

School District of Palm Beach County FL



Solicitation No.

14C-34W

Term Contract for Armored Car Service

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RESPONSES ARE DUE PRIOR TO:

2:00 PM EST, Tuesday, February 18, 2014

.....

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

www.Demandstar.com

.....

The School District of Palm Beach County is an
Equal Education Opportunity Provider and Employer.

http://www.palmbeachschools.org/purchasing/documents/Equity_Coordinators.pdf

INSTRUCTIONS TO BIDDERS

The General Conditions for Bids, Instructions to Bidders, Special Conditions, Specifications, Addenda, and/or any other pertinent documents form a part of the Invitation to Bid, and by reference are made a part thereof.

1. **PURPOSE:** It is the purpose and intent of this invitation to secure bids for item(s) and/or services as listed herein for The School Board of Palm Beach County, Florida (hereinafter referred to as the "Board"), the corporate body politic that governs, operates, controls, and supervises the School District of Palm Beach County, Florida (hereinafter referred to as "District").

2. **ANTI-COLLUSION:** By electronically submitting a bid, the bidder certifies that it has not divulged, discussed or compared its bid with other bidders and has not colluded with any other bidder or parties to a bid whatsoever. No premiums, rebates or gratuities are permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal of the bidder from all bid lists for the School Board of Palm Beach County, Florida.

3. **ANTI-DISCRIMINATION:**
 - a. The bidder certifies that they are in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The provisions of the ADA Act of 1990 pertaining to employment shall also be applicable.
 - b. The bidder shall not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-contractors, vendors, suppliers, or commercial customers. Bidder shall provide equal opportunity for sub-contractors to participate in all of its public sector and private sector sub-contracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace, such as those specified in the Palm Beach County School Board Policy 6.143. Bidder understands and agrees that violation of this clause is a material breach of the contract and may result in contract determination, debarment, or other sanctions.

4. **BIDS:** Bids will be received electronically through a secure mailbox at Demandstar.com until the date and time as indicated in this bid document. Bids will be opened publicly at the School District of Palm Beach County, Purchasing Department, 3300 Forest Hill Boulevard, Suite A-323, West Palm Beach, FL 33406-5813, and all bidders and general public are invited to attend. It is the sole responsibility of the bidder to ensure its bid reaches Demandstar on or before the closing date and hour as indicated in this bid document.

5. **CONTRACT:** The submission of your bid constitutes a firm offer by the bidder. Upon acceptance by the Board, the Purchasing Department will issue a notice of award and purchase order(s) for any supplies, equipment and/or services as a result of this bid. The Invitation to Bid and the corresponding purchase order(s) will constitute the complete agreement between the successful bidder and the Board. Unless otherwise stipulated in

the bid documents or agreed to in writing by both parties, no other contract documents shall be issued or accepted.

6. **WITHDRAWAL:** When a bidder wishes to withdraw a bid, a written request shall be submitted to the Director of Purchasing and the request will be reviewed for consideration. In no case shall a bidder be granted a release from a bid more than one time in a two-year period. A bidder may not withdraw a bid after the final call for bids at a designated time of opening.
7. **DEFAULT:** In case of default by the bidder, the Board may procure the articles or services from other sources and hold the bidder responsible for any excess costs incurred thereby.
8. **FUNDING OUT/ CANCELLATION OR TERMINATION WITH OR WITHOUT CAUSE:**

A. With Cause: In the event any of the provisions of the Contract are violated by the bidder, the Superintendent or designee shall give written notice to the bidder stating the deficiencies and unless the deficiencies are corrected within ten days, recommendation will be made to the Board or its designee for immediate cancellation. Upon cancellation hereunder the Board may pursue any and all legal remedies as provided herein and by law. In the event that it is subsequently determined that a cancellation under this paragraph was incorrect, the termination shall be converted to a termination for convenience pursuant to the next paragraph.

B. Without Cause: The Board or its designee reserves the right to terminate any contract resulting from this Invitation to Bid at any time and for no reason whatsoever, upon giving 30 days prior written notice to the bidder. If the Contract should be terminated for convenience as provided herein, the Board shall be relieved of all obligations under said Contract. The Board or its designee shall only be required to pay to the successful bidder that amount of the Contract actually performed to the date of termination.

C. Funding Out: Florida School Laws prohibit the Board or its designee from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the contracts.

It is necessary that fiscal funding out provisions be included in all bids in which the terms are for periods of longer than one year.

Therefore, the following funding out provisions are an integral part of this Invitation to Bid and must be agreed to by all bidders:

The Board or its designee may, during the contract period, terminate or discontinue the items covered in this bid for lack of appropriated funds upon the same terms and conditions.

Such prior written notice will state:

1. That the lack of appropriated funds is the reason for termination, and
2. Board agrees not to replace the equipment or services being terminated with equipment and services with functions similar to those performed by

the equipment covered in this bid from another vendor in the succeeding funding period.

“This written notification will thereafter release the School Board of Palm Beach County, Florida of all further obligations in any way related to such equipment covered herein”.

9. **BIDDERS RESPONSIBILITY:** Before submitting its bid, each bidder is required to carefully examine the Invitation to Bid delivery schedule, bid prices and extensions, insurance requirements, licensing requirements, bid closing date and time and to completely familiarize itself with all of the terms and conditions that are contained within the Invitation to Bid. Failure to do so on the part of the bidder will in no way relieve it of any of the obligations and responsibilities which are a part of the Invitation to Bid.

Bidder warrants by virtue of bidding that prices shall remain firm for a period of ninety (90) days from the date of award by the Board or time stated in special conditions.

10. **AWARDS:** In the best interest of the District, the Purchasing Department reserves the right to reject any and all bids and to waive any minor irregularity in bids received; to accept any item or group of items unless qualified by bidder; to acquire additional quantities at prices quoted on the Invitation to Bid unless additional quantities are not acceptable, in which case the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY". All awards made as a result of this bid shall conform to applicable Florida Statutes.

11. **THE JESSICA LUNSFORD ACT:** All awarded bidders who are permitted access on school grounds when students are present, who may have direct contact with any student of the District, or who may have access to or control of school funds must be fingerprinted and background checked. Awarded bidder agrees to undergo a background check and fingerprinting if he/she is an individual who meets any of the above conditions and to require that all individuals in the organization who meet any of the conditions to submit to a Level 2 FDLE background check and FBI screening, including fingerprinting by the School District's Police Department, at the sole cost of Awarded bidder. The report of the results will be immediately transmitted to the School District's Police Department, which shall be the sole determiner of clearance. Awarded bidder shall not begin providing services contemplated by the Invitation to Bid until Awarded bidder receives notice of clearance by the School District and is issued School District badges. Compliance requiring all awarded bidders to register as a visitor before entering school property and proper display of School District badges will be strictly enforced. Neither the Board, nor its members, officers, employees, or agents, shall be liable under any legal theory for any kind of claim whatsoever for the rejection of Awarded bidder (or discontinuation of Awarded bidder's services) on the basis of these compliance obligations. Awarded bidder agrees that neither the Awarded bidder, nor any employee, agent or representative of the Awarded bidder who has been convicted or who is currently under investigation for a crime delineated in section 435.04, Florida Statutes, will be employed in the performance of the contract.

12. **DISQUALIFYING CRIMES:** *The bidder certifies by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by the State of Florida or Federal Government. Further, bidder certifies that it has divulged, in its bid*

response, information regarding any of these actions or proposed actions with other governmental agencies.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid to provide any goods or services to a public entity, may not submit a bid to contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The bidder(s) certifies by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department/agency.

The awarded bidder or any subcontractor shall not employ any persons with multiple felonies and / or crimes against children. The awarded bidder must provide documented proof of efforts to comply with this requirement. The Owner may declare any non-compliance or lack of diligent effort by the awarded bidder to comply as a breach of contract and immediately terminate the services of the awarded bidder.

13. **ADVERTISING:** In submitting a bid, bidder agrees not to use the results therefrom as a part of any commercial advertising without prior approval of the District.
14. **LOBBYING:** Bidders are hereby advised that they are not to lobby with any district personnel or board members related to or involved with this bid until the administration's recommendation for award has been posted at Demandstar.com. and at the Fulton Holland Educational Services Center, Purchasing Department area. All oral or written inquiries must be directed through the Purchasing Department.

Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a board member or district personnel after advertisement and prior to the posted recommendation on the award of the Contract.

Any bidder or any individuals that lobby on behalf of bidder during the time specified will result in rejection / disqualification of said bid.

15. **DISPUTES:** In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the Board shall be final and binding on both parties.

16. **LEGAL REQUIREMENTS:** Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Specifically, bidder(s) is to adhere to School Board Policies 3.12 and 3.13, pursuant to the following, with respect to any criminal arrests and convictions, and is on notice thereto that any employees involved in any Chapter [435](#), Florida Statutes offenses are precluded from continuing to work on the project and must be replaced. Failure to comply may result in the immediate termination of the awarded bidder's contract at the sole discretion of the District. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.
17. **TAXES:** The School District of Palm Beach County, is exempt from any taxes imposed by the State and/or Federal Government. State Sales Tax Exemption Certificate No. 85-8013897253C-1 and Federal Excise Tax No. 59-600783 appears on each purchase order. This exemption does not apply to purchase of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvements of School District-owned real property as defined in Chapter 192, Florida Statutes.
18. **ASSIGNMENT:** The successful bidder shall not sub-contract, assign, transfer, convey, sublet, or otherwise dispose of the contract, or of any or all of its rights, title, or interest therein, or its power to execute such contract to any person, firm, or corporation without prior written consent of the Board.
19. **SUBCONTRACTING:** If an awarded bidder intends to subcontract any portion of the Contract for any reason, the name and address of the subcontracting firm must be submitted along with the bidder's bid or prior to use for approval. No subcontracting will take place prior to bid-awarded bidder furnishing this information and receiving written approval from the District.

The Purchasing Department reserves the right to reject a subcontractor who previously failed in the proper performance of a contract or failed to deliver on-time contracts of a similar nature, or who, the District has determined in its sole discretion, is not in the position to perform the contract due to the subcontractor's size, experience, or resources. The District reserves the right to inspect all facilities of any subcontractor in order to make determination as to the foregoing. The subcontractor will be equally responsible for meeting all requirements specified in the Invitation to Bid.
20. **DEBARMENT:** The Board shall have the authority to debar a person / corporation for cause for consideration or award of future contracts. The debarment shall be for a period commensurate with the seriousness of the causes, generally not to exceed three (3) years. When the offense is willful or blatant, a longer term of debarment may be imposed, up to an indefinite period.
21. **REQUIREMENTS FOR PERSONNEL ENTERING DISTRICT PROPERTY:** Possession of firearms will not be tolerated in or near school buildings; nor will violations of Federal and State laws and any applicable Board policy regarding Drug Free Workplace be tolerated. Violations will be subject to the immediate termination provision heretofore stated in Paragraph 16, Legal Requirements.

"Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any destructive device; or any machine gun.

No person who has a firearm in their vehicle may park their vehicle on District property. Furthermore, no person may possess or bring a firearm on District property.

If any employee of an independent contractor or sub-contractor is found to have brought a firearm on District property, said employee must be terminated from the Board project by the independent contractor or sub-contractor. If the sub-contractor fails to terminate said employee, the sub-contractor's agreement with the independent contractor for the Board project shall be terminated. If the independent contractor fails to terminate said employee or fails to terminate the agreement with the sub-contractor who fails to terminate said employee, the independent contractor's agreement with the Board shall be terminated.

Bidders are advised that they are responsible to ensure that no employee, agent or representative of their company who has been convicted or who is currently under investigation for a crime against children in accordance with section 435.04, Florida Statutes, will enter onto any school site.

22. **PRODUCT RECALL:** In the event the awarded awarded bidder receives notice that a product delivered by the awarded bidder to the District has been recalled, seized or embargoed, and/or has been determined to be misbranded, adulterated, or found to be unfit for human consumption by a packer, processor, subcontractor, retailer, manufacturer, or by any State or Federal regulatory agency, the awarded bidder shall notify the District's Bid Purchasing Agent within two business days of receiving such notice. The District's acceptance or failure to reject the affected product as non-conforming shall not in any way impact, negate, or diminish the awarded bidder's duty to notify the District's Purchasing Agent that the affected product has been recalled, seized or embargoed, and/or has been determined to be misbranded, adulterated, or found to be unfit for human consumption. The form and content of such notice to the District shall include the name and description of the affected product; the approximate date the affected product was delivered to the District; the bid number; and relevant information relating to the proper handling of the affected product and/or proper disposition of the affected product by the District, if necessary to protect the health, welfare, and safety of District students or employees; and any health hazards known to the awarded bidder which may be caused or created by the affected product. The awarded bidder shall, at the option of the Purchasing Department and/or Purchasing Agent, either reimburse the purchase price or provide an equivalent replacement product at no additional cost to the District. Unless it was absolutely necessary for the District to dispose of the affected product, the awarded bidder shall be responsible for removal and/or replacement of the affected product within a reasonable time, as determined by the District, without causing significant inconvenience to the District.

At the option of the District, the awarded vendor may be required to reimburse storage and/or handling fees to be calculated from time of delivery and acceptance to actual removal or disposal. The awarded vendor will bear all costs associated with the removal and proper disposal of the affected product. The failure to reimburse the purchase price and storage and/or handling fees or to remove and/or replace the affected product with an equivalent replacement within a reasonable time without significant inconvenience to the District will be considered a default.

14C-34W - ADDITIONAL INFORMATION DOCUMENT

(This information will not be considered for recommendation of award.)

VENDOR NAME: _____

Cost per pick-up for unscheduled/emergency service	\$ _____
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14C-34W BID SUMMARY DOCUMENT

Note: The item price should be based upon all costs associated with two average stops. Actual invoices will reflect the per unit price of bid. New schools or departments will be added as required. Pricing for all additional add-ons will remain the same as the bid price in Item 1.

Item 1 Total cost per one stop pick-up \$ _____
Per Unit Price

GENERAL CONDITIONS FOR BIDS

1. **USE OF OTHER CONTRACTS:** The District reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, any other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(6) in lieu of any offer received or award made as a result of this bid, if it is in the best interest to do so. The District also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

2. **JOINT-BIDDING, COOPERATIVE PURCHASING AGREEMENT:** All bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all State Agencies and Political Subdivisions of the State of Florida under the same conditions, for the same prices and for the same effective period as this bid, should the bidder(s) deem it in the best interest of their business to do so.

This agreement in no way restricts or interferes with any state agency or political subdivision of the State of Florida to rebid any or all items.

3. **FAILURE TO DELIVER:** Failure to deliver as specified and at bid price will authorize the Board to purchase these items or services from other sources and hold the bidder responsible for any excess costs incurred thereby. 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.

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

Bidders who list minority subcontractors as participants in their bids will complete the M/WBE SUBCONTRACTOR PARTICIPATION LETTER OF INTENT (FORM 1525) and M/WBE SUBCONTRACTOR PARTICIPATION SUMMARY (FORM 1526). The summary (FORM 1526) will be submitted with all requests for payment.

The District only recognizes as acceptable for certification as minority/woman business enterprises those firms, vendors, and consultants that have successfully completed the certification requirements of the State of Florida Office of Supplier Diversity or the School District of Palm Beach County's Office of Diversity in Business Practices. The letter or certificate will only be deemed valid if the dates for certification have not expired. Any pending application with the District or the State of Florida Office of Supplier Diversity shall not be considered as certification of the vendor making application for consideration as a M/WBE firm.

In order to receive consideration for M/WBE participation, the bidder or firm(s) to be utilized by the bidder must be certified by the District or the State of Florida at the time that the bid is opened.

The District does not currently by implication or direct means have reciprocity with any governmental or non-governmental entity, with the exception of the State of Florida Office of

Supplier Diversity for the purpose of sharing and/or acceptance of M/WBE vendors, consultants, for certification. The District does not recognize any other certifications.

Graduation (as described in School Board of Palm Beach County Policy 6.143) from the School District M/WBE Certification shall void certification by the State of Florida. Certification shall be verified and point award shall be determined by the Office of Diversity in Business Practices.

