

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



INVITATION TO BID (ITB)

REQUIRED RESPONSE FORM

BID NO.: 2019-20
RELEASE DATE: April 18, 2019

INVITATION TO BID TITLE: Courier Services

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

BID DUE DATE AND TIME: May 17, 2019 @ 1:30 pm
BID OPENING DATE AND TIME: May 17, 2019 @ 2:00 pm

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, Building 5
St. Augustine, FL 32084

BID OPENING LOCATION: Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 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" or "Contractor" or "Respondent" or "Vendor" 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 Building 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:** Successful bidder(s) may permit any school board, community college, state university, municipality, or other governmental entity, to include public charter schools, to purchase goods or services based on the contract awarded as a result of this ITB. Such purchases shall be governed by the same terms and conditions as stated herein.
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.
- 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. **DISCRIMINATORY VENDOR LIST:** Pursuant to Florida Statute 287.134, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.

- 42. PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES:** Pursuant to Florida Statute 287.135, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local government entity for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List created pursuant to s. 215.4725 or is engaged in a boycott of Israel; or for \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing a contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to 215.473 or is engaged in business operations in Cuba or Syria.

The company/vendor certifies by submission and signature of this bid that: it is not on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; the Scrutinized Companies that Boycott Israel list, engaged in a boycott of Israel or that it is not engaged in business operations in Cuba or Syria. Any contract for goods or services of any amount may be terminated at the option of the awarding body if the company is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel. A contract for goods and services of \$1 million or more may be terminated at the option of the awarding body if the company is found to have submitted false certification, has been placed on any of the other lists in this section or has been engaged in business operations in Cuba or Syria.

- 43. 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.

Florida Statute 119.0701 requires the Contractor to comply with Florida's public records laws with respect to services performed on behalf of the School District. Specifically, the Statute requires that the Contractor:

- a) Keep and maintain public records required by the School District to perform the service.
- b) Upon request from the School District's custodian of public records, provide the School District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the School District.
- d) Upon completion of the contract, transfer, at no cost, to the School District all public records in possession of the Contractor or keep and maintain public records required by the School District to perform the service. If the Contractor transfers all public records to the School District upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School District, upon request from the School District's custodian of public records, in a format that is compatible with the information technology systems of the School District.

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: _____

EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Guidelines ("EDGAR"). The following certifications and provisions are required and apply when the St. Johns County School Board ("School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of \$10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29

EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (42 U.S.C. 6201). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

EDGAR CERTIFICATIONS (continued)

Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS RETENTION

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: _____

Signature of Authorized Representative: _____

Print Name of Authorized Representative: _____

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 Contractors 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 17, 2019 @ 1:30 PM and must be delivered to:

St. Johns County School District
Sebastian Administrative Annex
Purchasing Department
3015 Lewis Speedway, Building 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 #2019-20 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) are required to carefully examine the bid terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.

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- 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.
- 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.

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- 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, 2019 to July 31, 2020 and may by mutual agreement between the District and the awarded Contractor be renewable for up to three (3) 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 May 2, 2019 @ 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 3, 2019 @ 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 3, 2019, 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 #2019-20 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 scheduled service will occur between fifty-one (51) School District sites and one additional stop, as needed. Sites may be added or deleted at the sole discretion of the District.

Services may also include same day pickup and delivery of tests, instructional materials, and sensitive information on an as needed basis.

6.2 The awarded Contractor is responsible for supplying, at its own expense, all supervision, labor, equipment, machines, tools, materials, vehicles, transportation and anything necessary to perform work.

6.3 Regularly Scheduled Service

6.3.1 Regular Schedule

Regularly Scheduled Service will be performed every day the District is open. Bidders should refer to Attachment A for the 2019/2020 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 Contractor with a minimum of one (1) week written notice. Said notices may only be executed by the Director of Purchasing or designee.

6.3.2 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 Contractor 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:
 - Northern Route – Monday, Wednesday and Friday
 - Southern 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.

6.3.3 Delivery Times

The awarded Contractor 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.

Bid #2019-20 Courier Services

- 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.

6.3.4 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 Northern Route; Tuesday and Thursday for the Southern 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

6.4 Same Day Pick Up and Delivery of Sensitive Information

Contractor 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. Contractor 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 Contractor will return the locked bag to the Accounting Department.

6.5 Same Day Pick Up and Delivery of Tests

Bid #2019-20 Courier Services

Contractor may be required to pick up and deliver tests from the Sebastian Administrative Annex to various school sites throughout St. Johns County. Contractor may also be required to pick up tests from various school sites and deliver back to the Sebastian Administrative Annex.

6.6 Same Day Pick Up and Delivery of Instructional Materials

Contractor may be required to pick up and deliver instructional materials, including but not limited to textbooks, from and to various school sites throughout St. Johns County.

6.7 The awarded Contractor 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.

6.8 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 Contractor.

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 and at the sole discretion of the District.

7.2 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 days may be more or less and at the sole discretion of the District.

7.3 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 and at the sole discretion of the District.

