Front Office 12	1	AHU Trane C0DB08CBNM	K91A00511					
		1	Condenser Trane TTA120H400AA	151925384A					
106	Gym	1	AHU Trane numbers illegible	numbers illegible					
	AHU 2	1	Condenser Trane TTA240B400EA	3151UCUAD					
107	Gym	1	AHU Trane CCDB08C9XM	K91A00512					
	AHU 3	1	Condenser Carrier 38AH-024-K610AA	1702F49516					
Total Price Sebastian Middle School									

Authorized Signature: _____

Company Name: _____

School/Facility: St. Augustine High School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
108	810	1	Carrier 50TFF008-611	4504G50414					
109	810	1	Carrier 50TFF008-611	4004G40533					
110	810	1	Carrier 50TFF008-611	3904G50877					
111	811	1	Carrier 50TFF008-611	5104G30526					
112	823	1	Carrier PA3ZNB024000AATP	1210X01537					
113	F601	1	Carrier WC0048C300BC	K181009260					
114	Roof Top Package Units/Arts Area 701	1	Carrier 50TFQ005-A511	3103G20229					
115	Roof Top Package Units/Arts Area 704	1	Carrier 50TFQ007-511	4602G20336					
116	Roof Top Package Units/Arts Area 742	1	Carrier 50TFQ008-511	4702G11532					
117	Roof Top Package Units/Arts Area Practice Room	1	Carrier 50JS024301	0103G50784					
118	Roof Top Package Units/Arts Area 764	1	Carrier 50TFQ012-511	0603G30607					
119	Roof Top Package Units/Arts Area 754	1	Carrier 50TFQ008-511	4602G50510					
120	Roof Top Package Units/Arts Area 700 Hall	1	Carrier 50TFQ012-511	4302G20523					
121	GYM 900	1	York CP47FC150460	AGGM005336					
122	GYM 900	1	York CP47FC150460	AGGM005335					

Authorized Signature: _____

Company Name: _____

School/Facility: St. Augustine High School (continued)									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
123	Gym 910	1	York CP24FC20460	AGGM005337					
124	Gym 910	1	York CP24FC20460	AGGM005338					
Total Price St. Augustine High School									

Authorized Signature: _____

Company Name: _____

School/Facility: Switzerland Point Middle School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
125	765, Kitchen AHU 9	1	AHU Trane numbers illegible	numbers illegible					
	CU 9	1	CU 9 Trane TTA180B400FA	538146FAC					
126	740 HPD 2	1	Carrier 4 ton - numbers illegible	numbers illegible					
127	510	1	AHU 3 ton - numbers illegible	numbers illegible					
	HPD 9	1	Condenser Carrier 25HBC336A600	410E0667					
128	515 HP 14	1	American Standard TW048B140A0	E42599370					
	HPD 14	1	Trane TWA042A400A3	F17279725					
129	310	1	AHU Lennox 3 ton - numbers illegible	5193B72557					
	HPD 19		Condenser Carrier 25HBR336A600	3006E08172					
Total Price Switzerland Point Middle School									

Authorized Signature: _____

Company Name: _____

School/Facility: The Webster School									
Item Number	Room / Location	Qty.	Current Manufacturer and Model	Serial No.	Bid Manufacturer	Bid Model	Bid Price (total by item number)	Thermostat Price	Control Price
130	206	1	Carrier 38YCC048300	3500E00622					
131	208	1	Carrier 38YCS048310	2403E31443					
132	311	1	Carrier 38YCS048310	1803E29026					
133	309	1	Carrier 38YCS048310	2403E31427					
134	307	1	Carrier 38YCS048310	2403E31432					
135	225	1	Carrier 38YCS048310	1803E29034					
136	223	1	Carrier 38YCS048310	2403E31435					
137	221	1	Carrier 38YCS048310	2403E31442					
Total Price The Webster School									

Authorized Signature: _____

Company Name: _____

Labor Rates for Additional Work for HVAC

Standard Hourly rate for HVAC Journeyman Mechanic \$_____ per hour

Standard Hourly rate for Helper \$_____ per hour

Non-Standard Hourly rate for HVAC Journeyman Mechanic \$_____ per hour

Non-Standard Hourly rate for Helper \$_____ per hour

Parts and Materials for HVAC

Percentage (%) markup over cost for parts and materials _____ %

Labor Rates for Additional Work for Chillers

Standard Hourly rate for HVAC Journeyman Mechanic \$_____ per hour

Standard Hourly rate for Helper \$_____ per hour

Non-Standard Hourly rate for HVAC Journeyman Mechanic \$_____ per hour

Non-Standard Hourly rate for Helper \$_____ per hour

Parts and Materials for Chillers

Percentage (%) markup over cost for parts and materials _____ %

Parts and Materials for Subcontractors

Percentage (%) markup over cost for parts and materials when utilizing an approved subcontractor _____ %

Additional HVAC Units

Percentage (%) markup over cost for any additional HVAC Units _____ %

Response Time

Indicate the number of minutes it will take to dispatch a mechanic from bidders place of business to a District site _____ minutes