5. **CONTRACTOR BID REQUIREMENTS:** As part of its bid, bidder shall provide to the District a list of all instances within the past ten years where a complaint was filed or pending against bidder in a legal or administrative proceeding alleging that bidder discriminated on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age, or disability against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of each such complaint, including any remedial action taken.

6. **CONTRACT DISCLOSURE:** Upon the District's request, and upon the filing of a complaint against awarded bidder pursuant to Palm Beach County School Board Policy 6.144, awarded bidder agrees to provide the District, within sixty calendar days, a truthful and complete list of the names of all subcontractors, vendors, and suppliers that bidder has used in the past five years on any of its contracts that were undertaken within the District relevant geographic market as defined in Palm Beach County School Board Policy 6.143, including the total dollar amount paid by bidder for each subcontract or supply contract. Awarded bidder agrees to fully cooperate in any investigation conducted by the District pursuant to this Policy. Bidder understands and agrees that violation of this clause is a material breach of the Contract and may result in contract termination, debarment, and other sanctions.

7. **INDEMNIFICATION AND HOLD HARMLESS:** Contractor shall, in addition to any other obligation to indemnify the School Board and to the fullest extent permitted by law, protect, defend, indemnify, and hold harmless the School Board, its agents, officers, elected officials, and employees from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual:
 - A. bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual act or omission of the Contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work; or
 - B. violation of law, statute, ordinance, governmental administration order, rule or regulation by Contractor in the performance of the work; or
 - C. liens, claims or actions made by the Contractor or any subcontractor or other party performing the work; or
 - D. claims by third parties (including, but not limited to, Contractor's employees or subcontractors) based upon an alleged breach by Contractor of any agreement with such third party (e.g., an employment agreement or licensing agreement), or allegation that Contractor's provision of services to the School Board pursuant to the Contract infringes upon or misappropriates a patent, copyright, trademark, trade secret, or other proprietary right of the third party.

The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation, or benefits payable by or for the Contractor of any subcontractor under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar. Such indemnification shall cease at such time the contract would not be renewed.

The School Board shall defend, indemnify, and hold harmless _____ and its officers, agents, and employees from any and all claims, damages, suits, attorneys' fees, costs, expenses, liabilities, actions, or proceedings of any kind or nature whatsoever that arise of out any acts or omissions in the School Board's performance of this Agreement.

Contractor recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant for good and valuable consideration provided by the School Board in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this Contract.

8. **BRAND NAMES:** Use of a brand name, trade name, make, model, manufacturer, or vendor catalog number in specifications is for the purpose of establishing a grade or quality of material only. It is not the District's intent to rule out other competition, therefore, the phrase OR ACCEPTABLE EQUAL is added. However, if a product other than that specified is bid, it is the vendor's responsibility to submit with the bid brochures, samples and/or detailed specifications on items bid. The District shall be the sole judge concerning the merits of bid submitted.

Bidder shall indicate on the bid form the manufacturer's name and number if bidding other than the specified brands, and shall indicate ANY deviation from the specifications as listed. Other than specified items offered requires complete descriptive technical literature marked to indicate detail(s) conformance with specific COPYRIGHTS OR PATENT RIGHTS: Bidder warrants that there has been no violation of copyrights or patent rights in manufacturing, producing or selling the goods shipped or ordered as a result of this bid. Seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by any such violation.

9. **MANUFACTURER'S CERTIFICATION:** The District reserves the right to request from bidders separate manufacturer certification of all statements made in the response to Invitation to Bid.

10. **OCCUPATIONAL HEALTH AND SAFETY:** Bidder, as a result of award of the bid, delivering any toxic substances item as defined in Code of Federal Regulation Chapter 29, shall furnish to the Purchasing Department, a Material Safety Data Sheet (MSDS). The material safety data sheet shall be provided with initial shipment and shall be revised on a timely basis as appropriate.

The MSDS must include the following information:

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
 - (1) The potential for fire, explosion, corrosively and reactivity;
 - (2) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
 - (3) The primary routes of entry and symptoms of overexposure.

- C. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances including appropriate emergency treatment in case of overexposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

Any questions regarding this requirement should be directed to: Department of Labor and Employment Security, Bureau of Industrial Safety and Health, Toxic Waste Information Center, 2551 Executive Center Circle West, Tallahassee, FL 32301-5014, Telephone 1-800-367-4378.

- 11. **OSHA:** The bidder warrants that the product/services supplied to the School District of Palm Beach County shall conform in all respects to the standards set forth in the Occupational Safety and Health Act 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract.
- 12. **PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extend total. Prices must be stated in units of quantity specified in bid specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. All prices FOB destination, freight prepaid (unless otherwise stated in special conditions). Discounts for prompt payment: Award, if made, will be in accordance with terms and conditions stated herein. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. Cash or quantity discounts offered will not be a consideration in determination of award of bid(s). If a bidder offers a discount, it is understood that a minimum of 30 days will be required for payment, and the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.
- 13. **CONDITIONS AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current production model at the time of the bid). All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
- 14. **UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall be UL listed or re-examination testing where such has been established by UL for the items offered and furnished.
- 15. **DELIVERY:** Unless actual date of delivery is specified, show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (See Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, excluding holidays unless otherwise specified on the purchase order.
- 16. **QUALITY:** The items bid must be new and equal to or exceed specifications. The manufacturer's standard guarantee shall apply. During the guarantee period the successful bidder must repair and/or replace the unit without cost to the District with the understanding that all replacements shall carry the same guarantee as the original equipment. The successful bidder shall make any such repairs and/or replacements immediately upon receiving notice from the District.

17. **SAMPLES, DEMONSTRATIONS AND TESTING:**

- A. Samples of items, when required, must be furnished free of expense and if not destroyed, will upon request, be returned at the bidder's expense. Request for the return of the samples must be indicated on his or her bid. Each individual sample must be labeled with bidder's name, bid number and item number. Failure of bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid. Unless otherwise indicated, samples should be delivered to the Purchasing Department, School District of Palm Beach County.
- B. When required, the District may request full demonstrations of any units bid prior to the award of any contract.
- C. Items may be tested for compliance with specifications under the direction of the Florida Department of Agriculture and Consumer Services, or an independent testing laboratory. Bidders shall assume full responsibility for payment for any and all charges for testing and analysis of any materials offered or delivered that do not conform to the minimum required specifications. Bidder's disposition of all items delivered in this category must be at no expense to the District.

18. **INSPECTION AND ACCEPTANCE OF GOODS:** The awarded bidder shall be responsible for delivery of items in good condition at point destination. Bidder shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The District will note, for the benefit of successful bidder, when packages are not received in good condition. In the event the material and/or services supplied to the District is found to be defective or does not conform to specifications, the District reserves the right to cancel the order upon written notice to the seller and return the product **to seller at the seller's expense.**

19. **LIABILITY, INSURANCE, LICENSES, AND PERMITS:** Where bidders are required to enter or go onto District property to deliver materials or perform work or services as a result of bid award, the bidder will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. Bidder shall be liable for any damage or loss to the District incurred by bidder, bidder's employees, licensees of the bidder or agent or any person the bidder has designated in completion of his or her contract as a result of the bid; further bidder shall be liable for all activities of bidder occasioned by performance of the Contract. Notwithstanding the foregoing, the liability herein shall be limited to ten million dollars (\$10,000,000) and the bidder recognizes that and covenants that it has received consideration for indemnification provided herein.

20. **SPECIFICATIONS:** Any omissions of detail specifications stated herein that would render the materials/service from use as specified will not relieve the bidder from responsibility.

21. **BID BONDS AND PERFORMANCE BONDS:** Bid bonds, when required, shall be submitted with the bid in the amount specified in Special Conditions. Bid bonds will be returned to unsuccessful bidders. After award of contract, the District will notify the successful bidder to submit a performance bond in the amount specified in Special Conditions. Upon receipt of the performance bond, the bid bond will be returned to the successful bidder.

22. **QUANTITIES:** The quantities shown are estimates of the quantity of items expected to be purchased during the term of award. Actual quantities purchased may often exceed or be less than quantities shown. Orders will be placed as needed by individual locations during the contract period. The bidder agrees that the price(s) offered shall be maintained irrespective of the quantity actually purchased.

