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ATTACHMENTS

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

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| BIDDING INSTRUCTIONS AND INFORMATION..... | Attachment A |
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BID OVERVIEW

Purpose

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 intends to establish a multi-year term contract with a qualified, waste management services contractor to collect, transport, process and dispose of generated solid waste and recovered materials in accordance with accompanying specifications. The work is to be performed on the main campus of The University of West Florida, 11000 University Parkway, Pensacola, FL 32514.

Contract Period

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

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 14.** Bidders are to provide pricing on Attachment E - Bid Price Summary Sheet Tabs A-I.

Bidder shall provide 3 to 5 references for similar work, preferably local.

Timetable

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

| Activity | Time (Central) | Date |
|---|---------------------------|----------------|
| Issue solicitation | | June 30, 2020 |
| UWF Closed in observance of Independence Day | | July 3-6, 2020 |
| Due date for submission of questions, requests for clarification | 3:00 pm CT | July 13, 2020 |
| Estimated issuance of final addendum | | July 16, 2020 |
| Bid Due Date | 3:00 pm CT | July 23, 2020 |
| Estimated Bid Tab posting | | TBD |

Contact

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

Emily Weddington, Senior Buyer
Email – eweddington@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: <https://uwf.edu/offices/procurement/vendors-only/open-solicitations-and-public-notices/>. It is recommended that bidders bookmark this web site and visit it frequently.

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.

Response Submission

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. **For the convenience of all bidders, a checklist of required information and materials is provided on Page 14.**

Submit one (1) original, two (2) hard copies, 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: Emily Weddington
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

General Terms and Conditions

See Attachment B, "General Terms and Conditions".

Insurance

Bidder shall provide written evidence of insurance coverage in the amounts specified in Attachment C, "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 C, "Minimum Insurance Requirements". During the term of the contract, the successful respondent must provide, pay for and maintain such insurance.

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.

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

Qualifications

1. Licensed to do business in the state of Florida and Escambia County.
2. Qualified to perform the work as specified herein.
3. Regularly engage in this type of business for a minimum of three (3) consecutive years prior to opening date of this solicitation. The respondent shall not be a joint venture.

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, or bid bond made payable to the University of West Florida Board of Trustees. See Attachment A, "Bidding Instructions and Information" for additional information.

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.

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 assigned to perform the work described in this ITB has successfully passed a Level II background check.

Sample Agreement

See Attachment D, "Sample Waste Management Services 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 standing purchase orders or a PCard will be issued against the term contract.

Price

The template to be used to submit your pricing is included as Attachment E - Tabs A-I, "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. See Attachment A, "Bidding Instructions and Information" for additional information.

F.O.B. Destination

In order to fairly compare and properly evaluate the competitive cost among all respondents, the cost for each item must be quoted to include ownership and shipping costs, FOB Destination. Separate shipping costs shall not be added to the invoice and will not be paid by the University unless special delivery and handling is requested and authorized by the University's purchase order prior to shipment.

References

Provide at least three references for whom you have provided the same or similar service within the last 3 –5 years. Each reference should include the Company Name, Contact Name, Current Phone Number, and E-mail address. **Do not use UWF staff as a reference for this bid.**

OBJECTIVE

The University's objective is to establish an exclusive term contract for the orderly collection, transportation, processing, recovery and disposal of some, but not all, of the University's solid waste and recovered materials through a competitive bid process.

The Contractor shall provide recommendations and guidance to ensure a comprehensive waste management program designed to minimize main stream waste by segregating as much recovered materials as possible. This program shall be designed to recover a significant portion of at least four of the following materials from the solid waste stream prior to final disposal at a solid waste disposal facility and to offer these materials for recycling: newspaper, aluminum cans, steel cans, glass, plastic bottles, cardboard, office paper, and yard trash. As part of this program, the successful bidder will be required to provide solid waste disposed and recycled materials weekly documentation in units of tons and pounds to UWF. Currently, the University has in place an ongoing separate hazardous material transporting and disposal contract.

