INVITATION TO NEGOTIATE
CUSTODIAL, MAINTENANCE, AND LANDSCAPING SERVICES AT USFSM
ITN # 14-02-SAR
UNIVERSITY OF SOUTH FLORIDA

The University of South Florida, Sarasota-Manatee campus is requesting proposals from qualified firms interested in the University of South Florida Invitation to Negotiation: “14-02-SAR Custodial, Maintenance, and Landscaping Services” 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 PM March 28, 2014

Sealed bids will be due at the USF main campus in Tampa: University of South Florida, Purchasing Services, 4202 E. Fowler Avenue, Building: AOC 200, Tampa, Florida 33620-9000; for directions, please call (813) 974-2481; Web: usfweb2.usf.edu/purchasing/purch2.htm

The services will be provided to USF Sarasota-Manatee at six (6) campus locations in Florida located in Sarasota, North Port and Lakewood Ranch. The ITN allows for the services to be proposed by vendors in three (3) Lots: Custodial Services, Facilities Maintenance Services, and/or Grounds/Landscaping Services.

Any questions concerning this Invitation to Negotiate should be directed to the University contact person: Michelle Krueger, Purchasing Administrator, USF Sarasota-Manatee, e-mail: mkrueger@sar.usf.edu, Telephone: (941) 359-4223.

Mandatory Pre-Bid/Proposal Meeting and Inspection of Facilities

To aid contractors/ vendors in becoming fully informed, the contractors or his/her designees must attend the Mandatory pre-proposal conference and walk-through inspection tours where the items are to be installed or services to be rendered. Vendors must attend all tours.

There will be a MANDATORY pre-proposal meeting and tours of ALL locations beginning at 9:00 AM on March 12, 2014. The meeting and tours will begin at USF Sarasota-Manatee, North Port Teaching Center, 5920 Pan American Blvd, 2nd floor.

Any prospective contractor/ designee arriving at USF Sarasota-Manatee, North Port Teaching Center, 5920 Pan American Blvd, 2nd floor after 9:10 AM according to Verizon cellular time shall not be allowed to enter the conference room nor be eligible to bid this project. No other time keeping device will be considered for this purpose.

The mandatory activities will start with a walk-through tour at the North Port location at 9:00 am. Following that there will be a walk through at the other parcels according to the schedule in Section 3.2. Contractors/ Vendors are responsible for providing their own transportation between locations in North Port, Lakewood Ranch and Sarasota.

University representative(s) will be available during the pre-proposal meeting and tours to answer any questions related to this Invitation to Bid. Any suggested modifications may be presented, in writing to and/or discussed with the University’s representative(s) at this meeting and may be considered by said representative(s) in formulating possible amendments to the Invitation to Negotiate. The University’s contact person is Michelle Krueger mkrueger@sar.usf.edu, telephone: (941) 359-4223.

The pre-proposal conference and walk through of all specified locations are MANDATORY. Specifics are included in this document. Additional materials may be provided at the meeting and in addendum(s).

University of South Florida
Purchasing Services
4202 E. Fowler Avenue AOC 200
Tampa, Florida 33620-9000
usfweb2.usf.edu/purchasing/purch2.htm
SUBMIT PROPOSAL TO:
UNIVERSITY OF SOUTH FLORIDA
Purchasing Services
4202 E Fowler Avenue AOC-200, TAMPA, FL 33620-9000
Telephone Number: Area Code 813 974-2481
Web Address: usfweb.usf.edu/purchasing/purch2.htm

ITN WILL BE OPENED 3:00 P.M March 28, 2014
and may not be withdrawn within 120 days after such date and time.

ISSUING DATE: February 26, 2014

ITN TITLE: CUSTODIAL, MAINTENANCE AND LANDSCAPING SERVICES AT USF

ITN NO: 14-02-SAR

FEID NUMBER OR S.S. NUMBER
Cash Discount Terms
Delivery will be
Cash Discount Terms

REASON FOR NOT SUBMITTING PROPOSAL
CERTIFIED OR CASHIER'S CHECK IS ATTACHED, WHEN
REQUIRED, IN THE AMOUNT OF $

VENDOR NAME

VENDOR MAILING ADDRESS

CITY-STATE-ZIP

WEB ADDRESS: __________________________________________________________

AREA CODE TELEPHONE NUMBER TOLL-FREE NUMBER

CERTIFIED OR CASHIER'S CHECK IS ATTACHED, WHEN
REQUIRED, IN THE AMOUNT OF $

WEB ADDRESS:

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 or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this ITN proposal and that if the ITN proposal is accepted, the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it now or hereafter acquire under the Anti-trust laws of the United States and (b) The University 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 renders final payment to the vendor.

SEALING PROPOSALS: All proposal sheets and this acknowledgement form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date and time of the proposal opening and the proposal number. Proposal prices not submitted as instructed shall be rejected. All proposals are subject to the conditions specified herein. ITN responses, which do not comply with specified conditions, may be rejected.

1. EXECUTION OF ITN: ITN proposal must contain an original manual signature of authorized representative in the space provided above. ITN proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by vendor to his ITN price must be initialed. The company name and EIN or social security number shall appear on each pricing page of the ITN as required. Complete ordering instructions must be submitted with the ITN proposal.

2. NO ITN PROPOSAL: If not submitting an ITN proposal, respond by returning only this vendor acknowledgement form, marking it “NO ITN” and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier’s name as a result of this ITN proposal. ITN opening shall be public, on the date and at the time specified on the ITN form. It shall not be considered. Offers by facsimile or telephone are not acceptable. An ITN proposal must contain an original manual signature of authorized representative.

3. ITN OPENING! Shall be public, on the date and at the time specified on the ITN form. It is the vendor’s responsibility to assure that his ITN proposal is delivered at the proper time and place of the ITN opening. ITN proposals, which for any reason are not so delivered, will not be considered. Offers by facsimile or telephone are not acceptable. An ITN proposal may not be altered after opening of the proposal. NO. Proposal tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Proposal files may be examined during normal working hours by appointed. Proposal tabulations will not be provided by telephone.

4. PRICES, TERMS AND PAYMENT: Firm prices shall be proposed and include all prices shall include standard commercial packaging. Failure to do so will be at vendor’s risk. In case of mistake in extensions the unit price will govern.

5. CONDITIONS AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this ITN proposal shall be new, current standard production model available at the time of the ITN. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

6. ADDITIONAL TERMS AND CONDITIONS: No additional terms and conditions included with the ITN response shall be evaluated or considered and any all such additional terms and conditions shall have no force and effect and are inapplicable to this ITN. If submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this ITN solicitation are the only conditions applicable to the ITN and the vendor’s authorized signature affixed to the vendor acknowledgement form attests to this.

INVOICE TO NEGOTIATE
(Proposal Cover)

POSTING OF PROPOSAL TABULATIONS
Proposal tabulations with recommended awards will be posted for review by interested parties at the location where proposals were opened and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Posting will be on or about 5/7 working days after ITN opening.

AUTHORIZED SIGNATURE (MANUAL)
AUTHORIZED SIGNATURE (TYPED) TITLE

E-MAIL ADDRESS:

GENERAL CONDITIONS:

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 or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this ITN proposal and that if the ITN proposal is accepted, the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it now or hereafter acquire under the Anti-trust laws of the United States and (b) The University 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 renders final payment to the vendor.

VENDOR NAME

VENDOR MAILING ADDRESS

CITY-STATE-ZIP

WEB ADDRESS: __________________________________________________________

AREA CODE TELEPHONE NUMBER TOLL-FREE NUMBER

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REQUIRED, IN THE AMOUNT OF $

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AREA CODE TELEPHONE NUMBER TOLL-FREE NUMBER

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WEB ADDRESS:
7. MANUFACTURERS’ NAME AND APPROVED EQUIVALENTS: Any manufacturers’ name, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specifications. However, changes shall not be binding upon the University unless evidenced by a Change Notice issued and signed by the University.

9. 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 120.53(1), F.S., shall post with the University at the time of filing the formal protest a bond, a copy of which shall be furnished to the protesting party, in an amount equal to 10 percent of the University’s estimate of the total value 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 the protesting party and administrative hearing in which the University was successful in an appellate court proceeding. For protest of decisions or intended decisions of the University pertaining to requests for proposals for aggregate 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 accept, if either or both of the parties so agree, a non-cash bond. The bond must be held in przez the University’s employee who is an authorized representative, which meets or exceeds the specifications for any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the University.

15. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this ITN prior to their delivery, it shall be the responsibility of the supplier to inform the University of this fact in writing. The University reserves the right to accept any proposed alteration to the specifications mentioned occasioned thereby, or to cancel the contract at no further expense to the University.

16. ADDITIONAL QUANTITIES: For a period not exceeding 180 days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to the amount shown on the ITN but not to exceed the threshold for category two at the price shown. If in the judgment of the agent the increase is not acceptable, the ITN proposal sheets must be noted “PROPOSAL IS FOR SPECIFIED QUANTITY ONLY.”

17. SERVICE AND WARRANTY: Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to this contract. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided.

18. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between persons(s) submitting a ITN proposal and the University, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any vendor shall not constitute a cognizable defense against the legal effect thereof.

19. PATENTS COPYRIGHTS, TRADEMARKS, ROYALTIES and other Intellectual Property: This University act without express written consent by the owner and any 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 stipulated to be manufactured by the supplier. It is understood that the right to claim such invention, patent or patent application is solely and exclusively due to the combination, operation or use of any article supplied hereunder with equipment or data not supplied by vendor or is based solely and exclusively upon a vendor’s intellectual property. The University reserves the right to assert, enforce and control any and all claims by third parties resulting from the supplier’s breach of this contract, the vendor’s negligence, and/or vendor’s other wrongful acts.

20. ASSIGNMENT: Any Purchase Order issued pursuant to this ITN and the monies, which may become due hereunder, are not assignable except with the prior written approval of the ordering agency.

21. LIABILITY: The vendor shall save and hold harmless the University, its officers, agents and employees against any and all claims by third parties resulting from the vendor’s breach of this contract, the vendor’s negligence, and/or vendor’s other wrongful acts.

22. FACILITIES: The University reserves the right to inspect the vendor’s facilities at any reasonable time with prior notice.

24. PUBLIC PRINTING: A vendor must have at the time of ITN opening a manufacturing plant in operation, which is capable of producing the items proposed, and so certify upon request of the agency. Every agency of the State, including agencies within the legislative and judicial branches of government, must determine that the same print job must be completed within the State when awarding contracts to have materials printed, whenever such printing can be done at a lower cost and at a quality comparable to that obtainable from a privately owned, non-union printer. (a) CONTRACTS NOT TO BE SUBLET: In accordance with Printing Laws and Regulations printing contracts cannot be sublet. Printing shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent vendor offering to provide printing manufactured by other firms or persons. (b) PRINTING ADJUSTMENTS, OVERRUNS-UNDERRUNS: No adjustment shall be accepted by an agency on any purchase of printing unless conditions or specifications of proposal expressly so provide. (c) COMMUNICATIONS: It is expected that all materials and proofs will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials will be forwarded by registered mail. (d) RETURN OF MATERIAL: All copy, photos, artwork, and other materials supplied by the purchaser must be handled carefully and returned in good condition upon completion of the job. Such return is a condition of the contract and payment will not be made until return is affected. (e) QUALITY-PERFORMANCE ANALYSIS: The vendor on any purchase of printing in excess of the threshold for category two shall complete and forward to Purchasing Services the analysis form that accompanied his purchase order together with an invoice copy. (f) PUBLIC RECORDS: Any material submitted in response to this ITN will become a public document pursuant to Section 119.07, F.S. This includes material, which the responding vendor might consider to be confidential, or a trade secret. Any claim of confidentiality is waived upon submission of any proposal or Public Records.

25. DEFAULT: Failure to perform according to this proposal and/or resulting contract shall be cause for your firm to be found in default in which event any and all reprocurement costs may be charged against your firm. Any default or violation of this stipulation shall cause:

a) Vendor’s name being removed from Purchasing Services vendor mailing list.

b) All University agencies being advised not to do business with the vendor without written approval of Purchasing Services Director.

CANCELLATION: The University shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with the contract.
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SECTION 1: INTRODUCTION

1.1 DESCRIPTION OF THE UNIVERSITY OF SOUTH FLORIDA SYSTEM

The University of South Florida is a high-impact, global research university located in beautiful Tampa Bay on Florida's spectacular west coast. It is one of the largest public universities in the nation, and among the top 50 universities, public or private, for federal research expenditures. The university is one of only four Florida public universities classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research universities, a distinction attained by only 2.3 percent of all universities.

At the heart of USF is a vibrant, diverse and engaged student body. More than 47,000 students are enrolled in the USF System, a system of three separately accredited institutions – USF Tampa, USF St. Petersburg and USF Sarasota-Manatee – with an annual budget of $1.5 billion and an annual economic impact of $4.4 billion. The university's main Tampa campus is home to USF Health, including the Colleges of Medicine, Nursing, Public Health and Pharmacy.

With over 230 degree programs at the undergraduate, graduate, specialty and doctoral levels, including the doctor of medicine, there's something for everyone at USF. The university offers a dynamic learning environment that inspires innovation, creativity and collaboration and is focused on student success. More than 2,000 distinguished scholars, researchers and expert teachers, nearly all holding PhDs or the highest degrees in their fields, make up the USF faculty – including the 2012 U.S. Professor of the Year.

USF is a member of the American Athletic 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. More at www.usf.edu

1.2 DESCRIPTION OF USF SARASOTA-MANATEE

USFSM Mission - The University of South Florida Sarasota-Manatee delivers quality education to upper-division baccalaureate and master’s students in an active research environment. We support students in attaining their highest potential by nurturing leadership, critical thinking, and an appreciation for learning. We advance cultural, social, environmental, and economic well-being for all we serve.

USFSM Vision - The University of South Florida Sarasota-Manatee aspires to be a leader in higher education, delivering accessible academic programs and contributing significant research, while inspiring continuous improvement locally and globally.

The University of South Florida Sarasota-Manatee (USFSM), also known as USF Sarasota-Manatee, is a separately accredited, four-year institution in the University of South Florida System, which comprises USF Tampa and USF St. Petersburg (USFSP). Located at 8350 N. Tamiami Trail, Sarasota, Florida, USA, USFSM is situated a half-mile north of University Parkway in Manatee County. Just steps from beautiful Sarasota Bay, USFSM’s scenic campus is near the historic Crosley Mansion, the Ringling and the Sarasota-Bradenton International Airport (SRQ).

USFSM was established in 1975 as a regional campus of the University of South Florida. Between 1975 and 2006, USF Sarasota-Manatee was co-located with New College of Florida, sharing a campus near University Parkway at 5700 North Tamiami Trail. On July 1, 2001, the Florida legislature separated USF Sarasota-Manatee and New College of Florida and created independent institutions. In August 2006 USF Sarasota-Manatee opened its new campus center at 8350 N. Tamiami Trail. USFSM’s main “SMC” building is a three-story, 100,000-square foot facility that has 24 classrooms, a 190-seat lecture/exhibition hall, seminar and video-conferencing rooms, computer labs, student gathering places, faculty and staff offices, a technology and learning center, and dining facilities. USFSM also offers an instructional site at 5920 Pan American Blvd. in North Port, Florida, convenient for students from North Port, Port Charlotte, Punta Gorda, Englewood, Venice and Arcadia.

Overall, USFSM serves students from Sarasota, Manatee, Charlotte and DeSoto counties. USFSM shares the resources of a major public research university in a hometown setting, with small classes (15:1 student/faculty ratio) and world-class faculty, 88 percent of whom hold a terminal degree in their field. USFSM offers over forty bachelor’s degree, master’s degree and certificate programs in four colleges: Arts & Sciences, Business, Education, and Hospitality and Technology Leadership. Day, evening, weekend and online classes serve more than 4,500 students annually. USFSM gained separate accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACS) to award baccalaureate and master’s degrees in June, 2011. In August 2013, USFSM welcomed its first freshman class (first time in college) and opened state-of-the-art teaching labs at Mote Marine Laboratory as part of its new general education curriculum, and now offers a unique Bachelor of Science in Biology degree. More at www.usfsm.edu
1.3 SUMMARY OF SERVICES DESIRED

The University of South Florida Board of Trustees, a public body corporate of the State of Florida, hereinafter the “University” or USF, intends to negotiate a purchase agreement for Custodial, Maintenance and Landscaping Services.

The services will be purchased by USF Sarasota-Manatee in Lots and services are to be provided at the six (6) regional campus locations listed below.