23. **ORDERING PROCEDURE:**

Specific Items: After approval of Contract award by the Board, a letter of contract acceptance will be issued to each successful bidder acknowledging which goods or services have been awarded. Separate purchase orders will be issued based on specific items at firm, fixed prices listed in the bid.

Percent Discount Catalog Bids: Separate purchase orders will be issued with pricing based on catalog and/or price lists.

No item may be shipped or service performed that is not listed on the purchase order.

24. **POSTING OF BID AND SPECIFICATIONS:** Invitation to Bid with specifications will be posted for review by interested parties at Demandstar.com and at the Fulton Holland Educational Services Center, Purchasing Department, 3300 Forest Hill Boulevard, Third Floor, A-Wing Suite A-323, West Palm Beach, FL 33406, on the date of bid electronic mailing and will remain posted for a period of 72 hours. Failure to file a specification protest within the time prescribed in section 120.57(3), Florida Statutes, will constitute a waiver of proceedings under Chapter 120, Florida Statutes, and applicable Board rules, regulations and policies.

25. **BID PROTEST:** If a bidder wishes to protest a bid, they must do so in strict accordance with the procedures outlined in section 120.57(3), Florida Statutes, the Invitation to Bid, and School Board Policy 6.14.

Any person who files an action protesting bid specifications, a decision or intended decision pertaining to this bid pursuant to section 120.57(3)(b), Florida Statutes shall post with the Purchasing Department, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida payable to The School Board of Palm Beach County, Florida in an amount equal to one percent (1%) of the total estimated contract value, but not less than \$500.00 nor more than \$5,000.00. Bond shall be conditioned upon the payment of all costs that may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check or money order will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges included in the final order of judgment, including charges by the Division of Administrative Hearings. Upon payment of such costs and charges by the protester, the protest security shall be returned.

26. **TIE BID:** According to FS 287.087, tie bid preference shall be awarded to vendors with Drug Free Work Place programs. Whenever two or more are equal with regard to price, quality, and service, a bid received from a business that certifies that it has implemented a Drug Free Work Place program shall be given preference in the award process. In the event both vendors have a Drug Free Work Place preference shall be awarded to the vendor who is certified in the following order: as a M/WBE certified with the School District, as a SBE certified with the School District. If both vendors meet all three requirements, according to standard purchasing practice, the Director or Manager of Purchasing will flip a coin to break the tie. Vendor's company name closest to the letter "A" will always be assigned heads in the coin toss.

27. **INTERPRETATIONS:** Neither Demandstar nor any employee of the District is authorized to interpret any portion of the Invitation to 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, shall be communicated to bidders by written addendum.
28. **SPECIAL CONDITIONS:** If any conflict exists between any of the Special Conditions and/or the Specifications and either the General Conditions for Bids or the Instructions to Bidders, the Special Conditions and/or Specifications shall govern.

14C-34W ATTACHMENT A

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

SEQ #	SCHOOL/DEPARTMENT	PHONE#	PICKUP FREQUENCY	CURRENT DAILY PICKUP SCHEDULE					Internal Accounts Bank	FOOD SERVICE BANK
				MON	TUE	WED	THUR	FRI		
1	School District of PBC-Treasury Dept. 3300 Forest Hill Boulevard West Palm Beach, FL 33406	561-434-8142	5X	1	1	1	1	1	Bank of America	Bank of America
				Note: this is a year-round operation requiring service all year long						
2	A.W. Dreyfoos School of the Arts 501 Sapodilla Avenue West Palm Beach, FL 33401	561-802-6000 PX 56000	3X	1		1		1	Bank of America	Bank of America
3	Acreage Pines Elementary 14200 Orange Blvd. Loxahatchee, FL 33470	561-795-4994	2X		1		1		Bank of America	Bank of America
4	Addison Mizner Elementary 199 S.W. 12th Avenue Boca Raton, FL 33486	561-338-1450	2X		1		1		Bank of America	Bank of America
5	Adult Education Center 2161 N. Military Trail West Palm Beach, FL 33409	561-640-5074	2X		1		1		Bank of America	Bank of America
6	Allamanda Elementary 10300 Allamanda Drive Palm Beach Gardens, FL 33410	561-694-7355	2X	1		1			Bank of America	Bank of America
7	Atlantic High School 2455 W. Atlantic Boulevard Delray Beach, FL 33445	561-243-1502	5X	1	1	1	1	1	Bank of America	Bank of America
8	Bak Middle School of the Arts 1725 Echo Lake Drive West Palm Beach, FL 33407	561-882-3870	2X		1		1		Bank of America	Bank of America
9	Banyan Creek Elementary 4243 Sabal Lake Road Delray Beach, FL 33445	561-894-7100	2X		1		1		Bank of America	Bank of America
10	Barton Elementary 1700 Barton Road Lake Worth, FL 33460	561-540-9100	2X			1		1	Bank of America	Bank of America
11	Beacon Cove Intermediate School 150 School House Road Jupiter, FL 33458	561-366-6400	2X			1		1	Bank of America	Bank of America
12	Bear Lakes Middle School 3505 Shenandoah Blvd. West Palm Beach, FL 33409	561-615-7705	2X		1		1		Bank of America	Bank of America
13	Belle Glade Elementary 500 N.W. Avenue "L" Belle Glade, FL 33430	561-829-4800	2X		1		1		Bank of America	Bank of America
14	Belvedere Elementary 3000 Parker Avenue West Palm Beach, FL 33405	561-838-5900	2X		1		1		Bank of America	Bank of America
15	Benoist Farms Elementary 1765 Benoist Farms Road West Palm Beach, FL 33411	561-383-9750	2X			1		1	Bank of America	Bank of America

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

SEQ #	SCHOOL/DEPARTMENT	PHONE#	PICKUP FREQUENCY	CURRENT DAILY PICKUP SCHEDULE					Internal Accounts Bank	FOOD SERVICE BANK
				MON	TUE	WED	THUR	FRI		
16	Berkshire Elementary 1060 S. Kirk Road West Palm Beach, FL 33406	561-304-2000	2X		1		1		Bank of America	Bank of America
17	Bink's Forest Elementary 15101 Bent Creek Road Wellington, FL 33414	561-792-5250	2X			1		1	Bank of America	Bank of America
18	Boca Raton Elementary 103 S.W. 1st Avenue Boca Raton, FL 33492	561-338-1454	2X		1		1		Bank of America	Bank of America
19	Boca Raton High 1501 N.W. 15th Court Boca Raton, FL 33486	561-338-1400	5X	1	1	1	1	1	Bank of America	Bank of America
20	Boca Raton Middle 1251 N.W. 8th Street Boca Raton, FL 33486	561-416-8700	2X			1		1	Bank of America	Bank of America
21	Boynton Beach High School 4975 Park Ridge Boulevard Boynton Beach, FL 33426	561-752-1200	5X	1	1	1	1	1	Bank of America	Bank of America
22	C.O. Taylor/Kirklane Elementary 4200 Purdy Lane Palm Springs, FL 33461	561-804-3500	2X		1		1		Bank of America	Bank of America
23	Calusa Elementary 2051 Clint Moore Road Boca Raton, FL 33496	561-989-7500	2X		1		1		Bank of America	Bank of America
24	Carver Middle 101 Barwick Road Delray Beach, FL 33445	561-638-2100	2X	1		1			Bank of America	Bank of America
25	Cholee Lake Elementary 6680 Dillman Road Greenacres, FL 33413	561-383-9600	2X	1		1			Bank of America	Bank of America
26	Christa McAuliffe Middle 6500 Le Chalet Blvd. Boynton Beach, FL 33437	561-374-6600	2X		1		1		Bank of America	Bank of America
27	Citrus Cove Elementary 8400 Lawrence Road Boynton Beach, FL 33436	561-292-7000	2X		1		1		Bank of America	Bank of America
28	Congress Middle 101 S. Congress Avenue Boynton Beach, FL 33426	561-374-5600	2X		1		1		Bank of America	Bank of America
29	Conniston Middle 673 Conniston Road West Palm Beach, FL 33405	561-802-5405	2X		1		1		Bank of America	Bank of America
30	Coral Reef Elementary 6151 Hagen Ranch Road Lake Worth, FL 33467	561-477-2100	2X			1		1	Bank of America	Bank of America

