

# School District of Palm Beach County FL



## **Solicitation No.** 14C-42D Vending Services

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**RESPONSES ARE DUE PRIOR TO:  
April 7, 2014 at 2:00 P.M.**

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**RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:**

[www.Demandstar.com](http://www.Demandstar.com)

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The School District of Palm Beach County is an  
Equal Education Opportunity Provider and Employer.  
[http://www.palmbeachschools.org/purchasing/documents/Equity\\_Coordinators.pdf](http://www.palmbeachschools.org/purchasing/documents/Equity_Coordinators.pdf)

## **14C-42D - SPECIAL CONDITIONS**

- A. SCOPE:** This Invitation to Bid is to establish a **Term Contract for Beverage and Snack Vending Services** for the School District of Palm Beach County. The District's cafeteria and vending sales in schools are impacted by a variety of internal and external rules, policy, laws and regulations.

The District is obligated to adhere to:

- United States Department of Agriculture Smart Snacks in School guidelines, Attachment A.
- National School Lunch and Breakfast Program (NSLBP) regulations and policies as set forth (primarily in 7 CFR 210 and 220), Attachment B.
- The District Wellness Promotion Policy, Board Policy 2.035, Attachment C.
- The State Board of Education Rule, 6A-7.0411, Paragraph (2) (c) describing the requirement to "control the sale of food and beverage items sold in competition with the district's approved food service program", Attachment D.

**All awardees are required to adhere to these requirements:**

- All awarded companies will immediately ensure that all vended products upon award of this contract will adhere to products determined acceptable by the Smart Snacks in School Guidelines following the guidelines in Special Condition O. Failure to follow this may result in cancellation of this contract up to and including Debarment.
- The District will also require that all products be verified for their adherence to the Smart Snacks in School Guidelines guideline prior to sale in the District.
- In order to accelerate migration to lower-calorie and nutritious products in schools all awardees' will work with the District in the spirit of mutual financial fairness to amend the terms of existing contracts to change the product mix described and approved by the District therein to include only products outlined in this document.
- All machines must be equipped with timers in order to control their ability to vend and not vend at the appropriate times.

**Definition:** "Competitive foods and beverages" shall mean any food or beverage item sold to students that compete with the District's operation of the National School Lunch and School Breakfast Programs. Items include those sold in vending machines or those sold by students, parents, school administrative staff, or any other person, company, or organization.

- B. BACKGROUND:** Competitive foods and beverages shall not be sold during the school day at any elementary or middle school in the District. Following the school day, any foods or beverages sold between the end of the school day and up to 30 minutes after, must meet the required nutrition standards as stated in the Healthy Hunger-Free Kids Act of 2010. The nutrition standards do not apply to any foods or beverages sold 30 minutes after the official school day ends.

Competitive foods and beverages may be sold during the school day in District high schools, beginning one hour after the last lunch period, if the foods and beverages meet the nutrition standards as stated in the Healthy Hunger-Free Kids Act of 2010. The nutrition standards do not apply to any foods or beverages sold 30 minutes after the official school day ends. The sale of non-carbonated beverages, by a school activity or organization authorized by the principal, is allowed at all times if a beverage of one hundred (100) percent fruit juice is

available at each location as long as the items meet the nutrition standards as stated in the Healthy Hunger-Free Kids Act of 2010.

No foods or beverages outside of the school meals program may be sold where meals are served.

**C. DELIVERY:** Items in the Invitation to Bid are for **various schools and departments** located throughout Palm Beach County and are not for delivery to any central location. Deliveries are to be FOB destination as per purchase order. All deliveries made to schools and departments shall require inside delivery unless otherwise specified.

**D. DEMANDSTAR:**

1. All offers must be submitted electronically to Demandstar.com.
2. DemandStar requires that all documents be downloaded, completed, saved and re-uploaded to submit your offer. DemandStar does not support online document completion.
3. The Vendor Contact Information page on the DemandStar site has a required field "BID AMOUNT". The District does not require this field to be completed, but in order to complete the process DemandStar requires input. It is suggested that you input zero. All the District requirements should be included in number one above.
4. It is recommended that you incorporate your response into one document or as few separate uploads as possible when submitting your offer to DemandStar.
5. **The District will only consider offers that have been uploaded and submitted prior to the bid closing date and time.** Allow plenty of time to complete your offer.
6. **IMPORTANT INFORMATION:** When finished uploading all required documents, at the end of the document, you must Submit your Bid Response.