The ITN allows for the services to be proposed by vendors in 3 lots:

- **Lot 1** - Custodial Services
- **Lot 2** - Facilities Maintenance Services
- **Lot 3** - Grounds/Landscaping Maintenance Services

Vendors may provide proposals for one, two, or all 3 lots if desired. However, the lots are not to be divided among the various parcel locations. For example, if a vendor wishes to provide a proposal for Lot 3 for grounds and landscaping services, the proposal should include all 3 grounds and landscaping locations. If a vendor wishes to provide a proposal for Lot 1 Custodial Services and/or for Lot 2 for Maintenance Services, the proposal should include all 5 locations.

The University desires to enter into a two (2) year contract with three (3) optional two-year renewals. The total term of the contract, including optional renewals, will not exceed eight (8) years.

<table>
<thead>
<tr>
<th>Parcel</th>
<th>Lot 1: Custodial</th>
<th>Lot 2: Maintenance</th>
<th>Lot 3: Landscaping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parcel A:</strong> 8350 North Tamiami Trail in Sarasota, Florida 34243. (Includes main “SMC” Building and “SMP” Central Energy Plant Building)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Parcel B:</strong> 6301-6325 North Tamiami Trail in Sarasota, Florida 34243 (Includes Viking Complex)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Parcel C:</strong> 5920 Pan American Boulevard in North Port, Florida 34287. (Includes South Sarasota County Teaching Center - 2nd floor of building)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Parcel D:</strong> 8130 Lakewood Main Street, Suite D104 in Lakewood Ranch, Florida 34202. (Includes Culinary Innovation Labs)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Parcel E:</strong> 1703 Ken Thompson Parkway (Mote Marine Laboratories campus) in Sarasota, Florida, 34236. (Includes USFSM Science Labs for Biology and Chemistry.)</td>
<td>X</td>
<td>(limited)</td>
<td>(limited)</td>
</tr>
<tr>
<td><strong>Parcel F:</strong> Address is approximately 7003 Uplands Boulevard, in Sarasota, Florida 34243 (Includes the “USFSM Uplands Property,” Please see more detailed description of boundaries under Lot 3.)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
SECTION 2: SCHEDULE OF EVENTS

2.1 TENTATIVE SCHEDULE

Dates are subject to change

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/26/2014</td>
<td>Posting of ITN on USF’s purchasing web page</td>
</tr>
<tr>
<td>3/12/2014</td>
<td>Pre-Bid Conference - FP&amp;M will provide tours of the locations starting at 9:00am at North Port. An Overview Information Session will be provided prior to the walk-through. Locations for tours will include: North Port, Lakewood Ranch, Viking and SMC Building &amp; Grounds and Central Energy Plant (Chiller). After the tours, a Question and Answer Session will follow at the SMC Building in Room B229.</td>
</tr>
<tr>
<td>3/17/2014</td>
<td>Deadline for vendors to submit questions to Michelle Krueger, <a href="mailto:mkrueger@sar.usf.edu">mkrueger@sar.usf.edu</a></td>
</tr>
<tr>
<td>3/24/2014</td>
<td>Addendum(s) Posted – Questions &amp; Answers from e-mails and pre-bid meeting.</td>
</tr>
<tr>
<td>3/28/2014</td>
<td>ITN Bid Due Date - Submissions are due at USF Tampa Purchasing office. They will be opened and tabulated regarding submission of completed forms (such as W9s, flash drives, original and number of requested copies, etc.). Note: The proposals will not be evaluated by the Selection Committee at the bid opening.</td>
</tr>
<tr>
<td>4/2/2014</td>
<td>Courier will bring the ITN proposals from USF Tampa to USF Sarasota-Manatee</td>
</tr>
<tr>
<td>4/3 to 4/9/14</td>
<td>Proposals distributed to Selection Committee members; Members will review individually.</td>
</tr>
<tr>
<td>4/10/2014</td>
<td>Selection Committee Meeting (approximate date).</td>
</tr>
<tr>
<td>4/14 to 4/18/14</td>
<td>Presentations – Selection Committee may invite vendors to discuss &amp; negotiate (approximate dates).</td>
</tr>
<tr>
<td>4/18/2014</td>
<td>Selection Committee Meeting (approximate date).</td>
</tr>
<tr>
<td>4/23/2014</td>
<td>Posting of Intent to Award (approximate date).</td>
</tr>
<tr>
<td>4/29/2014</td>
<td>Contract drafted and sent to USF General Counsel and Purchasing for review (approximate date).</td>
</tr>
<tr>
<td>5/6/2014</td>
<td>Contract will be sent to vendor for signature (approximate date).</td>
</tr>
<tr>
<td>5/28/2014</td>
<td>Purchase order may be issued and vendor may start preparations (approximate date).</td>
</tr>
</tbody>
</table>

SECTION 3: MANDATORY PRE-BID MEETING/ SITE INSPECTION

3.1 Mandatory Pre-Bid/Proposal Meeting and Inspection of Facilities

To aid contractors/ vendors in becoming fully informed, the contractors or his/her designees must attend the Mandatory pre-proposal conference and walk-through inspection tours where the items are to be installed or services to be rendered. Vendors must attend all tours.

There will be a MANDATORY pre-proposal meeting and tours of ALL locations beginning at 9:00 AM on March 12, 2014. The meeting and tours will begin at USF Sarasota-Manatee, North Port Teaching Center, 5920 Pan American Blvd, 2nd floor.

Any prospective contractor/ designee arriving at USF Sarasota-Manatee, North Port Teaching Center, 5920 Pan American Blvd, 2nd floor after 9:10 AM according to Verizon cellular time shall not be allowed to enter the conference room nor be eligible to bid this project. No other time keeping device will be considered for this purpose.

For directions to USF Sarasota-Manatee, North Port Teaching Center, 5920 Pan American Blvd, North Port, FL 34287 please view map at: http://www.usfsm.edu/academics/northport/. Main phone number (941) 426-7330

The mandatory activities will start with a walk-through tour at the North Port location at 9:00 am. Following that there will be a walk through at the other parcels according to the schedule below. Contractors/ Vendors are responsible for providing their own transportation between locations in North Port, Lakewood Ranch and Sarasota.
University representative(s) will be available during the pre-proposal meeting and tours to answer any questions related to this Invitation to Bid. Any suggested modifications may be presented, in writing to and/ or discussed with the University's representative(s) at this meeting and may be considered by said representative(s) in formulating possible amendments to the Invitation to Negotiate. The University’s contact person is Michelle Krueger mkrueger@sar.usf.edu telephone: (941) 359-4223.

The pre-proposal conference and walk through of all specified locations are MANDATORY. Specifics are included in this document. Additional materials may be provided at the meeting and in addendum(s).

It is solely the Contractor’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.

Order of Site Visits
The Parcels are listed in the order that they will be visited during the pre-proposal conference tours for vendors’ convenience in planning the driving routes.

Parcel C: 5920 Pan American Boulevard in North Port, Florida 34287. (Includes South Sarasota County Teaching Center - 2nd floor of building); For directions, please view map at: http://www.usfsm.edu/academics/northport/. Main phone number (941) 426-7330

Parcel D: 8130 Lakewood Main Street, Suite D104 in Lakewood Ranch, Florida 34202. (Includes Culinary Innovation Labs)

Parcel B: 6301-6325 North Tamiami Trail in Sarasota, Florida 34243 (Includes Viking Complex)


Parcel F: Address is approximately 7003 Uplands Boulevard, in Sarasota, Florida 34243 (Includes the “USFSM Uplands Property,” Please see more detailed description of boundaries under Lot 3.) Parcel F is within walking distance between Parcel A and Sarasota Bay.

Not visiting due to time constraints and limited scope of work -
Parcel E: 1703 Ken Thompson Parkway (Mote Marine Laboratories campus) in Sarasota, Florida, 34236. (Includes USFSM Science Labs for Biology and Chemistry.)

Note: PARCEL E’s scope of services is limited and will be on an as-needed basis only.
Services will be limited to errands related to custodial and/or maintenance service (such as delivery and pick-up of materials; Un-packing delivered materials; Disposal of packaging materials; Assisting with minor assemblies of simple lab equipment; Furniture re-arrangement or special event set-ups). Please see details regarding the scope in sections 6.3.5 and 6.4.5 below. During the pre-proposal conference information will be provided such as distance from campus, floor plans, and other specific information.

3.2 SCHEDULE FOR MARCH 12, 2014

Note: Contractors/ Vendors are responsible for providing their own transportation and driving directions between locations.

9:00 AM North Port - Meet at Parcel C - 5920 Pan American Boulevard in North Port, Florida 34287 - "South Sarasota County Teaching Center“ (2nd floor of building); For directions please view map at: http://www.usfsm.edu/academics/northport/. Main phone number (941) 426-7330
9:10 - 9:30 AM  Overview Presentation by USFSM Facilities Planning & Management Department

9:30 - 10:00 AM  Tour Parcel C at North Port

10:00 - 10:45 AM  Drive from North Port to Lakewood Ranch

10:45 AM  **Lakewood Ranch** - Meet at Parcel D - 8130 Lakewood Main Street, Suite D104 in Lakewood Ranch, Florida 34202 - "Culinary Innovation Labs"

11:00 - 11:30 AM  Tour Parcel D at Lakewood Ranch

11:30 - 1:00 PM  Lunch on your own. Drive from Lakewood Ranch to Viking Complex in Sarasota

1:00 PM  **Viking Complex** - Meet at Parcel B - Bookstore parking lot at 6301 - 6325 North Tamiami Trail in Sarasota, Florida 34243 - "Viking Complex"

1:00 - 1:45 PM  Tour Parcel B Viking Complex

1:45 - 2:00 PM  Drive one block north from Bookstore to the USFSM main campus

2:00 PM  **Sarasota Campus** - Meet at Parcel A - 8350 North Tamiami Trail in Sarasota, Florida 34243
(Included the main "SMC" Building & grounds and "SMP" Central Energy Plant (chiller plant); For help with directions [http://legacy.usfsm.edu/directions.php](http://legacy.usfsm.edu/directions.php) or [http://www.sarasota.usf.edu/services/parking/pdf/2012-2013_parking_map.pdf](http://www.sarasota.usf.edu/services/parking/pdf/2012-2013_parking_map.pdf)
Main phone number: (941) 359-4200
2:00 - 3:30 PM  Tour the main campus locations: Parcel A and Parcel F.
(Note: Parcel E is located at Mote Marine and it has a limited scope of services needed; Due to time constraints, at the Q&A session vendors will be shown the location, distance from main campus and floor plans.)

3:30 - 4:30 PM  Question and Answer Period - in SMC Building, room B229.

3.3 IMPORTANT NOTES ABOUT PRE-BID MEETING

Mandatory Pre-Bid/Proposal Meeting and Inspection of Facilities

To aid contractors/ vendors in becoming fully informed, the contractors or his/her designees must attend the Mandatory pre-proposal conference and walk-through inspection tours where the items are to be installed or services to be rendered. Vendors must attend all tours.

There will be a MANDATORY pre-proposal meeting and tours of ALL locations beginning at 9:00 AM on March 12, 2014. The meeting and tours will begin at USF Sarasota-Manatee, North Port Teaching Center, 5920 Pan American Blvd, 2nd floor.

Any prospective contractor/ designee arriving at USF Sarasota-Manatee, North Port Teaching Center, 5920 Pan American Blvd, 2nd floor after 9:10 AM according to Verizon cellular time shall not be allowed to enter the conference room nor be eligible to bid this project. No other time keeping device will be considered for this purpose.

For directions to at USF Sarasota-Manatee, North Port Teaching Center, 5920 Pan American Blvd, North Port, FL 34287 please view map at: http://www.usfsm.edu/academics/northport/. Main phone number (941) 426-7330

The mandatory activities will start with a walk-through tour at the North Port location at 9:00 am. Following that there will be a walk through at the other parcels according to the schedule in section 3.2. Contractors/ Vendors are responsible for providing their own transportation between locations in North Port, Lakewood Ranch and Sarasota.

University representative(s) will be available during the pre-proposal meeting and tours to answer any questions related to this Invitation to Bid. Any suggested modifications may be presented, in writing to and/or discussed with the University’s representative(s) at this meeting and may be considered by said representative(s) in formulating possible amendments to the Invitation to Negotiate. The University’s contact person is Michelle Krueger mkrueger@sar.usf.edu telephone: (941) 359-4223.

The pre-proposal conference and walk-through of all specified locations are MANDATORY. Specifics are included in this document. Additional materials may be provided at the meeting and in addendum(s).

It is solely the Contractor’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.

3.4 SELF-DIRECTED CAMPUS VISITS

USF Sarasota-Manatee understands that come vendors may wish to visit the Parcels before and/or after the pre-proposal meeting.

Non-University persons are not allowed on campus except as authorized.
Access to the public areas of University facilities is available during normal business hours and in accordance with USF System protocol, guidelines or regulations governing the use of University facilities. Any person who, in the opinion of University officials, is violating or has violated the law, USF System regulations or policies, or is loitering, or is not using University facilities in an appropriate manner or who is creating an atmosphere not conducive to the use of such facilities by other University persons or authorized guests, may be immediately reported to University Law Enforcement or may be directed to leave the USF System property by the University official. University Law Enforcement may request a person leave the property or may issue an No Trespass Order to any Non-University persons at University facilities for other than authorized University business or whose current conduct or reported conduct is deemed to present a threat to the orderly conduct of the USF System
Visit to Parcel A’s SMC building and grounds
USF Sarasota-Manatee’s main campus building is open to the public (Parcel A’s SMC building, 8350 N. Tamiami Trail, Sarasota, FL 34243). Vendors who wish to visit the SMC campus building and grounds must notify Michelle Krueger (contact information below) in advance to request permission and arrange a time. Ms. Krueger will schedule an appointment time and collect the necessary information to notify the Campus Security Team. During these visits, vendors’ representatives must wear something that identifies the company they are representing (such as shirts, uniforms and/or name tags) and carry identification with them. Vendors must check-in with the front Information Desk upon arrival on campus.
Vendors may not interrupt classes or other university business operations.

Visits to other parcels
The other parcel locations in this ITN are not open to the public and if desired those other parcels may be viewed from the street. Vendors should gather the necessary information about these parcels during the pre-proposal conference and addendum(s).

Important Note: NO University personnel, students, or other members of the Campus Community may discuss this ITN with a vendor during a self-directed visit.

All vendors must receive the same opportunities to ask questions and receive the same information.

Any vendor who violates any of these provisions may be asked to leave the campus and/or may have their proposal rejected.

To discuss arrangements for self-directed tours, the University’s contact person is Michelle Krueger mkrueger@sar.usf.edu telephone: (941) 359-4223.

SECTION 4: SPECIAL CONDITIONS

4.1 IMPORTANT NOTE ABOUT CHECKING FOR ALL ADDENDA

Attention Vendor: Any vendors who received this Invitation to Negotiate from the Department of Purchasing Services or bidders who have downloaded this Invitation to Negotiate from the USF Purchasing Web site http://usfweb2.usf.edu/purchasing/ 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.

4.2 OPENING NOTE TO VENDORS
Vendor’s response to this Invitation to Negotiate shall be delivered to the Purchasing Services, University of South Florida, 4202 East Fowler Avenue AOC 200, Tampa, Florida 33620-9000, no later than 3:00 PM on March 28, 2014 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 March 28, 2014 may 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 PM on March 28, 2014 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 March 28, 2014.

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. 14-02-SAR

All proposals must be submitted on our standard Invitation to Negotiate Form. (Pages 2, 3 of this ITN)

4.3 INQUIRIES
The University will not give verbal answers to inquiries regarding negotiation considerations or verbal instructions prior to or alter 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 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.

4.4 ITN POINT OF CONTACT
Any questions concerning this Invitation to Negotiate should be directed to Michelle Krueger, Director of Purchasing & Business Services for USFSM, telephone number (941) 359-4223, e-mail address: mkrueger@sar.usf.edu by 3:00 PM on March 17, 2014

4.5 BIDDER’S QUESTIONS
The deadline for all questions is 3:00 PM on March 17, 2014 all questions must be submitted in writing via e-mail to Michelle Krueger mkrueger@sar.usf.edu. Any questions submitted after this time may not be considered.

NOTE: To prevent your email from going to the Spam/Junk Filter, do not include attachments or images in email correspondence – all questions, comments, etc., should be in the body of the message not an attachment.

