

**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.: 2021-14  
RELEASE DATE: February 26, 2021

**INVITATION TO BID TITLE: Integrated Pest Management**

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

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

**BID DUE DATE AND TIME: April 1, 2021 @ 1:30 pm**  
**BID OPENING DATE AND TIME: April 1, 2021 @ 2:00 pm**

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](mailto: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 Firm	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.

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(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.

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

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**(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.

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**RECORDS RETENTION**

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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.

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**RECOVERED MATERIALS**

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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.**

Firm's Name: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_



## St. Johns County School District E-Verify Requirements

- A. Pursuant to Section 448.095, Florida Statutes, Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision.
- B. Subcontractors
1. Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
  2. Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as stated in Section 448.095, Florida Statutes.
  3. Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.
- C. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services.
- D. It is the responsibility of the vendor/contractor to insure compliance with E-verify requirements (as applicable). To enroll in E-Verify, employers should visit the E-Verify website (<http://www.uscis.gov/e-verify>) and follow the instructions. The employer must retain the I-9 Forms for inspection. By affixing your signature below you hereby affirm that you will comply with E-Verify requirements.

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_

# Bid #2021-14 Integrated Pest Management

## 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 SJCS D) is requesting bid pricing from qualified suppliers to incorporate integrated pest management (IPM) procedures for control of structural and landscape pests as referenced under IPM Policy Statement by United States Environmental Protection Agency (EPA) and University of Florida (UF) [http://schoolipm.ifas.ufl.edu/newtech\\_d1.htm](http://schoolipm.ifas.ufl.edu/newtech_d1.htm) . IPM involves controlling pests by the most practical mechanical, physical, cultural, or biological methods first. It finally resorts, if necessary, to the judicious use of chemical control with the least harm to people and the environment. It involves preplanned steps of attack to continually keep pest populations below intolerable levels. Strategies for maintaining pest populations will be influenced by the pest species and whether or not that species poses a threat to people, property, or the environment. IPM procedures will determine when to control pests and whether practitioners are expected to use current comprehensive information on the pest and its environment and the best available pest control method.

1.2 SJCS D's intentions are to use IPM principles to prevent unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable and/or feasible. Selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. When it is determined that a pesticide must be used in order to meet management goals, the least hazardous will be chosen. The application of pesticides is subject to the Federal Insecticide Fungicide and Rodenticide Act (7 United States Code 136), School District Policies and Procedures, Environmental Protection Agency Regulations Title Code 40 of Federal Regulations, Occupational Safety and Health Administration Regulations, and State and Local Regulations.

1.3 **All Contractors requiring access to schools and facilities will be required to participate in a COVID-19 Health Screening Process. This will remain in effect until further notice.**

#### 2.0 INSTRUCTIONS FOR BID SUBMITTAL

2.1 All bids must be received no later than April 1, 2021 @ 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

## **Bid #2021-14 Integrated Pest Management**

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 #2021-14 Integrated Pest Management" 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.

The manually signed original shall be clearly marked as "ORIGINAL". Once accepted, all original proposals and any copies of proposals become the sole property of SJCSO and may be retained by SJCSO or disposed of in any manner SJCSO deems appropriate.

- 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.
- 2.8 Bids not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of SJCSO.
- 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 SJCSO with the services specified in the bid.
- 2.10 Pursuant to Florida Statute, it is the practice of SJCSO 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 SJCSO, 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

## **Bid #2021-14 Integrated Pest Management**

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 SJCSO 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 SJCSO 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 SJCSO reserves the right, prior to Board approval, to withdraw the bid or portions thereof, without penalty.
- 3.4 SJCSO reserves the right to: (1) accept the bid of any firm to be in the best interest of the school district and (2) to reject any and/or all bids.
- 3.5 SJCSO 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 SJCSO to award this bid to one or more sources, as determined to be in the best interest of SJCSO.
- 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 July 1, 2021 to June 30, 2022 and may by mutual agreement between SJCSO 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**



## **Bid #2021-14 Integrated Pest Management**

- 5.1 Any questions and inquiries concerning the Bid must be submitted via email to Patrick Snodgrass of the SJCSO Purchasing Department no later than March 15, 2021 @ 12:00 PM to:

Patrick Snodgrass  
Director of Purchasing  
[patrick.snodgrass@stjohns.k12.fl.us](mailto:patrick.snodgrass@stjohns.k12.fl.us)

Questions and inquiries received after the said date will not be considered. Questions and inquiries must reference the Bid number.

- 5.2 Those interpretations or responses to all questions and inquiries which may affect the eventual outcome of this solicitation will be posted to the DemandStar website [www.demandstar.com](http://www.demandstar.com) for all prospective Bidders to view no later than 5:00 PM, March 16, 2021.

Only the interpretation or response given by the SJCSO Purchasing Department representative, 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 Invitation to Bid. All such interpretations and supplemental instructions will be in the form of written Addenda to the Invitation to Bid.