7.4 Bidders are required to provide pricing for same day pickup and delivery of tests from the Sebastian Administrative Annex to various school sites. Bidders must submit a base rate for up to 4 boxes. In addition, bidders are required to submit cost per individual box (after the first 4). The same pricing would apply when picking up tests from various school sites and delivering to the Sebastian Administrative Annex. Bid price must include all pulling, sorting, and handling of tests. An estimated annual number of same day pickup and delivery of tests is shown on the Bid Sheet. This is an estimate only. The actual number of pickups and deliveries may be more or less and at the sole discretion of the District.

Bid #2019-20 Courier Services

For Example Purposes Only:

Base Price for Contractor is \$20 for 4 boxes or less

Cost per Box Over Base Price (4 boxes) is \$3.00

Scenario 1

Contractor is picking up 2 boxes of tests for same day delivery

Total Cost to District would be \$20.00

Scenario 2

Contractor is picking up 4 boxes of tests for same day delivery

Total Cost to District would be \$20.00

Scenario 3

Contractor is picking up 6 boxes of tests for same day delivery.

Total Cost to District would be \$26.00

- \$20.00 for the first 4 boxes

- \$6.00 for the additional 2 boxes (2 x \$3.00)

- 7.5 Bidders are required to provide pricing for same day pickup and delivery of instructional materials from and to various school sites throughout St. Johns County. Bidders must submit a base rate for up to 4 boxes. In addition, bidders are required to submit cost per individual box (after the first 4). An estimated annual number of same day pickup and delivery of instructional materials is shown on the Bid Sheet. This is an estimate only. The actual number of pickups and deliveries may be more or less and at the sole discretion of the District.

For Example Purposes Only:

Base Price for Contractor is \$20 for 4 boxes or less

Cost per Box Over Base Price (4 boxes) is \$3.00

Scenario 1

Contractor is picking up 2 boxes of instructional materials for same day delivery

Total Cost to District would be \$20.00

Scenario 2

Contractor is picking up 4 boxes of instructional materials for same day delivery

Total Cost to District would be \$20.00

Scenario 3

Contractor is picking up 6 boxes of instructional materials for same day delivery.

Total Cost to District would be \$26.00

- \$20.00 for the first 4 boxes

- \$6.00 for the additional 2 boxes (2 x \$3.00)

Bid #2019-20 Courier Services

- 7.6 Additional courier services may be negotiated between the District and awarded Contractor.
- 7.7 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 ninety (90) 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.
- 7.8 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
- The number of same day Pick Up/Delivery of Tests and the awarded rate per box
- The number of same day Pick Up/Delivery of Instructional Materials and the awarded rate per box
- A copy of the sign off sheets

9.0 QUALIFICATIONS

- 9.1 Bidders responding to this bid must include a copy of their occupational license in their submittal.
- 9.2 Bidders responding to this bid must have at least three (3) years' experience providing identical or similar services.
- 9.3 Bidders responding to this bid are required to complete the Bidder Questionnaire (see Attachment C) and include in their submittal.

10.0 REFERENCES

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

Bid #2019-20 Courier Services

11.0 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 Contractor must list St. Johns County School Board as an additional insured.**

12.0 CONTRACTOR PAYMENT

The St. Johns County School District requires all Contractors 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 Contractor. 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 Contractors 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 Contractor. The email notification includes the invoice number, invoice date, and amount of payment. Once the Contractor receives the email the credit card has been authorized to charge for the amount listed in the email. When the Contractor charges the full amount authorized in the email the card will return to a zero balance until the next payment is authorized.

13.0 PURCHASE ORDERS

A Purchase Order issued by the Purchasing Department or from School Internal Accounts is the only legal authorization for Contractors 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 Contractor. Contractors 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 under the Purchasing Department.

Bid #2019-20 Courier Services

14.0 **PREPARATION AND SUBMISSION OF BID**

14.1 Bidder's are requested to organize their bids in the following sequence.

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

14.3 **Debarment Form**

14.4 **Drug Free Workplace Certification**

14.5 **Principal Place of Business**

14.6 **EDGAR Certifications**

14.7 **Insurance Coverage:** Insurance certificates evidencing coverage as specified in section 11.0 or a signed statement indicating that coverage meeting the required coverage will be obtained prior to the commencement of any work under this bid.

14.8 **Qualifications (including Attachment C Bidder Questionnaire)**

14.9 **References**

14.10 **Bid Sheet**

	Estimated Annual Number of Regularly Scheduled Stops	Cost per Stop
Regularly Scheduled Service Stops	12,240	\$
	Estimated Annual Number of Sensitive Information Stops	Cost per Stop
Sensitive Information Stops	40	\$
	Estimated Annual Number of Mail Sorts	Cost per Sort
Mail Sorting	240	\$
	Estimated Annual Number of Base Price Pickups for Tests	Cost per Base Price Pickup
Base Price of Same Day Pickup/Delivery of Tests. Base Price To Include 4 Boxes or Less	150	\$
	Estimated Annual Number of Boxes Over Base Price for Tests	Cost per Individual Box Over Base Price
Cost per Box of Same Day Pickup/Delivery of Tests For All Boxes Over Base Price	300	\$
	Estimated Annual Number of Base Price Pickups for Ins. Mat.	Cost per Base Price Pickup
Base Price of Same Day Pickup/Delivery of Instructional Materials. Base Price To Include 4 Boxes or Less	80	\$
	Estimated Annual Number of Boxes Over Base Price for Ins. Mat.	Cost per Individual Box Over Base Price
Cost per Box of Same Day Pickup/Delivery of Instructional Materials For All Boxes Over Base Price	40	\$