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

SEQ #	SCHOOL/DEPARTMENT	PHONE#	PICKUP FREQUENCY	CURRENT DAILY PICKUP SCHEDULE					Internal Accounts Bank	FOOD SERVICE BANK
				MON	TUE	WED	THUR	FRI		
31	Coral Sunset Elementary 22400 Hammock Street Boca Raton, FL 33428	561-477-2100	2X		1		1		Bank of America	Bank of America
32	Crestwood Middle 64 Sparrow Drive Royal Palm Beach, FL 33411	561-753-5000	2X		1		1		Bank of America	Bank of America
33	Crosspointe Elementary 3015 S. Congress Avenue Boynton Beach, FL 33436	561-292-4100	2X			1		1	Bank of America	Bank of America
34	Crystal Lakes Elementary 6050 Gateway Blvd. Boynton Beach, FL 33437	561-292-6600	2X		1		1		Bank of America	Bank of America
35	Cypress Trails Elementary 133 Park Road North Royal Palm Beach, FL 33411	561-795-4950	2X		1		1		Bank of America	Bank of America
36	D.D. Eisenhower Elementary 2926 Lone Pine Road Palm Beach Gardens, FL 33410	561-366-6000	2X		1		1		Bank of America	Bank of America
37	Del Prado Elementary 7900 Del Prado Circle Boca Raton, FL 33433	561-338-1490	2X		1		1		Bank of America	Bank of America
38	Diamond View Elementary 5300 Haverhill Road Greenacres, FL 33463	561-304-4200	2X		1		1		Bank of America	Bank of America
39	Delray Full Service Center 301 S.W. 14th Avenue Delray Beach, FL 33444	561-243-1568	2X	1		1			Bank of America	Bank of America
40	Discovery Key Elementary 3550 Lyons Road Lake Worth, FL 33467	561-491-8200	2X			1		1	Bank of America	Bank of America
41	Don Estridge High Tech Middle 1798 NW Spanish River Boulevard Boca Raton, FL 33431	561-989-7800	2X		1		1		Bank of America	Bank of America
42	Dr. Mary McLeod Bethune Elementary 1501 Avenue "U" Riviera Beach, FL 33404	561-882-7600	3X	1		1		1	Bank of America	Bank of America
43	Eagles Landing Middle 19500 Coral Ridge Drive Boca Raton, FL 33498	561-470-7000	2X			1		1	Bank of America	Bank of America
44	Egret Lakes Elementary 5115 47th Place North West Palm Beach, FL 33417	561-688-5314	2X			1		1	Bank of America	Bank of America
45	Elbridge Gale Elementary 1915 Royal Fern Drive Wellington, FL 33414	561-422-9300	2X		1		1		Bank of America	Bank of America

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

SEQ #	SCHOOL/DEPARTMENT	PHONE#	PICKUP FREQUENCY	CURRENT DAILY PICKUP SCHEDULE					Internal Accounts Bank	FOOD SERVICE BANK
				MON	TUE	WED	THUR	FRI		
46	Emerald Cove Middle 9050 Poerson Road Wellington, FL 33414	561-803-8000	2X		1		1		Bank of America	Bank of America
47	Everglades Elementary 407 Marginal Road West Palm Beach, FL 33411	561-792-9500	2X		1		1		Bank of America	Bank of America
48	Equestrian Trails Elementary 9720 Pierson Road Wellington, FL 33414	561-791-9300	2X		1		1		Bank of America	Bank of America
49	Forest Hill Elementary 5555 Purdy Lane West Palm Beach, FL 33415	561-434-8483	2X	1		1			Bank of America	Bank of America
50	Forest Hill High 6901 Parker Avenue West Palm Beach, FL 33405	561-540-2400	3X	1		1		1	Bank of America	Bank of America
51	Forest Park Elementary 1201 S.W. 3rd Street Boynton Beach, FL 33435	561-292-6900	2X			1		1	Bank of America	Bank of America
52	Freedom Shores Elementary 3400 Hypoluxo Road Boynton Beach, FL 33436	561-804-3100	2X			1		1	Bank of America	Bank of America
53	Frontier Elementary School 6701 180th Avenue North Loxahatchee, FL 33470	561-784-4100	2X		1		1		Bank of America	Bank of America
54	Galaxy Elementary 550 NW 4th Avenue Boynton Beach, FL 33435	561-739-5600	2X			1		1	Bank of America	Bank of America
55	Glades Central High 1001 S.W. Avenue "M" Belle Glade, FL 33430	561-993-4400	2X		1		1		Bank of America	Bank of America
56	Gladeview Elementary 1100 S.W. Avenue "G" Belle Glade, FL 33430	561-993-8800	2X		1		1		Bank of America	Bank of America
57	Gold Coast Community School 4260 Westgate Avenue West Palm Beach, FL 33409	561-687-6300	2X			1		1	Bank of America	Bank of America
58	Golden Grove Elementary 5959 140th Avenue North Royal Palm Beach, FL 33411	561-792-5200	2X		1		1		Bank of America	Bank of America
59	Gove Elementary 900 S.E. Avenue "G" Belle Glade, FL 33430	561-993-8700	2X		1		1		Bank of America	Bank of America
60	Grassy Waters Elementary 3550 North Jog Road West Palm Beach, FL 33411	561-383-9000	2X		1		1		Bank of America	Bank of America

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CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

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				MON	TUE	WED	THUR	FRI		
61	Greenacres Elementary 405 Jackson Avenue Greenacres, FL 33463	561-434-8197	2X	1		1			Bank of America	Bank of America
62	Grove Park Elementary 8330 N. Military Trail Lake Park, FL 33410	561-904-7700	2X		1		1		Bank of America	Bank of America
63	H.L. Johnson Elementary 1000 Crestwood Blvd. N Royal Palm Beach, FL 33411	561-904-9300	3X	1		1		1	Bank of America	Bank of America
64	H.L. Watkins Middle 9480 MacArthur Blvd. Palm Beach Gardens, FL 33403	561-776-3600	2X	1		1			Bank of America	Bank of America
65	Hagen Road Elementary 10439 Hagen Ranch Road Boynton Beach, FL 33437	561-292-6700	2X		1		1		Bank of America	Bank of America
66	Hammock Pointe Elementary 8400 S.W. 8th Street Boca Raton, FL 33433	561-477-2200	2X		1		1		Bank of America	Bank of America
67	Heritage Elementary School 5100 Melaleuca Lane Greenacres, FL 33463	561-804-3200	2X		1		1		Bank of America	Bank of America
68	Hidden Oaks Elementary 7685 S. Military Trail Lake Worth, FL 33463	561-804-3800	2X	1		1			Bank of America	Bank of America
69	Highland Elementary 500 Highland Avenue Lake Worth, FL 33460	561-202-0500	2X		1		1		Bank of America	Bank of America
70	Independence Middle School 4001 Greenway Drive Jupiter, FL 33458	561-799-7500	2X			1		1	Bank of America	Bank of America
71	Hope Centennial Elementary 5298 Stact Street West Palm Beach, FL 33417	561-640-1200	2X						Bank of America	Bank of America
72	Indian Pines Elementary 6000 Oak Royal Drive Lake Worth, FL 33463	561-804-3300	2X		1		1		Bank of America	Bank of America
73	Indian Ridge School 1955 Golden Lakes Boulevard West Palm Beach, FL 33411	561-681-0000	2X		1		1		Bank of America	Bank of America
74	Inlet Grove Charter School 7071 Garden Road Riviera Beach, FL 33404	561-881-4600	2X		1		1		Bank of America	Bank of America
75	Intensive Transition South 1509 Barton Road Lake Worth, FL 33460	561-202-0600	2X			1		1	Bank of America	Bank of America