4.6 RESPONSE DATE FOR ALL QUESTIONS
The response date for all questions is March 24, 2014. Responses will be posted on the USF Purchasing Website by close of business March 24, 2014 and issued in the form of an Addendum. http://usfweb2.usf.edu/purchasing/Purch2.htm

4.7 PROPOSALS DUE DATE
All Bids are due at 3:00 PM, March 28, 2014 All Bid Packages must be delivered to the University of South Florida 4202 E. Fowler Ave, AOC 200, Tampa, Florida 33620-9000 no later than 3:00 PM, March 28, 2014 according to the official clock located in USF’s Purchasing Department. All persons attending bid/proposal opening shall be present on or before 3:00 PM, March 28, 2014 No one will be admitted after 3:00PM.

If the Vendor elects to mail/ship in its bid package, the Vendor must allow sufficient time to ensure the University’s proper receipt of the bid package by the time specified above. Regardless of the form of delivery, it is the responsibility of the bidder to ensure that the bid package arrives at the USF Purchasing Department no later than 3:00 PM, March 28, 2014 according to the official clock located in USF’s Purchasing Department. Vendors may attend the opening, but are not required to do so;

IMPORTANT NOTE: Faxed or Emailed Submissions Are Not Accepted

4.8 BID OPENING AND TABULATION DATE
The Bid Opening & Tabulations is 3:00 PM, March 28, 2014 All bidder response packages for this Bid shall be delivered to University of South Florida, 4202 E. Fowler Ave, AOC 200, Tampa, Florida 33620-9000 no later than 3:00PM, March 28, 2014 according to the official clock located in USF Tampa’s Purchasing Services department.

All persons attending bid/proposal opening shall be present at the University of South Florida’s Purchasing Services office located at, 4202 E. Fowler Ave, AOC 200, Tampa, Florida 33620-9000 on or before 3:00 PM, March 28, 2014 according to the official clock located in USF’s Purchasing Department. No one will be admitted after 3:00PM. Vendors may attend the opening, but are not required to do so.

4.9 DOCUMENTS FOR BID PACKAGE
• Invitation to Negotiate (Proposal Cover - pages 2, 3 of ITN)
• Bid Proposal Specifications Package (composed by bidder)
• Request for Taxpayer Identification & Certification (W-9)
• Minority Vendor /Visa Purchasing Card (P-Card) Acceptance Certification
• Small, Minority, or Women-Owned Business Certification
• Certification of Non-Segregated Facilities
• Subpart D – Contractor’s Agreements
• Addenda & Rescheduling Form
• Bidder’s Affirmation and Declaration
4.10 VENDOR/ CONTRACTOR’S QUALIFICATIONS  
To be considered for award, the entity submitting a proposal for this contract shall be able to provide evidence, in writing, the documentation requested in Section 5: Evaluation Criteria and Factors.

4.11 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 products and service.

Reminder: It is the goal of the University to award the lots to a vendor either jointly or individually. Evaluations will be done on an individual lot by lot basis. There will be no penalty for bidding on only one lot, and there will be no advantage given to those who bid on multiple lots. Awarding multiple lots to the same vendor will be based on the criteria that provides the best value to the University.

The award(s) shall be made by the University to the most responsive and responsible vendor whose 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.

4.12 ADDENDUM  
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 usfweb2.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.

4.13 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://isis.fastmail.usf.edu/purchasing/Purch2.htm  For the purpose of this ITN meeting notices will be noticed (posted) by e-mail to the ITN vendor list.

4.14 PARKING  
For parking at USF Tampa  
If vendor desires to deliver bid in person - Daily parking permits must be obtained from USF Tampa 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://usfweb2.usf.edu/parking_services/permits.asp

For parking at USF Sarasota-Manatee  
At the pre-proposal conference walk-through site inspections on March 12, 2014 USFSM Parking Services will not require parking permits due to the number of vendors and guests expected. The Security Team will be notified and requested not to ticket for permits during this period only.

At other times, visitors may use the designated visitor spaces free of charge for up to 1 hour. For those who park longer than 1 hour or are vendors doing business on campus property, daily parking permits must be obtained from USF Sarasota-Manatee Parking Services office. Telephone: (941) 359-4203, or www.usfsm.edu/services/parking

Vendors who are invited to provide presentations or come to campus to meet regarding this ITN will be provided temporary parking permits by the USFSM Parking Services office.

After the contract(s) is awarded, vendor(s) and employees must register vehicle(s) and purchase permits. Daily, annual, semester or monthly parking permits must be obtained from USFSM Parking Services for any company vehicles and/or individual vehicles that will be parked on campus. Parking rules and regulations must be observed by all drivers. Prices are established by the USFSM Campus Board and are subject to change. Please call USFSM Parking Services at 941-359-4203 for more information or visit www.usfsm.edu/services/parking. The anticipated price for the July 2014 to July 2015 year is $117. The vendor may purchase permits for the employees or require them to purchase their own.
4.15 PROPOSAL TABULATION
Vendors desiring a copy of the proposal tabulation for the Invitation to Negotiate may obtain a copy by request to Michelle Krueger, Director of Purchasing & Business Services for USFSM, via email mkrueger@sar.usf.edu. Proposal results will not be given out over the telephone.

4.16 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.

4.17 EVALUATION CRITERIA
Evaluation of proposals that may lead to a short list of Vendors will be based on the Evaluation Criteria and Factors in Section 5. 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.

4.18 NEGOTIATION WITH VENDORS
To establish a Short List of Vendors, submitted proposals will be evaluated, presentations may be requested, and references will be verified and reviewed. The University will compare the proposals according to the following evaluation criteria:

The shortlist 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. Vendors will be given the opportunity to refresh their initial offers. Refreshed offers 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 will notify those Vendors that have been selected for the short list. Each of the Vendors may be asked 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 may be selected.

4.19 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.

4.20 INVITATION TO NEGOTIATE FORM
All proposals shall be submitted using the University of South Florida Invitation to Negotiate form 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 shall disqualify the proposal and the response will 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.

4.21 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.

4.22 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.

4.23 NUMBER OF PROPOSALS SUBMITTED
Vendor shall submit one (1) original proposal-clearly mark as “original” and six (6) additional copies. Vendors will
also include one (1) electronic copy of their proposal preferably on a flash drive. Vendors that do not provide the requested copies of their proposal may have their proposal rejected at the sole discretion of USF.

4.24 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.

4.25 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.

4.26 FOLLOW UP ORAL AND/OR WRITTEN PRESENTATIONS
After ITN proposals have been opened, Vendors submitting ITN proposals may be requested, at the sole option of the University, to make oral presentations (in-person or via telephone) 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. The Senior Purchasing Agent of Purchasing Services will initiate and schedule a time and location for any presentations, which may be required.

4.27 MISTAKES
Vendors must check their proposals for any errors. Failure to do so will be at the Vendor’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 the Senior Purchasing Agent of Purchasing Services whose decision shall be final.

4.28 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.

4.29 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.

4.30 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.

4.31 AVAILABILITY OF FUNDS
The performance of the University of their obligation under the resulting contract shall be subject to and contingent upon the availability of funds appropriated by the Florida Legislature for the purposes of this agreement for the current and any future fiscal years.

4.32 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. 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.
4.33 PURCHASE CARD PROGRAM
The University of South Florida has implemented the State of Florida purchasing card program through Bank of America, using the Visa network. Vendors may receive payment from the purchasing card in the same manner as other Visa purchases. Please indicate your ability to accept Visa in the space provided in section 6.0 of this bid proposal.

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

4.35 TAXPAYER IDENTIFICATION & CERTIFICATION
Vendors are required to complete and return the Request for Taxpayer Identification & Certification form see attachments with their proposal response.

NOTE: The Taxpayer Identification & Certification form must be completed and signed before a contract can be approved.

4.36 WARRANTY
The successful bidder shall furnish factory warranty on all equipment furnished hereunder against defect in material and/or workmanship and all installation work. The factory warranty shall become effective on the date of acceptance of the equipment by the University. Should any defect in materials or workmanship, except ordinary wear and tear, appear during the above stated warranty period, the successful bidder shall repair or replace same at no cost to the University immediately upon written notice from the Senior Purchasing Agent of Purchasing & Property Services (or designee). The successful bidder will not be liable under the above warranty for any defects or damages resulting from unforeseeable causes beyond the control of the successful bidder, absent of any fault or negligence of the bidder (examples: misuse or neglect by the University, acts of God, fires, floods, and hurricanes.)

4.37 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.

4.38 VENDOR SELECTION AND PROCUREMENT PROCESSES
The University of South Florida System is dedicated to protecting the integrity of the competitive selection processes for the procurement of goods and services. All contractor and vendor selection processes shall promote fair and open competition and shall be conducted in accordance with USF System Regulations and Florida Statutes. All contractor and vendor selection processes shall be free of conflict of interest, undue influence and favoritism so that contracts are awarded equitably and economically. Purchasing and Property Services will provide management and oversight over the procurement of commodities and contractual services. Facilities Planning and Management Services will provide management and oversight over the procurement of construction and related professional services. Official USF System development/ fundraising activities are handled by the Office of University Advancement, and such activities should be kept separate from contractor and vendor selection processes.

4.39 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 Services at (813)974-2481 at least 5 working days prior to the scheduled event.

4.40 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 a decision or intended decision pursuant to Florida Statute Chapter 120 or within ten (10) days after the proposal opening, 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.

4.41 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.

4.42 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.

4.43 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.

4.44 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.

4.45 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.

4.46 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.

4.47 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.

4.48 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.

4.49 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.

4.50 KEYS AND SECURITY

The vendor shall be responsible for the campus keys or electronic access cards issued to the vendor and the security of the area provided for its use. The University shall be responsible for the cost of re-keying and replacing lock cylinders at the beginning of the contract or when the University initiates such activity. The vendor shall be responsible for the costs of key replacement, re-keying, or lock replacement when the vendor’s negligence requires such work.
Any additional security, including alarm systems, must be reviewed by the Campus Police Department and installed at the vendor’s expense.

4.51 FACILITY SECURITY
All personnel must coordinate with the University facility’s front office or security personnel. Vendor’s employees must be properly identified and must sign in and sign out when working or making deliveries during operational hours. All personnel must remain in the assigned work area.

It shall be the sole responsibility of the Vendor performing services for this Contract to safeguard their own materials, tools, and equipment. USF S-M shall not assume any responsibility for vandalism and/or theft of materials, tools, and/or equipment.

4.52 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.

4.53 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.

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.

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 (http://usfweb2.usf.edu/purchasing/forms.html) should identify any participation by diverse contractors: subcontractors, vendors, resellers, distributors, or such other participation as the parties may agree.

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 Supplier Diversity Manager, Nicole Mathis, nmathis1@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 7th 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: http://usfweb2.usf.edu/purchasing/forms.html. 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)?
http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd

☐ YES  ☐ NO

4.54 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.

Vendors may be required to make formal presentations to USF to further discuss its proposal. USF is not liable for any costs incurred in the preparation of proposals or any work performed in connection therein.

4.55 UNIVERSITY’S RIGHT TO INSPECT, TEST AND TERMINATE
The University reserves the right to make inspections and tests, when deemed advisable, to ascertain that requirements of the contract are being fulfilled. Should it be found that the standards specified are not being satisfactorily maintained, the University may immediately demand that the Contractor comply with the bid to meet these requirements. If the Contractor fails to comply with such demands within two (2) calendar days, the University shall serve written notice to the Contractor stating the reason(s) for intention to terminate the contract. Within, two (2) calendar days after such notice is served upon the Contractor, such violation shall cease and satisfactory corrections shall be made, otherwise the contract shall, upon expiration of said two (2) days, cease and terminate. The liability of such Contractor for any and all such violation(s) shall not be affected by any such termination. Should termination occur, Contractor will be held in default.

4.56 INSPECTION AND TESTING OF MATERIALS
The materials, patterns, fabricated members, and assembled or partially assembled items may be inspected at the factory, or elsewhere, by the University’s representative at any time during the process of manufacture and up until final delivery and acceptance by the University, to determine whether such items meet the requirements of the specifications. The University’s representative’s approval prior to the time of final acceptance shall not preclude the University from rejecting delivered items which do not satisfy these specifications.

4.57 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)

4.58 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.

4.59 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 following as additional named insureds:

- University of South Florida Board of Trustees
- State Board of Governors
- State of Florida

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 $ 500,000
   - Each aggregate $1,000,000
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.

4.60 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.

4.61 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.

4.62 WAIVER/ CURE OF INFORMALITIES; ERRORS AND OMISSIONS
The University reserves the right to waive or permit cure of informalities, errors or omissions prior to its acceptance of an offer, and to conduct discussions with any proposers, and to take any other measures with respect to this ITN in any manner which the University, in its exclusive discretion, deems to be in the best interest of the University and its beneficiaries.

4.63 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.
4.64 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.

SECTION 5: EVALUATION CRITERIA AND FACTORS

5.1 VENDOR/ CONTRACTOR’S QUALIFICATIONS

To be considered for award, the entity submitting a proposal for this contract shall be able to provide evidence, in writing, that vendor maintains permanent places of business and has adequate equipment, finances, personnel, and inventory to furnish the items offered satisfactorily and expeditiously, and can provide the necessary services.

To be considered for award, the entity submitting a proposal for this contract shall have been regularly engaged in this type of business with customers of similar size and scope for a minimum of five (5) years from the date of the ITN opening.

This bid will be awarded only to a responsible bidder qualified by experience to provide the work specified. The bidder must submit the following information with the response:

5.1.1 COMPANY INFORMATION

Name and address of company, type of business (i.e., individual, partnership, corporation, other).

The Director of Purchasing reserves the right to visit or send a designee, such as the Director of Facilities Planning and Management or a designee, to the vendor’s place of business for the purpose of verifying any information submitted in the proposal.

5.1.2 REFERENCES (5 POINTS):

Provide a minimum of three (3) references and a brief description of similar work satisfactorily completed. List shall be complete with contract dates, names, addresses and telephone numbers of owners. References will not be checked for all vendors. After a review of all other vendor qualification criteria, a determination will be made regarding which vendors possess sufficient resources and expertise to provide the requested services and references for those vendors will be checked. Negative responses judged to be significant by the Director of Purchasing and Property Services (or designee) will be cause for rejection of your proposal. The decision by the Director of Purchasing shall be final and binding.

5.1.3 EXPERIENCE (25 POINTS):

a.) A minimum of five (5) years in business is required to be considered.

b.) Provide references for three (3) contracts of similar scope and size; include point of contact information for each reference. The University prefers vendors who have customers of comparable size and complexity, and possess satisfactory resources (such as personnel and equipment) to successfully provide the requested services.

5.1.4 QUALIFICATIONS (25 POINTS):

a.) List the total number of the firm’s personnel, for the applicant office location, by skill group (e.g. environmental, health, and safety specialist, personnel trainers, regular project site support personnel, etc.)

b.) Submit complete descriptive information on the proposed organization as it will apply to this project site: manager, district manager, supervisor, number of full-time and part-time employees to be employed daily on this project, and total number of proposed daily hours to complete tasks. Detail the responsibilities of each employee; include wage ranges with minimums and maximums. Note: Key personnel must be committed to this project for its duration unless excused by the University. All proposed replacements must be approved by the University. This requirement is non-negotiable.
c.) List of all national or international Maintenance certifications your company currently holds. Include a brief description of the certification program, the date certified, the number of years certification has been held, and re-certification or certification maintenance requirements.

d.) Provide your firm’s financial statement FY 2013.

CUSTODIAL VENDORS ONLY: USF Sarasota-Manatee is pursuing LEED-EBOM certification from the US Green Building Council. Preference will therefore be given to custodial vendors that hold a CIMS or CIMS-GB certification. (Cleaning Industrial Management Standard.) For more information, visit http://www.issa.com/CIMS or http://www.usgbc.org/credits/existing-buildings/v2009/eqc31.