Company Name: _____

Authorized Signature: _____

Print Name: _____

Date: _____

Attachment A

ST. JOHNS COUNTY SCHOOL DISTRICT

MASTER CALENDAR

2019-2020 School Year

Board Approved December 12, 2017

Friday	August 2, 2019	Optional Teacher Planning Day
Monday-Friday	August 5, 7, 8, 9, 2019	Teacher Pre-Planning
Tuesday	August 6, 2019	Teacher Inservice Day
Monday	August 12, 2019	Students Report to Class
Monday	September 2, 2019	Labor Day- Student/Teacher Holiday ✓
Friday	October 11, 2019	First Quarter Ends
Monday	October 14, 2019	Teacher Planning Day - Student Holiday
Monday	November 11, 2019	Veteran's Day - Student/Teacher Holiday ✓
Wednesday - Friday	November 27-29, 2019	Thanksgiving Break - Student/Teacher Holiday (22)✓
Friday	December 20, 2019	Second Quarter/First Semester Ends *
Monday - Friday	Dec. 23, 2019-Jan. 3, 2020	Winter Break - Student/Teacher Holiday
Friday	January 3, 2020	Teacher Planning Day-Student Holiday ✓
Monday	January 6, 2020	Classes Resume for Students/Second Semester Begins
Monday	January 20, 2020	Martin Luther King Day - Student/Teacher Holiday ✓
Friday	January 31, 2020	Teacher Inservice Day - Student Holiday ✓
Monday	February 17, 2020	Presidents Day - Student/Teacher Holiday ✓
	TBA	FSA Writing (Grades 4-10)
Thursday	March 12, 2020	Third Quarter Ends
Friday	March 13, 2020	Teacher Planning Day-Student Holiday
Monday-Friday	March 16-20, 2020	Spring Break - Student/Teacher Holiday
Monday	March 23, 2020	Classes Resume for Students
Friday, Monday	April 10 & 13, 2020	Holiday - Student/Teacher Holiday
	April, May, 2020	FSA Testing (Reading, Math & Science)
	April, May, 2020	EOCs, AP, IB, District Exams
Wednesday	May 27, 2020	Last Day for Students*Fourth Quarter Ends
Thursday	May 28, 2020	Last Day for Teachers - Teacher Planning Day
	May - TBA	Graduations (Schools/Locations TBD)

***ALL Schools** will be dismissed **1 hour** early on Dec 20, 2019 and May 27, 2020

All Schools participate in a weekly early release on Wednesday: Elementary @ 1:50, Middle @ 1:00, High @ 2:45

Interims Issued: September 10, 2019	Report Cards: October 29, 2019
Interims Issued: November 15, 2019	Report Cards: January 17, 2020
Interims Issued: February 6, 2020	Report Cards: March 31, 2020
Interims Issued: April 21, 2020	Report Cards: May 27, 2020 - * Elementary only

✓ 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

August - All Pillars	October - Responsibility	December - All Pillars	February - Caring	April - All Pillars
September - Fairness	November - Citizenship	January - Respect	March - Trustworthiness	May - Citizenship

(Emphasis on Patriotism)

Bid #2019-20 Courier Services

Attachment B

SCHOOLS

Crookshank Elementary

904-547-7840
1455 N. Whitney Street
St. Augustine, FL 32084

Evelyn Hamblen Center

904-547-8560
1 Christopher Street
St. Augustine, FL 32084

Gamble Rogers Middle School

904-547-8700
6250 US #1 South
St. Augustine, FL 32086

First Coast Technical College

904-547-3282
2980 Collins Ave
St. Augustine, FL 32084

First Coast Technical College

904-547-3542
3640 Gaines Road
St. Augustine, FL 32084

W. D. Hartley Elementary

904-547-8400
260 Cacique Drive
St. Augustine, FL 32086

Ketterlinus Elementary

904-547-8540
67 Orange Street
St. Augustine, FL 32084

Otis Mason Elementary

904-547-8440
207 Mason Manatee Way
St. Augustine, FL 32086

R.J. Murray Middle School

904-547-8470
150 N. Holmes Blvd
St. Augustine, FL 32084

Osceola Elementary

904-547-3780
1605 Osceola Elementary Road
St. Augustine, FL 32084

SOUTHERN ROUTE

Pedro Menendez High School

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

R.B Hunt Elementary

904-547-7960
125 Magnolia Drive
St. Augustine, FL 32080

St. Augustine High School

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

St. Johns Tech High School

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

Sebastian Middle School

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

South Woods Elementary

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

Webster Elementary

904-547-3860
420 N. Orange Street
St. Augustine, FL 32084

SERVICED ON AS NEEDED

BASIS

Hastings Youth Academy

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

DISTRICT OFFICES

District Office (2/day)