**After clicking "Submit Response" the following process will begin:**

- DemandStar will verify that your response is complete as entered.
- You will see a confirmation page with your confirmation number and date/time stamp of your upload.
- You will receive a confirmation e-mail indicating a successful response submittal.

**If you do not receive any of the above, please call DemandStar Supplier Services at (800)711-1712.**

**For additional information please go to:**

<http://www.palmbeachschools.org/purchasing/bids/purch/vendor/ebidding.pdf>

7. Hard copy bids will not be accepted.
8. Be advised that DemandStar has a limit of 30MB per document upload and a 100MB maximum per vendor response.

If necessary, an addendum will be distributed by DemandStar to all who are known by the Purchasing Department to have received a complete set of proposal documents.

**E. AWARD:** In order to meet the needs of the various departments and in the best interest of the School District, awards shall be made to ALL responsive, responsible bidders who offer positive, non-zero commissions percentages for the sale of goods from vending machines and comply with specifications, terms, and conditions. Vendors who offer the greatest commission should receive the majority of orders.

Upon award, the successful bidder cannot initiate or substitute any product that has not been approved in advance by The District, see Special Condition T & U. The successful bidder must supply only products that have been approved by The District.

The Board, through its designee(s), reserves the right to further negotiate any proposal, including price and warranty, with all responsible and responsive bidders to meet the needs of the District. If a mutually beneficial agreement with the first lowest responsible and responsive bidder being considered for award cannot be resolved, The Board, through its designee(s), reserves the right to enter into negotiations with the next lowest responsible and responsive bidder until an agreement is reached to meet the needs of the District.

Upon award of a particular item to the successful bidder, the vendor cannot substitute an item without prior approval by the Purchasing Department. Vendor must supply the item that was specified according to their bid response unless instructed otherwise by the Purchasing Department.

For District certification go to <http://www.palmbeachschools.org/MWBE> website and complete the M/WBE certification application.

- F. TERM OF CONTRACT:** The term of this contract shall be from April 22, 2014 through April 21, 2016, and may, by mutual agreement between the School District and the awardee, be renewable for three additional one – year periods. If considering renewal, the District, through the Purchasing Department, will request a letter of intent to renew from the awardee prior to the end of the current contract period. The contract will be extended ninety (90) days beyond the contract expiration date, if needed. The awardee agrees to this condition by signing their bid. The awardee will be notified by the Purchasing Department when the recommendation has been acted upon. All prices shall be firm for the term of this contract, however, nothing prohibits the District from accepting lower pricing during the term of this contract.
- G. AGREEMENT:** The agreement between the school/department and the awarded vendor shall be documented in writing on a Vendor/District agreed to document or contract. The term of any agreement entered into by a District Department or School cannot extend past the term of this Bid. The individual agreement between the vendor and school/Department must follow the same time line as Special Condition F. The agreement between The District and awarded Vendor shall not limit or exclude any product or brand of any other company.

All Agreements/Contract are required to be reviewed and approved by the District Legal Department.

- H. PRICING:** Establishment of prices and price adjustments on vended products will be at the discretion of the awarded vendor.
- I. COMMISSION RATES:** Please outline your Commission Rate Schedule on the Bid Summary Document. Multiple Commission Rates or Range of Rates **WILL** be accepted. Commission Rates should be a positive non-zero number expressed as percentages. The vendor offering the highest commission rate should be in the best position to receive the greatest quantity of requests for service.

Upon acceptance of services by the School/Department the commission percentage must be delineated in the Agreement.

- J. COMMISSION PAYMENTS:** All awarded companies, existing and/or new shall operate by commission payments only. **All machines currently residing at any school or department**

**location shall be converted to a commission based system within 30 days of the awarded contract.** Failure to comply with these guidelines may result in termination of the contract.

- Monthly commission payments are to be sent to each individual school or department and made payable according to the location.
- When entering a District Building the vendors' representative must identify themselves at the entrance or front office prior to entering the facility
- A district designee and vendor's representative shall jointly read and record meter readings upon installation of each machine. Machines cannot be put into service until this is performed. Both parties shall receive a copy of the record of meter readings taken.
- Each cumulative meter on each machine shall be read on approximately the same date every month. A District designated employee assigned shall observe and record the meter reading taken.
- The last meter reading should accompany or show on the commission check.
- Commission shall be submitted on or before the **tenth day** of each month for the previous month's business.
- If a machine requires replacing, both the designated employee and the vendor's representative shall record the meter reading before it is removed from the site.