GROUNDS/LANDSCAPING MAINTENANCE VENDORS ONLY: USF Sarasota-Manatee is pursuing LEED-EBOM certification from the US Green Building Council. Preference will therefore be given to grounds/landscaping maintenance vendors that hold Landscape Industry Certification through PLANET, or a similar certification. (For more information, visit http://www.usgbc.org/credits/existing-buildings/v20/ssc1)

5.1.5 ABILITY TO PROVIDE SERVICES (30 POINTS):

a.) Describe the company’s transition plan and ability to provide services effective 7/01/2014. Include a narrative of your method of approach to accomplishing the tasks associated with this project. Please provide a description of how your company would recruit qualified applicants and if it is your practice to consider the current vendor’s personnel. Please be sure to address items listed in the Scope of Services section. Also include any relevant information regarding inability to start this contract.

b.) Describe quality control methods you employ at current projects sites. How do you develop quality measures, and confirm compliance, and how often are your processes updated? Include examples of successful quality initiatives and how they were introduced to your on-site team members.

c.) Describe continuous improvement methods employed at current projects sites. How do you develop improvement measures, and confirm compliance, and how often are your processes updated? Include examples of successful improvement initiatives and how they were introduced by your on-site team members.

d.) CUSTODIAL VENDORS ONLY: Describe the company’s green cleaning policy and how related standard operating procedures address how green cleaning practices are used, managed, and evaluated. Include procedures used to ensure proper staffing, training, chemical storage and handling, floor and carpet care maintenance, and hand hygiene.

e.) CUSTODIAL & GROUNDS/LANDSCAPE MAINTENANCE VENDORS ONLY: Provide a list of equipment planned for this site. For each item listed, please answer the following:

i. Does the equipment meet applicable environmental preferability criteria?

ii. Do you maintain a replacement part inventory and a maintenance/repair plan for this equipment?

f.) Describe the way in which your company trains, develops, and maintains project work teams. List and describe the specific programs you employ to develop your employees. What is your average employee turnover rate?

g.) Describe how your company handles conflicts, and the methods used to prevent and/or resolve those conflicts. Include any instance of mediation, arbitration and/or litigation on said projects.

h.) Describe contingency plans for backup coverage due to interruption of service in response to such things as employee illness, vacations, unanticipated equipment down-time or other unanticipated emergencies.

5.1.6 COST (15 POINTS):

a) Best Value – Award will be made to the vendor whose proposal provides the best value to the University. A tradeoff process may be used among cost and non-price evaluation criteria to allow the University to award to other than the highest rated proposer or the lowest priced proposer, based on what is most advantageous to the University.

b) Cost will be a factor in the award decision, although award may not necessarily be made to the vendor submitting the lowest cost. Likewise, award will not necessarily be made on evaluation criteria that would appear to exceed those necessary for successful performance of the work.
c) As each vendor’s experience, qualifications, and ability to provide service become increasingly equal, cost will receive greater consideration.

Please use the Qualifications Statement (see attachments) to document your company’s qualifications. Only proposals from vendors that meet all of these qualifications will be considered for the award.

Please use the Pricing Proposals (see attachments) to document your company’s pricing.

Reminder: Please see Special Condition in Section 4 regarding preferences for vendors with a principal place of business in Florida.

5.2 SUGGESTED RESPONSE FORM AND CONTENT

All proposals must be submitted on the standard Invitation to Negotiate Form (pages 2 and 3 of this ITN.) Proposals on vendor quotation forms will not be accepted.

All written responses shall be organized in accordance with the following format. Additional tabs may be appended which contain any other matters pertinent to the service which you wish the Evaluation Committee to take into consideration in evaluating your response.

Proposers’ response to this Invitation to Negotiate (ITN) shall be delivered to the Tampa Campus: University of South Florida, Attn: Purchasing and Property Services, 4202 E. Fowler Ave., Building AOC-200, Tampa, FL 33620 no later than 3:00 PM on March 28, 2014 according to the official clock located in USF Tampa Purchasing Department. Proposals must be delivered in sealed envelopes/packages clearly marked:

Invitation to Negotiate No. 14-02-SAR
Custodial, Maintenance and/or Landscaping for USF Sarasota-Manatee

Each vendor’s proposal must be submitted in writing: one (1) original, six (6) copies and one electronic copy in pdf format as one file. Only one copy needs to contain original signatures of the Proposer’s authorized representative(s) on the document titled University of South Florida INVITATION TO NEGOTIATE acknowledgement form. The copy containing the original signature must be marked as the “Original.” It is preferred that the electronic file be provided on a flash drive, but a CDRom would also be acceptable.

TAB 1: INTRODUCTION

Please include a completed W9 form including the name and address of operating company; the business tax status (individual, partnership, corporation, other); Please also list full name(s) and address (es) of principals of operating company and experience in the business.

TAB 2: FIRM’S EXPERIENCE & REFERENCES

QUALIFICATION OF VENDORS

Please include all of the requested information listed in the QUALIFICATION OF VENDORS section above in the format provided (see 5.1) Additional information may be included regarding:

FAMILIARITY WITH LAWS

The successful vendor(s) awarded this contract shall familiarize themselves with all Federal, State, County and local laws, ordinances, rules and regulations that in any manner effect the services herein. Ignorance on the part of the vendor shall not be cause to be relieved of responsibility.

LICENSES

Vendor is required to have a license from the city and an Occupational License from the county. COPIES OF THESE LICENSES SHALL BE SUBMITTED WITHIN 7 DAYS, UPON REQUEST BY THE UNIVERSITY.

BONDS

Please refer to the Bid Bond and Performance/Payment Bond portions of the Special Conditions section.

EMPLOYEE BACKGROUND CHECK AND BONDING
Provide with your response, employee background check procedures, if any, and bonding information on potential staff. Staff will have access to University property and may interact with University students and employees.

**EMPLOYEE TRAINING**

Describe procedures used to ensure that personnel are properly qualified and trained to provide the services of this agreement.

**PROJECT APPROACH**

Submit a narrative of your method of approach to accomplishing the tasks associated with this project. Please be sure to address items listed in the Scope of Services section. Also include any relevant information regarding ability to start the contract.

**OTHER**

Address any other relevant issues.

**TAB 3: COST**

Submit pricing details for services outlined within Scope provided herein (see attachments).

### 5.3 EVALUATION AND AWARD

USF will award to a single vendor on an all or none basis. The University will conduct a comprehensive, fair and impartial evaluation of all qualified proposals in response to this solicitation. Each proposal submitted will first be evaluated based on the evaluation criteria to determine overall responsiveness and completeness. Failure to submit a complete proposal or to comply with the instructions may deem a proposal non-responsive and eliminate it from further evaluation. Vendors should be certain to address each Evaluation Criteria item thoroughly, as listed below. Vendors may be asked to make a short oral presentation to the Evaluation Committee as specified in the ITN Event Schedule (presentations).

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.

**EVALUATION CRITERIA AND AWARD**

Evaluation will be based on the following criteria and weighting:

- References – 5 points
- Experience – 25 points
- Qualifications – 25 points
- Ability to Provide Services – 30 points
- Cost – 15 points

Please see Section 4 Special Conditions for information about the award.

### SECTION 6: SCOPE

**6.1 TERM OF AGREEMENT**

USF Sarasota-Manatee outsources facility services to care for the campus buildings and property. The University desires to enter into a two (2) year contract with three (3) optional two-year renewals. The total term of the contract, including optional renewals, will not exceed eight (8) years.

**6.2 SUMMARY OF SCOPE**

This ITN contains three lots:

- **Lot 1**
  Custodial Services

- **Lot 2**
  Facilities Maintenance Services

- **Lot 3**
  Grounds/Landscaping Maintenance Services
Vendor proposals should clearly identify and distinguish between Lot 1, Lot 2 and/or Lot 3. A vendor is not required to propose on all lots or all products. Each Proposal should clearly address each item in the evaluation criteria.

The services will be purchased by USF Sarasota-Manatee in Lots and services are to be provided at the regional campus locations listed below:

**Parcel A:**
8350 North Tamiami Trail in Sarasota, Florida 34243. (Includes main “SMC” Building and “SMP” Central Energy Plant Building)

**Parcel B:**
6301- 6325 North Tamiami Trail in Sarasota, Florida 34243 (Includes Viking Complex)

**Parcel C:**
5920 Pan American Boulevard in North Port, Florida 34287. (Includes South Sarasota County Teaching Center - 2nd floor of building)

**Parcel D:**
8130 Lakewood Main Street, Suite D104 in Lakewood Ranch, Florida 34202. (Includes Culinary Innovation Labs)

**Parcel E:**
1703 Ken Thompson Parkway (Mote Marine Laboratories campus) in Sarasota, Florida, 34236. (Includes USFSM Science Labs for Biology and Chemistry.)

**Parcel F:**
Address is approximately 7003 Uplands Boulevard, in Sarasota, Florida 34243 (Includes the “USFSM Uplands Property,” Please see more detailed description of boundaries under Lot 3.)

**SAMPLE MAPS PROVIDED TO SHOW APPROXIMATE LOCATIONS OF PARCELS (source: Google Maps)**

Vendors are responsible for obtaining their own maps and driving directions to the locations.
**IMPORTANT NOTE:** It is the goal of the University to award the lots to a vendor either jointly or individually. Evaluations will be done on an individual lot by lot basis. There will be no penalty for bidding on only one lot, and there will be no advantage given to those who bid on multiple lots. Awarding multiple lots to the same vendor is at the sole discretion of the University and will be based on the University's assessment of criteria that provides the best overall value to the University.
6.3 LOT 1 – CUSTODIAL SERVICES

Specifications
For the purposes of this bid, campus facilities are defined to include, but are not necessarily limited to, enclosed building areas, building exterior covered areas, site utilities and site amenities.

PARCEL A USF Sarasota-Manatee

Site Description:
PARCEL A site consists of approximately 28.6 acres. The site is located at 8350 North Tamiami Trail in Manatee County, Florida and is bounded by US 41 (Tamiami Trail) to the east, publicly owned land by Manatee County, Florida (Crosley Estate) to the west, privately-owned land to the south and privately-owned land to the north.

The site area includes approximately 6 acres of environmental preservation area. Maintenance requirements for the environmental preservation area are restricted and shall be performed only as directed by the USF representative.

Facilities Description:
PARCEL A facilities consist of two (2) buildings described as follows:

BUILDING 1 (SMC)
Building Designation: USF Sarasota-Manatee Academic Building (SMC)
Building Use: Classrooms, Offices, Public Space, Food Service, Multi-Purpose Room, Academic Support Spaces, Student Support Spaces, Fitness and Recreation Spaces
Building Area (Enclosed): approximately 105,019 square feet
Building Area (Exterior Covered): approximately 4,918 square feet
Building Height: 3 floors
Number of Elevators: 3 total (2 passenger + 1 freight)
Number of Stairways: 5 total

BUILDING 2 (SNP)
Building Designation: USF Sarasota-Manatee Central Energy Plant Building (SMP)
Building Use: Office/Mechanical
Building Office Area: approximately 523 square feet
Building Area - Restroom: approximately 50 square feet
Building Area - Enclosed, With Roof: approximately 3,000 square feet
Building Area - Enclosed, No Roof: approximately 4,376 square feet
Building Area - Entry & Cart Storage: approximately 400 square feet
Building Area - Mezzanine: approximately 720 square feet
Building Height: 1 floor

Scope of Services – PARCEL A

General
The scope of custodial services to be performed under the scope of this bid includes, but is not limited to, the following:

- General cleaning (including vacuuming, sweeping, mopping, dusting, spot removal, washing, limited glass cleaning, etc.)
- Trash and recycled materials pick-up and removal
- Stocking and distribution of custodial supplies
- Daily, weekly, semi-annual and annual custodial services are described in detail herein.
- Additional services to support the physical operations as required by the USF representative during normal working hours.

Custodial services to be performed by others and not included in the scope of this bid include the following:

- Carpet maintenance contract
- Upper story exterior glass cleaning
- Cleaning of food preparation equipment
• Detailed cleaning of furnishings
• Any custodial services as determined by the USF representative to require the services of an independent contractor

**Daily Services**

**During Normal Working Hours**

Vendor shall provide a minimum of (1) day porter to provide the following services on a daily basis, Monday-Friday (excluding State holidays), between the hours of 7:00 AM and 3:30 PM:

- Immediate response to USF work requests
- Spot clean and restock toilet rooms a minimum of twice daily, once during morning hours and once during afternoon hours
- Spot clean all Public Areas described below a minimum of twice daily, once during morning hours and once during afternoon hours
- Spot clean and clean tables at Food Service Area during peak service times
- Empty trash containers as needed
- During inclement weather, place mats and wet floor signs at main entryways.
- Other duties assigned by the USF representative on an as-needed basis

**After Normal Working Hours**

Vendor shall provide adequate personnel, including one (1) on-site full-time lead person approved by the USF representative, to provide the following services on a daily basis, Monday - Thursday (excluding State holidays), between the hours of 6:00 PM and Midnight, Friday (excluding State holidays) between the hours of 6:00pm – 11:00 PM, and Saturday, between the hours of 4:00 PM and 8:00 PM

**Public Areas**
Includes lobbies, elevator lobbies, vestibules, elevators, corridors, stairways, kitchenettes, vending areas, Multi-Purpose Room D103, and Food Service Area:

- Empty trash and recycled materials containers
- Vacuum soft surface floors
- Sweep and mop hard surface floors
- Spot clean carpets, walls, signage and doors as needed
- Clean and polish drinking fountains
- Wash interior and exterior glass doors
- Clean walk-off mats at exterior entrances
- Clean countertops and lavatory faucets
- Dust horizontal surfaces within typical reach

**Toilet Rooms**

- Empty trash containers
- Empty feminine hygiene receptacles
- Clean inside and outside of toilet room fixtures
- Clean countertops and lavatory faucets
- Sweep and mop hard surface floors
- Spot clean carpets, walls, toilet partitions and doors as needed
- Restock waste receptacle liners, paper towels, toilet paper, and liquid soap dispensers

**Classrooms, Offices, Academic Support Spaces, Student Support Spaces, Fitness and Recreation Spaces**
Includes Classrooms, Offices, Open Office Areas, File Rooms, Work Rooms, Conference Rooms, Computer Labs, Study Areas, Information Commons, Fitness Center, Student Lounge, and related spaces

- Empty trash and recycled materials containers

**Exterior Covered Areas**
Includes covered arcades, exterior food service area, entrance plazas

- Spot sweeping
- Empty trash containers and ashtrays

**Weekly Services**

Vendor shall provide adequate personnel, including one (1) full time lead person approved by USF, to provide the following services on a weekly basis, Monday - Thursday (excluding State holidays), between the hours of 6:00 PM and Midnight, Friday (excluding State holidays) between the hours of 6:00pm – 11:00 PM, and Saturday, between the hours of 4:00 PM and 8:00 PM
General
- High and low dusting of all horizontal surfaces
- Dust blinds
- Dust and clean interior handrails and guardrails
- Clean door frames

Classrooms, Offices, Academic Support Spaces, Student Support Spaces, Fitness and Recreation Spaces
Includes Classrooms, Offices, Open Office Areas, File Rooms, Work Rooms, Conference Rooms, Computer Labs, Study Areas, Information Commons, Fitness Center, Student Lounge, and related spaces
- Vacuum soft surface floors
- Sweep and mop hard surface floors
- Spot clean carpets, walls, interior signage and doors as needed
- Dust horizontal surfaces within typical reach

Exterior Covered Areas
Includes covered arcades, exterior food service area, entrance plazas:
- Sweep
- Remove stains and chewing gum

Semi-Annual Services
Vendor shall provide adequate personnel, including one (1) working supervisor approved by USF, to provide the following services on a semi-annual basis, Monday-Friday excluding State holidays), as authorized in advance by USF, between the hours of 10:00 PM and 6:30 AM, or Saturday, as authorized in advance by USF, between the hours of 6:30 pm and 6:30 am, or Sunday, as authorized in advance by USF, between the hours of 6:30 AM (Sunday) and 6:30 AM (Monday):
- Strip, clean and polish all vinyl tile and sheet vinyl floors (including classrooms, Fitness Center, and Student Lounge).
- Coordinate and assist with carpet cleaning performed by an independent vendor
- Clean all interior glass surfaces (including windows and storefront)
- Clean all exterior first floor glass, and all exterior glass on second and third floors that is reachable using a six-foot step ladder (including windows and storefront).
- Clear debris from the water weep holes at the Central Energy Plant
- Power wash the Central Energy Plant floors in the ice tank yard and the cooling tower yard

Annual Services
Vendor shall provide adequate personnel, including one (1) working supervisor approved by USF, to provide the following services on an annual basis, Monday-Friday excluding State holidays), as authorized in advance by USF, between the hours of 10:00 PM and 6:30 AM, or Saturday, as authorized in advance by USF, between the hours of 6:30 pm and 6:30 am, or Sunday, as authorized in advance by USF, between the hours of 6:30 AM (Sunday) and 6:30 AM (Monday):
- Full strip, clean and refinish of main rotunda terrazzo floor
- Full strip, clean and refinish all porcelain tile floors (including corridors and entrance vestibules)

6.3.2 PARCEL B USF Sarasota-Manatee Viking Complex

Site Description:
PARCEL B consists of one site:
- An approximate 1.8 acre property located at 6301 – 6325 North Tamiami Trail in Sarasota County, Florida and is bounded by US 41 (Tamiami Trail) to the east, Downey Road to the west, Poincianna Drive to the south and Edwards Drive to the north.