904-547-7500
40 Orange Street
St. Augustine, FL 32084

Fullerwood (2/day)

Tuesday and Thursday

904-547-7629
10 Hildreth Drive
St. Augustine, FL 32084

Maintenance

904-547-3707
299 School House Road
St. Augustine, FL 32084

**Purchasing Warehouse
Bldg J**

904-547-8990
2980 Collins Ave
St. Augustine, FL 32084

**Sebastian Administrative Annex
Bldg 5**

904-547-8941
3015 Lewis Speedway
St. Augustine, FL 32084

Transportation @ Crookshank

904-547-7810
1455 North Whitney Street
St. Augustine, FL 32084

**Excelsior Center – Pomar St.
Entrance**

102 ML King Ave
St. Augustine, FL 32084

NORTHERN ROUTE

SCHOOLS

Bartram Trail High School
904-547-8340
7399 Longleaf Pine Pkwy
St. Johns, FL 32259

Creekside High School
904-547-7300
100 Knights Lane
St. Johns, FL 32259

Cunningham Creek Elementary
904-547-7860
1205 Roberts Road
St. Johns, FL 32259

Durbin Creek Elementary
904-547-3881
4100 Racetrack Road
St. Johns, FL 32259

Freedom Crossing Academy
904-547-4230
1365 Shetland Drive
Saint Johns, FL 32259

Fruit Cove Middle School
904-547-7880
3180 Race Track Road
St. Johns, FL 32259

Hickory Creek Elementary
904-547-7450
235 Hickory Creek Trail
St. Johns, FL 32259

Julington Creek Elementary
904-547-7980
2316 Racetrack Road
St. Johns, FL 32259

Alice B. Landrum Middle School
904-547-8410
230 Landrum Lane
Ponte Vedra Bch., FL 32082

Liberty Pines Academy
904-547-7900
10901 Russell Sampson Road
St. Johns, FL 32259

Mill Creek Academy
904-547-3720
3750 International Golf Pkwy
St. Augustine, FL 32092

Nease High School
904-547-8300
10550 Ray Road
Ponte Vedra, FL 32081

Ocean Palms Elementary
904-547-3760
355 Landrum Lane
Ponte Vedra Bch., FL 32082

Pacetti Bay Middle School
904-547-8760
245 Meadowlark Lane
St. Augustine, FL 32092

Palencia Elementary
904-547-4010
355 Palencia Village Drive
St. Augustine, FL 32095

Palm Valley Academy
904-547-4201
700 Bobcat Lane
Ponte Vedra, FL 32081

Patriot Oaks Academy
(904) 547-4050
475 Longleaf Pine Pkwy
St. Johns, FL 32259

Picolata Crossing Elementary
904-547-4161
2675 Pacetti Road
St. Augustine, FL 32092

Ponte Vedra High School
904-547-7350
460 Davis Park Road
Ponte Vedra, FL 32081

PV PV/Rawlings Elementary
904-547-8565
630 A1A North
Ponte Vedra Beach, FL 32082

Switzerland Point Middle School
904-547-8650
777 Greenbriar Road
St. Johns, FL 32259

Timberlin Creek Elementary
904-547-7400
555 Pine Tree Lane
St. Augustine, FL 32092

Wards Elementary
904-547-8730
6555 State Rd. 16
St. Augustine, FL 32092

Valley Ridge Academy
(904) 547-4090
105 Greenleaf Drive
Ponte Vedra, FL 32081

DISTRICT OFFICES

District Office (2/day)
904-547-7500
40 Orange Street
St. Augustine, FL 32084

Facilities @ O'Connell
904-547-8150
3720 International Golf Pkwy
St. Augustine, FL 32092

Fullerwood (2/day)
Monday, Wednesday and Friday
904-547-7629
10 Hildreth Drive
St. Augustine, FL 32084



ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex

Purchasing Department

3015 Lewis Speedway, Building 5

St. Augustine, Florida 32084

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

*Patrick Snodgrass, CPSM
Director of Purchasing*

May 2, 2019

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #1** to Bid #2019-20 Courier Services.

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

1. **Question:** Who is the incumbent?

Answer: The current awarded contractor for Bid #2015-22 is Boyett Enterprises LLC dba Blue Streak Couriers.

2. **Question:** What is the final year total amount?

Answer: Fiscal Year 2017-2018 annual spend was approximately \$68,800.

3. **Question:** How many drivers does the incumbent use for this contract?

Answer: It is unknown how many drivers the awarded contractor uses for this contract.

4. **Question:** What size vehicle does this contract requires?

Answer: It is unknown what size vehicle this contract requires. The awarded contractor will be responsible for transporting daily mailbags, sensitive information and other information.

