



## **FUEL SYSTEM REPAIR AND MAINTENANCE**

**Quotation Number 12-Q05/PF**

NOVEMBER 7, 2011

**PURCHASING SERVICES CONTACT: Phillip Ford, CPPO, CPPB, Purchasing Supervisor.**

**E-MAIL: [pford@swa.org](mailto:pford@swa.org)**

**TELEPHONE NUMBER: 561-640-4000 x 4528**

**ALL QUOTATION RESPONSES MUST BE RECEIVED ON OR BEFORE NOVEMBER 30, 2011 PRIOR TO 5:00 P.M., EST. THE ATTACHED QUOTE PROPOSAL FORM MUST BE SIGNED BY THE CONTRACTOR AND SUBMITTED IN A SEALED ENVELOPE. THE FACE OF THE ENVELOPE MUST BE CLEARLY MARKED "QUOTE NO. 12-Q05/PF, FUEL SYSTEM REPAIR AND MAINTENANCE"**

**Submit quotation to: Solid Waste Authority of PBC Purchasing Department, 7501 North Jog Road, West Palm Beach, FL 33412**

### **SPECIAL CONDITIONS**

#### **SCOPE**

The primary purpose of this Quotation is to establish firm prices for **FUEL SYSTEM REPAIR AND MAINTENANCE** for the Equipment Maintenance Department of the Solid Waste Authority of PBC in accordance with the specifications, terms and conditions stated herein.

#### **BID SUBMITTAL**

One (1) manually signed original and one (1) photocopy of the bid must be sealed in one package. The bidder's name, return address, date and time of bid opening, the bid number and title must be clearly annotated on the outside of the package. Bids not conforming to the instructions, terms and conditions provided herein may be subject to disqualification at the sole option of the Authority.

## **QUALIFICATION OF BIDDERS, SERVICE/CONSTRUCTION**

This bid shall be awarded only to a responsible bidder, qualified to provide the work specified. The bidder shall submit the following information with his proposal or within three (3) days of request:

- A. Details of the qualifications of the Bidder and individuals who will perform work.
- B. List and brief description of similar work satisfactorily completed with location, dates of contracts, names and addresses of owners.
- C. List of Bidder owned equipment and facilities available to do the work.
- D. Certifications, Licenses, Permits and Local Business Tax Receipt.

Failure to submit the above requested information, or within three (3) days of request, may cause for rejection of your bid. Information previously submitted to the Authority in response to another Invitation to Bid shall not satisfy this requirement. The term "*experience*", as used in this requirement, shall mean the experience gained as and possessed by the business entity proper (single proprietorship, partnership, corporation, or joint venture) responding to this solicitation. It shall not mean the experience of individual employee(s).

## **AWARD, ALL OR NONE,**

Award will be made on an "All-or-None Total Offer" on total cost of routine and emergency labor rates and the total fixed cost of all annual inspections. Therefore, it is necessary for a bidder to bid on every item in order to have a bid considered.

The Authority reserves the unqualified right, in the Authority's sole and absolute discretion, to reject any and all bid, to waive any irregularities, or to accept the Bid which, in the Authority's judgment, will under all circumstances, best serve the public interest.

## **TERM OF CONTRACT**

The successful bidder(s) shall be awarded a contract to supply the goods/services for a one year period with options to renew the contract for two additional one year period on a year to year basis. Term of Contract shall be December 16, 2011 through December 15, 2012. Options for renewal will only be exercised upon mutual written agreement and with all original terms, conditions and unit prices adhered to with no deviations. Any renewal will be subject to appropriation of funds by the Solid Waste Authority. If needed, the contract will be extended ninety (90) days beyond the contract expiration date. The awardee agrees to this condition by signing their bid. All prices shall be firm for the term of this contract.

## **OPTION TO RENEW FOR TWO (2) ADDITIONAL YEAR(S) (With Price Adjustment:**

The initial contract prices resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. Prior to or upon completion of that initial term, the Authority shall have the option to renew this contract for an additional two (2) years on a year-to-year basis. Prior to completion of each exercised contract term, the Authority may consider

an adjustment to price based on changes in the following pricing index: Consumer Price Index- All Urban Consumers, Miami-Fort Lauderdale FL- Other Goods and Services.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 30 days prior to expiration of the then current contract term.

The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the Authority will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment.

The Authority reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is an Authority prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the Authority.

### **ESTIMATED EXPENDITURE**

The Authority reserves the right to increase or decrease expenditures as required. Estimated expenditures during the next twelve (12) month(s) will be approximately \$35,000.00. This figure is an estimate only.

### **BUSINESS TAX RECEIPTS**

In order to provide services specified in this bid, a current business tax receipt issued in Palm Beach County is required. This business tax receipt shall be issued for the services being bid herein. A photocopy of the business tax receipt should be submitted with bid or within three (3) days of request.

### **LICENSES**

It shall be the responsibility of the successful bidder and any subcontractor the awarded bidder may utilize, to obtain any and all licenses required to complete this contractual service. A copy of these licenses shall be submitted to the Authority prior to commencement of work.