- 5.3 Copies of addendum will also be made available for inspection at SJCSO's Purchasing Department where bid documents will be kept on file.
- 5.4 No Addendum will be issued later than March 16, 2021, 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.
- 5.5 School board members, and school board personnel (except the Purchasing Department representative referenced above) are *not to be contacted* prior to the School Board's decision to approve or reject the final recommendation presented to it by the Superintendent. At the discretion of SJCSO, failure to comply with this requirement will be grounds for disqualification.

Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Proposals and continue through and include the date the St. Johns County School Board makes its determination to approve or reject the final recommendations.

Failure to meet any of these requirements may disqualify a Respondent from consideration.

## **6.0 NON-MANDATORY SITE VISITS**

- 6.1 An estimated square footage of facilities is shown on the Bid Sheet. This is an estimate only and the actual square footage may be larger or smaller. Bidders are responsible to take their own field measurements.

## **Bid #2021-14 Integrated Pest Management**

6.2 An estimated number of portable buildings projected for the 2021-2022 school year is shown on the Bid Sheet. This number may increase or decrease at the sole discretion of SJCS D.

6.2 Bidders are to become familiar with local conditions that may in any manner effect the services required. Non-Mandatory Site Visits will allow bidders to take their own measurements to prepare an appropriate bid. The bidder is required to carefully examine the terms and to become familiar with any and all conditions and requirements that may in any manner effect the work to be performed under this bid. No additional allowance will be made due to lack of knowledge of these conditions.

6.3 If a bidder desires to visit a site, appointments must be made with each school or facility point of contact prior to a site visit. Contact information for each site is included in **Attachment A**.

Tocoi Creek High and Pine Island Academy are currently under construction and not available for site visits.

6.4 Any questions or inquiries resulting from a site visit must be submitted as instructed in Section 5.0.

### **7.0 INVOICING**

7.1 All invoices must be submitted to the SJCS D Accounts Payable Department for processing.

7.2 Invoicing must be submitted separately per school/facility.

7.3 Monthly service charges for Food Service must be invoiced separately from the school/facility's main service area without duplication of invoice numbers.

7.4 A monthly statement for the Food Service areas must be sent to the SJCS D Food Service Department itemizing the school's name, the invoice number and the amount charged to each school.

### **8.0 SCOPE OF SERVICES**

#### **8.1 General**

A. Description of Program: This specification is part of a comprehensive Integrated Pest Management (IPM) program for the premises listed herein. IPM is a process for achieving long-term, environmentally sound pest suppression and prevention through the use of a wide variety of technological and management practices. Control strategies in a IPM program include:

- Structural and procedural modifications to reduce food, water, harborage, and access used by pests.

## **Bid #2021-14 Integrated Pest Management**

- Pesticide compounds, formulations, and application methods that present the lowest potential hazard to humans and the environment.
  - Non-pesticide technologies such as trapping and monitoring devices.
  - Coordination among all facilities management programs that have a bearing on the pest control effort.
- B. Contractor Service Requirements: The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the monitoring, trapping, pesticide application, and pest removal components of the IPM program. The Contractor shall also provide detailed, site specific recommendations for structural and procedural modifications to aid in pest prevention.
- C. Contractor technician shall sign in at front office or front desk as a “visitor”. Pest site logs and Safety Data Sheets (SDS) shall be retained at each site by Contractor.

### 8.2 Pests Included and Excluded

A. The Contractor shall adequately suppress the following pests:

1. Rodents, fleas, insects, arachnids, and other arthropods.
2. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
3. Nests of stinging insects within the property boundaries of the specified buildings.
4. Individuals of all excluded pest populations that are incidental invaders inside the specified building, including winged termite swarmer’s emerging indoors.

B. Populations of the following pests are excluded from this contract:

1. Termites and other wood destroying organisms.
2. Mosquitoes.
3. Pests that primarily feed on outdoor vegetation.

### 8.3 Pest Control Plan

Each bid shall be accompanied by a detailed and comprehensive Pest Control Plan (explained below) and a detailed and comprehensive Quality Control Program (see Specification 8.4). Award of any contract resulting from this Invitation To Bid will be to the lowest responsive and responsible bidder who has provided acceptable Pest Control and Quality Control Plans. SJCS D shall be the sole judge in the exercise of its discretion for determining whether the Pest Control and Quality Control Plans are acceptable. **NOTICE TO BIDDERS: Bids received without Pest Control AND Quality Control Plans will be considered non-responsive.**

The Pest Control Plan shall consist of five parts as follows:

## Bid #2021-14 Integrated Pest Management

- A. Proposed materials and equipment for service: The Contractor shall provide current labels and Safety Data Sheets for all pesticides to be used, and brand names of pesticide application equipment, rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, pest detection equipment, and any other pest control devices or equipment that may be used to provide service.
- B. Proposed methods for monitoring and detection: The Contractor shall describe methods and procedures to be used for identifying sites of pest harborage and access, and for making objective assessments of pest population levels throughout the term of the contract.
- C. Service schedule for each building or site: The Contractor shall provide complete service and monitor schedules that include weekly or monthly frequency of Contractor visits, specific day(s) of the week of Contractor visits, and approximate duration of each visit. Initial set-up, infestations, and reoccurrences shall be monitored on an as needed basis. Food Service serves breakfast and lunch to students so coordination of service to the school cafeterias will need to be made when not serving meals.
- D. Description of any structural or operational changes that would facilitate the pest control effort: The Contractor shall describe site specific solutions for observed sources of pest food, water, harborage, and access.
- E. Commercial Pesticide Applicator Certificates or Licenses: The Contractor shall provide photocopies of State issued Commercial Pesticide Applicator Certificates or Licenses for every contractor employee who will be performing on-site service under this contract.

