


<p>SUBMIT BIDS TO:</p>  <p>University of West Florida Office of Procurement and Contracts ATTN: Alicia Waymack Building 20W, Room 159 11000 University Parkway Pensacola, FL 32514</p> <p>Access Bid Info on the Web:</p> <p>http://uwf.edu/offices/procurement/vendors-only/open-solicitations/</p>	<p align="center">INVITATION TO BID (ITB) ACKNOWLEDGEMENT FORM CONTRACTUAL SERVICES/COMMODITY</p> <p>POSTING OF BID TABULATIONS: Bid tabulations with recommended awards will be posted at the University Procurement and Contracts' website and will remain posted for a period of 72 hours. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.</p>
<p>BID NUMBER & TITLE: 16ITBT-04AW Janitorial Supplies</p>	
<p>ISSUE DATE: November 1, 2016</p>	<p>BID DUE DATE/TIME: January 25, 2017 at 3:00 P.M. CT</p>
<p>BUYER: Alicia Waymack, Senior Buyer</p>	<p>ESTIMATED BID TAB POSTING DATE: February 1, 2017</p>
<p>BIDDER / COMPANY NAME:</p>	<p>BIDDER IS: <input type="checkbox"/> INDIVIDUAL OR PARTNERSHIP <input type="checkbox"/> CORPORATION* *State of Incorporation: _____</p>
<p>MAILING ADDRESS:</p>	<p>FEDERAL EMPLOYER ID NUMBER:</p>
<p>CITY, STATE, ZIP:</p>	<p>MY FIRM IS A FLORIDA CERTIFIED MINORITY BUSINESS ENTERPRISE: <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, attach copy of certification)</p>
<p>PHONE NUMBER:</p>	<p>REASON FOR NO BID (if applicable):</p>
<p>FAX NUMBER:</p>	
<p>WEB ADDRESS:</p>	
<p>I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the Invitation to Bid, hereinafter referred to as ITB, including but not limited to certification requirements. In submitting a bid to the University of West Florida, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the University of West Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the U.S. and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the University of West Florida. At the University's discretion, such assignment shall be made and become effective at the time the University tenders final payment to the bidder. Furthermore, by responding to the ITB, I attest that the specifications, terms, and conditions are not restrictive and that I have no objection to any of the terms, conditions, or specifications.</p>	
<p>X</p> <p>MANUAL AUTHORIZED SIGNATURE</p>	<p>TYPED / PRINTED AUTHORIZED NAME & TITLE:</p>
	<p>E-MAIL:</p>

TABLE OF CONTENTS

ITEM	PAGE
ITB ACKNOWLEDGEMENT FORM.....	1
BID OVERVIEW	3
GENERAL TERMS AND CONDITIONS	5
SPECIAL TERMS AND CONDITIONS	6
LIST OF REFERENCES	9
CERTIFICATION REGARDING E-VERIFY SYSTEM.....	10
BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS.....	11
BIDDER'S CHECKLIST.....	12

ATTACHMENTS

The following attachments are hereby incorporated by reference and made part of this ITB.

BIDDING INSTRUCTIONS AND INFORMATION.....	Attachment A
GENERAL TERMS AND CONDITIONS.....	Attachment B
SAMPLE JANITORIAL SUPPLIES AGREEMENT.....	Attachment C
MINIMUM INSURANCE REQUIREMENTS.....	Attachment D
PRODUCT LIST.....	Attachment E
BID PRICE SUMMARY SHEET.....	Attachment F

BID OVERVIEW

A. Scope of Work

The University of West Florida ("UWF" or "the University") is a public, fully accredited, co-education institution of the twelve-member State University System (SUS) of Florida. The University is seeking a contract partner to provide janitorial supplies in accordance with the specifications identified in this Invitation to Bid (ITB). Goods are to be direct delivered to designated supply closets located campus-wide on the University main campus in Pensacola, Florida on an as-needed basis.