### **CONTRACT**

The submission of your bid constitutes an offer by the bidder. Upon acceptance by the Authority, Purchasing Services will issue a letter of agreement and purchase order(s) for services as a result of this bid. The bid and the corresponding purchase order(s) will constitute the complete agreement between the successful bidder(s) and the Authority. Unless otherwise stipulated in the bid documents, no other contract documents shall be issued or accepted.

### **WITHDRAWAL**

A bidder may not withdraw a bid after the final call for bids at a designated time of opening. When a bidder wishes to withdraw a bid, a written request shall be submitted to the Director of Purchasing

Services and their request will be reviewed for consideration. In no case shall a bidder be granted a release from their bid or proposal more than one (1) time in a two (2) year period without penalty.

### **METHOD OF ORDERING**

Services shall be ordered via individual purchase orders or blanket purchase orders on an "as needed" basis for the term of the contract. Invoices must be submitted against each individual purchase order or blanket purchase order release.

### **INVOICE INFORMATION**

Invoices submitted as a result of this Bid including invoices for subcontractors fees, must contain the following information.

1. Purchase Order or Blanket Order number.
2. Itemized labor costs per Bid prices.

### **PAYMENT**

Partial payments in the full amount of the value of services received and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Invoice must reflect purchase order number.

### **CANCELLATION**

If either product or service does not comply with specifications as stated herein or fails to meet the Authority's performance standards, the contractor shall be given reasonable time to correct all deficiencies. Failure to remedy such deficiencies within a reasonable time shall result in immediate cancellation of the contract. Cancellation in this manner may result in suspension of the Contractor from the bidders list for a period of up to 3 years.

### **CANCELLATION, WITHOUT CAUSE**

The Authority reserves the right to cancel this contract without cause via 30 day written notice.

### **PROTECTION OF PROPERTY**

The successful Bidder shall at all times guard against damage or loss to the property of the Authority or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The Authority may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents.

### **INDEMNIFICATION**

Contractor agrees to protect, defend, indemnify, and hold harmless the Authority, its employees and representatives, from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the Authority, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of

any acts or omissions of the Contractor, its employees, or agents, arising out of or connected with this Agreement. The Contractor shall not be required to indemnify the Authority or its agents, employees, or representatives, when an occurrence results solely from the wrongful acts or omissions of the Authority, or its agents, employees or representatives.

### **PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES**

All Bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all political subdivisions under the same conditions, for the same prices and the same effective period as this bid, should the Bidder feel it is in their best interest to do so.

This agreement in no way restricts or interferes with the right of any political subdivision to rebid any or all items.

### **AREA REPRESENTATIVE**

Bidder must indicate in space provided on the Bid Proposal Form the name, address, telephone number, and e-mail address, if available, of the vendor's representative who will be available upon request to resolve delivery and billing problems.

### **NO GUARANTEE OF AMOUNT OF WORK**

The bidder should fully understand that the Authority does not, hereunder, contract to do any specific amount of work during contract period.

### **EQUITABLE ADJUSTMENT**

The Authority may, in its sole discretion, make an equitable adjustment in the Contract terms and/or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the successful bidder's control, (2) the volatility affects the marketplace or industry, not just the particular successful bidder's source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the successful bidder that continued performance of the Contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Purchasing Services.

### **INSURANCE REQUIRED FOR WORK ON AUTHORITY FACILITIES OR SITES**

It shall be the responsibility of the successful Bidder to provide evidence of the following minimum amounts of insurance coverage:

Workers' Compensation and Employers' Liability coverage to apply to all employees for Statutory Limits in compliance with applicable state and federal laws. Coverage must include Employers' Liability with a minimum limit of \$100,000 each accident;

Business Auto Policy or similar form, shall have minimum limits of \$500,000 Per Occurrence Combined Single Limit for Bodily Injury and Property Damage Liability. This shall include, Owned, Hired and Non Owned Vehicles;

Commercial General Liability or similar form shall have minimum limits of \$1,000,000 Per Occurrence Combined Single Limit for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed.

**An original or certified copy of the signed Certificate or Certificates of Insurance, evidencing that required insurance coverage(s) has been procured by Contractor in the types and amount(s) required hereunder, shall be transmitted to the Authority prior to Contractor performing any operations under the terms of the contract.**

**Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the Contract has been endorsed to include the Solid Waste Authority of Palm Beach County, a political subdivision of the State of Florida, its officers, agents and employees as Additional Insured.** Required insurance shall support Contractor's agreement of indemnity set forth in the Contract and shall so state in said Certificate. Further, said Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Authority prior to any adverse change, cancellation or non-renewal of coverage there under. Said liability insurance must be acceptable to and approved by the Authority as to form and types of coverage. In the event that the statutory liability of the Authority is amended during the term of this agreement to exceed the above limits, Contractor shall be required, upon thirty (30) days written notice by the Authority, to provide coverage at least equal to the amended statutory limit of liability of the Authority.

It shall be the responsibility of the contractor to insure that all subcontractors comply with the same insurance requirements referenced above.