Facilities Description PARCEL B

PARCEL B - facilities consist of four (4) buildings described as follows:
Building Designations: Viking A (VKA), Viking B (VKB), Viking C (VKC), and Viking Bookstore (VBK)
Building Use: Offices, Retail, Storage, Teaching Labs
Building Area (Enclosed): 12,503 total square feet as described below:
- Viking A (VKA): 4,146 square feet
- Viking B (VKB): 2,292 square feet
- Viking C (VKC): 2,840 square feet
- Viking Bookstore (VBK): 3,225 square feet
Building Area (Exterior Covered): 1772 square feet
Building Height: 1 floor (VKA, VKB, VKC, V BK)
Scope of Services - PARCEL B

Note: Relative to PARCEL A, the over-all routine and recurring work associated with PARCEL B is reduced.

General

The scope of custodial services to be performed under the scope of this bid includes, but is not limited to, the following:

- General cleaning (including vacuuming, sweeping, mopping, dusting, spot removal, washing, limited glass cleaning, etc.)
- Trash and recycled materials pick-up and removal
- Stocking and distribution of custodial supplies
- Maintaining designated storage rooms (furniture, supplies, etc.) in an orderly manner
- Daily, weekly and monthly custodial services are described in detail herein.
- Additional services to support the physical operations as required by the USF representative during normal working hours.

Custodial services to be performed by others and not included in the scope of this bid include the following:

- Carpet maintenance contract
- Detailed cleaning of furnishings
- Any custodial services as determined by the USF representative to require the services of an independent contractor

Daily Services

During Normal Working Hours

Vendor shall provide a minimum of (1) day porter (may be shared with scope of services for Parcel A) to provide the following services on a daily basis, Monday-Friday (excluding State holidays), in occupied and unoccupied buildings, between the hours of 7:00 AM and 3:30 PM:

- Immediate response to USF work requests

Weekly Services

During Normal Working Hours

Vendor shall provide a minimum of (1) day porter (may be shared with scope of services for Parcel A) to provide the following services on a weekly basis, Monday-Friday (excluding State holidays), between the hours of 7:00 AM and 3:30 PM:

- Spot clean and restock toilet rooms at a minimum of once weekly
- Spot clean all Public Areas described below a minimum of once weekly
- Empty trash and recycled materials containers as needed
- High and low dusting of all horizontal surfaces
- Dust blinds
- Clean door frames
- Other duties assigned by the USF representative on an as-needed basis

Public Areas

Includes Bookstore (Building VBK):

- Empty trash and recycled materials containers
- Vacuum soft surface floors
- Sweep hard surface floors
- Spot clean carpets, walls, signage and doors as needed
- Clean and polish drinking fountain
- Clean walk-off mats at exterior entrance
- Clean countertops and lavatory faucets
- Dust horizontal surfaces within typical reach

Toilet Rooms

Includes public toilet rooms, bookstore toilet rooms, and toilet rooms in classrooms and occupied offices:

- Empty trash and recycled materials containers
- Clean inside and outside of toilet room fixtures
- Clean countertops and lavatory faucets
- Sweep hard surface floors
- Spot clean carpets, walls, toilet partitions and doors as needed
- Restock waste receptacle liners, paper towels, toilet paper, and liquid soap dispensers
Classrooms and Occupied Offices
Includes Classrooms, Offices, Open Office Areas, File Rooms, Work Rooms, and Dry Labs:
- Empty trash and recycled materials containers
- Vacuum soft surface floors
- Sweep hard surface floors
- Spot clean carpets, walls, interior signage and doors as needed
- Dust horizontal surfaces within typical reach

Exterior Covered Areas
Includes covered arcades, entrance plazas:
- Empty trash and recycled materials containers and ashtrays
- Sweep

Monthly Services

During Normal Working Hours
Vendor shall provide a minimum of (1) day porter (may be shared with scope of services for Parcel A) to provide the following services on a weekly basis, Monday-Friday (excluding State holidays), between the hours of 7:00 AM and 3:30 PM:

Public Areas
Includes Bookstore:
- Sweep and mop hard surface floors
- Wash interior and exterior glass doors

Toilet Rooms
Includes public toilet rooms, bookstore toilet rooms, and toilet rooms in classrooms and occupied offices:
- Sweep and mop hard surface floors

Classrooms, Labs, and Occupied Offices
Includes Classrooms, Offices, Open Office Areas, File Rooms, Work Rooms, and Dry Labs:
- Sweep and mop hard surface floors

6.3.3 PARCEL C USF Sarasota-Manatee North Port Learning Center

Specifications
For the purposes of this agreement, campus facilities are defined to include, but are not necessarily limited to, enclosed building areas and building exterior covered areas.

USF Sarasota-Manatee North Port Learning Center

Site Description:
The site is located at 5920 Pan American Boulevard North Port, Sarasota County Florida and is bounded by US 41 (Tamiami Trail) to the south, privately-owned land to the north, privately-owned land to the east, and 5900 Pan American Boulevard to the west.

Facilities Description:
The facility consists of second floor leased space at one (1) building described as follows:

Building Designation: USF Sarasota-Manatee North Port Learning Center
Building Use: Classrooms, Offices, Public Space, Academic Support Spaces, Student Support Spaces
Building Area (Enclosed): approximately 6,500 square feet located within Second Floor leased space only
Building Area (Exterior Covered): approximately 500 square feet
Building Height: 3 floors
Number of Elevators: 1 total
Number of Stairways: 2 total
Scope of Services

General

The scope of custodial services to be performed under the scope of this bid includes, but is not limited to, the following:

- General cleaning (including vacuuming, sweeping, mopping, dusting, spot removal, washing, limited glass cleaning, etc.)
- Trash and recycled materials pick-up and removal
- Stocking and distribution of custodial supplies
- Daily, weekly, semi-annual and annual custodial services are described in detail herein.
- Additional services to support the physical operations as required by the USF representative during normal working hours.

Custodial services to be performed by others and not included in the scope of this bid include the following:

- Carpet maintenance contract
- Exterior glass cleaning
- Detailed cleaning of furnishings
- Any custodial services as determined by the USF representative to require the services of an independent contractor

Daily Services

After Normal Working Hours

Vendor shall provide adequate personnel to provide the following services on a daily basis, Monday-Friday (excluding State holidays), between the hours of 8:00 PM and Midnight.

Public Areas

Includes lobbies, elevator lobbies, vestibules, elevators, corridors, stairways, kitchenettes, and vending areas:

- Immediate response to USF work requests
- Spot clean and restock toilet rooms a minimum of once daily
- Spot clean all Public Areas described below a minimum of once daily
- Empty trash and recycle containers as needed
- During inclement weather, place mats and/or wet floor signs at main entryways
- Vacuum soft surface floors
- Sweep and mop hard surface floors
- Spot clean carpets, walls, signage and doors as needed
- Clean and polish drinking fountains
- Wash interior and exterior glass doors
- Clean walk-off mats at exterior entrances
- Clean countertops and lavatory faucets
- Dust horizontal surfaces within typical reach
- Other duties assigned by the USF representative on an as-needed basis

Toilet Rooms

- Empty trash containers
- Clean inside and outside of toilet room fixtures
- Clean countertops and lavatory faucets
- Sweep and mop hard surface floors
- Spot clean carpets, walls, toilet partitions and doors as needed
- Restock waste receptacle liners, paper towels, toilet paper, and liquid soap dispensers

Classrooms, Offices, Academic Support Spaces, Student Support Spaces

Includes Classrooms, Offices, Open Office Areas, File Rooms, Work Rooms, Conference Rooms, Computer Labs, Study Areas, and related spaces

- Empty trash and recycled materials containers

Exterior Covered Areas

Includes covered arcades, entrance plazas

- Spot sweeping
- Empty trash containers and ashtrays
Weekly Services

Vendor shall provide adequate personnel to provide the following services on a weekly basis, Monday-Friday (excluding State holidays), between the hours of 8:00 PM and Midnight.

General
- High and low dusting of all horizontal surfaces
- Dust blinds
- Dust and clean interior handrails and guardrails
- Clean door frames

Classrooms, Offices, Academic Support Spaces, Student Support Spaces
Includes Classrooms, Offices, Open Office Areas, File Rooms, Work Rooms, Conference Rooms, Computer Labs, Study Areas, and related spaces
- Vacuum soft surface floors
- Sweep and mop hard surface floors
- Spot clean carpets, walls, interior signage and doors as needed
- Dust horizontal surfaces within typical reach

Exterior Covered Areas
Includes covered arcades, entrance plazas:
- Sweep
- Remove stains and chewing gum

Semi-Annual Services

Vendor shall provide adequate personnel, including one (1) working supervisor approved by USF, to provide the following services on a semi-annual basis, Monday-Friday (excluding State holidays), as authorized in advance by USF, between the hours of 10:00 PM and 7:00 AM, or Saturday, as authorized in advance by USF, between the hours of 7:00 AM and 5:00 PM, or Sunday, as authorized in advance by USF, between the hours of 7:00 AM and 5:00 PM:
- Strip, clean and polish all vinyl tile and sheet vinyl floors (including classrooms).
- Coordinate and assist with carpet cleaning performed by an independent vendor
- Clean all interior glass surfaces (including windows and storefront)

Annual Services

Vendor shall provide adequate personnel, including one (1) working supervisor approved by USF, to provide the following services on a semi-annual basis, Monday-Friday (excluding State holidays), as authorized in advance by USF, between the hours of 10:00 PM and 7:00 AM, or Saturday, as authorized in advance by USF, between the hours of 7:00 AM and 5:00 PM, or Sunday, as authorized in advance by USF, between the hours of 7:00 AM and 5:00 PM:
- Full strip, clean and refinish all porcelain tile floors (including corridors and entrance vestibules)

6.3.4 PARCEL D USF Sarasota-Manatee Lakewood Ranch (LWR) Culinary Innovation Laboratory

Specifications
For the purposes of this agreement, campus facilities are defined to include, but are not necessarily limited to, enclosed building areas and building exterior areas.

USF Sarasota-Manatee LWR Culinary Innovation Laboratory

Site Description:
The site is located at 8130 Lakewood Main Street, Suite D104, Lakewood Ranch, Sarasota County Florida, and is bounded by various other retail outlets in the area known as Lakewood Ranch Town Center.

Facilities Description:
The facility consists of first floor leased space at one (1) building described as follows:

- Building Designation: USF Sarasota-Manatee Culinary Innovation Laboratory
- Building Use: Culinary Teaching Labs, Commercial Kitchen, Office, Public Space, Academic Support Spaces, Student Support Spaces
- Building Area (Enclosed): approximately 4,100 square feet, first floor leased space
Building Area (Exterior): Sidewalk and exterior dining area, approximately 750 square feet, including exterior tables, chairs and gas cooking grille
Building Height: 2 floors (second floor not included in leased space)
Number of Elevators: None
Number of Stairways: None

SCOPE of Services

General

The scope of custodial services to be performed under the scope of this bid includes, but is not limited to, the following:

- General cleaning (including vacuuming, sweeping, mopping, dusting, spot removal, washing, limited glass cleaning, etc.)
- Trash and recycled materials pick-up and removal
- Stocking and distribution of custodial supplies
- Daily, weekly, bi-monthly and pre-semester custodial services as described in detail herein.
- Additional services to support the physical operations as required by the USF representative during normal working hours.

Custodial services to be performed by others and not included in the scope of this bid include the following:

- Carpet maintenance contract
- Any custodial services as determined by the USF representative to require the services of an independent contractor

Daily Services

After Normal Working Hours

Vendor shall provide adequate personnel to provide the following services on a daily basis, Monday-Friday (excluding State holidays), between the hours of 8:00 PM and Midnight.

Public Areas

Includes lobbies, vestibules, and corridors:
- Clean and sanitize all countertops and work stations
- Clean interior and exterior store-front glass
- Empty trash and recycle containers as needed
- Sweep and mop hard surface floors
- Dust horizontal surfaces within typical reach
- Spot clean walls and doors as needed
- Other duties assigned by the USF representative on an as-needed basis

Toilet Rooms

- Empty trash containers
- Clean inside and outside of toilet room fixtures
- Clean countertops and lavatory faucets
- Sweep and mop hard surface floors
- Spot clean walls and doors as needed
- Restock waste receptacle liners, paper towels, toilet paper, and liquid soap dispensers

Laboratories, Offices, Academic Support Spaces, Student Support Spaces

Includes Laboratories, Offices, Kitchen, Point of Sale Area, Janitorial/Data Room, Linen Closet, Study Areas, and related spaces

- Empty trash and recycled materials containers
- Sweep and mop hard surface floors
- Dust horizontal surfaces within typical reach
- Spot clean walls and doors as needed

Exterior Areas

Includes front entrance, sidewalk, exterior dining areas, and the area around the two rear doorways

- Spot sweeping
- Empty trash containers and ashtrays
Weekly Services

Vendor shall provide adequate personnel to provide the following services on a weekly basis, Monday-Friday (excluding State holidays), between the hours of 8:00 PM and Midnight.

**Laboratories, Offices, Academic Support Spaces, Student Support Spaces**
Includes Classrooms, Offices, Open Office Areas, File Rooms, Work Rooms, Conference Rooms, Computer Labs, Study Areas, and related spaces
- High and low dusting of all shelving units
- Wash all tables and chairs
- Wash counter fronts and cabinet doors

**Exterior Covered Areas**
Includes front entrance and the area around the two rear doorways:
- Sweep

Bi-Monthly Services

Vendor shall provide adequate personnel, including one (1) working supervisor approved by USF, to provide facility deep cleaning on a bi-monthly basis, Monday-Friday (excluding State holidays), as authorized in advance by USF, between the hours of 10:00 PM and 7:00 AM, or Saturday, as authorized in advance by USF, between the hours of 7:00 AM and 5:00 PM, or Sunday, as authorized in advance by USF, between the hours of 7:00 AM and 5:00 PM:
- Pull equipment away from walls, thoroughly sweep & mop floors with special attention to base molding and corners so that dirt, debris, and food particles do not build up.
- Clean all wall surfaces behind moved equipment.
- Thoroughly clean all equipment surfaces, front, back, and sides.
- Return equipment to original location.

Semi-Annual Semester Deep Clean

Custodial services to be performed at the beginning of each semester at a pre-defined and USFSM approved rate to include the following:
- Wash ceiling, walls, and floors, including air vents
- Thoroughly clean all equipment, fixtures, and chrome. Contractor
- Pressure clean exterior sidewalk and dining area

6.3.5 PARCEL E USF Sarasota-Manatee Mote Marine Laboratories

Specifications
For the purposes of this agreement, campus facilities are defined to include, but are not necessarily limited to, enclosed building areas and building exterior areas.

**USF Sarasota-Manatee Mote Marine Laboratories**

**Site Description:**
The site is located at 1703 Ken Thompson Parkway, Sarasota, Sarasota County Florida, and is located on, and bounded by the Mote Marine Campus on City Island. The building is owned by Mote Marine Laboratories and is titled the Goldstein Marine Mammal and Research Center (GMMRC).

**Facilities Description:**
- Building Designation: USF Sarasota-Manatee Mote Marine Laboratories
- Building Use: Science Teaching Labs, Lab Support Spaces, Offices, Academic Support Spaces, Student Support Spaces
- Building Area (Enclosed): approximately 5,100 square feet, second floor leased space
- Building Area (Exterior): None
- Building Height: 3 floors (2 floors + 1 floor parking)
- Number of Elevators: One
- Number of Stairways: Two
**Scope of Services**

PARCEL E scope of services will be on an as-needed basis only. Services will be limited to errands related to custodial service, and not for actual custodial work. Services may include, but are not limited to the following:

- Delivery and pick-up of custodial materials or supplies
- Un-packing delivered custodial materials or supplies
- Disposal of packaging materials
- Minor spot cleaning

**Additional Specifications**

**After Hours Emergency Contact and Response**

Vendor shall provide cellular telephone contact information for an authorized person available for immediate response after normal working hours, including nights and weekends. The vendor contact person shall be duly authorized and responsible to provide immediate human and material resources as required by the USF representative. This work shall be considered an additional service under the terms of the bid.

In the event of a man-made or natural emergency, the vendor shall provide sufficient human and material resources to assist USF prior to and in the aftermath of the emergency as required by the USF representative. This work will be considered an additional service under the terms of the bid, and the provision for prior written authorization may be waived by the USF representative during periods of emergency.

**Custodial and Maintenance Contracts by Others**

USF may maintain separate agreements with independent contractors to provide limited scope facilities maintenance or custodial services not included in the scope of this bid. These agreements will be used to supplement the work efforts of the vendor personnel as determined by the USF representative. Vendor personnel shall provide informational assistance and support (not physical labor) to independent contractors and as directed by the USF representative.

