



**INVITATION TO NEGOTIATE**  
**CUSTODIAL SERVICES FOR PATS**  
**ITN# 17-04-MH**  
**UNIVERSITY OF SOUTH FLORIDA**

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The University of South Florida is requesting proposals from qualified firms interested in the University of South Florida Invitation to Negotiation for **CUSTODIAL SERVICES FOR PATS** as further specified herein.

If you are interested in submitting a proposal, please note that the proposal needs to be submitted no later than **3:00 p.m., October 11, 2016**. Any questions concerning this Invitation to Negotiate should be directed to Michael Hernandez, Purchasing Administrator, Purchasing Services: [mahernandez@usf.edu](mailto:mahernandez@usf.edu) .

A **mandatory** pre-proposal meeting will be held on **September 07, 2016 at 1:00 P.M.** including a tour of the service locations. Meeting location is the USF Parking and Transportation Service building located at 4202 E. Fowler Ave. PTA 094. For additional details refer to Item 3, page 6. **All vendors proposing must attend**

University of South Florida  
Purchasing Services  
4202 E. Fowler Avenue AOC 200  
Tampa, Florida 33620-9000

<http://www.usf.edu/business-finance/purchasing/staff-procedures/index.aspx>

		<p><b>Submit Response To:</b>                  University of South Florida                  Purchasing Services                  4202 E. Fowler Ave. AOC 200                  Tampa, FL 33620                  Phone (813) 974-2481  <a href="http://www.usf.edu/business-finance/purchasing/staff-procedures/index.aspx">http://www.usf.edu/business-finance/purchasing/staff-procedures/index.aspx</a></p>	
<p><b>INVITATION TO NEGOTIATE</b>  <b>Competitive Solicitation</b>  <b>Acknowledgement Form</b></p>			
<p>ITN No: 17-04-MH</p>		<p>Title: Custodial Services for PATS</p>	
<p>Date of Issue: August 25, 2016</p>		<p>Response Due Date and Time: October 11, 2016 at 3:00pm</p>	
<p><b>ITN Point of Contact</b></p>			
<p>Name: Michael Hernandez</p>		<p>Email: mahernandez@usf.edu</p>	
<p><b>Vendor Information</b></p>			
<p>Company Name:</p>		<p>Reason for no offer:</p>	
<p>Mailing Address:</p>			
<p>City, State, Zip Code:</p>		<p><b>Posting of Competitive Solicitation Tabulations</b></p> <p>Proposal tabulations with intended award(s) will be posted for review by interested parties at Purchasing Services and our solicitation web page and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Florida Board of Governors Regulation 18.002 and USF Regulation USF4.02090, or failure to post the bond or other security as required in Florida Board of Governors Regulation 18.003 and USF Regulation USF4.02050, shall constitute a waiver of proceedings under that regulation.</p>	
<p>Area Code</p>	<p>Telephone no.</p>		
	<p>Toll Free no.</p>		
	<p>Fax no.</p>		
<p>Email Address:</p>			

Government Classifications  
 Check all applicable

- African American
- American Women
- Asian-Hawaiian
- Government Agency
- Hispanic
- MBE Federal
- Native American
- Non-Minority
- Non-Profit Organization
- Pride
- Small Business Federal
- Small Business State
- Veteran/Service Disabled

*I certify that this ITN proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, equipment or service and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this ITN proposal and certify that I am authorized to sign this ITN proposal for the responder and that the responder is in compliance with all requirements of the Invitation to Negotiate, including but not limited to, certification requirements. In submitting a proposal to the University of South Florida Board of Trustees, a public body corporate ("University"), the responder offers and agrees that if the ITN proposal is accepted, the responder will convey, sell, assign or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the responder.*

\_\_\_\_\_  
**Printed Name/Title**

\_\_\_\_\_  
**Authorized Signature**

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## **SECTION I: INTRODUCTION**

### **Purpose of ITN**

The University of South Florida Board of Trustees, a public body corporate of the State of Florida, hereinafter the "University", intends to negotiate an agreement for Custodial Services for our Parking and Transportation Dept.. We Invite Proposals from qualified Providers of Custodial Services to submit a proposal to perform the services as described in the specifications below. Through this process the University desires to negotiate the best value agreement for the University.

### **Description of University**

Founded in 1956, the University of South Florida has become one of the largest universities in the Southeast, with a student body of 48,000 within the USF System that includes USF Tampa, USF St. Petersburg, and USF Sarasota-Manatee an annual budget of \$1.6 billion, and an annual economic impact of \$3.7 billion. USF is one of only three Florida public universities classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research activities, a distinction attained by only 2.3 percent of all universities. The University's renowned faculty generate over \$390 million in contract and grant-sponsored research each year.

Located in the Tampa Bay region – one of the fastest-growing metropolitan areas of the nation – the University of South Florida has received vital support from business leaders and organizations, and contributes to the economic growth of the region through research and service projects.

The University's priorities are focused on student success, community engagement, research and innovation, global literacy and impact, and integrated interdisciplinary inquiry. A national reputation as a dynamic research university is attracting more and more of the nation's best and the brightest scholars to the Tampa Bay area. USF research is taking place across an astonishing array of disciplines, from marine sciences to teacher education, micro engineering to cancer treatments.

The University has world-recognized researchers in all of its colleges conducting research in areas such as oceanography, coastal geology, medicine, satellite communications and mapping, curriculum and testing innovation, aging, health outcomes and community welfare, business systems, fine arts, and many others.

USF is a member of the American Athletics Conference, with 17 men's and women's varsity teams competing at the NCAA-level. New facilities for practice and competition, along with a completely renovated USF Sun Dome, put the university's athletic facilities on par with virtually every top program in the country

Additional information available at <http://www.usf.edu/About-USF/index.asp>

## **SECTION II: SPECIAL CONDITIONS**

**Attention Vendor:** Any vendors who received this Invitation to Negotiate from the Department of Purchasing and Property Services or vendors who have downloaded this Invitation to Negotiate from the USF Purchasing Web site <http://www.usf.edu/business-finance/purchasing/staff-procedures/index.aspx>

Vendors are solely responsible to check the USF Purchasing Web site forty-eight (48) hours before the closing time of this Invitation to Negotiate to verify that they have downloaded any and all addenda that may have been issued for this bid/proposal or negotiation.

### 1. **OPENING NOTE TO VENDORS**

Vendor's response to this **Invitation to Negotiate** shall be delivered to the ***Purchasing and Property Services, University of South Florida, 4202 East Fowler Avenue AOC 200, Tampa, Florida 33620-9000***, no later than **3:00 P.M. on October 11, 2016** according to the official clock located in the University's Purchasing Department. No other time-keeping source will be considered for this purpose. The University shall not extend or waive this time requirement for any reason whatsoever. Responses to the Invitation to Negotiate that arrive after **3:00 P.M. on October 11, 2016** will be rejected in the University's sole discretion. These proposals will be returned unopened to the Vendor. Proposals and/or amendments ***will not*** be accepted at any time via facsimile or electronic mail. **At 3:00 P.M. on October 11, 2016, all timely ITN Proposals received will be opened and recorded.**

If the Vendor elects to mail/ship its ITN Proposal package, the Vendor must allow sufficient time to ensure the University's proper receipt of the proposal package by the time specified above. **Regardless of the form of delivery, it is solely the responsibility of the Vendor to ensure that the ITN Proposal package arrives at the University's Purchasing Department no later than 3:00 P.M. on October 11, 2016.**

ITN Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposals submission time and date shown above.