The Contractor shall be responsible for carrying out work according to the approved Pest Control Plan. The Contractor shall receive the concurrence of the Maintenance Manager prior to implementing any subsequent changes to the approved Pest Control Plan, including additional or replacement pesticides and on-site service personnel.

### 8.4 Quality Control Plan

Each bid shall be accompanied by a detailed and comprehensive Pest Control Plan (see Specification 8.3) and a detailed and comprehensive Quality Control Plan (explained below). Award of any contract resulting from this Invitation To Bid will be to the lowest responsive and responsible bidder who has provided acceptable Pest Control and Quality Control Plans. SJCS D shall be the sole judge in the exercise of its discretion for determining whether the Pest Control and Quality Control Plans are acceptable. **NOTICE TO BIDDERS: Bids received without Pest Control AND Quality Control Plans will be considered non-responsive.**

The Quality Control Plan shall include at least the following items:

- A. Inspection System: The Contractor's quality control inspection system shall cover all the services stated in this contract. The purpose of the system is to detect and

## Bid #2021-14 Integrated Pest Management

correct deficiencies in the quality of services before the level or performance becomes unacceptable and/or the Maintenance Manager identifies the deficiencies.

- B. Checklist: A quality control checklist shall be used in evaluating contract performance during regularly scheduled and unscheduled inspections. The checklist shall include every building or site serviced by the Contractor as well as every task required to be performed.
- C. File: A quality control file shall contain a record of all inspections conducted by the Contractor and any corrective actions taken. The file shall be maintained throughout the term of the contract and made available to the Maintenance Manager upon request.
- D. Inspector(s): The Contractor shall state the name(s) of the individual(s) responsible for performing the quality control inspections.

### 8.5 Record Keeping

The Contractor shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. The records shall be kept on-site and maintained on each visit by the Contractor. Each logbook or file shall contain at least the following items:

- A. Pest Control Plan: A copy of the Contractor's approved Pest Control Plan, including labels and Safety Data sheets for all pesticides used in the building, brand names of all pest control devices and equipment used in the building, and the Contractor's service schedule for the building.
- B. GSA Forms 3638: Field Office copies of GSA Form 3638, Pest Control Work and Inspection Report, or an equivalent. These forms will be used to advise the contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building site, the Contractor's employee performing the service shall complete, sign, and date the Form 3638, and return it to the logbook or file on the same or succeeding day of the services rendered. **Both the Maintenance Manager and Food Service Manager must also sign this form.**
- C. Contractor's Service Report Form: Customer copies of the Contractor's Service Report Form or an equivalent, documenting all information on pesticide application required by statute in jurisdiction where service is actually performed. **Both the Maintenance Manager and Food Service Manager must also sign this form.** These forms shall not be mandatory if all required information on pesticide application is included on the GSA Pest Control Work and Inspection Report.

### 8.6 Manner and Time to Conduct Service

- A. Time Frame of Service Visits: The Contractor shall perform routine pest control services that do not adversely affect St. Johns County School District productivity

## **Bid #2021-14 Integrated Pest Management**

during the regular hours of operation in buildings. When it is necessary to perform work outside of the regularly scheduled service time set forth in the Pest Control Plan, the Contractor shall notify the Maintenance Manager at least one (1) day in advance. **Scheduled service must accommodate both the Maintenance Manager and Food Service Managers' work schedules.** Food Service is available from 7:00 AM to 2:00 PM, with the exception of breakfast and lunch hours.

### **B. Safety and Health:**

1. The Contractor shall observe all safety precautions throughout the performance of this contract. All work shall be in strict accordance with all applicable Federal, State, and Local safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.
2. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

C. Uniforms and Protective Clothing: All Contractor personnel working in or around buildings specified in this contract shall wear distinctive uniform clothing. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall, at a minimum, conform to U.S. Occupational Safety and Health Administration (OSHA) standards for the products being used.

D. Vehicles: Vehicles used by the Contractor shall be identified in accordance with State and Local regulations.

### **8.7 Special Requests and Emergency Service**

On occasion, St. Johns County School District may request that the Contractor perform corrective, special, or emergency service(s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within three (3) hours after receipt of the request.

### **8.8 Contractor Personnel**

Throughout the term of this contract, the awarded contractor must maintain certification as a Certified Pest Control Operator as required by the Florida Department of Agriculture and Consumer Services Bureau of Entomology and Pest Control. All employees of the awarded contractor performing work under this bid must maintain current Identification Cardholders status throughout the term of this contract.

### **8.9 Use of Pesticides**

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the U.S. Environmental Protection

## **Bid #2021-14 Integrated Pest Management**

Agency (EPA), State, and/or Local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, State and Local laws and regulations.