SCOPE OF SERVICES

A. Scope of Services

UWF desires the most thoroughly developed and highest quality professional services available. The following specifications outline the minimum firm requirements for the proposed service. They are provided to assist participants in understanding the objectives of UWF and in submitting a thorough response.

In accordance with the terms and conditions enumerated in these specifications, the respondent's bid, and the resultant contract, the services and items to be furnished shall include, but are not limited to: all collection containers including hand picked up containers¹; maintenance on collection containers to include cleaning, painting, and maintenance repair; vehicles, drivers and helpers to perform the removal services; and disposal or processed at permitted solid waste management disposal facility or recovered materials facility.

B. General Specifications

1. Equipment – All equipment must meet D.O.T., O.S.H.A., Federal, State, and local regulations and laws.

- **Front End Load Containers (Tabs A and B)** - Contractor shall furnish front end load containers in the size and type specified by the University. Containers must be slant or box type containers, with light weight plastic lids and sliding side doors unless otherwise specified. Containers shall be new or like new, subject to inspection and approval by the University representative. Containers shall present a neat exterior appearance, free of major dents with lids in good repair and all doors straight and operating freely. Containers should be neatly painted and/or replaced as often as necessary to prevent rusting and/or otherwise appearing unsightly. Successful bidder will replace any dumpster which develops, for any reason, holes causing garbage to be spilled onto the ground. Contractor shall be responsible for keeping containers free of odor.
- **Recycle Carts (Tab C)** - Contractor shall furnish recycle carts in the size and type specified by the University. Carts shall be new or maintained like new, subject to inspection and approval by the University representative. Carts shall present a neat exterior appearance, with tops and wheels functioning properly. Carts should be repaired or replaced as often as necessary to prevent appearing unsightly.

¹ University owned outdoor trash containers throughout the campus (Attachment F - Container Location Map)

- **Roll-Off Containers (Tab D)** - Contractor shall furnish roll-off containers in the size and type specified by the University. Containers shall be new or maintained like new, subject to inspection and approval by the University representative. Containers shall present a neat exterior appearance, free of major dents. Containers should be neatly painted and/or replaced as often as necessary to prevent rusting and/or otherwise appearing unsightly. Contractor shall be responsible for keeping containers free of odor.
- **Compactor Containers (Tab E)** - Contractor shall furnish compactors in designated areas. Cart dumpers shall be supplied by the contractor where required. To reduce odors, solid waste compactors shall be equipped with automatic deodorizers that periodically spray the accumulated waste. Contractor shall be responsible for stocking and refilling the deodorant. In addition, the compactor container shall be washed after each dump. Recovered material (cardboard) compactor does not require a deodorizer.
- **Temporary Containers (Tab F)** - Contractor shall furnish temporary front end load containers and roll-off containers in the size and type specified by the University on an as needed basis. Delivery and removal shall be made within 24 hours of notification.
- **Container Identification and Location** – Each front-end load container is assigned a unique container identification number (See Tabs A & B) which corresponds to the UWF site number. These numbers shall be used in billing and correspondence. On each container, clearly indicate if container is for collection of recovered materials or solid waste. Solid waste containers shall have a **distinctive different color** than the recovered material containers. Indicate on each container a list of recovered materials acceptable for single stream recycling (aluminum cans, plastics, paper, cardboard, metals, etc.) and materials not-acceptable for single stream recycling (food, clothing, shoes, batteries, etc.) Contractor shall maintain a current site map of campus indicating each container identification number and location (See Container Location Map - Attachment F).
- **Container Collection and Hauling Vehicles** - Container collection and hauling vehicles shall be sized to allow transit on campus drives and service areas without damage to sidewalks, drives, curbs, grass areas, or landscape materials. Vehicles shall be clearly marked with company name and vehicle number, maintained in good operating condition and appearance and must be clean at all times. Vehicles used for University waste management services are subject to inspection and approval by the University. The vehicles shall be operated at all times in accordance with the laws of the State of Florida and the University of West Florida. All collection and disposal equipment must be capable of containing liquid and dry refuse without leakage. It is the responsibility of the contractor to clean any spillage of waste. Backup equipment, both containers and vehicles, must be available in the event of primary equipment failure, to resume normal service without interruption.