ITN Proposals must be delivered in sealed envelopes/packages clearly marked: **ITN Proposal No.17-04-MH.**

**All proposals submitted must include on our standard Invitation to Negotiate Form signed.**

2. **EVENT SCHEDULE** (dates are subject to change)

ITN Issued	August 25, 2016
Pre Proposal Meeting (mandatory)	September 07, 2016
Vendor's Questions Due	September 12, 2016 at 2:00pm
Response to Questions Posted	September 20, 2016
Proposals Due/Bid Opening	October 11, 2016 at 3:00pm
Proposal Evaluations	October 12, 2016 to October 28, 2016
Intent to Award	November 03, 2016

3. **PRE-PROPOSAL MEETING (Mandatory)**

It is solely the vendor's responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including, but not limited, to possible interference from academic or other University activities. To aid you in becoming informed, the vendors or his/her designees must attend the **pre-bid meeting being held at the USF Parking and Transportation Service building located at 4202 E. Fowler Ave. PTA 094 on September 02, 2016 at 1:00pm the conference room doors will be closed at 1:10pm according to Verizon cellular time and no further admittance will be allowed, only vendors that attend the pre-proposal meeting and site visit will be eligible to submit a proposal on this ITN. The conference will be followed immediately by a one (1) time visual inspection location tour of the USF Parking and Transportation Services Buildings.**

**Note:** There is a map showing the location of the Pre Proposal meeting site on the USF Purchasing web site as an attachment to ITN 17-04-MH, to view or download go to; <http://www.usf.edu/business-finance/purchasing/public-bids/available-bids.aspx>

4. **INQUIRIES**

The University will not give verbal answers to inquiries regarding negotiation considerations or verbal instructions prior to or after the selection process of this Invitation to Negotiate. A verbal statement regarding same by any person shall be **non-binding**. The University is not liable for any cost incurred by the Vendor in connection with the preparation, production, or submission of their ITN Proposal including any increased costs resulting from the Vendor accepting verbal direction. All University changes to the ITN terms or specifications, if necessary, shall be made by the university by written addendum to the Invitation to Negotiate and distributed electronically by e-mail and post on the Purchasing Web site only.

Note: Vendors are responsible to insure that the University has their point of contact as well as their name, title, company name, address, telephone, and e-mail address in order to receive any addenda via e-mail.

5. **QUESTIONS ABOUT ITN - POINTS OF CONTACT**

**ALL QUESTIONS MUST BE SUBMITTED IN WRITING VIA EMAIL BY 2:00 P.M. September 12, 2016.**

Any questions concerning this Invitation to Negotiate should be directed to Michael Hernandez, Purchasing Administrator, Purchasing Services, via e-mail at [mahernandez@usf.edu](mailto:mahernandez@usf.edu). Phone: (813) 974-8123.

6. RESPONSE TO VENDOR QUESTIONS

Responses to all vendor questions received prior to **2:00pm on September 12, 2016** will be addressed via an Addendum by **5:00pm on September 20, 2016** send email questions to Michael Hernandez [mahernandez@admin.usf.edu](mailto:mahernandez@admin.usf.edu).

7. ADDENDA

Purchasing Services may issue written addenda prior to the proposal opening date, supplementing, modifying or interpreting any portion of this Invitation to Negotiate. No verbal or written information from any source other than the Purchasing Services addenda is authorized as representing the University.

**Vendor's failure to return any and all addenda may result in disqualification of that Vendor's Invitation to Negotiate.**

**PLEASE NOTE: It is solely the Vendor's responsibility to check the USF Purchasing Web site at [usfweb.usf.edu/purchasing/purch2.htm](http://usfweb.usf.edu/purchasing/purch2.htm), forty-eight (48) hours before the closing time of this proposal to verify that the proposer has received any addenda that may have been issued.**

8. MEETINGS

Notice of public meetings regarding the Invitation to Negotiate will be posted on the bulletin board located outside the Purchasing Services Department located at 4202 E Fowler Avenue AOC-200, Tampa, FL 33620 and posted electronically on the USF Purchasing Bid website five business days prior to the meeting, (<http://www.usf.edu/business-finance/purchasing/staff-procedures/index.aspx> ). For the purpose of this ITN, meeting notices will be Noticed (posted) by e-mail to the ITN vendor list.

9. PARKING

Annual, semester, monthly, weekly, or daily parking permits must be obtained from Parking and Transportation Services (813-974-3990 for further information) for any company vehicles and/or individual vehicles that will be parked on campus. This applies to all vehicles used for an extended period of time (over 3 days or on a recurring basis). Parking rules and regulations must be observed by all drivers. Website for parking services is: <http://www.usf.edu/administrative-services/parking/parking/index.aspx>

10. QUALIFICATIONS OF VENDORS

**Pre-Award Evaluation: To be considered for award, the entity bidding this project shall have had experience and knowledge in providing similar custodial Services for a minimum of two (2) years prior to the bid opening date. Any Considerations will be reviewed and determined by the University of South Florida ITB 13-07-MH Evaluation Committee Representatives.**

A. Company Information Required: Each bidding entity shall furnish the following information:

1. Name and address of operating company, indicate type of business (i.e. individual, partnership, corporation, other).
2. Number of years in the industry and the number of people regularly employed.
3. Work record showing the training and experience of the bidder's supervisors, superintendents and/or project foremen (include names, addresses and telephone numbers) who will be assigned to oversee this contract.
4. Evidence, in writing, that the bidding entities maintains permanent places of business and have adequate equipment, finances, personnel, and inventory to furnish the items offered satisfactorily and expeditiously, and can provide the necessary services.
5. A list of and brief description of all current and past (within the last 24 months) contracts of comparable size and scope. List shall be complete with contract dates, names, address and telephone numbers of owners. The University will randomly check references. Negative

responses judged to be significant by the Associate Director of Purchasing will be cause for rejection of your bid. The Associate Director of Purchasing Service's decision shall be final and binding.

- B. The bidding entity shall be qualified to perform the work as required by these documents. All bidding entities shall be licensed to do business in the State of Florida and must meet the provisions of the Florida Statutes governing contractors. Bidders shall provide a copy of the current Florida Business License qualifying their company.

**PLEASE NOTE:** Bidder must include the above information with the bid package to be considered for the award.

Only those business entities that meet the "Qualification of Contractors" shall be considered for the award.

FAILURE TO FURNISH ALL OF THE ABOVE INFORMATION UPON REQUEST WITHIN 5 WORKING DAYS SHALL BE CAUSE FOR REJECTION OF VENDOR'S PROPOSAL.

Awarded Vendors will supply copies of background checks (State/Federal) for all personnel that will be doing work on the USF Campus.

11. AWARD

Vendor's proposals will be evaluated based on the requirements set forth in this Invitation to Negotiate. The University reserves the right to reject any or all proposals.

Vendors may be required to answer questions and may be required to make a presentation to the evaluation committee regarding their qualifications, experience, service, and capability to furnish the required service(s).

The award(s) shall be made by the University to the most responsive and responsible vendor whose final proposal is determined to be the most advantageous to the University taking into consideration price and other criteria as set forth in the Invitation to Negotiate.

The University's intent is to award on an "All-or-None Total Offer" basis.

12. PROPOSAL TABULATION

Vendors desiring a copy of the proposal tabulation for the Invitation to Negotiate may request a copy via email to the ITN point of Contact Michael Hernandez [mahernandez@usf.edu](mailto:mahernandez@usf.edu). Proposal tabulation will be available after award and will be posted on the Purchasing website. The proposal tabulation is an accounting of initial proposal information received relative to requested information and may not include price information. Proposal results will not be given out over the telephone.

13. THE INVITATION TO NEGOTIATE PROCESS

The ITN process is a flexible procurement process that is used when highly specialized and or variable services or products are required. Negotiations offer an opportunity for selected Vendor(s) to discuss their responses with an evaluation committee. The goal of this comprehensive process is for identification of the optimal outcome or the solution that best meets the needs of the University. Only representatives of the participating Vendors who are authorized to negotiate and make agreements shall be involved in negotiations.

14. EVALUATION CRITERIA

Evaluation will be based on criteria identified in the Section III - Specifications. **Any information a Vendor deems essential to the evaluation of the services offered, for which no provision is made in the ITN, should be clearly stated in the proposal.** While the University reserves the right to request additional information or clarification from Vendors at any time in the process, Vendors should not assume that they will be allowed to amplify or modify their initial written proposal. The initial response must be a clear and



easy to understand explanation of the products, services, benefits and prices offered and should include information as to how all specifications will be met.