The Contractor shall adhere to the following rules for pesticide use:

- A. Approved Products: The Contractor shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the District.
- B. Pesticide Storage: The Contractor shall not store any pesticide product in the building specified in this contract.
- C. Application by Need: Pesticide application shall be according to need and not by schedule. As a general rule, application of pesticides in any inside or outside area shall not occur unless visual inspection or monitoring devices indicate the presence of pests in that specific area. Requests for preventive pesticide treatments in areas where surveillance indicates a potential insect or rodent infestation will be evaluated by the Maintenance Manager on a case-by-case basis. Written approval must be granted by the Maintenance Manager prior to any preventive pesticide application.
- D. Minimization of Risk: When pesticide use is necessary, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

### 8.10 Insect Control

- A. Emphasis on Non-Pesticide Methods: The Contractor shall use non-pesticide methods of control wherever possible. For example:
  - 1. Portable vacuums rather than pesticide sprays shall be the standard method for initial cleanouts of cockroach infestations, for swarming (winged) ants and termites, and for control of spiders in webs.
  - 2. Trapping devices rather than pesticide sprays shall be the standard method for indoor fly control.
- B. Application of Insecticides to Cracks and Crevices: As a general rule, the Contractor shall apply all insecticides as "crack and crevice" treatments only, defined in this contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.
- C. Application of Insecticides to Exposed Surfaces or as Space Sprays: Application of insecticides to exposed surfaces or as space sprays ("fogging") shall be restricted to exceptional circumstances where no alternative measures are practical. The Contractor shall obtain approval of the Maintenance Manager prior to any application of insecticide to an exposed surface or any space spray treatment. The Contractor shall take all necessary precautions to ensure student and employee

## **Bid #2021-14 Integrated Pest Management**

safety, and all necessary steps to ensure the containment of the pesticide to the site of application.

- D. Insecticide Bait Formulations: Bait formulations shall be the standard pesticide technology for cockroach and ant control, with alternate formulations restricted to unique situations where baits are not practical.

### 8.11 Monitoring

Sticky traps shall be used to guide and evaluate indoor insect control efforts wherever necessary.

### 8.12 Rodent Control

- A. Trapping: As a general rule, rodent control inside buildings shall be accomplished with trapping devices only as provided by the contractor. All such devices shall be concealed out of the general view and in protected areas so as not to be affected by routine cleaning and other operations. Trapping devices shall be checked on a schedule approved by the Maintenance Manager. The Contractor shall be responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.
- B. Use of Rodenticides: In exceptional circumstances, when rodenticides are deemed essential for adequate rodent control inside building, the Contractor shall obtain approval of the Maintenance Manager prior to making any interior rodenticide treatment. All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes. As a general rule, rodenticide application outside buildings shall emphasize the direct treatment of rodent burrows wherever feasible.
- C. Use of Bait Boxes: All bait boxes shall be maintained in accordance with EPA Regulations, with emphasis on the safety of non-target organisms.

The Contractor shall adhere to the following five points:

1. All bait boxes shall be concealed out of the general view, in locations where they will not be disturbed by routine operations.
2. The lids of all bait boxes shall be securely locked or fastened shut.
3. All bait boxes shall be securely attached or anchored to floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved.
4. Bait shall always be secured in the feeding chamber of the box and never placed in the runways or entryways of the box.



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5. All bait boxes shall be labeled on the inside with the Contractor's business name and address, and dated by the Contractor's technician at the time of installation and each servicing.

### 8.13 Structural Modification and Recommendation

Throughout the term of this contract, the Contractor shall be responsible for advising the Maintenance Manager about any structural, sanitary, or procedural modifications that would reduce pest food, water, harborage, or access. The Contractor shall be responsible for adequately suppressing all pests included in this contract regardless of whether or not the suggested modifications are implemented. The Contractor will not be held responsible for carrying out structural modifications as part of the pest control effort. However, minor applications of caulk and other sealing materials by the Contractor to eliminate pest harborage or access may be approved by the Maintenance Manager on a case-by-case basis. The Contractor shall obtain the approval of the Maintenance Manager prior to any application of sealing material or other structural modification.

### 8.14 Program Evaluations

The Maintenance Manager will continually evaluate the progress of the contract in terms of effectiveness and safety, and will require such changes as are necessary. The Contractor shall take prompt action to correct all identified deficiencies.

## 9.0 **REFERENCES**

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

## 10.0 **BID PRICING**

- 10.1 Contractors shall submit monthly bid pricing for all schools/facilities on the Bid Sheet which will include:

- Monthly Fee for Food Service, which includes all Kitchens where food is prepared for students.
- Monthly Fee for All Other Square Footage, which includes all portable buildings. An increase or decrease in the number of portable buildings shall not affect the Monthly Fee for All Other Square Footage.
- Cost per square foot for all new schools or expansions that take place over the course of any contract resulting from this bid. Additional schools and/or expansions are expected to open in the upcoming years.

Bid price shall include all costs associated with the services required in this Invitation to Bid.

- 10.2 For informational purpose only the District is requesting pricing for outside fire ant control per square foot on an as needed basis.