**K. MACHINE OPERATION:** Bidders must supply machine with the ability to have/perform the operations listed below.

- Full Service Machine; A Full Service Machine is defined as the vendor furnishing the vending machine, stocking and collecting fund with payment of a predetermined commission to the school/department.
- A tamper proof meter must be standard on all District Machines.
- All machines must be Energy Star compliant.
- All machines must have all lighting turned off, bulbs removed or have Vending Misers or similar device installed.
- The meter readings for all machines must show gross sales in dollars.
- Machine in place for student use must be equipped with timers in order to control their ability to vend and not vend at the appropriate times.
- All machines must display visible, credible and legible signage that includes nutritional information regarding all products contained within the machine.
- All machines must be inspected and treated for pest infestations prior to installation in any District facility. A statement to this effect must accompany all machines being installed on District property and submitted to the District representative. Regular inspections and treatment of the machine for pests while on District property is mandatory. This may be accomplished during the stocking and machine inventories.

Any and all treatments will be at the vendors' expense.

- Material Safety Data Sheet will be provided to the School/Department when the machine is delivered covering the chemicals used to treat pest infestations.

**L. REPORTING:** The school/department must receive monthly reports. This report will indicate starting and ending meter count and synopsis of sales to reflect total sales realized and commission percentage paid. The report should also reflect the number of hours each machine is operational (Able to dispense product).

**M. TIME OF DAY:** Foods sold in competition with the NSLBP may be prohibited or regulated from the time the first staff person reports to the school campus in the morning until one hour after the conclusion of the last student meal service period, as applicable. See Board Policy (2.035), Wellness Promotion and Board Policy 6.185, School Food Service Management Policy; Competitive Foods.

The extended school day can be defined as the time before or after the official school day that includes activities such as clubs, yearbook, band and choir practice, student government, drama, and childcare / latchkey programs.

The policy does not apply to School-Related Events where parents and other adults are a significant part of an audience or are selling beverages as boosters during intermission, as well as immediately before or after such school-related events. Examples of these events include interscholastic sporting events, school plays, band concerts and areas of schools that are designated for adults only, i.e. Teachers Lounge.

**N. QUALIFICATIONS:** The bidder shall have maintained continual work experience in Snack/Drink Vending for a period of three years prior to the bid date. Bidder must submit written documentation with bid or within three days upon request, substantiating experience requirement. Any of the following documentation will be acceptable:

1. Copy of Palm Beach County Occupational License
2. Two References for like size account that firm has furnished services

The bidder shall have a place of business for contact by District personnel during normal working days.

**O. PLACING AN OFFER:** All offers must be submitted electronically to Demandstar.com. No offer will be considered if submitted after the closing date and time. Hard copy bids will not be accepted.

Allow plenty of time to complete your offer.

If necessary, an addendum will be distributed by DemandStar to all who are known by the Purchasing Department to have received a complete set of proposal documents.

**P. BID QUESTIONS:** All questions related to this bid must be submitted by email to Dick Hardman, Senior Purchasing Agent at [dick.hardman@palmbeachschools.org](mailto:dick.hardman@palmbeachschools.org) and must be received no later than March 28, 2014, at 5:00PM EST. All questions will be answered and listed on DemandStar after the date and time above.

All questions submitted (along with their source) are subject to Public Records Laws and as such will be available for inspection upon receipt of a Public Records Request.

- Q. POSTING OF BID RECOMMENDATION / TABULATIONS:** Bid recommendations and tabulations will be posted electronically with **DemandStar** and at the Fulton Holland Educational Services Center Purchasing Department for review by interested parties, at 3300 Forest Hill Boulevard, Third Floor, A-Wing Suite A-323 West Palm Beach, FL, on April 8, 2014, at 3:00 p.m., EST, and will remain posted for a period of 72 hours. If the bid tabulation with recommended awards is not posted by said date and time, A "Notice of Delay of Posting" will be posted to inform all bidders of the new posting date and time.