Program goals include reducing inventory levels, decreasing the amount of time spent ordering and delivering janitorial supplies, improving the level of service provided to the user departments, and the use of best practices to clean and maintain our campus buildings. Green goals include the use of environmentally sustainable cleaning products when possible, the use of equipment that minimizes impact to our environment, and continuous training and certification of custodial personnel in best practice green cleaning procedures.

B. Bidder Eligibility

To be eligible to receive an award of contract, bidders must provide all requested information and meet all requirements as identified in this ITB. Failure to do so may be cause to treat the bid as non-responsive. **For the convenience of all bidders, a checklist of required information and materials is provided on Page 12.**

C. Mandatory Pre-Bid Meeting

Contractors interested in submitting a bid on this work must attend the MANDATORY PRE-BID MEETING on Tuesday, November 15, 2016 at 9:00 a.m. Central Time in Building 92, Room 110 on the University of West Florida main campus in Pensacola, Florida. **Bids will be rejected from any firm not directly represented at the mandatory pre-bid meeting by an employee or agent of the firm.**

D. Timetable

The estimated schedule and deadlines for this ITB and contract award are projected as follows:

Activity	Time (Central)	Date
Issue solicitation		November 1, 2016
Mandatory pre-bid meeting	9:00 am CT	November 15, 2016
Thanksgiving Holiday – UWF Closed		November 24 – 25, 2016
Due date for delivery of alternate products for evaluation	3:00 pm CT	December 6, 2016
Due date for submission of questions	3:00 pm CT	December 6, 2016
Winter Holidays – UWF Closed		December 26, 2016 – January 2, 2017
Martin Luther King Day – UWF Closed		January 16, 2017
Estimated issuance of final addendum		January 18, 2017
Bid Due Date	3:00 pm CT	January 25, 2017
Estimated Bid Tab posting		February 1, 2017
Estimated contract begins		March 1, 2017

E. Contact

The Office of Procurement and Contracts representative and sole point of contact (POC) for this ITB is:

Alicia Waymack, Senior Buyer
Email – awaymack@uwf.edu
Phone – 850.474.2633

Bidders are advised that from the date of issuance of this ITB until award of the contract, **no contact with University personnel related to this ITB is permitted. All communications are to be directed to the Procurement and Contracts representative listed above. Any unauthorized contact may result in the disqualification of the Bidder's submittal.**

Bidders are fully responsible for obtaining the complete ITB, including all attachments, addenda (if applicable), and other information by visiting our web site: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. It is recommended that bidders bookmark this web site and visit it frequently.

F. Questions

Explanations desired by bidders regarding the meaning or interpretation of this ITB must be requested from the above contact person in writing via e-mail prior to the due date and time as stated in the above Timetable. Any questions received after such date and time will go unanswered.

The explanation response will be issued in writing in the form of an addendum and posted to the Procurement and Contracts web site as identified above. Bidders must acknowledge receipt of any and all addenda by signing each addendum in the space provided and returning with the bid submittal. Lack of signed addenda with the bid package may disqualify your bid.

Bidders should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addendum format. Where there appears to be a conflict between the ITB and any addenda issued, the last written addendum issued shall prevail.

G. Response Submission

For the convenience of all bidders, a checklist of required information and materials is provided on Page 12.

Bids must be submitted in the official name of the firm or individual under which business is conducted. All documents requiring signature must be signed by a person duly authorized to legally bind the individual, partnership, company, or corporation responding to this ITB.

Submit one (1) original, one (1) hard copy, and one (1) electronic copy of your response directly to the University of West Florida Office of Procurement and Contracts at the following address:

University of West Florida
Office of Procurement and Contracts
ATTN: Alicia Waymack
Building 20W, Room 159
11000 University Parkway
Pensacola, FL 32514

All required completed and signed copies of the bid response must be received by the University of West Florida Office of Procurement and Contracts by the due date and time as stated in the above Timetable. **Late, incomplete, unsigned, or non-responsive submittals will not be accepted.** The Bid Number and Title must be clearly marked on the outside of the bid package. The University will not be responsible for unopened bid packages at the bid opening when the mailing package is not properly identified.