15. NEGOTIATION WITH VENDORS

To identify vendors for negotiations, submitted proposals will be evaluated, presentations may be requested, and references may be verified and reviewed. The University will compare the proposals according to the evaluation criteria described in SECTION III for the purpose of identifying vendors for negotiation

Vendors may be invited to continue in the negotiation process. Negotiations offer an opportunity for the selected Vendors to discuss their offers and proposals in further detail with the University. Selected vendors may be given the opportunity to refresh their initial offers. Refreshed proposals allow vendors to match or exceed the offers made by competitors, both as to services and cost. This allows the University to secure services which best meet its needs, at a highly competitive and favorable cost. At the conclusion of this negotiation process, the University may ask selected vendors to submit a written best and final offer, to memorialize all agreements reached during negotiations and to extend additional benefits to the University, if desired. Invitation to submit a best and final offer is not automatic. After this negotiation a final Vendor(s) may be selected.

16. INVITATION TO NEGOTIATE FORM

All proposals shall be submitted using the University of South Florida Invitation to Negotiate form as a cover to be considered for an award of the proposal. The form shall be completed in ink or typewritten, signed by an authorized signatory of the Vendor and returned with the proposal in a sealed envelope. Vendor is responsible for marking the outside of the sealed envelope with the proposal number and the opening date.

The Invitation to Negotiate form and all related pages are a legal document and cannot be altered by the Vendor in any way. Any alteration made by a Vendor may disqualify the proposal and the response may be considered invalid. Any necessary changes to an Invitation to Negotiate document will be implemented by written addenda to the proposal issued by Purchasing Services.

17. RIGHT TO NEGOTIATE

Upon evaluation of the responses, the University has the right to enter into negotiations with one or multiple Vendors that appear to have submitted proposal(s) that best meet the needs and requirements of the University. Negotiations could include but are not limited to price and the terms and conditions of this ITN.

If for any reason a Vendor(s) and the University cannot arrive at a mutual agreement that would result in the issuance of a contract, the University reserves the right to terminate negotiations, to reject the proposal(s), and to continue negotiations with other responsive Vendors that may lead to the issuance and award of a contract.

18. VENDOR'S RESPONSIBILITY

It is understood and the Vendor hereby agrees that it shall be solely responsible for all services that it proposes, notwithstanding the detail presented in the Invitation to Negotiate.

19. VENDOR'S EXPENSE

All proposals submitted in response to the ITN must be submitted at the sole expense of the Vendor, whether or not any agreement is signed as a result of this Invitation to Negotiate. Proposers will pay all costs associated with the preparation of proposals and necessary visits to campus and other required site visits.

20. NUMBER OF PROPOSALS SUBMITTED

Vendor shall submit one (1) original proposal-clearly mark as "original" and one (1) copy. **Vendors must also submit one (1) Electronic copy preferably on a flash drive. Proposals that do not include all of the requested copies may be disqualified at the sole discretion of the University of South Florida.**

21. PROPOSAL REJECTION

The University shall have the right to reject any or all ITN proposals and in particular to reject an ITN proposal not accompanied by data required by the Invitation to Negotiate or an ITN proposal in any way

incomplete or irregular including the omission of pricing information. Conditional ITN proposals may be considered non-responsive.

22. OPEN COMPETITION

The University encourages free and open competition among vendors. Whenever possible, specifications, invitations to negotiate, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the University's needs and the accomplishment of a sound economical operation. The Vendor's signature on their ITN proposal guarantees that the prices quoted have been established without collusion with other Vendors and without effort to preclude the University from obtaining the lowest possible competitive price.

23. ORAL PRESENTATION

After ITN proposals have been opened, Vendors submitting ITN proposals may be requested, at the sole option of the University, to make oral presentations or provide written clarifications. Such presentations or clarifications will provide an opportunity for the Vendor to clarify the proposal. Oral presentations may be recorded. Recorded oral presentations and written clarifications will be affixed to the Vendor's ITN proposal and become part of the same as if originally submitted.

24. MISTAKES

In the event of extension error(s), the unit price will prevail and the bidder's "Total Offer" will be corrected accordingly. In the event of addition error(s), the extended totals will prevail and the bidder's "Total Offer" will be corrected accordingly. Bidders must check their bid proposals for any such errors and state the discount(s) in the proposal, where applicable. Failure to do so will be at the bidder's risk.

In the event a mistake results in the written request of a Vendor withdrawing any part of the proposal, the Vendor must withdraw the entire proposal package and the University will not consider that proposal for award of ANY of the subject ITN. This applies to all requests for withdrawal. The only exception to this policy would be a case where the mistake was the result of misinformation unknowingly supplied by the University. In this event, a waiver of policy must be approved by Purchasing whose decision shall be final.

Vendors must check their proposals for any errors. Failure to do so will be at the Vendor's risk.

25. RIGHT TO TERMINATE

In the event any of the provisions of the contract are violated by the successful proposer, the University may serve written notice upon Vendor of its intention to terminate the contract. Such notice will state the reason(s) for the intention to terminate the contract. If the violation does not cease and satisfactory arrangements for correction are not made within ten (10) days after the notice is served upon the Vendor, the contract shall cease and terminate. The liability of the Vendor and/or his surety for any and all such violation(s) shall not be affected by any such termination.

26. CANCELLATION

For the protection of both parties all contractual obligations shall prevail for at least 90 days after the effective date of the contract. After that period, for the protection of both parties, this contract may be cancelled, in whole or in part, by either party by giving thirty (30) days written notice to the other party.

27. FORCE MAJEURE

No default, delay or failure to perform on the part of the either party shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either party's reasonable control including, but not limited to, strikes, lockouts or inactions of governmental authorities; epidemics; acts of terrorism; war; embargoes; fire; earthquake; acts of God; or default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay or failure to perform.

28. PAYMENT

The University will make partial payment in the amount of the value of items or service received and accepted by the University in response to a request by the Vendor along with the submission of a properly executed invoice, and supporting documents (if required). The University shall issue the Vendor's payment within 30 days after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the purchase order/contract. The University's preferred payment method is P-card. No additional charges will be accepted for use of P-card payment. Any penalty or delay in payment shall be in accordance with section 55.03, Florida Statutes. The University's vendor ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the University may be contacted at 813-974-2481.

29. FEID NUMBER

Vendors MUST supply their Federal Employee Identification Number or Social Security number.

30. W-9 (W-8BEN for Foreign Vendors) FORM

Awarded Vendors are required to complete and return the USF Substitute W-9 (or appropriate IRS W-8 Form for Foreign Vendors). **The W-9 or W-8 must be completed and signed before a contract can be approved.**

31. STANDARDS OF CONDUCT

It is a breach of ethical standards for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. It is also a breach of ethical standards for any potential vendor to offer an employee of the University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

32. USF TOBACCO AND SMOKE FREE POLICY 6-026

As of January 4, 2016 the University of South Florida is a tobacco free campus. Smoking, tobacco use, and use of related products is prohibited on all property owned, leased or operated by USF. This includes, but is not limited to, all indoor and outdoor areas and properties. Additionally, no smoking and/ or tobacco products will be sold or advertised on the USF Tampa campus. This Policy applies to all faculty, staff, students, vendors and visitors.

**Complete policy details can be found at:**

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-026.pdf>

33. AMERICAN WITH DISABILITIES (ADA)

The Vendor awarded this proposal/proposal shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.

**NOTE:** If special accommodations are required in order to attend any event or meeting in conjunction with this Invitation to Negotiate, please notify Purchasing and Property Services at (813)974-2481 at least 5 working days prior to the scheduled event.

34. PUBLIC RECORDS

Sealed proposal responses received by the University pursuant to Invitation to Negotiate are exempt from the provisions of the Florida Statute Chapter 119 until such time as the University provides notice of an intended decision or until thirty (30) days after the opening of final replies, whichever is earlier.