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				MON	TUE	WED	THUR	FRI		
76	J.C. Mitchell Elementary 2470 N.W. 4th Avenue Boca Raton, FL 33431	561-750-4900	2X		1		1		Bank of America	Bank of America
77	Jeaga Middle School 3777 North Jog Road West Palm Beach, FL 33411	561-242-8000	2X		1		1		Bank of America	Bank of America
78	Jerry Thomas Elementary 800 Maplewood Drive Jupiter, FL 33458	561-741-9100	2X		1		1		Bank of America	Bank of America
79	John F. Kennedy Middle 1901 Avenue "S" Riviera Beach, FL 33404	561-845-4500	2X		1		1		Bank of America	Bank of America
80	John I. Leonard High 4701 10th Avenue North Greenacres, FL 33463	561-641-1200 PX 21200	4X	1	1	1	1		Bank of America	Bank of America
81	Jupiter Elementary 200 S. Loxahatchee Drive Jupiter, FL 33458	561-741-5300	2X			1		1	Bank of America	Bank of America
82	Jupiter Farms Elementary 17400 Haynie Lane Jupiter, FL 33458	561-741-5400	2X			1		1	Bank of America	Bank of America
83	Jupiter High 500 N. Military Trail Jupiter, FL 33458	561-744-7900	5X	1	1	1	1	1	Bank of America	Bank of America
84	Jupiter Middle 15245 N. Military Trail Jupiter, FL 33458	561-745-7200	2X		1		1		Bank of America	Bank of America
85	K.E. Cunningham/Canal Point Elem. 37000 Main Street Canal Point, FL 33438	561-924-9800	2X		1		1		Bank of America	Bank of America
86	L. C. Swain Middle 5332 Lake Worth Road Greenacres, FL 33463	561-649-6900	2X			1		1	Bank of America	Bank of America
87	Lake Park Elementary 410 3rd Street Lake Park, FL 33403	561-434-1300	2X		1		1		Bank of America	Bank of America
88	Lake Shore Annex Transition School 1102 N.W. Avenue A Belle Glade, FL 33430	561-993-8400	2X		1		1		Bank of America	Bank of America
89	Lake Shore Middle 425 W. Canal Street North Belle Glade, FL 33430	561-829-1100	2X		1		1		Bank of America	Bank of America
90	Lake Worth High 1701 Lake Worth Road Lake Worth, FL 33460	561-533-6300	5X	1	1	1	1	1	Bank of America	Bank of America

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CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

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				MON	TUE	WED	THUR	FRI		
91	Lake Worth Middle 1300 Barnett Drive Lake Worth, FL 33461	561-540-5500	2X		1		1		Bank of America	Bank of America
92	Lantana Elementary 710 W. Ocean Avenue Lantana, FL 33462	561-202-0300	2X		1		1		Bank of America	Bank of America
93	Lantana Middle 1225 W. Drew Street Lantana, FL 33462	561-540-3400	2X		1		1		Bank of America	Bank of America
94	Liberty Park Elementary 6601 Constitution Way West Palm Beach, FL 33413	561-804-3400	2X			1		1	Bank of America	Bank of America
95	Lighthouse Elementary 4750 Dakota Drive Jupiter, FL 33458	561-741-9400	3X	1		1		1	Bank of America	Bank of America
96	Limestone Creek Elementary 6701 Church Street Jupiter, FL 33458	561-744-9200	2X		1		1		Bank of America	Bank of America
97	Lincoln Elementary 1160 Avenue "N" Riviera Beach, FL 33404	561-494-1400	2X			1		1	Bank of America	Bank of America
98	Loggers' Run Middle 11584 W. Palmetto Park Road Boca Raton, FL 33428	561-883-8000	3X	1		1		1	Bank of America	Bank of America
99	Loxahatchee Groves Elementary 16020 Okeechobee Blvd. Loxahatchee, FL 33470	561-745-4961	2X		1		1		Bank of America	Bank of America
100	Manatee Elementary 7001 Charleston Shores Blvd. Lake Worth, FL 33467	561-649-6827	2X	1			1		Bank of America	Bank of America
101	Marsh Pointe Elementary 12649 Ibiza Drive Palm Beach Gardens, FL 33418	561-366-6800	2X	1		1			Bank of America	Bank of America
102	Meadow Park Elementary 956 Florida Mango Road West Palm Beach, FL 33406	561-357-2800	2X		1		1		Bank of America	Bank of America
103	Melaleuca Elementary 5759 W. Gun Club Road West Palm Beach, FL 33415	561-640-5071	2X	1		1			Bank of America	Bank of America
104	Morikami Park Elementary 6201 Morikami Park Road Delray Beach, FL 33484	561-894-7300	2X			1		1	Bank of America	Bank of America
105	New Horizons Elementary 13900 Greenbriar Blvd. West Palm Beach, FL 33414	561-651-0500	2X			1		1	Bank of America	Bank of America

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				MON	TUE	WED	THUR	FRI		
106	North Grade Elementary 824 North "K" Street Lake Worth, FL 33460	561-202-9300	2X		1		1		Bank of America	Bank of America
107	North Palm Beach Elementary 401 Anchorage Drive North Palm Beach, FL 33408	561-494-1800	2X		1		1		Bank of America	Bank of America
108	Northboro Elementary 2936 Lone Pine Road Palm Beach Gardens, FL	561-494-1600	2X			1		1	Bank of America	Bank of America
109	Northmore Elementary 4111 N. Terrace Drive West Palm Beach, FL 33407	561-494-1700	2X	1		1			Bank of America	Bank of America
110	Odyssey Middle School 6161 Woolbright Road Boynton Beach, FL 33437	561-752-1300	3X	1		1		1	Bank of America	Bank of America
111	Okeehelée Middle 2200 Pinehurst Drive West Palm Beach, FL 33413	561-434-3200	2X	1		1			Bank of America	Bank of America
112	Olympic Heights High 20101 Lyons Road Boca Raton, FL 33434	561-852-6900	5X	1	1	1	1	1	Bank of America	Bank of America
113	Omni Middle 5775 Jog Road Boca Raton, FL 33496	561-989-2800	2X		1		1		Bank of America	Bank of America
114	Orchard View Elementary 4050 Germantown Road Delray Beach, FL 33445	561-865-3900	2X	1		1			Bank of America	Bank of America
115	Osceola Creek Middle 6775 180th Avenue North Loxahatchee, FL 33470	561-422-2500	2X		1		1		Bank of America	Bank of America
116	Pahokee Elementary 560 East Main Place Pahokee, FL 33476	561-924-9700	2X		1		1		Bank of America	Bank of America
117	Pahokee Middle/Senior High 900 Larrimore Road Pahokee, FL 33476	561-924-6000	2X		1		1		Bank of America	Bank of America
118	Palm Beach Central High 8499 West Forest Hill Boulevard Wellington, FL 33414	561-304-1000	5X	1	1	1	1	1	Bank of America	Bank of America
119	Palm Beach Gardens Elementary 10060 Riverside Drive Palm Beach Gardens, FL 33410	561-366-6500	2X		1		1		Bank of America	Bank of America
120	Palm Beach Gardens High 4245 Holly Drive Palm Beach Gardens, FL 33410	561-694-7300	3X	1		1	1		Bank of America	Bank of America