UWF is subject to Chapter 119, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. Material submitted in response to this solicitation may become a public document unless a specific exemption to Chapter 119, Florida Statutes exists. Submitted material which is marked as confidential will be treated as confidential by UWF to the extent it is considered a trade secret as defined under Florida law or it meets other criteria otherwise exempt from Chapter 119, Florida Statutes, or other applicable law.

In order for the information to be considered covered by trade secret exemption of the Public Records law, you must take measures to assert the exemption by placing the information provided in your submission that meets the criteria of a trade secret in a separate, sealed envelope marked "Confidential Information".

See Attachment A, "Bidding Instructions and Information" for additional information.

GENERAL TERMS AND CONDITIONS

A. General Terms and Conditions

See Attachment B, "General Terms and Conditions".

B. Insurance

Bidder shall provide written evidence of insurance coverage in the amounts specified in Attachment D, "Minimum Insurance Requirements" with the bid response. Upon notification of intent of award to the successful bidder, an original ACORD certificate of insurance must be received by the University of West Florida Office of Procurement and Contracts, which shall be in accordance with Attachment D, "Minimum Insurance Requirements". During the term of the contract, the successful respondent must provide, pay for and maintain such insurance.

C. Public Records Provisions

- a. To the extent that Vendor meets the definition of "contractor" under Section 119.0701, Florida Statutes, and in addition to other contract requirements provided by law, the Vendor agrees that it is acting as a contractor on behalf of the University as provided under s. 119.0701(a) and as such it will comply with Florida's Public Records Law. Specifically, Vendor agrees that it will:
 - i. Keep and maintain public records that ordinarily and necessarily would be required by the University in order to perform the services performed by the Vendor under the Contracts;
 - ii. Provide the public with access to such public records on the same terms and conditions the University would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
 - iii. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
 - iv. Meet all requirements for retaining public records and transfer to the University, at no cost, all public records in possession of the Vendor upon termination of the Contracts and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the University in a format that is compatible with the information technology systems of the University.

b. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT:**

- i. The Office of General Counsel: (850) 474-3420, gcfrofrontdesk@uwf.edu, Building 10, 11000 University Parkway, Pensacola, FL 32514.

D. Tobacco Free Campus Policy

Effective August 1, 2016, the University of West Florida is a tobacco-free campus. The use of cigarettes (electronic or traditional) or other tobacco products is prohibited in all UWF-owned buildings and outdoors on all UWF campus properties. The Vendor must fully comply with this tobacco free policy.

SPECIAL TERMS AND CONDITIONS

A. Bid Guarantee

Bids shall be accompanied by a bid guarantee in the amount of five (5) percent of the total of the bid. This bid guarantee may be in the form of a certified check, cashier's check, bank draft, or bid bond made payable to the University of West Florida Board of Trustees. See Attachment A, "Bidding Instructions and Information" for additional information.

B. Business Licenses

If the bidder is a corporation, limited liability company, or limited partnership, provide a copy of the Florida Department of State Certificate of Status.

Bidder shall also possess an Escambia County Business License.

C. Florida Preference

When multiple responses are received to a competitive solicitation for personal property or printing, the University shall provide a preference to responses from vendors with a principal place of business in Florida as set forth in Board of Governors' Regulation 18.001(3). **All bidders must submit a completed and signed "Bidder's Statement of Principal Place of Business" with the response to this solicitation (see Page 11). Failure to comply may cause your bid to be considered non-responsive.**

D. Background Checks

A Level II background check is required to be performed by the Contractor for each employee engaged in performing the work described in this ITB. The Contractor must represent that each employee it assigns to perform the work described in this ITB has successfully passed a Level II background check.

E. Sample Agreement

See Attachment C, "Sample Janitorial Supplies Agreement" for the University's standard agreement to be executed with the successful bidder. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful bidder will be required to execute the University's agreement.

The initial contract term will be for a period of three (3) years from the Effective Date. The University may renew for one (1) additional three (3)-year period subject to satisfactory periodic performance reviews and by mutual agreement in writing. Annual blanket purchase orders or a PCard will be issued against the term contract.