The University reserves the right of unilateral cancellation for refusal by the Vendor(s) to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119 and made or received by the Vendor(s) in conjunction with this resulting contract.

35. EQUAL OPPORTUNITY STATEMENT

The University believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to non-discrimination based on race, creed, color, sex, age, national origin, religion or disability. To be considered for inclusion as a vendor under this agreement, the bidder commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, and the rules, regulations and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value. See attached.
- B. If the bidder expects to receive \$25,000 in Revenues during the first 12 months of this agreement, a complete "Certificate of Non-Segregated Facilities" shall be attached to the bid response. Sample certificate attached.
- C. If the bidder expects to receive \$60,000 in Revenues during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
- D. If the bidder expects to receive \$60,000 in Revenues during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the bidder, subject to review upon request by the user agencies of this agreement.

36. PUBLIC ENTITY CRIMES

Any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 the University Regulation 4.02030(1), for a period of 36 months from the date of being placed on the convicted vendor list.

37. LOBBYING

The expenditure of funds from Grants and Aids Appropriations, for the purpose of lobbying the Legislature or a State Agency, is prohibited. This condition is applicable to Florida State appropriated grants and aids

38. AFFIRMATIVE ACTION

As a condition of this contract, the Vendor agrees to comply with Section 202, Executive Order 11246, as amended by Executive Order 11375, and regulations published by the U.S. Department of Labor implementing Section 503 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, which are incorporated herein by reference.

39. TAXES

The State of Florida, and the University, is a tax immune sovereign and exempt from the payment of sales, use or excise taxes. The Vendor shall pay all personal property taxes on leased equipment and all taxes based upon net income.

40. LICENSES

In the event either party is required to obtain from any governmental authority any permit, license, or authorization as a prerequisite to performing its obligations hereunder, the cost thereof shall be borne by the party required to obtain such permit, license, or authorization.

41. CERTIFICATION

In accordance with Section 112.3185, Florida Statutes, the Vendor hereby certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate

relation to any employee of the University who was directly or indirectly involved in the procurement of said services. Violation of this section by Vendor shall be grounds for cancellation of this Agreement by the University.

42. INDEMNIFICATION

Vendor agrees to indemnify and hold free and harmless, and defend the State of Florida, the State Board of Education, the State Board of Governors, the University of South Florida, and the University of South Florida Board of Trustees, a public body corporate, and their officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner directly or indirectly may arise or be alleged to have arisen, or resulted or alleged to have resulted from the presence, activities and promotions of every kind and nature whatsoever of Vendor and/or Vendor's officers, employees, agents and contractors, in connection with this Agreement.

43. INSURANCE

a. The Vendor shall not commence any work in connection with this contract until obtaining, at a minimum, all of the types of insurance enumerated below and having such insurance approved by the University. The Vendor shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained. All insurance policies shall be with insurers qualified to do business in Florida. The Vendor shall furnish the University proof of insurance coverage by certificates of insurance no later than ten (10) days after Contract award. All required insurance policies shall name the University of South Florida Board of Trustees, State Board of Governors and the State of Florida as additional named insureds.

b. The Vendor must secure and maintain, during the life of this agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project and, in case any work is sublet, the Vendor shall require the insurance for all of the subcontractor's employees unless such employees are covered by the protection afforded by the Vendor's insurance. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any class of employees engaged in work under his contract at the site of the project is not protected under Worker's Compensation statute, the Vendor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the University, for protection of the employees not otherwise protected.

c. The Vendor must secure and maintain during the life of the Agreement, COMPREHENSIVE GENERAL LIABILITY AND COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE which shall protect the Vendor and its officers, employees, servants, agents, and University from claims for damages and personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operations be by the Vendor or by anyone directly or indirectly employed by the vendor and the amounts of such insurance shall be for, at a minimum, the amounts as follows:

1.	Commercial General Liability	
	Each occurrence	\$ 250,000
	Each aggregate	\$ 500,000
2.	Business Auto Liability Insurance	
	Combined Single limit	\$ 500,000
3.	Umbrella or Excess Liability	\$1,000,000

d. The University is exempt from paying, and is in no way liable for, any sums of money which may represent a deductible in any vendor's insurance policy. The payment of such deductible is solely the responsibility of the Vendor obtaining the insurance.

44. RELATIONSHIP OF PARTIES

It is understood and agreed that nothing herein contained is intended, or should be construed, as creating or establishing the relationship of partners or joint ventures, or any similar relationships between the parties hereto, or as constituting Vendor as the agent or representative of the University for any purpose in any manner whatsoever. Vendor is not authorized to bind University to any

contracts or other obligations. Vendor shall not expressly or impliedly represent to any party that Vendor and University are partners or that Vendor is the agent or representative of University or of the Board of Trustees for any purpose or in any manner whatsoever.

45. TECHNOLOGY PROVIDED

The University's expectation is that vendors shall provide the most current available technology in the execution of the terms and conditions and in providing all services related to the contract.

46. PURCHASES BY OTHER UNIVERSITY ENTITIES

With the consent and agreement of the successful Vendor(s), purchases may be made under this ITN by University of South Florida Direct Support Organization and affiliated entities. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation.

47. MINORITY BUSINESS ENTERPRISE (MBE)

The University of South Florida actively encourages the continued development and economic growth of small, minority, service disabled veterans and women-owned businesses. Central to this initiative is the participation of a diverse group of vendors doing business with the University. To this end, it is vital that small, minority, service disabled veterans and women-owned business enterprises participate in the State's procurement process as both **prime contractors and subcontractors**. Small, minority, service disabled veterans and women-owned business enterprises are strongly encouraged to submit replies to solicitations, or to contact larger suppliers about subcontracting opportunities.

When and if USF requests the vendor shall submit documentation describing the efforts being made to encourage the participation of small, minority, service disabled veterans and women-owned business enterprises within their organization. Vendors shall also provide a list of MBE suppliers and subcontractors with the bid proposal.

When and if USF requests vendors are obligated to provide the following. Vendors who contract with the University are required to provide information related to the use of certified/non certified small, minority, service disabled veterans and women-owned business. [Prime Contractor Quarterly Reports](#) should identify any participation by diverse contractors: subcontractors, vendors, resellers, distributors, or such other participation as the parties may agree.

When and if USF requests vendors are obligated to provide the following. Prime Contractor Quarterly Report documentation shall include the reporting of spending with state of Florida certified/non certified small, minority, service disabled veterans and women-owned business enterprises. Such reports must be submitted quarterly to the USF Purchasing Manager [mahernandez@usf.edu](mailto:mahernandez@usf.edu) by e-mail to be utilized for the University's Annual subcontractor reporting to the State of Florida, Department of Management Services, Office of Supplier Diversity. Subcontractor Reports should be provided by the Prime Contractor on a quarterly basis by the 7<sup>th</sup> of the month in January, April, July & October by email.

The Quarterly Reporting Requirements for Prime Contractors Form to submit the use of subcontractor's quarterly spend data is located here:

The form also includes the minority business enterprise codes that are applicable to this reporting requirement. Minority Business Enterprises reported:

**CERTIFIED MBEs**

- CMBE, MV-H, AFRICAN-AMERICAN
- CMBE, MV-I, HISPANIC AMERICAN
- CMBE, MV-J, ASIAN-HAWAIIAN
- CMBE, MV-K, NATIVE AMERICAN
- CMBE, MV-M, AMERICAN WOMAN
- CMBE, MV-W1, SERVICE DISABLED VETERAN (CERTIFIED)

**NON-CERTIFIED MBEs**

- NON-CMBE, MV-N, AFRICAN-AMERICAN
- NON-CMBE, MV-O, HISPANIC AMERICAN
- NON-CMBE, MV-P, ASIAN-HAWAIIAN
- NON-CMBE, MV-Q, NATIVE AMERICAN
- NON-CMBE, MV-R, AMERICAN WOMAN

Is your firm a "Minority Business Enterprise" defined as a business concern engaged in commercial transactions which is domiciled in Florida, is at least fifty-one (51%) percent owned by minority person and whose management and daily operations are controlled by such persons?