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

### **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 were 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 SJCS D 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 SJCS D.

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 SJCS D. A commitment, either written or verbal, from SJCS D employees without a Purchase Order issued by the Purchasing Department or from School Internal Accounts does not constitute an obligation by SJCS D 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.

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Additional information regarding doing business with SJCSO can be found on the SJCSO web site, [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) under the Purchasing Department.

### 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 **E-Verify Requirements**

14.8 **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.

14.9 **Licenses**

14.10 **References**

14.11 **Pest Control Plan**

14.12 **Quality Control Plan**

14.11 **Bid Sheet**

FACILITY	FACILITY NAME	STREET ADDRESS	ESTIMATED PERMANENT SQUARE FEET	ESTIMATED PORTABLES FOR 2021/2022	MONTHLY FEE FOOD SERVICE	MONTHLY FEE ALL OTHER SQUARE FOOTAGE	TOTAL MONTHLY FEE (Monthly Fee Food Service + Monthly Fee All Other Square Footage)
1	CROOKSHANK ELEMENTARY	1455 N WHITNEY STREET ST. AUGUSTINE, FL 32084	101,742	10	\$	\$	\$
2	CUNNINGHAM CREEK ELEMENTARY	1205 ROBERTS ROAD ST. JOHNS, FL 32259	116,367	8	\$	\$	\$
3	DURBIN CREEK ELEMENTARY	4100 RACE TRACK ROAD ST. JOHNS, FL 32259	124,368	12	\$	\$	\$
4	W DOUGLAS HARTLEY ELEMENTARY	260 CACIQUE DRIVE ST. AUGUSTINE, FL 32086	122,339	0	\$	\$	\$
5	HICKORY CREEK ELEMENTARY	781 HICKORY CREEK TRAIL ST. JOHNS, FL 32259	116,877	2	\$	\$	\$
6	R B HUNT ELEMENTARY	125 MAGNOLIA DRIVE ST. AUGUSTINE, FL 32080	84,286	6	\$	\$	\$
7	JULINGTON CREEK ELEMENTARY	2316 RACETRACK ROAD ST. JOHNS, FL 32259	123,946	4	\$	\$	\$
8	KETTERLINUS ELEMENTARY	67 ORANGE STREET ST. AUGUSTINE, FL 32084	59,430	1	\$	\$	\$
9	OTIS A MASON ELEMENTARY	207 MASON MANATEE WAY ST. AUGUSTINE, FL 32086	80,049	2	\$	\$	\$
10	OCEAN PALMS ELEMENTARY	355 LANDRUM LANE PONTE VEDRA BEACH, FL 32082	95,514	15	\$	\$	\$
11	OSCEOLA ELEMENTARY	1605 OSCEOLA ELEMENTARY ROAD ST. AUGUSTINE, FL 32084	105,190	6	\$	\$	\$
12	PALENCIA ELEMENTARY	355 PALENCIA VILLAGE DRIVE ST. AUGUSTINE, FL 32095	135,827	8	\$	\$	\$
13	PICOLATA CROSSING ELEMENTARY	2675 PACETTI ROAD ST. AUGUSTINE, FL 32092	108,344	0	\$	\$	\$
14	PONTE VEDRA-PALM VALLEY ELEMENTARY	630 U S HIGHWAY A1A PONTE VEDRA BEACH, FL 32082	82,969	3	\$	\$	\$
15	MARJORIE KINNAN RAWLINGS ELEMENTARY	610 A1A NORTH PONTE VEDRA BEACH, 32082	83,848	0	\$	\$	\$
16	SOUTH WOODS ELEMENTARY	4750 S.R. 206 W ELKTON, FL 32033	111,475	12	\$	\$	\$
17	TIMBERLIN CREEK ELEMENTARY	555 PINE TREE TRAIL ST. AUGUSTINE, FL 32092	123,101	22	\$	\$	\$
18	WARDS CREEK ELEMENTARY	6555 S.R 16 ST. AUGUSTINE, FL 32092	117,528	12	\$	\$	\$
19	THE WEBSTER SCHOOL ELEMENTARY	420 N ORANGE STREET ST. AUGUSTINE, FL 32084	122,962	1	\$	\$	\$
20	FRUIT COVE MIDDLE	3180 RACE TRACK ROAD ST. JOHNS, FL 32259	138,152	13	\$	\$	\$
21	FREEDOM CROSSING ACADEMY	1365 SHETLAND DRIVE ST. JOHNS, FL 32259	202,819	30	\$	\$	\$
22	ALICE B LANDRUM MIDDLE	230 LANDRUM LANE PONTE VEDRA BEACH, FL 32082	142,722	11	\$	\$	\$
23	LIBERTY PINES ACADEMY	10901 RUSSELL SAMPSON ROAD ST. JOHNS, FL 32259	199,279	8	\$	\$	\$
24	MILL CREEK ACADEMY	3750 INTERNATIONAL GOLF PKWAY ST. AUGUSTINE, FL 32092	183,896	6	\$	\$	\$
25	RJ MURRAY MIDDLE	150 N HOLMES BOULEVARD ST. AUGUSTINE, FL 32084	126,022	0	\$	\$	\$
26	PACETTI BAY MIDDLE	245 MEADOWLARK LANE ST. AUGUSTINE, FL 32092	178,476	26	\$	\$	\$
27	PALM VALLEY ACADEMY	700 BOBCAT LANE PONTE VEDRA, FL 32081	197,874	24	\$	\$	\$
28	PATRIOT OAKS ACADEMY	475 LONGLEAF PINE PARKWAY ST. JOHNS, FL 32259	155,941	14	\$	\$	\$
29	PINE ISLAND ACADEMY	805 PINE ISLAND ROAD ST. AUGUSTINE, FL 32081	190,000	0	\$	\$	\$
30	SEBASTIAN MIDDLE (Including Seb. Admin Annex)	2955 LEWIS SPEEDWAY ST. AUGUSTINE, 32084	136,282	8	\$	\$	\$
31	SWITZERLAND POINT MIDDLE	777 GREENBRIAR ROAD ST. JOHNS, FL 32259	142,725	8	\$	\$	\$
32	GAMBLE ROGERS MIDDLE	6250 U S HIGHWAY 1 S ST. AUGUSTINE	127,078	0	\$	\$	\$