F. Product List

A complete list of products and their associated Estimated Annual Usage (EAU) is provided in Attachment E, "Product List".

G. Alternate Products

The University will NOT accept alternate products in the following categories (see Attachment E, "Product List"): chemicals, soap/shampoo, paper products, vacuum bags, and wet mops. The University will only evaluate alternate products in the following categories: can liners, gloves, and other janitorial.

For can liners, gloves, and other janitorial, the bidder may offer any product that is of like function, quality, and quantity as the product specified in the ITB, and for which it is an authorized distributor. When submitting an alternate product for evaluation, a minimum of three (3) samples must be furnished free of expense and delivered to the University of West Florida Office of Procurement and Contracts at the following address:

University of West Florida
Office of Procurement and Contracts
ATTN: Alicia Waymack
Building 20W, Room 159
11000 University Parkway
Pensacola, FL 32514

All samples must be received no later than the due date and time as stated in the ITB Timetable. Samples must be prepackaged refills and each individual sample must be labeled with the following information:

- Bidder's name
- Bid number
- Item number of product specified in the ITB for which sample is an alternate
- Manufacturer's name of alternate product
- Item number of alternate product

Any samples received that do not meet the criteria outlined above will NOT be evaluated.

The University, at its sole and absolute discretion, will determine if an alternate product is an approved equivalent. If the University agrees an alternate product is equivalent to the product specified in the ITB, an addendum confirming approval of that specific alternate product will be issued.

Bids based on alternate products which have NOT been approved in accordance with the process outlined above will be rejected. Bids based on alternate products which have been approved in accordance with the process outlined above must clearly indicate the manufacturer's name, item number, and item description of the approved equivalent in the bid response. Bids lacking any written indication of intent to bid an approved equivalent will be received and considered in complete compliance with the specifications listed in the ITB.

Unused samples may, upon request, be returned at bidder's expense. Request for return of unused samples shall be accompanied by instructions which include shipping authorization and names of carrier and must be received with the bid. If instructions are not received with bid, the samples shall be disposed of by the University.

H. Price

The template to be used to submit your pricing is included as Attachment F, "Bid Price Summary Sheet". **DO NOT MAKE ANY CHANGES TO THE FORMATTING OF THE BID PRICE SUMMARY SHEET. Failure to submit pricing as requested may disqualify your response.**

All prices offered shall be firm for the first two (2) years of the agreement. See Attachment A, "Bidding Instructions and Information" for additional information.

I. Dispensers

Dispensers for paper products and hand soap are to be supplied, installed, maintained, and replaced at no cost to the University of West Florida. Notwithstanding the foregoing, dispensers damaged by vandalism will be the responsibility of the University.

J. Delivery

The University Building Services department is divided up into three (3) distinct Service Areas: Area I, Area II, and Area III. Each Area is assigned its own Supervisor and staff.

Each Area will place its own order approximately one (1) time per month. Therefore, the University as a whole will place approximately three (3) orders per month. Each order is to be delivered separate from any other order(s), and delivery of product is to be made within three (3) business days of receipt of order.

There are a total of eighty-six (86) supply closets and three (3) buildings without supply closets on the University's main campus in Pensacola, Florida. Product is to be direct delivered to those supply closets (and buildings without supply closets) in accordance with the following process:

- Vendor supply truck reports to Building 92 where the driver is met by the Supervisor whose order is being delivered.
- The Supervisor (or an Environmental Services Specialist) will escort the driver (in a separate vehicle) along a predetermined route that is provided with the order to deliver supplies to each applicable supply closet and/or building, each a "delivery stop".
- Each order will require delivery to no more than thirty (30) delivery stops, and the anticipated average order takes approximately three (3) hours to deliver.
- For each order, vendor will prepare one (1) invoice per building along with an overall order summary.
- The supplies will be checked against the applicable invoice as they are delivered and, if correct, each invoice will be signed and dated.
- If an Environmental Services Specialist is escorting the driver, all invoices must be returned to Building 92 to be signed by a Supervisor.