2. Solid Waste and Recovered Material Daily Collection Service²

- Contractor shall provide daily collection service for the following University owned containers located at various locations around campus (Tab G and Attachment F – Container Location Map):
 - a. One-Hundred and Thirteen (113): 26/39-gallon containers
 - b. Twenty (20): 0.5 cubic yard containers
 - c. Eighteen (18): 33-gallon containers
- Bagged Solid Waste and Bagged Recovered Material Collection
 - a. Bagged solid waste and recovered material shall be collected daily, Monday through Friday, of each week.
 - b. Remove bagged material from each container and replace bag in each container. Replacement bags are to be provided by the vendor.
 - c. Bagged material is to be placed in closest solid waste or recovered material front load container as required.
 - d. Collected cardboard should be placed in cardboard compactor.
- Collection Vehicles:
 - a. Collection vehicles shall be sized to allow transit on campus drives and serve areas without damage to sidewalks, drives, curbs, grass areas, or landscape materials.

² University owned outdoor trash containers throughout the campus (Attachment F – Container Location Map)

- b. University agrees to make space available for storage for any vehicles or equipment required to perform the collection service at no cost to Contractor if required. However, the University shall not be responsible for any damages, vandalism, or loss of vehicles or equipment stored on campus.

3. Service Location and Collection Schedules

- The collection days, collections points, container size and type, and frequencies of collection are outlined in the **“Estimated Annual Waste Management Services Cost” (Tabs A - F)**- Attachment E – Bid Price Summary Sheet. Those listed require specified service year-round; however, service may be reduced during summer and other vacation periods at the discretion of the University. Bidders are advised that the academic programs of University of West Florida are currently operated on the semester system.
- Container locations may be changed by the University without penalty or additional cost for relocation. Container locations shall not be changed without the approval of the University Representative. All containers required for this operation shall be in place on the first day of the contract. Installation shall be scheduled with the University, and any damage done by Contractor or Contractor’s agents during installation or removal shall be repaired by Contractor or by others at Contractor’s expense.
- The number or size of containers, and/or the pickup frequency of the containers can be increased or decreased, with a cost adjustment in accordance with costs in Tabs A-F. Changes in container sizes and pickup frequencies shall be made at the direction of University Representative, or upon request of Contractor with approval by University Representative. All requests and approvals shall be made in writing.
- The opening and closing of school terms, and certain other activities, generate peak volumes of refuse at residence halls and other locations. Contractor shall schedule additional pickups and/or deliver additional containers at the direction of University Representative to ensure timely removal of the waste. These additional services may need to be performed during evenings, weekends, and/or holidays.
- If a tropical storm or hurricane is projected to affect the University, the contractor shall initiate emptying of all containers 48 hours before projected storm’s landfall. Prior scheduling will be done whenever possible. The dispatching of these additional services will be done by University Representative through Contractor’s dispatcher or assigned representative and will be paid in accordance with the unit prices in Contractor’s bid.
- Waste and recovered material containers shall be emptied at or before 7:00 AM central time. Contractor will be responsible for opening and closing of all gated enclosures.

4. Billing Structure and Reports

- Billing statements shall be monthly beginning on the first and ending on the last day for each monthly billing period. The bill is to be issued on the first Monday of each month for billed and received services rendered since the last issued billing period. The number of weeks in each billing cycle will vary from month to month. Statements and detailed invoices for the month shall be sent by mail and via email in Portable Document Format (PDF) to designated University Representative.
- Contractor shall provide the University with a summary of actual weekly weights of recovered materials by type and total actual weekly weight of disposed solid waste. Weekly reports shall be prepared and submitted to the University Representative via email no later than Tuesday of the following week.