YES  NO

If yes, is it certified by the State of Florida [Office of Supplier Diversity \(OSD\)](#)?

YES  NO

48. CONDITIONS AND PROVISIONS

USF reserves the right to reject any and all proposals and to waive minor variances from the requirements set forth in this ITN. USF at its sole discretion will select the proposal it deems is in the best interests of USF.

49. FEDERAL DEBARMENT

By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or have a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three-year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5)

50. CONFLICT OF INTEREST

The award hereunder is subject to the provisions of Chapter 112, of the Florida Statutes. All vendors must disclose with their ITN the name of any officer, director, or agent who is also an employee of the University. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.

By submitting a response to this ITN without such information, the Vendor certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate relation to any employee of the University who was directly or indirectly involved in the procurement of said services. Violation of this section by Vendor shall be grounds for cancellation of the Contract.

51. NOTICE OF ITN PROTEST BONDING REQUIREMENT

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the University pursuant to Section 120 F.S., shall post with the University at the time of filing the formal written protest, a bond payable to the University in an amount equal to 10 percent of the

University's estimate of the total volume of the contract or \$10,000 whichever is less, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of the University pertaining to requests for approval of exceptional purchases, the bond shall be in the amount equal to 10 percent of the requesting agency's estimate of the contract amount for the exceptional purchase requested or \$10,000, whichever is less. In lieu of a bond, the University may, in either case, accept a cashier's check or money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal protest will result in a denial of the protest.

52. PATENTS COPYRIGHTS, TRADEMARKS, ROYALTIES and other Intellectual Property

To the extent that intellectual property of Vendor will be sold or licensed as a part of the products or services offered, the Vendor, without exception, shall indemnify and save harmless the purchaser and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, trademarked or unpatented invention, process, or article manufactured or supplied by the vendor.

53. COMPLIANCE WITH LAWS

Vendor shall comply with applicable Federal, State, and local laws and regulations and University Regulations and Policies with respect to its participation in the ITN process. If Vendor receives an award as a result of the ITN, Vendor shall continue to comply with the foregoing laws, regulations, and policies. If Vendor fails to comply with the requirements of the proceeding sentences, the University, in its sole discretion, may disqualify Vendor, or, if Vendor has been awarded a contract pursuant to the ITN, the University, in its sole discretion, may determine that Vendor is in default.

54. TERM OF AGREEMENT AND RENEWALS

The term of this Agreement will begin on December 01, 2016 and end on November 30, 2017. The University will have the option to renew the Agreement for two (2) additional one (1) year periods if it is judged to be in the best interests of the University to do so.

55. AVAILABILITY OF FUNDS

The University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature



## **SECTION III: BID SPECIFICATIONS**

### **I. PURPOSE**

USF is seeking to enter into a contract with a single vendor to provide "labor and/or material(s)" services as specified herein for custodial services for the Parking and Transportation Department on the University of South Florida's Tampa, campus. The contract period shall be for a three (3) one (1) year period, with the option to renew the contract for 2 (two) additional one (1) year periods

**Each offeror must submit one original and one copy, and one electronic copy of their proposal to Purchasing Services as indicated in Section II, Item 18.**

### **II. STATEMENT OF WORK & REQUIREMENTS**

#### **1. Service times and coverage:**

40 hours per week, over 7 days, Sunday through Saturday, 7hrs per day Mon-Fri. and 2.5 hrs. on Sat. and Sun. work schedule to be negotiated with the awarded vendor.

Excluding University recognized holidays and days that the university is closed.

Some cleaning will be done after business hours, and holidays, when deemed necessary by USF Parking Services so as not to interfere with Parking and Transportation operations, e.g.: carpet cleaning, stripping and waxing VTF flooring, grout and ceramic tile cleaning, and cleaning of fabric upholstered chairs.

Service contractor will schedule and provide backup staffing to cover staff on annual leave, sick days and other absences.

#### **2. The awarded contractor shall ensure his /her employees and /or any sub-contractors are in compliance with the following while assigned to any project:**

Furnish all labor, equipment, materials, chemicals, supplies and applicable supervision required to perform the custodial services as specified herein.

Employ as many licensed, trained, reliable, quality conscious personnel, directly employed and supervised by the awarded contractor as is necessary to perform the required services satisfactorily.

Complete police background checks and fingerprinting on any employee or potential employee who will perform work as stipulated under this contract. This is to ensure that the personnel hired do not represent a threat to the safety and security of the University's students, personnel, guests and/or property. Copies of the police checks shall be provided to the University Representative prior to any personnel coming onto University property.

Are appropriately licensed and certified to handle custodial cleaning equipment custodial cleaning chemicals.

Are dressed in an appropriate service uniform that includes the company name or logo for and proper work shoes.

Shall arrive clean and well groomed.

Shall arrive at work drug-free and sober and are advised that consumption of alcoholic beverages and /or any other drugs is strictly forbidden during working hours, whether consumed on or off USF property.

Speak, read and understand instructions in English

That all work is performed in a neat and professional manner.

Have all the tools, supplies, equipment, safety materials, chemicals and etc. necessary to perform the work specified herein.

Shall purchase the appropriate USF Parking and Transportation Services parking permit and park only in areas designated and approved by University Representative and /or Parking and Transportation Services.

The contractor and /or his/her employees and /or any sub-contractors provide their own transportation between buildings for purposes of cleaning, trash removal and restocking of custodial supplies.

Shall be required to contact EMS for first aid treatment and or dial 911 for any other emergency.

Shall be required to report any potentially dangerous and /or hazardous condition(s) in any University facilities to the USF, University Representative(s).

Shall contact the University Police and University Representative(s) personnel regarding theft, vandalism or emergencies.

Control of necessary keys will be negotiated at the time of the contract. If keys are lost, the awarded contractor shall assume all financial responsibility for the replacement of key, all necessary lock re-keying, and any stolen or damaged University property as a result of the lost keys. Doors must be locked and lights turned off after area is serviced. The awarded contractor shall notify the University immediately should any key become lost or stolen.

### 3. **The University reserves the following rights**

To add buildings (interior and exterior), outside areas (i.e. Screened Room) on an "as needed, when needed" basis throughout the contract period. The unit cost will be negotiated comparable to like buildings and /or areas (size, capacity, etc.) as listed herein.

To delete Buildings (interior and exterior), outside areas (i.e. Screened Room) on an "as needed, when needed" basis throughout the contract period. Any buildings (interior and exterior), outside areas (i.e. Screened Room) deleted shall have its corresponding buildings (Interior and exterior), outside areas and/or are cost deducted from the total monthly invoice amount.

To issue multiple purchase orders to cover the monthly custodial control services due to various budget allocations.

To have awarded contractor individual areas for their custodial services by purchase order number.

This contract does not allow for the following: 1) Any additional cost incurred by the use of Union Labor; 2) Room and board, of any type; or, 3) Food, drinks, snacks or etc. of any type.

### 4. **The USF reserves the following rights:**

Coordinate all work and to specify locations where and when work is to be performed.

To stop any project, if deemed in the University's best interest to do so

**In compliance with Section 287.057(1) (a) Florida Statutes, the awarded bidder shall incorporate a minimum of the following in all his/hers invoices to provide the University with auditable invoices for both pre-audit and post audit:**

Invoices shall be on company letterhead and addressed as stipulated below on each purchase order.

Invoices shall be sent to: USF Parking and Transportation Services, Attention ASBC 4202 E. Fowler Ave.  
PSB 101 Tampa, FL 33620

Invoices shall be identified by the appropriate purchase order number.

Invoices shall be accompanied with the time sheets or tickets inclusive of the dates services were performed, a brief description of the service performed, along with the buildings and /or areas name and number (i.e. OPM 100, AXA 094, etc.) for each building signed by both parties.