5. **Question:** I am interested in bidding on the courier services RFP. Could you help me obtain the previous contract?

Answer: Yes, Bid #2015-22 and pricing are attached.

6. **Question:** Can you please forward the existing contract and pricing for courier services please?

Answer: Yes, Bid #2015-22 and pricing are attached.

7. **Question:** What is the current yearly total for the existing contract in place?

Answer: Fiscal Year 2017-2018 annual spend was approximately \$68,800.

8. **Question:** What is the current cost for “Regularly Scheduled Service Stops”?

Answer: See attached tabulation sheet.

9. **Question:** What is the current cost for “Sensitive Information Stops”?

Answer: See attached tabulation sheet.

10. **Question:** What is the current cost for “Mail Sorting”?

Answer: See attached tabulation sheet.

11. **Question:** What is the current cost for “Base Price of Same Day Pickup/Delivery of Tests. Base Price To Include 4 Boxes or Less”?

Answer: Bid #2015-22 did not include this service and there is no bid cost.

12. **Question:** What is the current cost for “Cost per Box of Same Day Pickup/Delivery of Tests For All Boxes Over Base Price”?

Answer: Bid #2015-22 did not include this service and there is no bid cost.

13. **Question:** What is the current cost for “Base Price of Same Day Pickup/Delivery of Instructional Materials. Base Price To Include 4 Boxes or Less”?

Answer: Bid #2015-22 did not include this service and there is no bid cost.

14. **Question:** What is the current cost for “Cost per Box of Same Day Pickup/Delivery of Instructional Materials For All Boxes Over Base Price”?

Answer: Bid #2015-22 did not include this service and there is no bid cost.

15. **Question:** Are the services being received now the same as what is outlined in this ITB?

Answer: No, additional school district sites and additional services have been added since the inception of Bid #2015-22.

16. **Question:** Who is currently providing the services?

Answer: The current awarded contractor for Bid #2015-22 is Boyett Enterprises LLC dba Blue Streak Couriers.

17. **Question:** 6.3.1 Regular Schedule: “Regularly Scheduled Service will be performed every day the District is open: Bidders should refer to Attachment A for the 2019/2020

School Master Calendar for information regarding school holidays and closings.”: Are services required year round or only when school is in session? If the latter is the case what is the date range where services are needed?

Answer: Services are required year round.

18. **Question:** In an average year how many service days are needed?

Answer: Approximately 240 days.

19. **Question:** Are the dates listed in Attachment A dates where service is not required? If this is the case is service required on all other days of the year; Monday-Friday?

Answer: Service is required approximately 240 days, Monday through Friday.

20. **Question:** If the above is not the case, can you please list all dates where service is not required and outline when service is required.

Answer: Service is not required on Saturday and Sunday and observed holidays; September 2, 2019; November 11, 2019; November 27-29, 2019; December 23, 2019 – January 3, 2020; January 20, 2020; February 17, 2020; March 20, 2020; April 10, 2020; May 25, 2020. These dates are subject to change at the discretion of the District.

21. **Question:** Is service required on ‘Interims issued’ and ‘Report Cards’ days?

Answer: Yes.

22. **Question:** Is the expectation that the Northern Route is run Mondays, Wednesdays and Fridays only and the Southern Route run Tuesdays and Thursdays only?

Answer: No, both Northern and Southern routes are ran Monday through Friday. On Mondays, Wednesdays and Fridays the driver(s) servicing the Northern route must first stop at Fullerwood. Some materials may require delivery to schools on the Northern route. On Tuesdays and Thursdays the driver(s) servicing the Southern route must first stop at Fullerwood. Some materials may require delivery to schools on the Southern route.

Thank you for your continued participation in the bid process.

Sincerely,



Patrick Snodgrass
Director of Purchasing

St. Johns County School District
PURCHASING DEPARTMENT
40 Orange Street
St. Augustine, FL 32084



INVITATION TO BID (ITB)

REQUIRED RESPONSE FORM

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

INVITATION TO BID TITLE: Courier Services

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

BID DUE DATE AND TIME: May 15, 2015 @ 1:30 pm
BID OPENING DATE AND TIME: May 15, 2015 @ 2:00 pm

CONTACT: Patrick Snodgrass
Director of Purchasing
(904) 547-7700
patrick.snodgrass@stjohns.k12.fl.us

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.

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 initiated 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, 40 Orange Street, 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. 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.

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)

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

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- 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.

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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)**

Days	South	North
Monday, Wednesday and Friday	23	24
Tuesday and Thursday	21	26

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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

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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.