5. Management, Personnel and Parking

- Contractor shall appoint an individual within its operation as primary contact for all matters pertaining to daily operations of this contract. Such individual shall be available to the University during normal business hours. This person shall have radio contact with the equipment operators and supervisors for correction of problem situations. In addition, a billing clerk that is knowledgeable of the University’s account shall be available during normal business hours.
- Trucks shall be easily identified as belonging to Contractor and all employees of Contractor shall be in uniform or shall wear some type of positive identification so they can be recognized when they are on campus. Vehicles clearly marked with Contractor’s name may park in any University parking space not otherwise restricted for

special purposes while conducting business under this contract. An unmarked contractor vehicle must comply with the University's contractor parking policy.

6. **Property Damage** - Vendor is responsible for any damage inflicted by its personnel or equipment during the term of this contract.
7. **Transition** – Contractor is responsible for formulating and implementing a transition plan with incumbent. Plan will ensure all new containers are in place on or before contract start date. At no time will a University site be without a container. Staging areas will be provided on campus for incoming and outgoing containers.

BID PRICE SUMMARY SHEET

FROM:

Bidder's Name

Address

(Florida Corporate Charter Number)

(Federal I.D. Number)

TO:

**The University of West Florida
Procurement and Contracts
11000 University Parkway
Pensacola, FL 32514
Bids will be received at Bldg. 20W, Room 159**

I, hereinafter called "Bidder", by my signature on the attached "INVITATION TO BID" COVER PAGE, having familiarized myself with the local conditions, nature and extent of the work, and having examined carefully the Drawings, Technical Specifications, General and Special Conditions and Statement of Work, propose to: **COLLECT, TRANSPORT, PROCESS AND DISPOSE OF GENERATED SOLID WASTE ON THE MAIN CAMPUS OF THE UNIVERSITY OF WEST FLORIDA, PENSACOLA, FLORIDA AND IN FULL ACCORDANCE WITH ALL SPECIFICATIONS, DRAWINGS, INVITATION TO BID, SPECIAL AND GENERAL TERMS AND CONDITIONS, ADDENDA** and any other documents relating thereto on file at Procurement and Contracts, and if awarded the Contract, to complete said work within the time limits specified at the rates provided in Attachment E – Tabs A- I .

As deemed in the best interest of The University, the right is reserved to make multiple awards or a single award, to reject any and all bids or waive any minor irregularity or technicality in bids received.

Respondent is to complete and submit with response information required on Attachment E - Tabs A-I. Insert prices below from Attachment E - Tab I Contract Totals.

| | |
|--|----------|
| Total Annual Cost – Tab A Trash FELS | \$ _____ |
| Total Annual Cost – Tab B Recycle FELS | \$ _____ |
| Total Annual Cost – Tab C Recycle Carts | \$ _____ |
| Total Annual Cost – Tab D Permanent Roll-Offs | \$ _____ |
| Total Annual Cost – Tab E Compactors | \$ _____ |
| Total Annual Cost – Tab G Daily Collection Service | \$ _____ |
| Total Annual Cost of Contract | \$ _____ |

LIST OF REFERENCES

Bidder shall provide no less than three (3) references for similar work, preferably local. Do not use UWF staff as a reference for this bid.

| | | |
|----------------------------------|------|-----------------|
| 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: | | |
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| PHONE: | FAX: | E-MAIL ADDRESS: |
| NAME OF CONTRACTOR'S SUPERVISOR: | | |
| PROJECT DESCRIPTION: | | |

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|----------------------------------|------|-----------------|
| 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 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, two (2) hard copies, 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 with Original Signature on Invitation to Bid Acknowledgment Form (mandatory). |
| Yes | No | One (1) original, two (2) hard copies, and one (1) electronic copy of your bid response. |
| Yes | No | Signed Addenda (if applicable) |
| Yes | No | Evidence of Insurance Coverage |
| Yes | No | Bid Guarantee 5% of annual cost for service is required. |
| 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 (Do not use UWF staff as a reference for this bid.) |
| Yes | No | Completed and Signed Certification Regarding E-Verify System |
| Yes | No | Completed and Signed Bid Price Summary Sheet |
| Yes | No | Completed Bid Price Summary Sheet - Attachment E – Tabs A-I |
| Yes | No | Completed and Signed Bidder's Checklist |

COMPANY NAME

SIGNATURE

PRINTED NAME AND TITLE

DATE