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
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				MON	TUE	WED	THUR	FRI		
121	Palm Beach Lakes High 3505 Shiloh Drive West Palm Beach, FL 33407	561-640-5000	3X	1		1		1	Bank of America	Bank of America
122	Palm Beach Virtual School 1310 N. Congress Avenue West Palm Beach, FL 33409	561-640-1100	2X						Bank of America	None
123	Palm Beach Public 240 Cocoanut Row Palm Beach, FL 33480	561-822-0700	2X	1		1			Bank of America	Bank of America
124	Palm Springs Elementary 101 Davis Road Lake Worth, FL 33461	561-804-3000	2X			1		1	Bank of America	Bank of America
125	Palm Springs Middle 1560 Kirk Road West Palm Beach, FL 33406	561-434-3300	2X		1		1		Bank of America	Bank of America
126	Palmetto Elementary 5801 Parker Avenue West Palm Beach, FL 33405	561-202-0400	2X		1		1		Bank of America	Bank of America
127	Panther Run Elementary 10775 Lake Worth Road Lake Worth, FL 33467	561-804-3900	2X		1		1		Bank of America	Bank of America
128	Park Vista High 7900 Jog Road Lake Worth, FL 33437	561-490-8400	5X	1	1	1	1	1	Bank of America	Bank of America
129	Pierce Hammock Elementary 14255 Hamlin Boulevard West Palm Beach, FL 33470	561-561-0400	2X		1		1		Bank of America	Bank of America
130	Pine Grove Elementary 400 S. W. Tenth Street Delray Beach, FL 33444	561-243-1554	2X		1		1		Bank of America	Bank of America
131	Pine Jog Elementary 6825 Summit Boulevard Greenacres, FL 33413	561-656-5400	2X		1		1		Bank of America	Bank of America
132	Pioneer Park Elementary 39500 Pioneer Park Road Belle Glade, FL 33430	561-838-5800	2X		1		1		Bank of America	Bank of America
133	Pleasant City Elementary 2222 Spruce Street West Palm Beach, FL 33401	561-838-5800	2X			1		1	Bank of America	Bank of America
134	Plumosa Elementary 2501 Seacrest Boulevard Delray Beach, FL 33444	561-243-1562	2X		1		1		Bank of America	Bank of America
135	Poinciana Elementary 1203 N. Seacrest Blvd. Boynton Beach, FL 33435	561-793-5700	2X			1		1	Bank of America	Bank of America

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

SEQ #	SCHOOL/DEPARTMENT	PHONE#	PICKUP FREQUENCY	CURRENT DAILY PICKUP SCHEDULE					Internal Accounts Bank	FOOD SERVICE BANK
				MON	TUE	WED	THUR	FRI		
136	Polo Park Middle School 11901 Lake Worth Road Lake Worth, FL 33467	561-333-5500	2X			1		1	Bank of America	Bank of America
137	Rolling Green Elementary 550 Miner Road Boynton Beach, FL 33435	561-202-9500	2X			1		1	Bank of America	Bank of America
138	Roosevelt Elementary 1220 15th Street West Palm Beach, FL 33401	561-653-5100	2X		1			1	Bank of America	Bank of America
139	Roosevelt Middle 1900 N. Australian Avenue West Palm Beach, FL 33407	561-822-0200	2X		1			1	Bank of America	Bank of America
140	Roosevelt Full Service Center 7071 Garden Road Rivier Beach, FL 33404	561-803-9000	2X		1		1		Bank of America	Bank of America
141	Rosenwald Elementary 1321 Martin L. King Jr. Blvd. South Bay, FL 33493	561-993-8900	2X		1		1		Bank of America	Bank of America
142	Royal Palm Beach Elementary 11911 Okeechobee Blvd. Royal Palm Beach, FL 33462	561-784-4140	2X		1		1		Bank of America	Bank of America
143	Royal Palm Beach High 10600 Okeechobee Blvd. Royal Palm Beach, FL 33411	561-753-4000	2X		1		1		Bank of America	Bank of America
144	Royal Palm School 6650 Lawrence Road Lantana, FL 33462	561-649-6850	2X		1		1		Bank of America	Bank of America
145	S.D. Spady Elementary 901 N.W. 3rd Street Delray Beach, FL 33444	561-454-7800	2X	1		1			Bank of America	Bank of America
146	Sandpiper Shores Elementary 11201 Glades Road Boca Raton, FL 33498	561-883-4000	2X	1			1		Bank of America	Bank of America
147	Santaluces High 6880 Lawrence Road Lantana, FL 33462	561-642-6200	5X	1	1	1	1	1	Bank of America	Bank of America
148	Seminole Ridge High 4601 Seminole Pratt Whitney Road Loxahatchee, FL 33470	561-422-2600	5X	1	1	1	1	1	Bank of America	Bank of America
149	Seminole Trails Elementary 4075 Willow Pond Road West Palm Beach, FL 33417	561-640-5051	2X		1		1		Bank of America	Bank of America
150	South Grade Elementary 716 South "K" Street Lake Worth, FL 33460	561-202-9400	2X		1		1		Bank of America	Bank of America

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

SEQ #	SCHOOL/DEPARTMENT	PHONE#	PICKUP FREQUENCY	CURRENT DAILY PICKUP SCHEDULE					Internal Accounts Bank	FOOD SERVICE BANK
				MON	TUE	WED	THUR	FRI		
151	South Olive Elementary 7101 S. Olive Avenue West Palm Beach, FL 33405	561-202-0200	2X		1		1		Bank of America	Bank of America
152	South Tech Charter School 1300 S.W. 30th Avenue Boynton Beach, FL 33426	561-369-7004	2X			1		1	Bank of America	Bank of America
153	Spanish River High 5100 Jog Road Boca Raton, FL 33496	561-241-2200	5X	1	1	1	1	1	Bank of America	Bank of America
154	Starlight Cove Elementary 6300 Seminole Drive Lantana, FL 33462	561-804-3600	2X		1		1		Bank of America	Bank of America
155	Suncoast High 600 W. 28th Street Riviera Beach, FL 33404	561-882-3400	3X	1		1		1	Bank of America	Bank of America
156	Sunrise Park Elementary 19400 Coral Ridge Drive Boca Raton, FL 33498	561-477-4300	2X			1		1	Bank of America	Bank of America
157	Sunset Palms Elementary 8650 Boynton Beach Boulevard Boynton Beach, FL 33437	561-752-1100	2X	1		1			Bank of America	Bank of America
158	Timber Trace Elementary 5200 117th Court North Palm Beach Gardens, FL 33418	561-366-6200	2X	1		1			Bank of America	Bank of America
159	Tradewinds Middle 5090 Haverhill Road Greenacres, FL 33463	561-493-6400	3X	1		1		1	Bank of America	Bank of America
160	Turning Points Academy 1950 Benoist Farms Road West Palm Beach, FL 33411	561-681-3700	2X		1		1		Bank of America	Bank of America
161	U.B. Kinsey/Palmview Elementary 800 11th Street West Palm Beach, FL 33401	561-671-6500	2X		1		1		Bank of America	Bank of America
162	Verde Elementary 6590 Verde Trail Boca Raton, FL 33433	561-218-6800	2X		1		1		Bank of America	Bank of America
163	Village Academy 400 SW 12th Avenue Delray Beach, FL 33444	561-243-6100	2X			1		1	Bank of America	Bank of America
164	Washington Elementary 1709 W. 30th Street Riviera Beach, FL 33404	561-494-1200	2X		1		1		Bank of America	Bank of America
165	Waters Edge Elementary 21601 Shorewind Drive Boca Raton, FL 33428	561-852-2400	2X			1		1	Bank of America	Bank of America

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
CURRENT ARMORED CAR PICKUP LOCATIONS/SCHEDULE/BANKS

SEQ #	SCHOOL/DEPARTMENT	PHONE#	PICKUP FREQUENCY	CURRENT DAILY PICKUP SCHEDULE					Internal Accounts Bank	FOOD SERVICE BANK
				MON	TUE	WED	THUR	FRI		
166	Watson B. Duncan Middle 5150 117th Court North Palm Beach Gardens, FL 33418	561-776-3500	3X	1		1		1	Bank of America	Bank of America
167	Wellington Elementary 13000 Paddock Drive West Palm Beach, FL 33414	561-795-4969	3X	1		1		1	Bank of America	Bank of America
168	Wellington High 2101 Greenview Shores Blvd. West Palm Beach, FL 33414	561-795-4900	5X	1	1	1	1	1	Bank of America	Bank of America
169	Wellington Landings Middle 1100 Aero Club Drive West Palm Beach, FL 33414	561-792-8100	3X	1		1		1	Bank of America	Bank of America
170	West Boca Raton High 12811 Glades Road Boca Raton, FL 33498	561-672-2001	5X	1	1	1	1	1	Bank of America	Bank of America
171	West Gate Elementary 1545 Loxahatchee Drive West Palm Beach, FL 33409	561-640-5081	2X		1		1		Bank of America	Bank of America
172	West Riviera Elementary 1057 W. 6th Street Riviera Beach, FL 33404	561-494-1900	2X		1		1		Bank of America	Bank of America
173	Western Pines Middle 5949 140th Avenue North West Palm Beach, FL 33411	561-792-2500	2X		1		1		Bank of America	Bank of America
174	Westward Elementary 1101 Golf Avenue West Palm Beach, FL 33401	561-635-5200	2X			1		1	Bank of America	Bank of America
175	Whispering Pines Elementary 9090 Spanish Isles Blvd. Boca Raton, FL 33496	561-672-2700	2X		1		1		Bank of America	Bank of America
176	William T. Dwyer High 13601 N. Military Trail Palm Beach Gardens, FL 33418	561-625-7800	5X	1	1	1	1	1	Bank of America	Bank of America
177	Woodlands Middle 5200 Lyons Road Lantana, FL 33462	561-357-0300	2X		1		1		Bank of America	Bank of America
178	Wynnebrook Elementary 1167 Drexel Road West Palm Beach, FL 33417	561-640-5086	2X			1		1	Bank of America	Bank of America
TOTAL SITE VISITS PER WEEK			413	49	108	82	109	65		