FACILITY	FACILITY NAME	STREET ADDRESS	ESTIMATED PERMANENT SQUARE FEET	ESTIMATED PORTABLES FOR 2021/2022	MONTHLY FEE FOOD SERVICE	MONTHLY FEE ALL OTHER SQUARE FOOTAGE	TOTAL MONTHLY FEE (Monthly Fee Food Service + Monthly Fee All Other Square Footage)	
33	VALLEY RIDGE ACADEMY	105 GREENLEAF DRIVE PONTE VEDRA, FL 32081	170,101	16	\$	\$	\$	
34	BARTRAM TRAIL HIGH	7399 LONGLEAF PINE PARKWAY ST. JOHNS, FL 32259	302,370	30	\$	\$	\$	
35	CREEKSIDE HIGH	100 KNIGHTS LANE ST. JOHNS, FL 32259	224,135	28	\$	\$	\$	
36	ALLEN D NEASE HIGH	10550 RAY ROAD ST. AUGUSTINE, FL 32081	267,966	19	\$	\$	\$	
37	PEDRO MENENDEZ HIGH	600 STATE ROAD 206 WEST ST. AUGUSTINE, FL 32086	214,465	2	\$	\$	\$	
38	PONTE VEDRA HIGH	460 DAVIS PARK ROAD PONTE VEDRA, FL 32081	258,381	6	\$	\$	\$	
39	SAINT AUGUSTINE HIGH	3205 VARELLA AVENUE ST. AUGUSTINE, FL 32084	220,851	1	\$	\$	\$	
40	ST JOHNS TECHNICAL HIGH	2970 COLLINS AVE ST. AUGUSTINE, FL 32084	50,190	8	\$	\$	\$	
41	TOCOI CREEK HIGH	11200 ST. JOHNS PARKWAY ST. AUGUSTINE, FL 32092	180,000	0	\$	\$	\$	
42	FIRST COAST TECHNICAL COLLEGE	2980 COLLINS AVENUE ST. AUGUSTINE, FL 32084	184,551	13	N/A	\$	\$	
43	FIRST COAST TECHNICAL COLLEGE	3640 GAINES ROAD ST. AUGUSTINE, FL 32084	48,950	5	N/A	\$	\$	
44	EVELYN HAMBLEN EDUCATION CENTER	1 CHRISTOPHER STREETST. AUGUSTINE, FL 32084	40,220	8	\$	\$	\$	
45	ADMINISTRATION BUILDING	40 ORANGE STREET ST. AUGUSTINE, FL 32084	34,253	0	N/A	\$	\$	
46	FULLERWOOD ADMIN. BUILDING	10 HILDRETH DRIVE ST. AUGUSTINE, FL 32084	20,478	0	N/A	\$	\$	
47	MAINTENANCE WAREHOUSE	299 SCHOOL HOUSE ROAD ST. AUGUSTINE, FL 32084	22,600	0	N/A	\$	\$	
48	MENENDEZ MEDICAL CLINIC	580 STATE ROAD 206 WEST ST. AUGUSTINE, FL 32086	2,016	0	N/A	\$	\$	
49	NEASE MEDICAL CLINIC	10430 RAY ROAD PONTE VEDRA, FL 32081	2,016	0	N/A	\$	\$	
50	O'CONNELL CENTER (Admin. Area & Medical Clinic)	3750 INT. GOLF PARKWAY ST. AUGUSTINE, FL 32092	4,658	0	N/A	\$	\$	
51	PURCHASING WAREHOUSE	2980 COLLINS AVENUE, BUILDING J ST. AUGUSTINE, FL 32084	5,400	0	N/A	\$	\$	
52	YATES ADMINISTRATIVE ANNEX	47 ORANGE STREET ST. AUGUSTINE, FL 32084	7,896	0	N/A	\$	\$	
53	CROOKSHANK BUS SERVICE GARAGE & WAREHOUSE	30 CROOKSHANK ROAD ST. AUGUSTINE, FL 32084	21,000	0	N/A	\$	\$	
54	NEASE BUS GARAGE	10550 RAY ROAD PONTE VEDRA, FL 32081	4,500	0	N/A	\$	\$	
55	COST PER ADDITIONAL SQUARE FOOT PER MONTH FOR ADDITIONAL NEW SCHOOLS OR EXPANSION							\$
56	COST PER SQUARE FOOT FOR FIRE ANT CONTROL							\$