K. Reporting

Vendor is required to maintain and update on a regular basis an itemized janitorial supplies database. Such database will include, at a minimum, a listing of all products purchased from the vendor by the University and the following information for each product: manufacturer name, item number, item description, unit of measure, unit price, and estimated annual usage. Vendor shall also collect usage and spend data by product and date for the University as a whole, per Service Area, and per individual building.

Vendor will provide usage and spend reports to the Associate Director of Buildings Services Management quarterly and as needed upon request.

LIST OF REFERENCES

Bidder shall provide no less than three (3) references for similar work, preferably local.

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

CERTIFICATION REGARDING E-VERIFY SYSTEM

Contractor hereby certifies compliance with the following:

Pursuant to State of Florida Executive Order No.: 11-116, Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Contractor while performing work or providing services for the University of West Florida. Contractor shall also include in any related subcontracts a requirement that subcontractors performing work or providing services for the University of West Florida on its behalf utilize the E-Verify system to verify the employment eligibility of all new employees hired by subcontractor.

Company Name: _____

Signature: _____

Printed Name: _____

Printed Title: _____

Date: _____

BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS

Name of bidder: _____

Date: _____

Identify the state in which the bidder has its principal place of business: _____

Identify the political subdivision (outside of Florida) in which bidder has its principal place of business: _____

Proceed as follow:

- **IF your principal place of business above is located within the State of Florida, the Proposer may sign below and attach to your solicitation. No further action is required.**
- **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 solicitation. Failure to comply will cause your submittal to be considered non-responsive.**

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

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

NOTICE: Section 287.084(2), Fla. Stat., 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), Fla. Stat.

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES *(Please Select One)*

_____ The bidder'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 bidder'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 state law(s)): _____

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES *(Please Select One)*

_____ The bidder'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 bidder'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 bidder's attorney: _____

Printed name of out-of-state bidder's attorney: _____

Address of out-of-state bidder's attorney: _____

Telephone Number of out-of-state bidder's attorney: _____

Email address of out-of-state bidder's attorney: _____

Attorney's states of bar admission: _____

Proposer's Signature: _____

Proposer's Printed Name: _____

BIDDER'S CHECKLIST

This list is provided as a guide for the bidder and the University to ensure that all required information and materials have been submitted. **Bidder must submit a completed and signed checklist with the bid response.** If any of the items listed below are not included within the bid, it may be cause for the bid to be considered non-responsive. **It is requested that the information be submitted in the order listed below.** This will aid in accurately determining that all information has been supplied in accordance with the specifications.

Submit one (1) original, one (1) hard copy, and one (1) electronic copy of your response directly to the University of West Florida Office of Procurement and Contracts. All required completed and signed copies of the bid response must be received by the University of West Florida Office of Procurement and Contracts by the due date and time as stated in the ITB. **Late, incomplete, unsigned, or non-responsive submittals will not be accepted.** The Bid Number and Title must be clearly marked on the outside of the bid package. The University will not be responsible for unopened bid packages at the bid opening when the mailing package is not properly identified.

**Save a tree! Please send only those items required.
Do not include the entire bid package.**

Item included in bid response? <i>(circle one)</i>		Item
Yes	No	Completed and Signed Invitation to Bid Acknowledgment Form
Yes	No	Signed Addenda (if applicable)
Yes	No	Evidence of Insurance Coverage
Yes	No	Bid Guarantee
Yes	No	Copy of Florida Department of State Certificate of Status
Yes	No	Copy of Escambia County Business Tax Receipt
Yes	No	Completed List of References
Yes	No	Completed and Signed Certification Regarding E-Verify System
Yes	No	Completed and Signed Bidder's Statement of Principal Place of Business
Yes	No	Completed and Signed Bid Price Summary Sheet
Yes	No	Completed and Signed Bidder's Checklist

COMPANY NAME

SIGNATURE

PRINTED NAME AND TITLE

DATE