Any person adversely affected by the decision or intended decision, as defined in School Board Policy 6.14 (4) (a), must file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. Saturdays, Sundays and State Holidays shall be excluded in the computation of the 72-hour time period. The formal written protest must be filed within 10 days after the date the notice of protest is filed. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a notice of protest or to file a formal written protest within the time prescribed in section 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

- R. SECURITY:** The Awarded vendor is responsible for the security of their machine(s) while on District property. The vendor may vary the level of security as deemed appropriate by location.
- S. PROMOTIONAL MATERIALS:** Awardee shall supply, upon request, promotional/marketing materials appropriate to the school setting in support of the District. These materials must be approved by the district prior to posting at individual school centers. Send all samples with all support information to School District of Palm Beach County, Attn: Dick Hardman, Purchasing Agent, 3300 Forest Hill Blvd., Suite A323, West Palm Beach, FL, 33406. Products will not be evaluated without complete documentation.
- T. NEW / UPGRADED / REFORMULATED PRODUCTS:** During the contract period, if a new, upgraded or reformulated product is made available, the successful bidder of such items shall submit a written request for acceptance of such items, along with pricing. Follow the steps in Special Condition U Product Approval.
- U. PRODUCT APPROVAL:** All products **existing and/or new** must be verified to their adherence to the Smart Snacks in School Guidelines by the District before implementation and sale. See Bid Specifications and United States Department of Agriculture Smart Snacks in School guidelines, Attachment A.

- **Vendor's Responsibility:** The vendor has a responsibility to understand the guidelines and the criteria necessary for product approval. The vendor must submit only products that they believe fit into the guidelines established by the Smart Snacks in School Guidelines. The Districts approval process is not to critique a vendor's entire product line.

- The responsible vendor is encouraged to set up their own approval process that follows the above guidelines and only submit products that pass. This is encouraged to assist the District with rapid product approval and to enhance the vendor's

understanding of the healthier products.

- Products and product size are grade sensitive. A product or container size may be appropriate for one grade level and inappropriate for another grade level. The target grade for the product must be indicated on the Product Information Form that accompanies each product submitted for approval.
- Notification of initial submission of products for approval will be sent to the awarded vendors after notification of Award. Vendors are encouraged to compile necessary information for submission prior to this notification.
- The awarded vendor must supply an email address for communication of product approval. As product "A" is approved the information will be submitted to all vendors via email.
- Forms necessary to submit with product for approval.  
**Each product/flavor/size must be accompanied by its own Product Information Documents.**

1.A completed Product Information Document (Attachment F. Serves as a cover page for the following documents, it is provided as a downloadable document on RFP Depot.) Make copies of this document as needed.

2. Supply a Nutrition Facts Label - must include:

- ✓ Serving Size including the "base" weight
- ✓ Total Calories
- ✓ Total Fat
- ✓ Saturated Fat
- ✓ Trans Fats
- ✓ Cholesterol
- ✓ Sodium
- ✓ Carbohydrate
- ✓ Dietary Fiber
- ✓ Protein
- ✓ Calcium
- ✓ Iron
- ✓ Vitamin A
- ✓ Vitamin C

3. Supply detailed Ingredient Information List, to include product size/weight

4. Completed Product Allergen and Food Sensitivity Disclosure, (provided as a downloadable document). The Product Allergen and Food Sensitivity Disclosure, Attachment E, is a check sheet to aid in the identification of substances that could cause allergic reactions.

- The Districts procedure for approval of new, additional or reformulated products is to be submitted as an individual packet per product to include complete, legible and accurate information in order to expedite the approval process. Each packet must include;

1. Vending Machine Product Information, Attachment F.

2. Product Nutrition Facts Label, vendor supplies.
3. Detailed Product Ingredient Information List, vendor supplies.
4. Product Allergen and Food Sensitivity Disclosure, Attachment E.

Once the packet has been verified for accuracy, a Registered Dietitian will compare the submitted product to the Guidelines from the Healthy, Hunger-Free Kids Act of 2010. If the product falls within the guidelines it will pass, if it does not meet the Guideline it will not. Products that meet or exceed the guidelines will then be routed to the Districts Wellness coordinator and the Purchasing Department for final approval.

Once a **complete** packet has been submitted the vendor will be notified within 5 working days of the outcome of the comparison. The initial approval process will be done as quickly as possible, but, due to anticipated volume, it may extend outside the 5 day window.

- The submission of product information packets should be delivered to:

**Palm Beach School District Food Services Department  
3661 Interstate Park N, Riviera Beach, FL 33404  
Attention: Vending Product Evaluation**

**Failure to supply complete documentation may result in rejection of product submitted.**

All items submitted MUST BE **COMPLETE**, **LEGIBLE** AND **ACCURATE**.