\* Kitchen for First Coast Technical College is not a part of Food Service and must be a part of "Monthly Fee All Other Square Footage"

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<u>SCHOOL/FACILITY</u>	<u>CONTACT</u>	<u>OFFICE</u>	<u>CELL</u>
BARTRAM TRAIL HIGH	Todd Ponce	547-8336	540-3594
CREEKSIDE HIGH	Todd Hudson	547-7308	315-2872
CROOKSHANK ELEMENTARY	Craig Nofzell	547-7836	540-3013
CUNNINGHAM CREEK ELEMENTARY	Stephen Whitfield	547-7864	806-7172
DURBIN CREEK ELEMENTARY	David Barrett	547-3883	808-5327
FIRST COAST TECHNICAL COLLEGE	Chuck Veitinger	547-3410	814-4919
FREEDOM CROSSING ACADEMY	Rick Mitidieri	547-4234	386-688-7359
FRUIT COVE MIDDLE	Russell Copeland	547-7884	687-5831
EVELYN HAMBLEN	Cedric Wolfe	547-8559	540-5902
W DOUGLASS HARTLEY ELEMENTARY	Tyson Shank	547-8386	669-2443
HICKORY CREEK ELEMENTARY	John Doolittle	547-7459	631-5474
RB HUNT ELEMENTARY	Raymond Kledzik	547-7965	669-3515
JULINGTON CREEK ELEMENTARY	Brian Pratt	547-7984	370-9564
KETTERLINUS ELEMENTARY	Cedric Wolfe	547-8547	540-5902
ALICE B LANDRUM MIDDLE	Brett Butler	547-8412	327-6361
LIBERTY PINES ACADEMY	John Valastro	547-7906	845-978-7616
OTIS MASON ELEMENTARY	Robert Davis	547-8441	540-0374
PEDRO MENENDEZ HIGH	Joedy Ashton	547-8670	759-0915
MILL CREEK ACADEMY	Al Barkoskie	547-3724	377-5066
RJ MURRAY MIDDLE	Paul Pelletier	547-8482	838-3039
ALLEN D NEASE HIGH	Mike Oxborough	547-8303	540-6490
OCEAN PALMS ELEMENTARY	Michael Marimpietri	547-3768	757-288-1631
OSCEOLA ELEMENTARY	Joey Strickland	547-3785	392-5164
PACETTI BAY MIDDLE	Jason Sapp	547-8766	669-6329
PALENCIA ELEMENTARY	James "Teddy" Thomas	547-4016	669-8602
PALM VALLEY ACADEMY	Jerry Santiago	547-4204	917-568-5794
PATRIOT OAKS ACADEMY	Larry Davis	547-4057	553-9408
PICOLATA CROSSING ELEMENTARY	Larry Coarsey	547-4170	226-1281
PINE ISLAND ACADEMY	N/A	N/A	N/A
PONTE VEDRA HIGH	Nick Athanaseas	547-7357	669-2942
PONTE VEDRA PALM VALLEY ELEMENTARY	Steve Sampson	547-8572	377-3112
MARJORIE KINNAN RAWLINGS ELEMENTARY	Steve Sampson	547-8572	377-3112
GAMBLE ROGERS MIDDLE	Mike Ponce	547-8694	669-0296
SEBASTIAN	Jeff Baldwin	547-3855	347-6609
ST. AUGUTINE HIGH	Mike Hazel	547-8524	806-6602
ST. JOHNS TECHNICAL HIGH	Chuck Veitinger	547-8497	814-4919
SOUTH WOODS ELEMENTARY	Brian Taylor	547-8617	669-5520
SWITZERLAND POINT MIDDLE	Bradley Ponce	547-8630	669-8350
TIMBERLIN CREEK ELEMENWNTARY	John Keen	547-7426	540-2780
TOCOI CREEK HIGH	N/A	N/A	N/A
VALLEY RIDGE ACADEMY	Troy Wilson	547-4097	591-5105
WARDS CREEK ELEMENTARY	Tim Lundquist	547-8736	669-2282
THE WEBSTER SCHOOL	Robert Shank	547-3878	315-7723
ADMINISTRATION BUILDING	James Strange	547-7629	669-4045
MAINTENANCE DEPT	Annette Havrish	547-3707	501-7027
MENENDEZ MEDICAL CLINIC	Natasha Bass		727-221-6729
NEASE MEDICAL CLINIC	Natasha Bass		727-221-6729
O'CONNELL CENTER	Cara Pacetti	547-8150	66-4045
PURCHASING WAREHSE BLDG "J"	Joe Outlaw	547-8990	669-3519
YATES CENTER	James Strange	547--7629	669-4045
CROOKSHANK BUS SERVICE GARAGE	Shelley Hamilton	547-7808	825-8037
NEASE BUS SGARAGE	Tony Poirier		669-8826



## 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*

March 16, 2021

TO ALL VENDORS:

The purpose of this letter is to serve as **ADDENDUM #1** to Bid #2021-14 Integrated Pest Management.