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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 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

	Estimated Annual Number of Stops	Cost per Stop
Regularly Scheduled Service Stops	11,280	\$
Sensitive Information Stops	40	\$
	Estimated Annual Number of Mail Sorts	Cost per Sort
Mail Sorting	240	\$

Company Name _____

Authorized Signature _____

Print Name _____

Date _____

**MASTER CALENDAR
2015-2016 School Year**

Board Approved December 9, 2014

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

**For Testing Dates See Testing Calendar TBD

***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

Interims Issued: September 11, 2015	Report Cards: October 26, 2015
Interims Issued: November 13, 2015	Report Cards: January 11, 2016
Interims Issued: February 12, 2016	Report Cards: April 4, 2016
Interims Issued: April 28, 2016	Report Cards: May 26, 2016

✓ 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

August - All Pillars October - Responsibility December - All Pillars February - Caring April - All Pillars
 September - Fairness November - Citizenship January - Respect March - Trustworthiness May - Citizenship

(Emphasis on Patriotism)

SOUTHERN ROUTE

SCHOOLS

Crookshank Elementary

904-547-7840
1455 N. Whitney St.
St. Augustine, FL 32084
Paul Goricki, Principal

Evelyn Hamblen Center

904-547-8560
1 Christopher St.
St. Augustine, FL 32084
Patricia McMahon, Principal

Gamble Rogers Middle School

904-547-8700
6250 US #1 South
St. Augustine, FL 32086
Greg Bergamasco, Principal

W. D. Hartley Elementary

904-547-8400
260 Cacique Dr.
St. Augustine, FL 32086
Joy Taylor, Principal

Ketterlinus Elementary

904-547-8540
67 Orange St.
St. Augustine, FL 32084
Kathy Tucker, Principal

Otis Mason Elementary

904-547-8440
207 Mason Manatee Way
St. Augustine, FL 32086
Kim Dixon, Principal

R.J. Murray Middle School

904-547-8470
150 N. Holmes Blvd.
St. Augustine, FL 32084
Tom Schwarm, Principal

Osceola Elementary

904-547-3780
1605 Osceola Elementary Rd St.
Augustine, FL 32084
Tina Waldrop, Principal

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

SERVICED AS NEEDED
SEE SECTION 6.2 OF BID

Hastings Youth Academy

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

DISTRICT OFFICES

District Office (2/day)

904-547-7500
40 Orange St.
St. Augustine, FL 32084

Fullerwood (2/day)

Monday, Wednesday & Friday

904-547-7629
10 Hildreth Dr.
St. Augustine, FL 32084

Maintenance

904-547-3707
299 School House Rd.
St. Augustine, FL 32084
Shane Walton, Director of Maintenance

Purchasing Warehouse

Bldg J

904-547-8990
2980 Collins Ave.
St. Augustine, FL 32084
Joe Outlaw, Property Control

Transportation @ Crookshank

904-547-7810
1455 North Whitney St.
St. Augustine, FL 32084
Joe Purvis, Director

Guidance and Choice

904-547-8083
2980 Collins Avenue Building 1
St. Augustine, FL 32084
Denise Faulk, Director

NORTHERN ROUTE

SCHOOLS

Bartram Trail High School
904-547-8340
7399 Longleaf Pine Pkwy.
St. Johns, FL 32259
Dawn Sapp, Principal

Creekside High School
904-547-7300
100 Knights Ln.
St. Johns, FL 32259
Randy Johnson, Principal

Cunningham Creek Elementary
904-547-7860
1205 Roberts Rd.
St. Johns, FL 32259
Jud Strickland, Principal

Durbin Creek Elementary
904-547-3881
4100 Racetrack Rd.
St. Johns, FL 32259
Sandra McMandon, Principal

Fruit Cove Middle School
904-547-7880
3180 Race Track Rd.
St. Johns, FL 32259
Lynn O'Connor, Principal

Hickory Creek Elementary
904-547-7450
235 Hickory Creek Trail
St. Johns, FL 32259
Bethany Groves, Principal

Julington Creek Elementary
904-547-7980
2316 Racetrack Rd.
St. Johns, FL 32259
Michael Story, Principal

Alice B. Landrum Middle School
904-547-8410
230 Landrum Lane
Ponte Vedra Bch., FL 32082
Jewel Johnson, Principal

Liberty Pines K-8
904-547-7900
10901 Russell Sampson Rd.
St. Johns, FL 32259
Judith Thayer, Principal

Mill Creek Elem.
904-547-3720
3750 International Golf Pkwy
St. Augustine, FL 32092
Amanda Riedl, Principal

Nease High School
904-547-8300
10550 Ray Rd.
Ponte Vedra, FL 32081
Kyle Dresback, Principal

Ocean Palms Elementary
904-547-3760
355 Landrum Lane
Ponte Vedra Bch., FL 32082
Jessica Richardson, Principal

Pacetti Bay Middle School
904-547-8760
245 Meadowlark Ln.
St. Augustine, FL 32092
Jay Willets, Principal

Ponte Vedra High School
904-547-7350
460 Davis Park Rd.
Ponte Vedra, FL 32081
Steve McCormick, Principal

PV PV/Rawlins Elementary
904-547-8565
630 A1A North
Ponte Vedra Beach, FL 32082
Kathleen Furness, Principal

Switzerland Point Middle School
904-547-8650
777 Greenbriar Rd.
St. Johns, FL 32259
Lisa Kunze, Principal

Timberlin Creek Elementary
904-547-7400
555 Pine Tree Lane
St. Augustine, FL 32092
Christine Stephan, Principal