USF will maintain separate manufacturer service agreements on specific campus facilities systems and equipment.

**Additional Services**

USF may require additional specified custodial services on a periodic basis. The fee for these services will be negotiated with the vendor on a per occurrence basis and are not to be considered within the scope of this bid. Additional services must be approved in writing prior to the commencement of the services.

**Supplies and Hazardous Materials**

All custodial supplies (including, but not limited to, paper towels, toilet paper, waste receptacle liners, trash bags, liquid soap, deodorizers, disinfectants, floor care products, glass cleaners, cleaning supplies, etc.) shall be provided by USF. Supplies will be stored only in designated custodial rooms.

Vendor is responsible to notify the USF representative on a timely basis when supplies stock needs to be replenished in order to maintain supplies in sufficient quantities to meet USF needs during normal working hours as described above.

Vendor is responsible to provide the USF representative with copies of Material Safety and Data Sheets (MSDSs) for any chemicals or hazardous materials requested to be stored on campus, and must have written USF approval prior to on-site storing of any hazardous materials.

USFSM has adopted LEED-EBOM cleaning policies, and as such, vendor is to provide environmental best practices for cleaning the interior of all USFSM spaces. The USFSM Green Cleaning Policy specifically addresses purchasing sustainable cleaning, hard-floor and carpet cleaning products; requiring sustainable cleaning equipment; developing and implementing standard operating procedures for effective cleaning; promoting and improving hand hygiene; developing guidelines for handling cleaning chemicals; developing staffing and employee training requirements; collecting and addressing occupant feedback; and establishing procedures for use of chemical concentrates and dilution systems.

**Equipment**

All equipment (manual or electrically powered) necessary to provide the scope of services shall be provided by the vendor. All custodial equipment must be commercial grade. Equipment may be stored only in designated custodial rooms.
All personal protective and safety products (including, but not limited to, gloves, eye protection, earplugs, head protection, footwear, etc.) shall be provided by the vendor as necessary to comply with applicable safety codes and USF Environmental Health and Safety Regulations.

USFSM has adopted LEED-EBOM site management policies, and as such, vendor is to provide best practices in terms of equipment employed on USFSM property. A major component of the USFSM site management policy is the type of equipment used. Environmentally preferred custodial equipment will be used to the greatest extent possible, including the use of electric or propane powered equipment, and equipment with noise and emission controls. These strategies reduce fossil fuel use, and reduce noise and air pollution compared to standard equipment and practices.

Qualifications and Training

Vendor is responsible to ensure vendor personnel are properly qualified and trained to provide the services of this agreement.

USFSM has adopted LEED-EBOM training policies, and as such, vendor is to provide best practices for developing and implementing uniform hiring standards, and developing and implementing effective staffing and employee training requirements.

Uniforms

Vendor shall provide uniforms to all on-site full-time vendor personnel as approved by the USF representative. The uniform will consist of a white full front-button work shirt bearing the USF Sarasota-Manatee logo and employee name, dark green work pants, dark socks and appropriate footwear. Vendor personnel must wear the uniforms during specified work hours.

Utilities

The cost of all utilities (including electricity, water and waste management) to support the scope of services shall be paid by USF.

Termination of Vendor Personnel

The USF representative is authorized to require the immediate and permanent termination of any vendor personnel deemed to lack the required training, qualifications, or abilities, or who refuses to complete any service or directive required under the terms of this agreement. Additionally, the USF representative shall require the immediate and permanent removal from the USF campus of any vendor personnel exhibiting verbal or physical actions that represent an implied or real threat to any member of USF (including faculty, staff and students) or the general public.

The vendor shall provide prompt replacement personnel to meet the approval of the USF representative for any terminated personnel.

6.3.6 PARCEL F USF Sarasota-Manatee Uplands Property

There are no custodial services needed for this parcel.

6.4 LOT 2 – FACILITIES MAINTENANCE SERVICES

Specifications

For the purposes of this bid, campus facilities are defined to include, but are not necessarily limited to, enclosed building areas, building exterior covered areas, site utilities and site amenities.

For the purposes of this bid, the campus facilities consist of six (6) PARCELS, designated and described as follows:

Parcel A:
8350 North Tamiami Trail in Sarasota, Florida 34243. (Includes main “SMC” Building and “SMP” Central Energy Plant Building)

Parcel B:
6301- 6325 North Tamiami Trail in Sarasota, Florida 34243 (Includes Viking Complex)

Parcel C:
5920 Pan American Boulevard in North Port, Florida 34287. (Includes South Sarasota County Teaching Center - 2nd floor of building)

**Parcel D:**
8130 Lakewood Main Street, Suite D104 in Lakewood Ranch, Florida 34202. (Includes Culinary Innovation Labs)

**Parcel E:**
1703 Ken Thompson Parkway (Mote Marine Laboratories campus) in Sarasota, Florida, 34236. (Includes USFSM Science Labs for Biology and Chemistry.)

**Parcel F:**
Address is approximately 7003 Uplands Boulevard, in Sarasota, Florida 34243 (Includes the “USFSM Uplands Property.” Please see more detailed description of boundaries under Lot 3.)

6.4.1 PARCEL A  USF Sarasota-Manatee

**Site Description:**

PARCEL A site consists of approximately 28.6 acres. The site is located at 8350 North Tamiami Trail in Manatee County, Florida and is bounded by US 41 (Tamiami Trail) to the east, publicly owned land by Manatee County, Florida (Crosley Estate) to the west, privately-owned land to the south and privately-owned land to the north.

The site area includes approximately 6 acres of environmental preservation area. Maintenance requirements for the environmental preservation area are restricted and shall be performed only as directed by the USF representative.

**Facilities Description:**

PARCEL A facilities consist of two (2) buildings described as follows:

**BUILDING 1**

Building Designation: USF Sarasota-Manatee Academic Building (SMC)
Building Use: Classrooms, Offices, Public Space, Food Service, Multi-Purpose Room, Academic Support Spaces, Student Support Spaces, Fitness and Recreation Spaces
Building Area (Enclosed): approximately 105,019 square feet
Building Area (Exterior Covered): approximately 4,918 square feet
Building Height: 3 floors
Number of Elevators: 3 total (2 passenger + 1 freight)
Number of Stairways: 5 total

**BUILDING 2**

Building Designation: USF Sarasota-Manatee Central Energy Plant Building (SMP)
Building Use: Office/Mechanical
Building Office Area: approximately 523 square feet
Building Area - Restroom: approximately 50 square feet
Building Area - Enclosed, With Roof: approximately 3,000 square feet
Building Area - Enclosed, No Roof: approximately 4,376 square feet
Building Area - Entry & Cart Storage: approximately 400 square feet
Building Area - Mezzanine: approximately 720 square feet
Building Height: 1 floor

**Scope of Services – PARCEL A**

**General**

The scope of facilities maintenance services to be performed under the scope of this bid includes, but is not limited to, the following:
• Repair and maintenance of building systems including HVAC (except Central Energy Plant major equipment such as chillers, cooling towers, pumps, heat exchangers, thermal storage tanks, etc.), plumbing, electrical power, electrical lighting, emergency equipment, emergency generator, life safety, fire sprinkler, fire alarm, CATV, access control, etc.
• Repair and maintenance of building exterior components including roofs, covered arcades, wall systems, doors, windows, storefronts, decorative appurtenances, etc.
• Repair and maintenance of building interior components including walls, ceiling, floors, finishes, doors, hardware, access control, etc.
• Repair and maintenance of campus site utilities and amenities including sanitary sewer, potable water, fire water, electrical power on distribution side of FPL transformer only, electrical site lighting, storm water collection and storage, emergency notification systems (code blue telephones), fences, walls, etc.
• Set-up and take-down of furnishings and equipment for classes and events as directed by the USF representative or his appointee.
• Additional services to support the physical operations as required by the USF representative

Facilities maintenance services to be performed by others and not included in the scope of this bid include repair and maintenance services related to the following:
• Internal telephone wiring and devices
• Internal data and computer wiring and devices
• Building management systems
• External and internal closed-circuit (CCTV) security systems
• Fire extinguishers
• Elevators
• Central Energy Plant major HVAC-related equipment such as chillers, cooling towers, pumps, heat exchangers, thermal storage tanks, etc.
• Site utilities not under USF jurisdiction
• Resurfacing or recoating of asphalt parking lots
• Any maintenance or repairs to the campus facilities as determined by the USF representative to require the services of an independent contractor

Daily Services
Vendor shall provide appropriate personnel, including one (1) working supervisor approved by the USF representative, to provide the following services on a daily basis, Monday-Friday (excluding State holidays), between the hours of 7:00 AM and 6:30 PM:
• Immediate response to USF campus facilities work requests
• Inspect condition of campus facilities and report any deficiencies, items requiring repair, or items representing a safety concern to the USF representative.
• Perform maintenance and/or repair (including limited scope painting) of campus facilities as directed by the USF representative.
• Coordinate maintenance and/or repair of campus facilities by independent contractors as directed by the USF representative.
• Perform continual assessment and maintenance of the campus facilities to ensure a high standard of facilities appearance and operations and to a condition satisfactory to the USF representative.
• Set-up and take-down of furnishings and equipment for classes and events as directed by the USF representative or his appointee
• Pick up trash and debris from campus grounds
• Raise three flags (United States of America, State of Florida, and University of South Florida) every work day morning (except on observed holidays, and during inclement weather). Lower, fold and store flags appropriately at the end of the work day.
• Empty exterior trash and recycle containers.
• Other duties assigned by the USF representative on an as-needed basis

6.4.2 PARCEL B USF Sarasota-Manatee Viking Complex

Site Description:
PARCEL B consists of one site:
• An approximate 1.8 acre property located at 6301 – 6325 North Tamiami Trail in Sarasota County, Florida and is bounded by US 41 (Tamiami Trail) to the east, Downey Road to the west, Poincianna Drive to the south and Edwards Drive to the north.
Facilities Description PARCEL B:

PARCEL B - facilities consist of four (4) buildings described as follows:

Building Designations: Viking A (VKA), Viking B (VKB), Viking C (VKC), and Viking Bookstore (VBK)
Building Use: Offices, Retail, Storage, Teaching Labs
Building Area (Enclosed): 12,503 total square feet as described below
- Viking A (VKA): 4,146 square feet
- Viking B (VKB): 2,292 square feet
- Viking C (VKC): 2,840 square feet
- Viking Bookstore (VBK): 3,225 square feet
Building Area (Exterior Covered): 1772 square feet
Building Height: 1 floor (VKA, VKB, VKC, V BK)

Scope of Services - PARCEL B

Note: Relative to PARCEL A, the over-all routine and recurring work associated with PARCEL B is reduced.

General

The scope of facilities maintenance services to be performed under the scope of this bid includes, but is not limited to, the following:
- Repair and maintenance of building systems including HVAC (except major equipment such as chillers, pumps, heat exchangers, etc.), plumbing, electrical power, electrical lighting, emergency equipment, life safety, CATV, access control, etc.
- Repair and maintenance of building exterior components including roofs, covered arcades, wall systems, doors, windows, storefronts, decorative appurtenances, etc.
- Repair and maintenance of building interior components including walls, ceiling, floors, finishes, doors, hardware, access control, etc.
- Repair and maintenance of campus site utilities and amenities including sanitary sewer, potable water, fire water, electrical power on distribution side of FPL transformer only, electrical site lighting, storm water collection and storage, emergency notification systems (code blue telephones), fences, walls, etc.
- Set-up and take-down of furnishings and equipment as directed by the USF representative or his appointee.
- Additional services to support the physical operations as required by the USF representative.

Facilities maintenance services to be performed by others and not included in the scope of this bid include repair and maintenance services related to the following:
- Internal telephone wiring and devices
- Internal data and computer wiring and devices
- Building management systems
- Internal closed-circuit (CCTV) security systems
- Fire extinguishers
- Major HVAC-related equipment such as chillers, pumps, heat exchangers, etc.
- Site utilities not under USF jurisdiction
- Resurfacing or recoating of asphalt parking lots
- Any maintenance or repairs to the campus facilities as determined by the USF representative to require the services of an independent contractor

Daily Services

Vendor shall provide appropriate personnel (may be shared with scope of services for Parcel A), including one (1) working supervisor approved by the USF representative, to provide the following services Monday - Friday (excluding State holidays), between the hours of 7:00 AM and 6:30 PM:
- Immediate response to USF work requests

Weekly Services

Vendor shall provide appropriate personnel (may be shared with scope of services for Parcel A), including one (1) working supervisor approved by the USF representative, to provide the following services on a weekly basis, Monday-Friday (excluding State holidays), between the hours of 7:00 AM and 6:30 PM:
- Inspect condition of campus facilities and report any deficiencies, items requiring repair, or items representing a safety concern to the USF representative.
- Perform continual assessment and maintenance of the campus facilities to ensure a high standard of facilities appearance and operations and to a condition satisfactory to the USF representative.
- Pick up trash and debris from campus grounds.
- Empty exterior trash and recycle containers.
As Needed Services
Vendor shall provide appropriate personnel, including one (1) working supervisor approved by the USF representative, to provide the following services on a daily basis, Monday-Friday (excluding State holidays), between the hours of 7:00 AM and 6:30 PM:
- Perform maintenance and/or repair (including limited scope painting) of campus facilities as directed by the USF representative.
- Coordinate maintenance and/or repair of campus facilities by independent contractors as directed by the USF representative.
- Perform campus facilities operations tasks (room furnishings set-ups and take-downs, moving furnishings and equipment, etc.) as directed by the USF representative.
- Power-wash exterior walls and concrete surfaces as directed by the USF representative.

6.4.3 PARCEL C USF Sarasota-Manatee North Port Learning Center
Specifications
Campus facilities are defined to include, but are not necessarily limited to, enclosed building areas and building exterior covered areas.

USF Sarasota-Manatee North Port Learning Center
Site Description:
The site is located at 5920 Pan American Boulevard North Port, Sarasota County Florida and is bounded by US 41 (Tamiami Trail) to the south, privately-owned land to the north, privately-owned land to the east, and 5900 Pan American Boulevard to the west.

Facilities Description:
The facility consists of second floor leased space at one (1) building described as follows:

Building Designation: USF Sarasota-Manatee North Port Learning Center
Building Use: Classrooms, Offices, Public Space, Academic Support Spaces, Student Support Spaces
Building Area (Enclosed): approximately 6,500 square feet located within second floor leased space only
Building Area (Exterior Covered): approximately 500 square feet
Building Height: 3 floors
Number of Elevators: 1 total
Number of Stairways: 2 total

Scope of Services
General
The scope of facilities maintenance services to be performed includes, but is not limited to the following:
- Repair and maintenance of second floor building systems including light HVAC plumbing and electrical, emergency equipment, life safety, access control, etc.
- Repair and maintenance of second floor building interior components including walls, ceiling, floors, finishes, doors, hardware, access control, etc.
- Set-up and take-down of furnishings and equipment for offices, classes, and events as directed by the USF representative or his appointee.
- Additional services to support the physical operations as required by the USF representative

Facilities maintenance services to be performed by others and not included in the scope of this bid include repair and maintenance services related to the following:
- Internal telephone wiring and devices
- Internal data and computer wiring and devices
- Building management systems
- External and internal closed-circuit (CCTV) security systems
- Fire extinguishers
- Elevators
- Site utilities not under USF jurisdiction
- Resurfacing or recoating of asphalt parking lots
University of South Florida

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- Any maintenance or repairs to the campus facilities as determined by the USF representative to require the services of an independent contractor

**As Needed Services**

Vendor shall provide appropriate personnel approved by the USF representative, to provide the following services on an as needed basis, Monday-Friday (excluding State holidays), between the hours of 7:00 AM and 10:00 PM:

- Immediate response to USF facilities work requests
- Inspect condition of campus facilities and report any deficiencies, items requiring repair, or items representing a safety concern to the USF representative.
- Perform maintenance and/or repair (including limited scope painting) of campus facilities as directed by the USF representative.
- Coordinate maintenance and/or repair of campus facilities by independent contractors as directed by the USF representative.
- Perform routine assessment and maintenance of the campus facilities to ensure a high standard of facilities appearance and operations and to a condition satisfactory to the USF representative.
- Set-up and take-down of furnishings and equipment for offices, classes, and events as directed by the USF representative or his appointee
- Pick up trash and debris from campus grounds.
- Other duties assigned by the USF representative on an as-needed basis

**6.4.4 PARCEL D USF Sarasota-Manatee LWR Culinary Innovation Laboratory**

**Specifications**

For the purposes of this agreement, campus facilities are defined to include, but are not necessarily limited to, enclosed building areas and building exterior areas.