- V. **INGREDIENTS:** The School Board reserves the right to award or not award items that contain any of the ingredients listed below. The School Board discourages the use of these ingredients.
- a. Mono-Sodium Glutamate-MSG
  - b. High Fructose Corn Syrup, HFCS
  - c. Peanuts, Peanut Protein or Peanut by products
  - d. Trans fatty acids
  - e. Red Dye #40
  - f. Yellow Dye # 5

**Please refer to the instructions in Special Condition U.**

- W. **FAILURE TO DELIVER:** Failure to deliver as specified and at bid price will authorize the School District to purchase these items on the open market. On all such purchases, the vendor failing to meet the bid requirements will be charged the additional cost. Further, the Purchasing Department may recommend to the School Board that the vendor failing to deliver as specified be removed as a future bidder on all bids for a period of up to three years.
- X. **MEASUREMENTS:** Each bidder is responsible for making an on-site measurement of the area to be serviced in order to determine exact requirements. All bidders shall be responsible for accuracy of field measurements. Bidders shall investigate the location of the work and the conditions of the installation required.
- Y. **INSTALLATION:** Successful vendor shall be responsible for unloading, uncrating, setting in place, removal of dunnage off site and making ready for operation all items awarded. Successful vendor shall be responsible for furnishing all labor and materials to install machines.

Installation shall include full and complete hook-up of unit. Vendor shall make all final connections. School District will furnish necessary services within a reasonable distance. Disconnection and/or hook-up of units shall be accomplished only by personnel certified by the State of Florida or Palm Beach County as being qualified to perform task involved and demonstrate.

- Z. DESCRIPTIVE LITERATURE:** Each bidder must submit, **WITH THIS BID OR WITHIN THREE DAYS NOTIFICATION**, descriptive literature with full illustrations and detailed specifications for the model vending machines that will be utilized. All machines must be DEX. Descriptive literature is required to establish, for the purpose of bid evaluation and award, the equivalency of vending machines bid with the machines specified, and for contract administration.

Each bidder must also submit, **WITH THIS BID, AND WITHIN THREE DAYS OF NOTIFICATION**, a **PRODUCT LIST** of all items available for snack and drink vending. The School District of Palm Beach County reserves the right to determine which item(s) will be stocked in vending machines. **ALL PRODUCTS MUST BE APPROVED BEFORE THEY ARE PLACED IN THE MACHINES FOR SALE.**

**FAILURE TO SUBMIT THE DESCRIPTIVE LITERATURE WITH THE BID AND PRODUCT LIST WITH THE BID OR WITHIN THREE DAYS OF NOTIFICATION WILL RESULT IN REJECTION OF BID SUBMITTED.**

- AA. M/WBE:** The Board strongly encourages the use of Minority/Woman Owned Business Enterprises for participation as partners, joint-venturers, prime contractor, sub-contractors, and in contracting opportunities. Inquiries regarding listings of District and State Certified Minority, Women and Disadvantaged Contractors can be made to the Palm Beach County School District's Office of Diversity in Business Practices, 3300 Forest Hill Boulevard, Suite A-106, West Palm Beach, FL 33406, or phone (561) 434-8508, or on our web site at <http://www.palmbeachschools.org/mwbe/>.

- BB. SMALL BUSINESS ENTERPRISE:** Firms certified as a Small Business Enterprise with Palm Beach County (PBC) or the City of West Palm Beach (WPB) may apply for certification with the School District following the interlocal Agreement procedures below:

- **Complete the online School District SBE application which can be found at [www.palmbeachschools.org/mwbe](http://www.palmbeachschools.org/mwbe)**
- **Complete the SBE affidavit**
- **Pay the \$150 processing fee online ([www.palmbeachschools.org/mwbe](http://www.palmbeachschools.org/mwbe))**
- **Provide a copy of SBE certificate from PBC or the City of WPB**
- **Provide the Interlocal Certification Cover Sheet from either PBC or City of WPB**

- CC. ACCESSIBILITY TO AND COOPERATION WITH INSPECTOR GENERAL AND STAFF:** The Awarded Vendor agrees and understands that the School District's Office of Inspector General shall have immediate, complete, and unrestricted access to all financial and performance-related records, papers, books, documents, information, writings, drawings, graphs, photographs, processes, data or data compilations, computer hard drives, emails, instant messages, services, and property or equipment purchased in whole or in part with School Board funds ("Information and Records"). The Awarded Vendor shall furnish the Inspector General with all Information and Records requested for the purpose of conducting

an investigation or audit, as well as provide the Inspector General with reasonable assistance in locating assets and obtaining Information and Records that are in the possession, custody, or control of the Awarded Vendor or its subcontractor. The Awarded Vendor understands, acknowledges, and agrees to abide by applicable portions of School Board Policy 1.092. Such policy is located at: <http://www.palmbeachschools.org/policies/>.