14C-34W SPECIFICATIONS

Scheduled Service Call:

- Pick-up service is defined as a stop made at an individual school/location and may consist of one or more deposits. Pick-ups are to be made from the main office at individual schools.
- Pick-ups shall be scheduled between the hours of 8:00AM EST and 3:00 PM EST, Monday through Friday. Any location where a pick-up cannot be made within the scheduled time, the school treasurer must be notified at least 15 minutes in advance of the pick-up deadline.
- Schools will require at least two (2) pick-ups per week or as many as five (5) pick-ups per week, depending on the individual school/location.
- The schools generally have an abbreviated schedule during the summer—once a week or so for the schools who are having summer programs. That is usually less than 50 campuses and the Accounting Services department will provide a separate list of those schools in May when the summer events are settled.
- Employees of the successful bidder may not issue any instructions to the District's staff at the schools regarding changes to procedures and pick up schedules.
- Pick-up schedules and locations will be provided by the District's Accounting Services department, See **Attachment A** for details.
- Schools/locations that are added for service subsequent to the award of this contract shall be serviced at the bid awarded rate. The District's Accounting Services department will notify the successful bidder in writing of location additions or deletions.
- Deposits must be made the day of pick-up or next business day.
- Multiple depositories may be used by some school centers. Schools banking affiliates may be subject to change. If a school awards its banking services to a different bank, the successful bidder will be notified in writing by the District's Accounting Services department of the new bank's depository location.

Supplies:

- Disposable deposit bags are to be provided to the various schools by the successful bidder at no additional cost to the District. The deposit bags must be at least 0.004 mils thickness to avoid splitting and made of opaque material on back side and a clear front side with a window for deposit information. The bottom of the bag should be perforated so that it can be separated easily from the rest of the bag; this bottom pocket will be clear and hold checks and deposit slips. The size of the bag must be approximately 10" x 16" and must feature tamper-evident adhesive closures and relevant depository information required within the banking industry. It is estimated that the District may use approximately 200,000 bags per year.
- Successful bidder must provide the various schools with sufficient deposit/pick up log books at no charge to the District.

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT
3300 Forest Hill Boulevard, Suite A-323
West Palm Beach, FL 33406-5813**

**INVITATION TO BID
Bidder Acknowledgement**

Vendor Name:

Vendor Mailing Address:

E-Mail Address:

Area Code / Telephone Number:

Toll-Free Telephone Number:

Fax Number:

Web Address:

FEID No. or SS #:

Delivery calendar days after receipt of order:

ANTI-COLLUSION

By electronically submitting your bid, the bidder certifies that they have not divulged, discussed or compared their bid with other bidders and have not colluded with any other bidder or parties to a bid whatever. No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid lists for the School District of Palm Beach County, Florida and I hereby certify that I have read and understand the requirements of this Invitation to Bid and that I am duly authorized to execute this offer document and any contract(s) and/or other transaction by award of this bid.

Name of Representative Submitting Bid :

Title of Company Representative:

Date

SCHOOL DISTRICT OF PALM BEACH COUNTY

PURCHASING DEPARTMENT

DEBARMENT CERTIFICATION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated. (Before Completing Certification, Read Instructions on Following Page)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

Organization Name: _____

Solicitation Number or Project Name: _____

Name of Authorized Representative: _____

Title of Representative: _____

Date: _____

INSTRUCTION CERTIFICATIONS

1. By electronic submission of this form the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section so rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

SCHOOL DISTRICT OF PALM BEACH COUNTY

PURCHASING DEPARTMENT

AREA REPRESENTATIVE

Please list the contact for this contract
Add additional forms if necessary

Vendor Name:	
Area Representative:	
Address:	
City/Zip Code:	
Email Address:	
Telephone:	
Cell Phone	
Fax Number:	
Emergency Number:	

SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

VARIANCES

BID NAME / NUMBER _____ VENDOR NAME: _____

*If vendor chooses not to participate in Variances Document, please acknowledge by placing N/A here → _____.

<u>VARIANCES:</u> State any variances, however slight, to the above specifications. If none are indicated, it will be assumed materials and/or services bid are identical to those specified.
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THE SCHOOL DISTRICT OF PALM BEACH COUNTY Drug-Free Workplace Certification

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE

DATE

COMPANYNAME

Must be executed and returned with attached bid at time of bid opening to be considered.

SCHOOL DISTRICT OF PALM BEACH COUNTY

PURCHASING DEPARTMENT

EARLY PAYMENT TERMS

<p>BID NAME / NUMBER: _____</p> <p>VENDOR NAME: _____</p>

If vendor chooses not to participate in Early Payment Terms, please acknowledge by placing N/A here _____.

<p>EARLY PAYMENT: Specify terms and discount for early payment. Check which terms you will be willing to provide for the duration of this contract to the School District. (please choose one)</p>
<p><input type="checkbox"/> 0.5% 10 net 30 *</p>
<p><input type="checkbox"/> 0.75% 5 net 30 *</p>

* Upon receipt of invoice by the School District of Palm Beach County Accounts Payable Department.

School District of Palm Beach County

MINORITY CERTIFICATION INFORMATION

* Check here if N/A: Form [must be submitted to Demandstar.com](http://www.demandstar.com).

Minority Certification applications are available through the Minority Business Enterprise located at:

Office of Diversity in Business Practices
School District of Palm Beach County
3300 Forest Hill Boulevard, Suite A-106
West Palm Beach, FL 33406-5871
Phone: (561) 434-8508
<http://www.palmbeachschools.org/mwbe/>

Are you a minority vendor certified by: (Check if appropriate)

Palm Beach County School District
State of Florida

If yes, expiration date _____

Minority Classification _____

If you are not a certified minority vendor and intend to sub-contract with a certified minority firm(s), please list the vendors and the estimated dollar value below:

Vendor

Estimated Dollar Value

\$ _____

\$ _____

\$ _____

**SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT**

REFERENCES

Vendor Name: _____

Bid number/Name: _____

This information will be used in the evaluation of this bid.

List a minimum number of required references as stated in the Special Conditions which show experience in similar work, to include nature and scope of work, which demonstrates an expertise in providing the services as stated herein. Provide scope of work, contact name, addresses, telephone numbers and dates of service.

Reference 1 – New Customer (one year or less)

	Name of Firm:	
	Scope of Work:	
	Cost of Service:	
	Date of Service:	
	Contact Person:	
	Email:	
	Phone #:	
	Address:	

Reference 2 – Past Customer (currently not doing business)

	Name of Firm:	
	Scope of Work:	
	Cost of Service:	
	Date of Service:	
	Contact Person:	
	Email:	
	Phone #:	
	Address:	

Reference 3 – Repeat or Long Term Customer

Name of Firm:	
Scope of Work:	
Cost of Service:	
Date of Service:	
Contact Person:	
Email:	
Phone #:	
Address:	

Reference 4 – Repeat or Long Term Customer

Name of Firm:	
Scope of Work:	
Cost of Service:	
Date of Service:	
Contact Person:	
Email:	
Phone #:	
Address:	

Reference 5 – Repeat or Long Term Customer

Name of Firm:	
Scope of Work:	
Cost of Service:	
Date of Service:	
Contact Person:	
Email:	
Phone #:	
Address:	