**USF Sarasota-Manatee LWR Culinary Innovation Laboratory**

**Site Description:**

The site is located at 8130 Lakewood Main Street, Suite D104, Lakewood Ranch, Sarasota County Florida, and is bounded by various other retail outlets in the area known as Lakewood Ranch Town Center.

**Facilities Description:**

The facility consists of first floor leased space at one (1) building described as follows:

- Building Designation: USF Sarasota-Manatee Culinary Innovation Laboratory
- Building Use: Culinary Teaching Labs, Commercial Kitchen, Office, Public Space, Academic Support Spaces, Student Support Spaces
- Building Area (Enclosed): approximately 4,100 square feet, first floor leased space
- Building Area (Exterior): Sidewalk and exterior dining area, approximately 750 square feet, including exterior tables, chairs and gas cooking grille
- Building Height: 2 floors (second floor not included in leased space)
- Number of Elevators: None
- Number of Stairways: None

**Scope of Services**

Scope of services for PARCEL D are on an as-needed basis, and all maintenance services must be pre-approved in advance by USFSM. Pre-defined, USFSM approved hourly regular and over-time labor rates shall apply.

**As Needed Services**

Vendor shall provide appropriate personnel approved by the USF representative, to provide the following services on an as needed basis, Monday-Friday (excluding State holidays), between the hours of 7:00 AM and 10:00 PM:

- Immediate response to USF facilities work requests
- Inspect condition of facility and report any deficiencies, items requiring repair, or items representing a safety concern to the USF representative.
- Perform maintenance and/or repair (including limited scope painting) of facility as directed by the USF representative.
- Coordinate maintenance and/or repair of facility by independent contractors as directed by the USF representative.
- Perform routine assessment and maintenance of the facility to ensure a high standard of facility appearance and operations and to a condition satisfactory to the USF representative.
- Set-up and take-down of furnishings and equipment for offices, classes, and events as directed by the USF representative or his appointee.
- Pick up trash and debris from facility grounds.
- Other duties assigned by the USF representative on an as-needed basis.

6.4.5 PARCEL E USF Sarasota-Manatee Mote Marine Laboratories

Specifications
For the purposes of this agreement, campus facilities are defined to include, but are not necessarily limited to, enclosed building areas and building exterior areas.

USF Sarasota-Manatee Mote Marine Laboratories

Site Description:
The site is located at 1703 Ken Thompson Parkway, Sarasota, Sarasota County Florida, and is located on, and bounded by the Mote Marine Campus on City Island. The building is owned by Mote Marine Laboratories and is titled the Goldstein Marine Mammal and Research Center (GMMRC).

Facilities Description:
- Building Designation: USF Sarasota-Manatee Mote Marine Laboratories
- Building Use: Science Teaching Labs, Lab Support Spaces, Offices, Academic Support Spaces, Student Support Spaces
- Building Area (Enclosed): approximately 5,100 square feet, second floor leased space
- Building Area (Exterior): None
- Building Height: 3 floors (2 floors + 1 floor parking)
- Number of Elevators: One
- Number of Stairways: Two

Scope of Services
PARCEL E scope of services will be on an as needed basis. Services will generally be limited to errands and tasks related to maintenance service, but not major maintenance services. Services may include, but are not limited to the following:
- Delivery and pick-up of maintenance materials or supplies
- Un-packing delivered maintenance materials or supplies
- Disposal of packaging materials
- Assisting Faculty & Staff with minor assemblies (roll carts, simple lab equipment, etc.)
- Furniture re-arrangement or special event set-up
- Minor maintenance tasks as assigned by the USF representative

Additional Specifications

After Hours Emergency Contact and Response
Vendor shall provide cellular telephone contact information for an authorized person available for immediate response after normal working hours, including nights and weekends. The vendor contact person shall be duly authorized and responsible to provide immediate human and material resources as required by the USF representative. This work shall be considered an additional service under the terms of the bid.

In the event of a man-made or natural emergency, the vendor shall provide sufficient human and material resources to assist USF prior to and in the aftermath of the emergency as required by the USF representative. This work will be considered an additional service under the terms of the bid, and the provision for prior written authorization may be waived by the USF representative during periods of emergency.

Maintenance and Custodial Contracts by Others
USF will maintain separate agreements with independent contractors to provide limited scope campus facilities maintenance services not included in the scope of this bid. These agreements will be used to supplement the work efforts of the vendor personnel as determined by the USF representative. Vendor personnel shall provide informational assistance and support (not physical labor) to independent contractors and as directed by the USF representative.

USF will maintain separate manufacturer service agreements on specific campus facilities systems and equipment.
Additional Services
USF may require additional maintenance services by the vendor on a periodic or limited basis. The fee for these services will be negotiated with the vendor on a per occurrence basis and are not to be considered within the scope of this bid. Additional services must be approved in writing prior to the commencement of the services.

Supplies and Hazardous Materials
The cost of all campus facilities maintenance and building supplies shall be paid by USF. Supplies will be stored only in areas designated by the USF representative.

Vendor is responsible to provide the USF representative with copies of Material Safety Data Sheets (MSDSs) for any chemicals or hazardous materials requested to be stored on campus, and must have written approval by the USF representative prior to the on-site storing of any hazardous materials.

USFSM has adopted LEED-EBOM maintenance policies, and as such, vendor is to provide environmental best practices for maintaining all USFSM spaces. Maintenance policies specifically address developing and implementing standard operating procedures for effective building maintenance, including the use of paints and solvents that meet approved VOC levels and environmentally sound methods for disposal of maintenance materials; developing guidelines for handling maintenance chemicals; developing staffing and employee training requirements; and collecting and addressing occupant feedback.

Equipment
All standard equipment and tools necessary to provide the scope of services shall be provided by the vendor. Specially equipment and tools required for a specific task that incur additional reimbursable cost to the vendor must be authorized in advance by the USF representative. Equipment may be stored only in areas designated by the USF representative. Due to limited space, USF makes no prior commitment for the storage of any equipment.

All personal protective and safety products (including, but not limited to, gloves, eye protection, earplugs, head protection, footwear, etc.) shall be provided by the vendor as necessary to comply with applicable safety codes and USF Environmental Health and Safety Regulations.

USFSM has adopted LEED-EBOM site management policies, and as such, vendor is to provide best practices in terms of equipment employed on USFSM property and grounds. A major component of the USFSM site management policy is the type of equipment used. Overall, manual equipment is the best option for maintenance tasks, but is not a viable alternative for every activity. Environmentally preferred maintenance equipment will be used to the greatest extent possible, including using manual methods of grounds management, use of electric or propane powered equipment, and equipment with noise and emission controls. These strategies reduce fossil fuel use, and reduce noise and air pollution compared to standard equipment and practices.

Qualifications and Training
Vendor is responsible to ensure vendor personnel are properly qualified and trained to provide the services of this agreement.

USFSM has adopted LEED-EBOM training policies, and as such, vendor is to provide best practices for developing and implementing uniform hiring standards, and developing and implementing effective staffing and employee training requirements.

Uniforms
Vendor shall provide uniforms to all on-site full-time vendor personnel as approved by the USF representative. The uniform will consist of a white full front-button work shirt bearing the USF Sarasota-Manatee logo and employee name, dark green work pants, dark socks and appropriate footwear. Vendor personnel must wear the uniforms during specified work hours.

Utilities
The cost of all utilities (including electricity, water and waste management) to support the scope of services shall be paid by USF.

Termination of Vendor Personnel
The USF representative is authorized to require the immediate and permanent termination of any vendor personnel deemed to lack the required training, qualifications, or abilities, or who refuses to complete any service or directive required under the terms of this agreement. Additionally, the USF representative shall require the immediate and permanent removal from the USF campus of any vendor personnel exhibiting verbal or physical actions that represent an implied or real threat to any member of USF (including faculty, staff and students) or the general public.
The vendor shall provide prompt replacement personnel to meet the approval of the USF representative for any terminated personnel.

6.4.6 PARCEL F USF Sarasota-Manatee Uplands Property
There are no maintenance services needed for this parcel.

6.5 LOT 3 – GROUNDS/LANDSCAPING MAINTENANCE SERVICES

Specifications

For the purposes of this bid, campus grounds are defined to include, but are not necessarily limited to:

- Roadways (USF internal campus roadways and Seagate Drive, from the Crosley gate on the west, to US 41 on the east)
- Parking lots
- Service drives
- Courtyards
- Trees
- Bushes
- Landscape beds
- Grass and turf areas
- Environmental preservation areas
- Retention pond
- Bridge
- Nature Trails
- Sidewalks (USF internal campus and along public roadways)
- Decorative paving areas
- Front entrance gateway
- Walls
- Fences
- Trellises
- Terraces
- Exterior site furniture
- Other exterior areas as directed by the USF representative

For the purposes of this bid, the campus facilities consist of six (6) parcels, designated as described as follows:

**Parcel A:**
8350 North Tamiami Trail in Sarasota, Florida 34243. (Includes main “SMC” Building and “SMP” Central Energy Plant Building)

**Parcel B:**
6301-6325 North Tamiami Trail in Sarasota, Florida 34243 (Includes Viking Complex)

**Parcel C:**
5920 Pan American Boulevard in North Port, Florida 34287. (Includes South Sarasota County Teaching Center - 2nd floor of building)

**Parcel D:**
8130 Lakewood Main Street, Suite D104 in Lakewood Ranch, Florida 34202. (Includes Culinary Innovation Labs)

**Parcel E:**
1703 Ken Thompson Parkway (Mote Marine Laboratories campus) in Sarasota, Florida, 34236. (Includes USFSM Science Labs for Biology and Chemistry.)

**Parcel F:**
Address is approximately 7003 Uplands Boulevard, in Sarasota, Florida 34243 (Includes the “USFSM Uplands Property,” Please see more detailed description of boundaries under Lot 3.)

6.5.1 PARCEL A USF Sarasota-Manatee

Site Description:

- PARCEL A site consists of approximately 28.6 acres. The site is located at 8350 North Tamiami Trail in Manatee County, Florida and is bounded by US 41 (Tamiami Trail) to the east, publicly-owned land owned
by Manatee County, Florida (Crosley Estate) to the west, privately-owned land to the south and privately-owned land to the north.

- The site area includes approximately 6 acres of environmental preservation area. Maintenance requirements for the environmental preservation area are restricted and shall be performed only as directed by the USF representative.

PARCEL A site area includes the following approximate areas and counts:

- St. Augustine sod: approximately 1/2 acre
- Bahia sod: approximately 2 acre
- Bermuda Celebration sod: approximately 1/2 acre
- Ground cover and landscape beds: approximately 1.25 acre
- Edged area: approximately 16,000 l/f
- Trees/Palms: approximately 500

**Scope of Services – PARCEL A**

**General**

The scope of grounds and landscaping maintenance services to be performed under the scope of this bid includes, but is not limited to, the following:

- Immediate response to USF work requests
- Mowing
- Edging
- Weeding
- Power blowing
- Trimming
- Pruning
- Cleaning
- Spot Watering
- Spot Mulching
- Sod fertilization
- Sod pesticide treatment
- Debris pick-up and removal during mow cycle
- Inspect full cycle operation of the campus grounds irrigation system and repair any deficiencies or malfunctions. Minor repair of the irrigation system – sprinkler head adjustment and replacement.
- Additional services to support the physical operations as required by the USF representative during normal working hours

The following Grounds and Landscape Maintenance Schedule is required for PARCEL A:

**GROUNDS AND LANDSCAPE MAINTENANCE SCHEDULE**

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Grounds and landscaping maintenance services to be performed by others and not included in the scope of this bid include the following:

- Environmental consulting and maintenance services
- Arborist consulting
- Heavy tree trimming
- Tree removal
- Repair of campus grounds as defined above, unless damage is caused as direct result of vendor personnel
- Any maintenance or repairs to the campus grounds as determined by the USF representative to require the services of an independent contractor

6.5.2 PARCEL B  USF Sarasota-Manatee Viking Complex

Site Description:

PARCEL B consists of two sites:
- An approximate 1.8 acre property located at 6301-6325 North Tamiami Trail in Sarasota County, Florida and is bounded by US 41 (Tamiami Trail) to the east, Downey Road to the west, Poincianna Drive to the south and Edwards Drive to the north.
- An approximately 1.5 acre property located at 561 Edwards Drive in Sarasota County, Florida and is bounded by an automobile dealership to the east, residential Uplands community homes to the west, Edwards Drive to the south, and the University Row Apartment complex the north.

PARCEL B site area includes sod, ground cover, bushes and trees. The area is available for visual inspection by the bidders.

PARCEL B site area includes the following approximate areas and counts:
- Bahia sod: approximately 1 acre
- Ground cover and landscape beds: approximately 1/2 acre
- Edged area: approximately 2,500 l/f
- Trees/Palms: approximately 30

Scope of Services – PARCEL B

Note: Relative to PARCEL A, the over-all routine and recurring work associated with PARCEL B is reduced.

General

The scope of grounds and landscaping maintenance services to be performed under the scope of this bid includes, but is not limited to, the following:

- Immediate response to USF work requests
- Mowing
- Edging
- Weeding
- Power blowing
- Trimming
- Pruning
- Cleaning
- Sod fertilization
- Sod pesticide treatment
- Debris pick-up and removal during mow cycle
- Additional services to support the physical operations as required by the USF representative during normal working hours
Landscape Maintenance services for PARCEL B are performed on an as needed basis as determined by USF.

6.5.3 PARCEL C  USF Sarasota-Manatee, Teaching Center in North Port

No landscaping services needed

6.5.4 PARCEL D  USF Sarasota-Manatee, Culinary Innovation Labs at Lakewood Ranch

No landscaping services needed

6.5.5 PARCEL E  USF Sarasota-Manatee, Science Labs at Mote Marine

No landscaping services needed

6.5.6 PARCEL F  USF Sarasota-Manatee Uplands Property

Site Description:

PARCEL F consists of two sites:
- An approximate 2.0 acre property located between Uplands Boulevard and Sarasota Bay in Manatee County, Florida and is bounded by Uplands Boulevard to the east, Sarasota Bay (a natural body of water) to the west, an east-west assumed property line aligning with Edwards Drive to the south and property owned by Manatee County Government (also known as the Powel Crosley Estate) to the north.
- An approximately 0.41 acre subleased property located on property owned by Manatee County Government (also known as the Powel Crosley Estate) in Manatee County, Florida and is bounded by the Powel Crosley Estate to the north and west, and University and privately-owned properties to the east and south.

PARCEL F site area includes sod, bushes and trees. PARCEL F also includes an on-grade concrete and elevated wood nature walk. The area is available for visual inspection by the bidders.

PARCEL F site area includes the following approximate areas and counts:
- Bahia sod: approximately 1.0 acre
- Trees/Palms: approximately 30
- On-grade Concrete sidewalk: 8 feet wide, approximately 1400 feet
- Elevated wood and simulated wood walkway: 10 feet wide, approximately 255 feet in length

Scope of Services – PARCEL F

Note: Relative to PARCEL A, the over-all routine and recurring work associated with PARCEL F is reduced.

General

The scope of grounds and landscaping maintenance services to be performed under the scope of this bid includes, but is not limited to, the following:

- Immediate response to USF work requests
- Mowing
- Edging
- Weeding
- Power blowing
- Trimming
- Pruning
- Cleaning
- Sod fertilization
- Sod pesticide treatment
- Debris pick-up and removal during mow cycle
- Additional services to support the physical operations as required by the USF representative during normal working hours

Landscape Maintenance services for PARCEL F are performed on an as needed basis as determined by USF.
Grounds and landscaping maintenance services to be performed by others and not included in the scope of this bid include the following:

- Environmental consulting and maintenance services
- Arborist consulting
- Heavy tree trimming
- Tree removal
- Repair of campus grounds as defined above, unless damage is caused as direct result of vendor personnel
- Any maintenance or repairs to the campus grounds as determined by the USF representative to require the services of an independent contractor

6.5.7 ADDITIONAL SPECIFICATIONS

After Hours Emergency Contact and Response
Vendor shall provide cellular telephone contact information for an authorized person available for immediate response after normal working hours, including nights and weekends. The vendor contact person shall be duly authorized and responsible to provide immediate human and material resources as required by the USF representative. This work shall be considered an additional service under the terms of the bid.

In the event of a man-made or natural emergency, the vendor shall provide sufficient human and material resources to assist USF prior to and in the aftermath of the emergency as required by the USF representative. This work will be considered an additional service under the terms of the bid, and the provision for prior written authorization may be waived by the USF representative during periods of emergency.