Invoices shall include cost breakdown for per building. Note: Failure to provide the information required with the invoice may result in delay of payment or return of the invoice marked "non-payable"

**5. Custodial Supplies to be Included:**

The following custodial supplies shall be included in the monthly service;

- a. Stainless Steel polish, oil base aerosol
- b. Clinging bowl Cleaner 9% HCL
- c. Neutral Damp Mop Floor Cleaner
- d. Looped End Mop
- e. Ammoniated Glass Cleaner Multi Surface

Note: the University of South Florida is an environmentally "Green" Institution and all custodial products used should be environmentally safe, and produced using sustainable/recyclable materials.

**6. Custodial Supplies:**

Contractor will provide a quote for 12 months of custodial supplies; paper towels, toilet tissue, hand soap, trash liners (multiple sizes ) cleaning, polishing , sanitizer and air freshener products. Including delivery, refer to attachment A for a full list if supplies contained in a cost estimation list.

Note: the University of South Florida is an environmentally "Green" Institution and all custodial products used should be environmentally safe, and produced using sustainable/recyclable materials, **when possible**

7. **Facilities listed to be serviced on a daily, weekly, monthly basis:**

	Sq. Ft	Current Sq. Ft	Reason
Parking and Transportation Services main office, and office front PTA building # 94	4134	3596.4 Carpet 122.1 VTC 338.36 Ceramic Tile <b>4056.86 Total sq. ft.</b>	
Parking and Transportation Services office PTB building # 97	4487	1389.24 Carpet 1595.17 VTC <b>2984.41 Total sq. ft.</b>	Excluding Training Center.
Parking and Transportation Services Transportation and Maintenance Buildings and office front, DUP 35	8252	1,044.26 Carpet 1082.05 VTC 134.57 Ceramic Tile 282.11 Painted Floor <b>2542.99 sq. ft.</b>	Excluding, 1 storage Room 1,003sqft, Bus Maintenance bay 1082.72sqft, Maint. Shop 1818.78sq ft. and Storage Room 1,942.96
Campus Information Center (CIC)	1328	<b>791.24 VTC Total sq. ft.</b>	Excluding 533.83 sq. ft. exterior Drive lanes

**Daily Tasks:**

	Frequency	
Clean and disinfect all drinking fountains and polish bright work	2 x daily	or as needed
Clean Restroom mirrors, dispensers, faucets and disinfect	1 x daily	or as needed
Clean and sanitize toilet seats, urinals and sinks.	2 x daily	or as needed
Clean all entrances door glass, interior and exterior	1 x daily	or as needed
Clean/Dust all open surfaces of bookcases, cabinets and countertops etc.	1x daily	or as needed
Clean walls, and disinfect light switches	1x daily	or as needed
Clean all tables, and counter tops to remove dirt, handprints and food particles in customer service, break and commons areas.	1 x daily	or as needed
Restock rest rooms with supplies from inventory stock (paper towels, toilet tissue, soap)		or as needed
Sweep and wet mop all hard surface floors	1x daily	or as needed
Sweep and damp mop restroom floor with disinfectant	1 x daily	or as needed
Vacuum/sweep and mop customer lobby and sidewalk in front of buildings (PTA, CIC)	1 daily	or as needed
Spot Clean all glass surfaces ;glass partitions, windows, office fronts, <b>interior and exterior</b>	1 x daily	or as needed
Empty all waste baskets and other waste containers within each building	2 x daily	or as needed
Remove all restroom trash from building	2 x daily	or as needed
Remove all trash at entry/exits to all buildings	2 x daily	or as needed
Spot clean carpets		As needed

**Weekly tasks:**

Clean cobwebs from interior and exterior of buildings i.e. window, light fixtures				or as needed
Dust all window sills, pictures frames, ledges, exit signs other surfaces				or as needed
Dust all furniture				or as needed
Clean all interior and exterior doors and frames				or as needed
Dust light fixture grills				or as needed
Vacuum all carpets from wall to wall and under desks	2 x week	Plus as needed for spot clean ups		or as needed
Wash all glass door and building entries				or as needed

**Monthly tasks:**

Clean all walls fingerprints		Plus as needed
Wipe base coves and kick plates		or as needed
Dust and vacuum overhead air conditioning vents		or as needed
Vacuum all carpet corners and edges		or as needed
Buff all vinyl floors		or as needed
Clean restroom air vents		or as needed
Wipe down all tile walls and partitions in restrooms		or as needed
Wash out and disinfect waste baskets, interior trash and recycle containers		or as needed

**Semi Annual (twice a year) tasks (To be performed outside of normal business hours):**

Strip and refinish all vinyl flooring	Cost per Sq. Ft	Twice a year	or as needed
Carpet Cleaning/shampooing	Cost per Sq. Ft	Twice a year	or as needed
Machine scrub all restroom and front lobby floors	Cost per Sq. Ft	Twice a year	or as needed

**Special tasks:**

Perform minor insect pest control measures; ants, roaches, spiders, by maintaining a Clean environment. Parking and Transportation Services (PATs) has a separate pest control provider.

**III. SPECIFIC ITEM TO BE INCLUDED IN PROPOSAL**

Required Forms:

- Signed ITN Competitive Solicitation Acknowledgement form (Page 2 of ITN)
- Vendor Pricing Proposal (Attachment 1)
- Estimated Yearly Cost of Custodial Supplies (Attachment 2)
- Minority Vendor and P-Card Certification
- Certificate of non-Segregated Facilities
- Bidder's Affirmation
- Small, minority or Woman Owned Business Form
- Purchase Order Payment Preference
- All issued Addendums to this ITN (Signed)

**IV. EVALUATION FACTORS**

- Experience of the vendor
- Vendor qualification as described in Section II, item 10, page 7.
- Ability to provide required services
- References
- Total cost of service, including estimated cost of cleaning supplies

**V. PROPOSAL FORMAT**

Vendors must format their submissions in the following manner:

Tab A: Required Forms (Reference Item III above)

Tab B: Vendor qualifications (Reference section II, item 10, pg. 7)

Tab C: Vendor pricing proposal (Attachment 1)

Tab D: Line item breakdown of cleaning supplies (Attachment 2)

Attachment 1

**Vendor Pricing Proposal**

Cost of janitorial service (monthly \_\_\_\_\_) x 12 = \_\_\_\_\_

Annual cost for cleaning floors and carpets (page 18): \_\_\_\_\_

Estimated monthly cost of cleaning supplies per listed prices FOB: \_\_\_\_\_

Total annual cost of entire service and supply package: \_\_\_\_\_

Attachment 2

Estimated Yearly Cost of Custodial Supplies					
no.	Item Description	cs, box, ea.	Cost per case, or ea.	Estimated Usage for 1 yr.	Cost per Year
1	24"x33" Clear 6 micron, 15 gal, 12.5lbs, Plastic Garbage Bags, 1000 pack, 50 bags per roll	1000 per cs		x 12 cases =	
2	43"x 48" Clear 14 micron, 56 gal, 22.1 lbs. Plastic Garbage Bags, 1000 pack, 50bags per roll	200 per cs		x 12 cases =	
3	38"x58" Black 1.5 mil., 60 gal, 22.1lbs, Plastic Garbage Bags,	100 per case		x 288 cases =	
4	Jumbo Roll Tissue, 2ply, 1000', 3.88" wide, Base weight 9, cs weight 25lbs <b>To Fit Current Dispenser</b> <i>We currently have 3 different types of Dispensers; Scott, SCA, Stainless Steel unit no manufacture.</i>	12 rolls per cs		x 48 cases =	
5	Premium Hand wound Natural Roll Paper Towels, 800"x7.99" wide, 203.3mx243.8m <b>To Fit Current Dispenser</b> <i>Kimberly-Clark "Professional" with Mirco Ban. And stainless steel unit no manufacture</i>	6 rolls per cs		x 72 cases =	
6	Stretch n Dust Cloths	20 per pack		x 48 cases =	
7	Antibacterial hand soap 42 oz. #5162	2 units per cs		x -12 cases =	
8	Air Neutralizer Spray 6 oz., 1	12 units per case		x 2 cases =	
9	Bacterial & Deodorizer 32oz. Liquid	12 units per case		x 6 cases =	
10	Hand Soap 1 gal.	4 units per case		x 20 cases =	
11	Urinal Screen & Block	36 per case		x 36 cases =	
				Total FOB	_____

Discounts Offered if Any: \_\_\_\_\_



**Minority Vendor & Visa P-Card Certification**

Certification of Minority Vendor

Is your firm a "Minority Business Enterprise", defined as a business concern engaged in commercial transactions, which is domiciled in Florida, and which is at least fifty-one (51%) percent owned by minority persons and whose management and daily operations are controlled by such persons?