**DD. PUBLIC RECORDS LAW**

The Contractor should be required by contract to:

- 1) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- 2) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- 3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- 4) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

**EE. INSURANCE REQUIREMENTS:** Proof of the following insurance will be furnished by the awarded vendor(s) to the School Board of Palm Beach County by Certificate of Insurance.

Original copies of Certificates of Insurance meeting the specific required provision specified within this contract/agreement shall be forwarded to the School District of Palm Beach County, Purchasing Department by email ([insurancecertificate@palmbeachschools.org](mailto:insurancecertificate@palmbeachschools.org)), or fax (561-963-3823), and approved prior to the start of any work or the possession of any school property. Renewal certificates must be forwarded to the same department prior to the policy renewal date.

Thirty days written notice must be provided to the School District of Palm Beach County via certified mail in the event of cancellation. The notice must be sent to the Purchasing Department.

The awarded vendors shall provide complete copies of any insurance policy for required coverage within seven days of the date of request by the Purchasing Department. For all contracts with an amount of \$500,000 or more the actual INSURANCE POLICY must be included with the Certificate of Insurance.

1. **WORKERS' COMPENSATION:** Bidder(s) must comply with FSS 440, Workers' Compensation and Employees' Liability Insurance with minimum statutory limits.
2. **COMMERCIAL GENERAL LIABILITY:** Awarded vendors shall procure and maintain, for the life of this contract/agreement, Commercial General Liability Insurance. This policy shall provide coverage for death, bodily injury, personal injury, products and completed operations liability and property damage that could arise directly or indirectly from the performance of this agreement. It must be an occurrence form

policy. **THE SCHOOL BOARD OF PALM BEACH COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR COMMERCIAL GENERAL LIABILITY INSURANCE.**

The minimum limits of coverage shall be \$\_\_\_\_\_ per occurrence, Combined, Single Limit for Bodily Injury Liability and Property Damage Liability.

3. **BUSINESS AUTOMOBILE LIABILITY:** Awarded vendors shall procure and maintain, for the life of the contract/agreement, Business Automobile Liability Insurance. **THE SCHOOL BOARD OF PALM BEACH COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR BUSINESS AUTOMOBILE LIABILITY INSURANCE.**

The minimum limits of coverage shall be \$1,000,000 per occurrence, and \$5,000,000 Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This coverage shall be an "Any Auto" form policy or a form policy that includes "Scheduled Autos, Hired Autos, and Non-Owned Autos" coverage. The insurance must be an occurrence form policy.

In the event the contractor does not own any vehicles, we require an affidavit signed by the contractor indicating the following:

\_\_\_\_\_ (Company Name) does not own any vehicles. In the event we acquire any vehicles throughout the term of this contract/agreement, \_\_\_\_\_ (Company Name) agrees to purchase Business Automobile Liability coverage as indicated above on the date of acquisition.

**FF. INFORMATION:** Any questions by the prospective bidders concerning this Invitation to Bid should be submitted to Dick Hardman, Senior Purchasing Agent at [dick.hardman@palmbeachschools.org](mailto:dick.hardman@palmbeachschools.org). Dick Hardman, Senior Purchasing Agent is authorized only to direct prospective bidders to various portions of the bid so they may read and interpret such for themselves. Neither Dick Hardman, nor any employee of the District is authorized to interpret any portion of the bid or give information as to the requirements of the bid in addition to that contained in the written bid document. Interpretations of the bid or additional information as to its requirements, where necessary, will be communicated to bidders by an electronic addendum.

**GG. DISTRICT PURCHASING CARD:** The School District has authorized the use of a Purchasing Card with Visa through the Bank of America to expedite small dollar purchases for materials, supplies, and other items needed for daily operations. Vendors may be presented these credit cards by authorized School District personnel for the above mentioned purchases. Each cardholder's authorization limit may not exceed \$1,000 daily per vendor effective July 1, 2006 (with the exception of travel). Purchase orders are strongly discouraged for purchasing materials, and supplies under \$1,000.