Wards Elementary
904-547-8730
6555 State Rd. 16
St. Augustine, FL 32092
Edith Jarriel, Principal

Palencia Elementary
904-547-4010
355 Palencia Village Drive
St. Augustine, FL 32095
Allen Anderson, Principal

Patriot Oaks Academy
(904) 547-4050
475 Longleaf Pine Parkway
St. Johns, Florida 32259
Emily Harrison, Principal

Valley Ridge Academy
(904) 547-4090
105 Greenleaf Drive
Ponte Vedra, Florida 32081
Wayne King, Principal

DISTRICT OFFICES

District Office (2/day)
904-547-7500
40 Orange St.
St. Augustine, FL 32084

Facilities @ O'Connell
904-547-8151
3720 International Golf Pkwy
St. Augustine, FL 32092
Paul Rose, Director

**Fullerwood (2/day)
Tuesday & Thursday**
904-547-7629
10 Hildreth Dr.
St. Augustine, FL 32084



ST. JOHNS COUNTY SCHOOL DISTRICT

Purchasing Department

40 Orange Street

St. Augustine, Florida 32084

Telephone (904) 547-7700 FAX (904) 547-7705

*Patrick Snodgrass, CPSM
Director of Purchasing*

*School Board Administration Center
Historic St. Augustine*

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,

A handwritten signature in cursive script that reads 'Patrick Snodgrass'.

Patrick Snodgrass
Director of Purchasing

Joseph G. Joyner, Ed.D.
Superintendent



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.

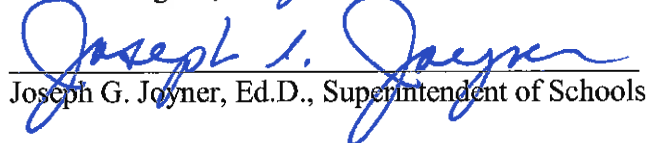
Action Required: Approval of the Superintendent's recommendation.

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

Respectfully submitted,



Michael Degutis, Chief Financial Officer



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

**St. Johns County
School District**



ST. JOHNS COUNTY SCHOOL DISTRICT

Purchasing Department

40 Orange Street

St. Augustine, Florida 32084

Telephone (904) 547-7700 FAX (904) 547-7705

Patrick Snodgrass, CPSM

Director of Purchasing

School Board Administration Center

Historic St. Augustine

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

Joseph G. Joyner, Ed.D.
Superintendent



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.

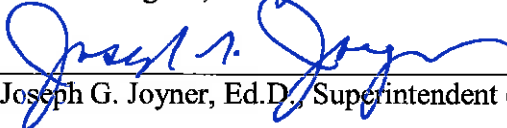
Action Required: Approval of the Superintendent's recommendation.

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

**St. Johns County
School District**



ST. JOHNS COUNTY SCHOOL DISTRICT

Purchasing Department

40 Orange Street

St. Augustine, Florida 32084

Telephone (904) 547-7700 FAX (904) 547-7705

Frank Clark, C.P.M.
Director of Purchasing

School Board Administration Center
Historic St. Augustine

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

Date

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

Sincerely,


Frank Clark
Director for Purchasing

Joseph G. Joyner, Ed.D.
Superintendent



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.

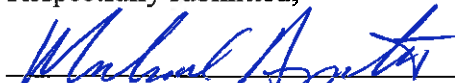
Fiscal Impact: Funding for services performed under this bid are included in the budget of the Purchasing Department.

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

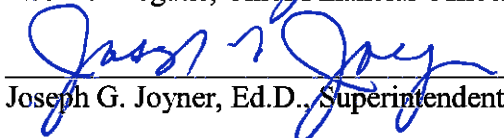
Action Required: Approval of the Superintendent's recommendation.

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

Respectfully submitted,

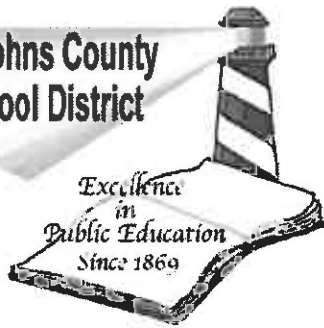


Michael Degutis, Chief Financial Officer



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

**St. Johns County
School District**



ST. JOHNS COUNTY SCHOOL DISTRICT

Purchasing Department

40 Orange Street
St. Augustine, Florida 32084
Telephone (904) 547-7700 FAX (904) 547-7705

Frank Clark C.P.M.
Director of Purchasing

*School Board Administration Center
Historic St. Augustine*

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,

A handwritten signature in cursive script that reads "Frank Clark".

Frank Clark
Director of Purchasing

**St. Johns County
School District**



ST. JOHNS COUNTY SCHOOL DISTRICT

Purchasing Department

40 Orange Street

St. Augustine, Florida 32084

Telephone (904) 547-7700 FAX (904) 547-7705

Frank Clark, C.P.M.

Director of Purchasing

School Board Administration Center

Historic St. Augustine

May 2, 2012

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

Dear Vendor:

md

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 16, 2012.