YES \_\_\_ NO \_\_\_

If yes, is it certified by the State of Florida Office of Supplier Diversity (OSD)?

YES \_\_\_ NO \_\_\_

All bid proposals must be submitted on our standard Invitation to Negotiate Form. Bid proposals submitted on vendor quotation forms will not be accepted without a completed Invitation to Negotiate Form.

Visa Purchasing Card (P-Card) acceptance Certification  
I will accept payment by Visa Purchasing Card. (See Article IV, 28)

Print Name and Title

\_\_\_\_\_  
Authorized

## CERTIFICATE OF NON-SEGREGATED FACILITIES

We, \_\_\_\_\_  
certify to the University of South Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive Order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 2067 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 2067), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE:           Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

\_\_\_\_\_  
(NAME OF COMPANY)

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

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SUBPART D - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause."
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin."
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment."
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor."
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law."
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States."

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The Contractor agrees to comply with the affirmative action clause and regulations published by the U.S. Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, Executive Order 11701 and Section 503 of the Vocational Rehabilitation Act of 1973, which are incorporated in this certificate by reference.

Bidder's Affirmation and Declaration

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgments, personally appeared

---

Affiant's Name

who, after being duly cautioned and sworn (or who is unsworn if that be the case) and being fully aware of the penalties of perjury, does hereby state and declare, on his own behalf or on behalf of a partnership or corporation, whoever or whichever is the Bidder in the matter at hand, as follows:

1. That the Bidder, if an individual, is of lawful age; or
2. That if:
  - a. The Bidder is a partnership or a corporation, it has been formed legally;
  - b. The Bidder is a Florida Corporation, it has filed its Articles of Incorporation with the Florida Secretary of State; and,
  - c. The bidder is a corporation incorporated under the law of a state other than Florida; it is duly authorized to do business in the State of Florida.
3. That if the Bidder is using a fictitious name, he/she/it has complied with the Fictitious Name Statute of the State of Florida.
4. That the Bidder has not submitted a rigged bid, nor engaged in collusive bidding or collusive bidding arrangements or fraudulent bidding, or entered into a conspiracy relative to this bid, with any other person, partnership, or corporation making a bid for the same purpose. The Bidder is aware that "Any understanding between persons where one or more agree not to bid, and any agreement fixing the prices to be bid so that the awarding of any contract is thereby controlled or affected, is in violation of a requirement for competitive bidding and renders a contract under such circumstances invalid." [See McQuillian, Municipal Corporations, §26.69].
5. That the Bidder is not in arrears to any agency in the State of Florida upon debt or contract and is not a defaulter, as surety or otherwise upon any obligation to any agency of the State of Florida.
6. That no officer or employee of the University of South Florida, either individual or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract of obligation entered into between the University of South Florida and this Bidder or awarded to this Bidder; nor shall any University officer or employee have any financial interest in assisting the Bidder to obtain, or in any other way effecting, the award of this contract or obligation to this Bidder.
7. That, by submitting this bid, the Bidder certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of the work to be performed and/or the services to be rendered.

Further Bidder Sayeth Not.

**Bidder: Complete the Acknowledgment on the following page.**

Bidder's Affirmation and Declaration - Continued

We the undersigned, as Bidders, hereby declare that we have carefully read this Invitation to Bid or Request for Proposal and its accompanying provisions, terms and conditions concerning the equipment, materials, supplies and/or services as called for, the technical specifications along with any applicable drawings, attended all applicable pre-bid or pre-proposal conference along with visual inspections, and with the full knowledge and understanding of the requirements and conditions, do hereby agree to furnish and to deliver as indicated, F.O.B. University of South Florida location, with all transportation charges prepaid, and for the prices quoted thereon as follows.

**\*\*\*See Bid Proposal Herein\*\*\***

Firm Name: _____	
Type of Organization:	<input type="checkbox"/> Individual <input type="checkbox"/> Small Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture
Business is licensed, permitted or certified to do business in the State of Florida.	<input type="checkbox"/> Yes <input type="checkbox"/> No
E-Mail Address: _____	
Division of Management Services SPURS License No.: _____	
State of Florida Corporation ID No. (from Secretary of State): _____	
State of Florida Fictitious Name Reg. No. (from Secretary of State): _____	
State of Florida Contractor's License No. (from DPR): _____	
Name Contractor's License is under: _____	
FEID No. _____	County of _____
Representative's Name: _____	
Authorized Representative's Title: _____	
Address: _____	
City: _____	State: _____    Zip Code: _____
Telephone No. _____	Fax No. _____
The foregoing instrument was acknowledged before me this the _____ day of _____, 2010, by _____ who is personally known to me or who has produced identification and who did (did not) take an oath.	
_____ Signature of Notary Public	_____ Authorized Signature of Affiant
Notary Public State of _____	
My Commission Expires: _____	
_____ Printed, typed or stamped Commissioned Name of Notary Public	_____ Printed, typed or stamped Name of Affiant

Small, Minority or Women-Owned Business? \_\_\_\_\_ YES \_\_\_\_\_ NO

If answered yes above, please circle classification that applies:

<u>Federal Classifications</u> <i>(If your Business is registered with the Small Business Administration (SBA) or the Central Contractor Registration (CCR) Website at: <a href="https://www.bpn.gov/ccrinq/scripts/search.asp">https://www.bpn.gov/ccrinq/scripts/search.asp</a>, please circle the classification(s) in this column that applies to your business.</i>	<b>State of Florida Certified Minority Business Enterprise</b> <i>(If you circle a classification in this column, please provide a copy of your Florida Statewide &amp; Inter-Local Certification with your application)</i>	<b>Non-Certified Minority Business Enterprise</b> <i>(Business must be at least 51% owned, managed &amp; controlled by minority persons to select a classification in this column.)</i>	<b>Non Profit Organization</b>
<b>SBA 8(a) Certification</b> <i>(please provide a copy of certificate with application)</i>	<b>African American</b> <i>(please provide a copy of certificate with application)</i>	<b>African American</b>	<b>Minority Board</b> <i>(51% or more Minority Board of Directors)</i>
<b>Small Disadvantaged Business Certification</b> <i>(please provide a copy of certificate with application)</i>	<b>Hispanic American</b> <i>(please provide a copy of certificate with application)</i>	<b>Hispanic American</b>	<b>Minority Employees</b> <i>(51% or more Minority Officers)</i>
<b>HUBZone Certification</b> <i>(please provide a copy of certificate with application)</i>	<b>Asian American</b> <i>(please provide a copy of certificate with application)</i>	<b>Asian American</b>	<b>Minority Community</b> <i>(51% or more Minority Community Served)</i>
<b>Veteran</b>	<b>Native American</b> <i>(please provide a copy of certificate with application)</i>	<b>Native American</b>	<b>Other- Non Profit</b>
<b>Service Disabled Veteran</b>	<b>American Woman</b> <i>(please provide a copy of certificate with application)</i>	<b>American Woman</b>	
<b>Vietnam Veteran</b>			
<b>Women Owned</b>			
<b>Minority Owned Business</b>			

- If you select a classification that is certified by a Federal or State agency, please provide a copy of your certification for each agency along with this application.
- To determine your Federal Size Standard, please access the U.S. Small Business Administration’s website: <http://www.sba.gov/starting/indexwhatis.html> or go to the SBA’s <http://www.sba.gov/size> to look up your North American Industry Classification Systems (NAICS) Code and the qualifying number of employee’s or annual dollar amount. To register your business on the Central Contractor Registration (CCR) Website visit <https://www.bpn.gov/ccr/scripts/index.html>
- If you are using Federal Size Standards, please specify the codes used:  
NAICS Code: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ or Annual Amount: \_\_\_\_\_
- If you are not a State of Florida Certified Minority Business Enterprise and would like to download the application for certification of Minority Business Enterprise for the State of Florida and view the State of Florida’s Eligibility criteria, please go the Office of Supplier Diversity’s website at: <http://osd.dms.state.fl.us>.