Print Name: _____

Date: _____

Authorized Signature: _____

Company Name: _____

Company Name _____

Site Visit Confirmation

School	Maintenance Manager	Date of Site Visit	District Representative Signature	Company Representative Signature
Crookshank Elementary	Ralph Waldrop	___/___/___		
Cunningham Creek El.	Larry Coarsey	___/___/___		
First Coast Technical College	Chuck Veitinger	___/___/___		
Fruit Cove Middle	Jim Strange	___/___/___		
Gamble Rogers Middle	Mike Ponce	___/___/___		
Julington Creek Elementary	Brian Pratt	___/___/___		
Ketterlinus Elementary	Brian Taylor	___/___/___		
Landrum Middle	Brett Butler	___/___/___		
Otis Mason Elementary	Al Barkoskie	___/___/___		
Ocean Palms Elementary	Tyson Shank	___/___/___		
Osceola Elementary	Joey Strickland	___/___/___		
Ponte Vedra Palm Valley	Steve Sampson	___/___/___		
R.B. Hunt Elementary	Raymond Kledzik	___/___/___		
St. Johns Technical High	Chuck Veitinger	___/___/___		
Sebastian Middle	Jeff Baldwin	___/___/___		
St. Augustine High	Mike Hazel	___/___/___		
Switzerland Point Middle	Bradley Ponce	___/___/___		
The Webster School	Robert Shank	___/___/___		

Bid #2017-18 HVAC Units and Service**Attachment B
Contact Information**

School	Maintenance Manager	Office Phone Number	Cell Phone Number	Address
Crookshank Elementary	Ralph Waldrop	547-7836	669-3251	1455 N. Whitney St, St. Augustine, FL 32084
Cunningham Creek El.	Larry Coarsey	547-7864	226-1281	1205 Roberts Rd, St. Johns, FL 32259
First Coast Technical College	Chuck Veitinger	547-3410	814-4919	2980 Collins Ave, St. Augustine, FL 32084
Fruit Cove Middle	Jim Strange	547-7884	540-4037	3180 Race Track Rd, St. Johns, FL 32259
Gamble Rogers Middle	Mike Ponce	547-8694	669-0296	6250 US 1 South, St. Augustine, FL 32086
Julington Creek Elementary	Brian Pratt	547-7984	370-9564	2316 Race Track Rd, St. Johns, FL 32259
Ketterlinus Elementary	Brian Taylor	547-8547	669-5520	67 Orange St, St. Augustine, FL 32084
Landrum Middle	Brett Butler	547-8412	327-6361	230 Landrum Lane, Ponte Vedra Beach, FL 32082
Otis Mason Elementary	Al Barkoskie	547-8441	377-5066	207 Mason Manatee Way, St. Augustine, FL 32086
Ocean Palms	Tyson Shank	547-3768	669-2443	355 Landrum Lane, Ponte Vedra Beach, FL 32082
Osceola Elementary	Joey Strickland	547-3785	669-1155	1605 Osceola Elementary Rd, St. Augustine, FL 32084
Ponte Vedra Palm Valley	Steve Sampson	547-3827	377-3112	630 A1A Northh, Ponte Vedra Beach, FL 32082
R.B. Hunt	Raymond Kledzik	547-7965	669-3515	125 Magnolia Dr, St. Augustine, FL 32080
St. Johns Technical High	Chuck Veitinger	547-8497	814-4919	2980 Collins Ave, St. Augustine, FL 32084
Sebastian Middle	Jeff Baldwin	547-3855	347-6609	2955 Lewis Speedway, St. Augustine, FL 32084
St. Augustine High	Mike Hazel	547-8524	806-6602	3205 Varella Ave, St. Augustine, FL 32084
Switzerland Point Middle	Bradley Ponce	547-8630	669-8350	777 Greenbriar Rd, St. Johns, FL 32259
The Webster School	Robert Shank	547-3878	315-7723	420 North Orange St, St. Augustine, FL 32084



ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex

Purchasing Department

3015 Lewis Speedway, Unit 5

St. Augustine, Florida 32084

Telephone (904) 547-8941 FAX (904) 547-8945

*Patrick Snodgrass, CPSM
Director of Purchasing*

March 14, 2017

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #1** to Bid #2017-18 HVAC Units and Service.

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

1. **Question:** I did not see any Bid Bond required on this project. Will that come after the bid in a separate package? The ITB said to check the Special conditions & I see none

Answer: There is no bid bond requirement for this bid.

2. **Question:** ITB-2017-18-0-2017/LB HVAC Units and Service
May I have the estimates or budgets for the projects listed above?

Answer: There is no estimate or budget for Bid #2017-18 HVAC Units and Service.

3. **Question:** We received the equipment information from the schools. At Webster Elementary and St. Johns Technical High school they did not provide the information for the full systems they only provided equipment information for one part. We need the information for the full system to be able to accurately do our bid.

Answer: Pricing is not requested for other parts of the system at these locations. Vendors may be able to view other pieces of the system during their site visit. In some instances, where there is both an inside unit and outside unit that operate together and only one side is being replaced, it is the responsibility of the awarded vendor to ensure that the unit being replaced is compatible with the unit that is left in place.

Thank you for your continued participation in the bid process.

Sincerely,

Patrick Snodgrass
Director of Purchasing