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

Date

5/21/12

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

Sincerely,

A handwritten signature in black ink, appearing to be "Frank Clark".

Frank Clark
Director for Purchasing

Joseph G. Joyner, Ed.D.
Superintendent



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.

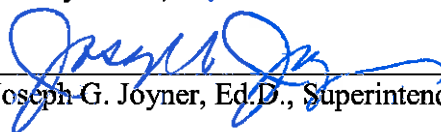
Action Required: Approval of the Superintendent's recommendation.

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

**St. Johns County
School District**



ST. JOHNS COUNTY SCHOOL DISTRICT

Purchasing Department

40 Orange Street
St. Augustine, Florida 32084
Telephone (904) 547-7700 FAX (904) 547-7705

Frank Clark, C.P.M.
Director of Purchasing

*School Board Administration Center
Historic St. Augustine*

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

A large, stylized handwritten signature in black ink, appearing to be "F. Clark", written over a horizontal line.

Date

5-06-11

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

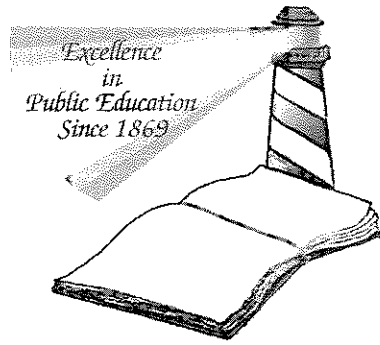
Sincerely,

A smaller, handwritten signature in black ink, appearing to be "F. Clark", written over a horizontal line.

Frank Clark
Director for Purchasing

St. Johns County School District
40 Orange Street
St. Augustine, Florida 32084
(904) 547-7500
www.stjohns.k12.fl.us

Joseph G. Joyner, Ed.D.
Superintendent



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.

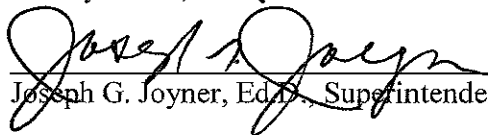
Action Required: Approval of the Superintendent's recommendation.

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

TABULATION SHEET

Item	Description	Annual # of Stops	Sonlight Courier, Inc.		Linda Kelley		Southeast Courier, Inc.		St. Johns Courier		Medical Logistic Solutions, Inc.	
			Cost Per Stop	Annual Cost	Cost Per Stop	Annual Cost	Cost Per Stop	Annual Cost	Cost Per Stop	Annual Cost	Cost Per Stop	Annual Cost
1.	Regular Schedule	8,815	\$ 3.83	\$33,761.45	\$ 4.413	\$38,900.60	\$ 6.00	\$52,890.00	\$ 5.30	\$46,719.50	\$ 6.35	\$55,975.25
2.	Summer Schedule	466	\$ 2.75	\$ 1,281.50	\$ 7.589	\$ 3,536.47	\$ 4.00	\$ 1,864.00	\$ 10.00	\$ 4,660.00	\$ 12.12	\$ 5,647.92
3.	Additional Charge for Payroll Delivery (11.50 months)	945	234/month	\$ 2,691.00	\$ 3.007	\$ 2,841.62	\$ 3.00	\$ 2,835.00	255/mo	\$ 2,932.50	\$ 2.00	\$ 1,890.00
Item	Description	Annual # of Sorts	Cost Per Sort	Annual Cost	Cost Per Sort	Annual Cost	Cost Per Sort	Annual Cost	Cost Per Sort	Annual Cost	Cost Per Sort	Annual Cost
4.	Mail Sorting	230	\$ 39.50	\$ 9,085.00	\$ 62.609	\$14,400.07	\$ 20.00	\$ 4,600.00	\$ 45.00	\$10,350.00	\$ 45.00	\$10,350.00
	Total			\$46,818.95		\$59,678.75		\$62,189.00		\$64,662.00		\$73,863.17

Five valid bids received. Recommend award to Sonlight Courier, Inc.

		Boyett Enterprises, LLC, dba, Blue Streak Couriers		Coastal Courier, Inc.		Sonlight Courier, Inc.	
Description	Estimated Annual # of Stops	Cost per Stop	Annual Cost	Cost per Stop	Annual Cost	Cost per Stop	Annual Cost
Regularly Scheduled Service Stops	11,280	\$4.09	\$46,135.20	\$5.00	\$56,400.00	\$4.25	\$47,940.00
Sensitive Information Stops	40	\$4.09	\$163.60	\$7.24	\$289.60	\$6.00	\$240.00
	Estimated Annual # of Mail Sorts	Cost per Sort	Annual Cost	Cost per Sort	Annual Cost	Cost per Sort	Annual Cost
Mail Sorting	240	\$30.00	\$7,200.00	\$32.00	\$7,680.00	\$40.00	\$9,600.00
Total		\$53,498.80		\$64,369.60		\$57,780.00	

Three (3) valid responses received. Recommend award to Boyett Enterprises, LLC, dba, Blue Streak Couriers.