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

1. **Question:** Can we get a copy of the previous bid tabulation with current pricing/current vendor information?

**Answer:** Yes. Bid #2017-07 Integrated Pest Management bid tabulation sheet is attached.

Thank you for your continued participation in the bid process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Snodgrass', is written over a light gray background.

Patrick Snodgrass  
Director of Purchasing

		Florida Pest Control & Chemical Co.		
	ITEM LOCATION	FOOD SERVICE	SCHOOL AREA	TOTAL
ELEMENTARY SCHOOLS	Crookshank	\$15.00	\$19.00	\$34.00
	Cunningham Creek	\$15.00	\$19.00	\$34.00
	Durbin Creek	\$15.00	\$19.00	\$34.00
	Hartley	\$15.00	\$19.00	\$34.00
	Hickory Creek	\$15.00	\$19.00	\$34.00
	Hunt	\$15.00	\$19.00	\$34.00
	Julington Creek	\$15.00	\$19.00	\$34.00
	Ketterlinus	\$15.00	\$19.00	\$34.00
	Mason	\$15.00	\$19.00	\$34.00
	Mill Creek	\$15.00	\$19.00	\$34.00
	Ocean Palms	\$15.00	\$19.00	\$34.00
	Osceola	\$15.00	\$19.00	\$34.00
	Palencia	\$15.00	\$19.00	\$34.00
	PVPV	\$15.00	\$19.00	\$34.00
	Rawlings	\$15.00	\$19.00	\$34.00
	Southwoods	\$15.00	\$19.00	\$34.00
	Timberlin Creek	\$15.00	\$19.00	\$34.00
	Wards Creek	\$15.00	\$19.00	\$34.00
	Webster	\$15.00	\$19.00	\$34.00
	MIDDLE SCHOOLS & K-8	Fruit Cove	\$15.00	\$19.00
Gamble Rogers		\$15.00	\$19.00	\$34.00
Landrum		\$15.00	\$19.00	\$34.00
Liberty Pines		\$15.00	\$19.00	\$34.00
Murray		\$15.00	\$19.00	\$34.00
Pacetti Bay		\$15.00	\$19.00	\$34.00
Patriot Oaks		\$15.00	\$19.00	\$34.00
Sebastian		\$15.00	\$19.00	\$34.00
Switzerland Point		\$15.00	\$19.00	\$34.00
Valley Ridge		\$15.00	\$19.00	\$34.00
HIGH SCHOOLS & TECHNICAL COLLEGE	Bartram Trail	\$18.00	\$25.00	\$43.00
	Creekside	\$18.00	\$24.00	\$42.00
	Nease	\$18.00	\$24.00	\$42.00
	Pedro Menendez	\$18.00	\$24.00	\$42.00
	Ponte Vedra	\$18.00	\$24.00	\$42.00
	St. Augustine	\$18.00	\$24.00	\$42.00
	St. Johns Technical	N/A	\$24.00	\$24.00
	FCTC Main Campus (School Area rate must include instructional kitchens and café)	N/A	\$24.00	\$24.00
	FCTC Public Safety Campus	N/A	\$24.00	\$24.00
	FCTC Husson Ave Putnam County Campus	N/A	\$24.00	\$24.00
FCTC Barpe Port Putnam County Campus	N/A	\$24.00	\$24.00	



		Florida Pest Control & Chemical Co.		
	ITEM LOCATION	FOOD SERVICE	SCHOOL AREA	TOTAL
ANCILLARY FACILITIES	Administration	N/A	\$19.00	\$19.00
	Evelyn Hamblen Center	\$15.00	\$19.00	\$34.00
	Fullerwood	N/A	\$19.00	\$19.00
	Maintenance Warehouse	N/A	\$19.00	\$19.00
	Menendez Medical Clinic	N/A	\$19.00	\$19.00
	O'Connell Center (Admin Area & Medical Clinic)	N/A	\$19.00	\$19.00
	Nease Medical Clinic	N/A	\$19.00	\$19.00
	Purchasing Warehouse, Building J	N/A	\$19.00	\$19.00
	Yates Admin Complex	N/A	\$19.00	\$19.00
TRANS	Crookshank Transportation Complex	N/A	\$19.00	\$19.00
	Nease Transportation Service Center	N/A	\$19.00	\$19.00
<b>TOTAL MONTHLY RATE</b>		<b>\$558.00</b>	<b>\$1,025.00</b>	<b>\$1,583.00</b>

ADDITIONAL SERVICES	Portable Classroom Building	Cost per Portable per Month	No Charge
	Future Schools/Facilities	Cost per Additional Square Foot per Month	\$0.00032
		Cost per Square Foot	\$0.02
	Fire Ant Control	Minimum Square Foot Cover Area	100

One (1) response received. Recommend award to Florida Pest Control & Chemical Co.