Grounds and Landscape Maintenance Contracts by Others
USF will maintain separate agreements with independent contractors to provide limited scope campus grounds maintenance services not included in the scope of this bid. These agreements will be used to supplement the work efforts of the vendor personnel as determined by the USF representative. Vendor personnel shall provide informational assistance and support (not physical labor) to independent contractors and as directed by the USF representative.

USF will maintain separate manufacturer service agreements on specific campus facilities systems and equipment.

Additional Services
USF may require additional grounds and landscaping services on a periodic basis. The fee for these services will be negotiated with the vendor on a per occurrence basis and are not to be considered within the scope of this bid. Additional services must be approved in writing prior to the commencement of the services.

Supplies and Hazardous Materials
All grounds material and supplies (including, but not limited to, hoses, pesticides, chemicals, etc.) shall be provided by the vendor. Supplies may be stored only in areas designated by the USF representative. Due to limited space, USF makes no prior commitment for the storage of any supplies.

Vendor is responsible to provide the USF representative with copies of Material Safety and Data Sheets (MSDSs) for any chemicals, pesticides or hazardous materials requested to be stored on campus, and must have written USF approval prior to on-site storing of any hazardous materials.

USFSM has adopted LEED-EBOM site management policies, and as such, vendor is to provide environmental best practices for grounds materials and supplies. Site management policies specifically address developing and implementing standard operating procedures for the disposal of grounds debris; developing guidelines for handling chemicals, pesticides, and fertilizers; developing staffing and employee training requirements; and collecting and addressing occupant feedback.

Equipment
All equipment (manual, diesel, gasoline or electrically powered) necessary to provide the scope of services shall be provided by the vendor. Equipment may be stored only in areas designated by the USF representative. Due to limited space, USF makes no prior commitment for the storage of any equipment.

All personal protective and safety products (including, but not limited to, gloves, eye protection, earplugs, head protection, footwear, etc.) shall be provided by the vendor as necessary to comply with applicable safety codes and USF Environmental Health and Safety Regulations.

USFSM has adopted LEED-EBOM site management policies, and as such, vendor is to provide best practices relative to equipment used on USFSM property and grounds. A major component of the USFSM site management policy is the type of equipment used. Overall, manual equipment is the best option for exterior maintenance, but is not a viable alternative for every activity. Environmentally preferred maintenance equipment...
will be used to the greatest extent possible, including using manual methods of grounds management, use of electric or propane powered equipment, and equipment with noise and emission controls. These strategies reduce soil compaction, reduce fossil fuel use, and reduce noise and air pollution compared to standard equipment and practices.

**Qualifications and Training**
Vendor is responsible to ensure vendor personnel are properly qualified and trained to provide the services of this agreement.

USFSM has adopted LEED-EBOM training policies, and as such, vendor is to provide best practices for developing/ implementing uniform hiring standards, and developing/ implementing effective staffing and employee training requirements.

**Uniforms**
Vendor shall provide uniforms bearing the vendor company name and the employee name to all on-site full-time vendor personnel. Vendor personnel must wear the uniforms during specified work hours.

**Utilities**
The cost of all utilities (including electricity, water and waste management) to support the scope of services shall be paid by USF.

**Termination of Vendor Personnel**
The USF representative is authorized to require the immediate and permanent termination of any vendor personnel deemed to lack the required training, qualifications, or abilities, or who refuses to complete any service or directive required under the terms of this agreement. Additionally, the USF representative shall require the immediate and permanent removal from the USF campus of any vendor personnel exhibiting verbal or physical actions that represent an implied or real threat to any member of USF (including faculty, staff and students) or the general public.

The vendor shall provide prompt replacement personnel to meet the approval of the USF representative for any terminated personnel.
ATTACHMENTS

Form Attachments List

- Qualification Statement
- Fee Proposal
- Minority Vendor & Visa P-Card Certification
- Small, Minority, or Women-Owned Business Certification
- Request for Taxpayer Identification & Certification (USF Substitute W-9)
- Certification of Non-Segregated Facilities
- Subpart D – Contractor’s Agreements
- Addenda & Rescheduling Request Notification Form
- Bidder’s Affirmation and Declaration

Other Attachments

- Facility space plans and irrigation plans posted as separate attachments

Document Checklist

☐ Invitation to Negotiate (Proposal Cover - pages 2, 3 of ITN)
☐ Request for Taxpayer Identification & Certification (W-9)
☐ Completed Fee Proposal
☐ Certification of Minority Vendor
☐ Visa Purchasing Card (P-Card) Acceptance Certification
☐ Small, Minority, or Women-Owned Business Certification
☐ Certification of Non-Segregated Facilities
☐ Subpart D – Contractor’s Agreements
☐ Addenda & Rescheduling Form
☐ Bidder’s Affirmation and Declaration

CHECKLIST FOR SUBMISSIONS

1. REQUIRED: Invitation to Negotiate Acknowledgment form - Have you printed, signed and included pages 2-3 of this ITN Package? An authorized vendor signature is required to validate the ITN proposal.

   If you are choosing not to provide a proposal, please indicate in the “Reason for Not Submitting Proposal” box, sign the form and return to USF.
2. REQUIRED: QUALIFICATIONS STATEMENT – Have you included information that indicates your company meets or exceeds the minimum qualifications stated in the ITN?

3. REQUIRED: Fee Proposal for ITN 14-02-SAR. Have you included your company’s proposal information including pricing? Vendor proposals should clearly identify/distinguish between Lot 1, Lot 2 and/or Lot 3. A vendor is not required to propose on all lots or all products. Each Proposal should clearly address each item in the evaluation criteria.

4. REQUIRED: Certificate of Non-Segregated Facilities Certificate (Equal Opportunity Statement described in Section III) is it included and signed?

5. REQUIRED: Subpart D – Contractors Agreements

6. REQUIRED: W9 Form – USF provided a Substitute W9 form that collects Federal Employer ID number, vendor name, address, and payment information. Has it been completed, signed and included?

7. REQUIRED: Addendum(s) – Have you printed, signed and included all addendum forms indicating that you are aware of all the information relating to this ITN?

8. REQUIRED: Each vendor’s proposal must be submitted in writing: one (1) original proposal-clearly mark as “original” and six (6) additional copies. Vendors will also include one (1) electronic copy of their proposal preferably on a flash drive. Only one copy needs to contain original signatures of the Proposer’s authorized representative(s) on the document titled University of South Florida Invitation to Negotiate acknowledgement form. The copy containing the original signature must be marked as the “Original.” Vendors that do not provide the requested copies of their proposal may have their proposal rejected at the sole discretion of USF.
QUALIFICATIONS STATEMENT

Please refer to Vendor Selection Criteria in Section 5: Evaluation Criteria and Factors.

COMPANY NAME: ________________________________________________________________

ADDRESS OF PROPOSED OFFICE IN CHARGE: _______________________________________

_____________________________________________________________________________

TELEPHONE #: _________________________________________________________________

E-MAIL ADDRESS: _______________________________________________________________

FEDERAL. I.D. NO: ________________________________________________________________

REFERENCES (Please include contact information.)

a. ____________________________________________________________

b. ____________________________________________________________

c. ____________________________________________________________

EXPERIENCE

QUALIFICATIONS

ABILITY TO PROVIDE SERVICE

COST (Please explain in detail on Fee Proposal sheet)
FEE PROPOSAL FOR ITN 14-02-SAR

(Company name) agrees to furnish all labor, equipment, materials and supervision necessary for (circle applicable lots)

Lot 1  Custodial Services (___)
Lot 2  Maintenance Services (___)
Lot 3  Landscaping Services (___)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>MONTHLY RATE</th>
<th>TOTAL ANNUAL OFFER</th>
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<tr>
<td>Lot 1</td>
<td>$___________</td>
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<td>Lot 2</td>
<td>$___________</td>
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<tr>
<td>Lot 3</td>
<td>$___________</td>
<td>$_________________</td>
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</table>

Do you accept credit card payments? The University of South Florida has implemented the State of Florida purchasing card program. Vendors may receive payment from the purchasing card in the same manner as other Visa purchases. Please indicate your ability to accept Visa: Yes, No

Please note: Discounts may be offered but will NOT be used for proposal evaluation purposes. All pricing is FOB destination. Billing will be on a monthly basis.
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 Condition 3.17.3)

___________________________________________  __________________
Print Name and Title

___________________________________________  __________________
Authorized Signature        Date
University of South Florida  
Purchasing & Property Services 
SMALL, MINORITY, OR WOMEN-OWNED BUSINESS CERTIFICATION

Small, Minority, or Woman-Owned Business Classification:

Small, Minority or Women-Owned Business?  □ YES  □ NO

If answered yes above, please circle classification that applies:

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<tbody>
<tr>
<td>SBA 8(a) Certification</td>
<td>□ African American</td>
<td>□ African American</td>
<td>□ Minority Board</td>
</tr>
<tr>
<td>Small Disadvantaged Business Certification</td>
<td>□ Hispanic</td>
<td>□ Hispanic</td>
<td>□ Minority Employees</td>
</tr>
<tr>
<td>HUBZone Certification</td>
<td>□ Asian/Hawaiian</td>
<td>□ Asian/Hawaiian</td>
<td>□ Minority Community</td>
</tr>
<tr>
<td>Veteran</td>
<td>□ Native American</td>
<td>□ Native American</td>
<td>□ Other- Non Profit</td>
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<tr>
<td>Service Disabled Veteran</td>
<td>□ American Woman</td>
<td>□ American Woman</td>
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<td>Vietnam Veteran</td>
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<td>Women Owned</td>
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<tr>
<td>Minority Owned Business</td>
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- 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](http://www.sba.gov/starting/indexwhatis.html) or go to the SBA’s [http://www.sba.gov/size](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.
- 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 to the Office of Supplier Diversity’s website at: [http://osd.dms.state.fl.us](http://osd.dms.state.fl.us).

Nature of Business: (Specify major Commodities or Services that your business offers.)

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](http://www.flsenate.gov/statutes)).

_____________________________  ________________________________  __________________
Signature                    Title                                      Date
### Part 1 – Tax Status: (complete ONLY ONE ROW of boxes)

<table>
<thead>
<tr>
<th>Individuals: (Fill out this row)</th>
<th>Individual’s Name: (first name, middle initial, last name)</th>
<th>Individual’s Social Security Number</th>
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<tbody>
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<tr>
<th>Sole Proprietor: (Fill out this row)</th>
<th>Business Owner’s Name: (REQUIRED)</th>
<th>Business Owner’s Social Security Number</th>
<th>Business or Trade Name (OPTIONAL)</th>
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<tbody>
<tr>
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<td>(First Name) (Middle Initial)</td>
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<td></td>
<td>(Last Name)</td>
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<tr>
<th>Partnership: (Fill out this row)</th>
<th>Name of Partnership:</th>
<th>Partnership’s Employer ID Number</th>
<th>Partnership’s Name on IRS records (see IRS mailing label)</th>
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<tr>
<th>Corporation, exempt charity or other entity: (Fill out this row)</th>
<th>Name of Corporation or Entity:</th>
<th>Employer ID Number</th>
<th>Are you incorporated?</th>
<th>D.B.A. or T.A. companies?</th>
<th>A corporation may use an abbreviated name or its initials, but its legal name is the name on the articles of incorporation.</th>
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### Part 2 – A. Ordering Address: (Address where Purchase Orders should be mailed)

________________________________________________________________________

### B. Payment Remittance Address: (Address where Payments should be mailed)

________________________________________________________________________

### C. Business Contact Information:

<table>
<thead>
<tr>
<th>Business Phone #</th>
<th>Contact Person</th>
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<tr>
<th>Business Fax #</th>
<th>Contact Phone #</th>
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<table>
<thead>
<tr>
<th>Business Website Address</th>
<th>Contact Fax #</th>
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</table>

### Part 3 – Exemption: If exempt from Form 1099 reporting, check here: AND circle your qualifying exemption reason below:

1. Corporation
   - Except there is no exemption for medical and healthcare payments or payments for legal services.
2. Tax Exempt
   - Tax Exempt Charity under 501(a) (includes 501(c)(3)), or IRA
3. The United States or any of its agencies or instrumentalities
4. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions.
5. A foreign government or any of its political subdivisions.

### Part 4 – Certification: Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and
2. I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
3. I am a U.S. person (including a U.S. resident alien).

### Certification Instructions – You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Name of Person completing this form: ____________________________

Title of Person completing this form: ____________________________

Organization: ________________________________________________

Signature & Date: ____________________________________________

( )

Phone: ____________________________

Email Address: ____________________________

Address: ____________________________

City, State, & Zip: ____________________________

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CERTIFICATE OF NON-SEGREGATED FACILITIES

We, (NAME OF COMPANY), 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 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), 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)

BY: ________________________________

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 s 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.
Addenda & Rescheduling

IT IS THE RESPONSIBILITY OF THE BIDDER TO CHECK THIS WEBSITE WITHIN FORTY-EIGHT (48) HOURS BEFORE THE OPENING DATE OF THE BID/PROPOSAL TO VERIFY THAT THE BIDDER HAS RECEIVED ANY ADDENDA THAT MAY HAVE BEEN ISSUED.

TO BE NOTIFIED OF AN ADDENDUM OR RESCHEDULING OF AN OPENING DATE, PLEASE PROVIDE PURCHASING SERVICES WITH THE FOLLOWING INFORMATION:

VENDOR NAME: _______________________________________________________________

BID/PROPOSAL NO. ____________________ REFERENCE NO. ___________________________

PHONE NO. ___________________________ FAX NO. ________________________________

E-MAIL ADDRESS ________________________________________________________________

EMAIL THIS FORM TO: PURCHASING SERVICES
ATTENTION: Michelle Krueger
mkrueger@sar.usf.edu

FOR IN-PERSON DELIVERY OF PROPOSALS, A MAP OF THE PURCHASING SERVICES BUILDING AT USF TAMPA MAY BE FOUND AT THE PURCHASING SERVICES WEBSITE, AT THE BOTTOM OF THE PAGE: http://usfweb2.usf.edu/purchasing/
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***

<table>
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<tr>
<th>Firm Name:</th>
<th>Type of Organization:</th>
<th>Business is licensed, permitted or certified to do business in the State of Florida:</th>
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<td></td>
<td>[ ] Individual</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<th>E-Mail Address:</th>
<th>Division of Management Services SPURS License No.:</th>
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<tr>
<th>Name Contractor’s License is under:</th>
<th>FEID No.</th>
<th>County of</th>
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<tr>
<th>Representative’s Name:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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The foregoing instrument was acknowledged before me this the ______ day of ________________, 2014, by ______________________ who is personally known to me or who has produced identification and who did (did not) take an oath.

__________________________________________________________________________

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
ATTENTION ALL VENDORS THE DIRECTIONS AND MAP ON THE FOLLOWING PAGES OF THIS ITN ARE FOR THE BID OPENING AT USF TAMPA ON March 28, 2014 ONLY!

DIRECTIONS TO
USF PURCHASING & PROPERTY SERVICES (INCLUDING P-CARD)
4202 E. Fowler Avenue, AOC 200
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 parking illegally will receive a citation.

3. Upon leaving the Campus Information Center, turn right onto LeRoy Collins Boulevard and get into the left-hand turn lane.

4. Turn left at the traffic light on to USF Alumni Drive. Get in the right-hand lane.

5. Proceed down USF Alumni Drive through the traffic light at Beard Drive. At the next traffic light, make a right turn onto USF Magnolia Avenue. Continue to the third traffic light (corner of USF Magnolia Drive and USF Holly Drive).

6. At the light, make a right turn on to USF Holly Drive until the road makes a left turn and becomes USF Palm Drive.

7. Stay in the right-hand lane and turn right again on USF Holly Drive. On your right, you will see the Crescent Hill Parking Garage. Daily/Visitor parking is available in the garage on levels 1-4. If no spaces are open in the garage, go back to Palm Drive, turn left at the traffic light (just after you pass the USF Credit Union on your right.) Daily/Visitor parking is available in Lots 20, 44 or 43 (outlined in red on the map provided). DO NOT PARK IN LOTS 13 OR 13T ADJACENT TO THE ANDROS CENTER.

8. Once parked, walk (along the dotted line on the map provided) to the Andros Classroom Building located on the east side of the Andros Center and to the south of the Andros Pool. (Follow the dotted line on the map provided.)

9. Use the stairs at the west entrance to the Andros Classroom Building, USF Purchasing & Property Services is located on the second floor.

*NOTE: A campus map with vehicle and pedestrian routes highlighted 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 & Property Services.

09/03/10
USF Tampa Parking Services: [http://usfweb2.usf.edu/parking_services/permits.asp](http://usfweb2.usf.edu/parking_services/permits.asp)