**Part 3 – Purchase Order and Payment Preferences**

By which delivery method do you prefer to receive purchase orders?

Fax       Postal mail

**Payment Discount Terms:**

2% Net 10

**Other:**

\_\_\_\_\_

**By which delivery method do you prefer to receive payment?**

Check

Credit Card  
(USF Procurement Card)

Electronic Funds Transfer (EFT)

(To receive payments by Electronic Funds Transfer, please complete the attached Electronic Payment Authorization Form to start electronic payment process)

**Part 4 – Signature**

I certify to the best of my knowledge and belief, that the business or payee identified in this vendor application, and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency.

I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with the State of Florida my firm is in compliance with Chapter 112, Florida Statutes relating to conflict of interest (to review the Statute in full, visit <http://www.flsenate.gov/statutes>).

\_\_\_\_\_  
Name of Person Signing Application

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BID OPENING DIRECTIONS TO  
USF PURCHASING SERVICES (INCLUDING P-CARD)  
4202 E. Fowler Avenue, STOP **SVC 1073**  
Tampa, FL 33620-9000  
(813) 974-2481**

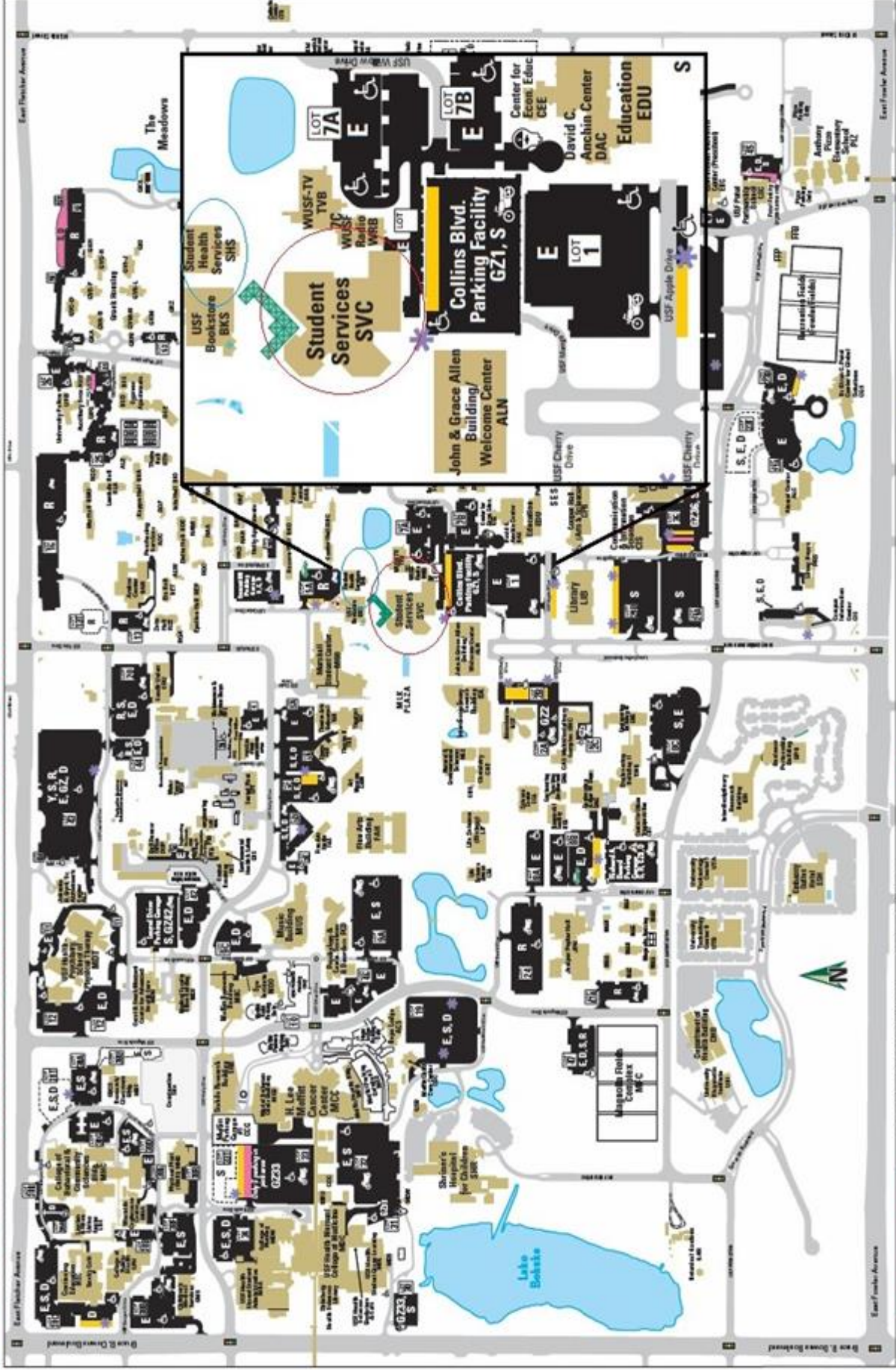
1. Enter at the University's main entrance off of Fowler Avenue.
2. Pull into the USF Campus Information Center (building on your right that looks like a drive-through bank) and purchase a USF Daily Parking Permit for \$5.00 (permit prices subject to change without notice; contact Parking Services at (813) 974-4607 for updated pricing information). **NOTE: Parking permits are required in all non-metered spaces. Parking lots are monitored 24/7 and vehicles that are parked illegally will receive a citation.**
3. Upon leaving the Campus Information Center, turn right onto Leroy Collins Boulevard proceed straight through the first signal light which is Alumni Drive, and get into the right-hand turn lane.
4. Turn right at USF Mango Drive.
5. Proceed to Collins Blvd. Parking Facility (GBG).
6. Collins Blvd. Parking Facility has a parking pay station located on the street level entrance at the north-west corner of the garage. The Purchasing offices are located in the SVC Building, which is directly next door to the Collins Blvd. Garage.
7. Once parked, walk in a northerly direction (orient by parking pay station) to the connector bridge (SVC Bldg. should be visible)
8. Take elevator in SVC Bldg. to 1<sup>st</sup> floor and look left for Purchasing Services reception area.
9. NOTE: You may request a Campus Map at the Campus Information Center.  
***We suggest that you either stop at the Campus Information Center or the parking permit dispensers in the Collins Blvd. parking garage, to obtain a Daily parking permit prior to visiting Purchasing Services.***

**\*** Note: A campus Map showing the location of the Campus Information Center, the Collins Blvd. Garage and the SVC building is included with these instructions. **Do not forget to stop at the Campus Information Center to obtain a daily parking permit prior to visiting Purchasing Services.**



# UNIVERSITY OF SOUTH FLORIDA TAMPA CAMPUS PARKING MAP

Reviewed 08/07/15 - Note: This map and all parking designations are subject to change. For the most up-to-date information, please see [www.usf.edu/parking](http://www.usf.edu/parking).



## MAP KEY

- S - Non-Resident Student
- R - Resident Student
- Y - Park-n-Ride / Alumni
- GZ - Gold Staff
- E - Staff
- D - Daily / Visitor Parking
- Designated Parking
- Hourly Parking
- Motorcycle Parking
- Disabled Parking
- Permit Pay Station
- Metred Parking
- Electric Car Charging Station
- Peer-to-Peer Car Share