### **PURCHASING AGENT**

The contact person for this solicitation is Phillip Ford, Purchasing Supervisor, pford@swa.org. Bidders are advised that as of the deadline to submit Bids, all communications and correspondence concerning this Bid be in writing and addressed to Mr. Ford.

### **DRUG FREE WORK PLACE**

Preference shall be given to businesses with Drug Free Work Place Programs. Whenever two or more firms are equal with respect to price, quality and services, preference shall be given in the award process to firms that certify their Drug Free Workplace program. Certification is to be provided on SWA'S Drug Free Workplace form included.

### **LOCAL PREFERENCE QUALIFICATION**

In order to qualify for Local Preference, the firm must have had its headquarters or branch office located within Palm Beach County for a minimum of one (1) year. The firm must have been incorporated or legally begun business, being fully licensed, at least one (1) year prior to the issuance of the solicitation. A valid Business Tax Receipt issued by the Palm Beach County Tax

Collector is required and will be used to verify that the proposer had a permanent place of business one year prior to the issuance of the solicitation. Please note that in order to receive a local preference, the name and address on the Business Tax Receipt must be the same name and address that is included in the submittal to the Authority, and that the attached Business Tax Receipt must accompany the Bid at the time of Bid submission. Copies of licensure, leases of office space (or proof of ownership of office site) may be required by Authority staff as proof of compliance. The firm's office must be of a permanent nature not temporary or transient (i.e., mobile homes shall be without wheels and permanently affixed to the land). The firm's office shall be fully staffed with personnel including at least one of those assigned to the Authority's projects, office furniture, office equipment, and, if applicable, professional equipment/computers as required by the type of work to be performed. A site visit by Authority staff may be required to confirm local presence. The firm will be required to maintain said office, or other Authority approved offices, for the entire term of the contract. Failure to submit this information will cause the firm not to be qualified under this Section to receive a local preference. The Authority may require a firm to provide additional information for clarification purposes at any time prior to the award of the contract.

### **PREFERENCE APPLICATIONS**

A Bidder who meets the qualifications for Local Preference and whose Bid is within 5% of the low Bidder who does not meet those qualifications, may be granted an opportunity to offer a best and final Bid along with the low Bidder and any other Bidder(s) whose Bid amount is equal to or less than the highest local Bidder within 5% of the low Bid. Contract will be awarded to the lowest best and final Bid; in case of a tie for the lowest best and final Bid the contract will be awarded to the lowest best and final Bid offered by the local Bidder. Ties between local Bidders will be determined by a coin toss.

### **CONE OF SILENCE**

Bidders are advised that a Cone of Silence that prohibits any communication, except for written correspondence, regarding a particular request for proposal, request for qualification, Bid, or any other competitive solicitation between Bidders or any person representing the Bidders and any member of the Solid Waste Authority Governing Board, their staff, any Authority employee authorized to act on behalf of the Authority to award the contract under this Bid, or any member of the selection committee authorized to evaluate the Bids.

The Cone of Silence shall be in effect as of the deadline to submit Bids even if Bid is withdrawn or is otherwise eliminated from consideration consistent with the procedures as outlined in this Bid. The Cone of Silence shall remain in effect until the Governing Board, or Authority staff, if authorized to act on behalf of the Board, awards or approves the contract, rejects all Bids or otherwise takes action which ends the solicitation process.

The provisions of this article shall not apply to oral communications at any public proceeding, including pre-Bid conference, oral presentations before selection committees, and contract negotiations during any public meetings, presentations made to the Board and protest hearings. Further, the Cone of Silence shall not apply to contract negotiations between Authority employees and the intended awardees, any dispute resolution process following the filing of a protest between the person filing the protest and any Authority employee, or any written correspondence at any time with any Authority employee, Board member or Advisory board

member, or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The Governing Board by means of action taken at any properly noticed Governing Board meeting may invoke the cone of silence earlier than the time specified in this section for any procurement.

### **OFFICE OF THE INSPECTOR GENERAL**

Palm Beach County has established the Office of the Inspector General, Ordinance (OIG) No. 2009-049 which is authorized and empowered to review past, present and proposed county contracts, transactions, accounts and records. The Solid Waste Authority (Authority) has entered into an Interlocal Agreement (ILA) for Inspector General Services. This agreement provides for the Inspector General to provide services to the Authority in accordance with the authority, functions and powers set out in the Palm Beach County Office of Inspector General Ordinance. All parties doing business with the Authority and receiving Authority funds shall fully cooperate with the Inspector General including providing access to records relating to this Agreement. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and audit, investigate, monitor, and inspect the activities of the Contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Ordinance 2009-049, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

## SCOPE OF WORK

### **FUEL SYSTEM REPAIR AND MAINTENANCE 12-Q05/PF**

#### STATEMENT OF WORK

##### A. Maintenance

1. The system is a Petro Vend 800 Hybrid system with seven fueling locations. The maintenance location is the main site and all data is downloaded to this location. All systems are connected using an Ethernet connection.
2. The maintenance site has four pumps and five hoses. The tanks at maintenance are in ground tanks consisting of a 20,000, 10,000 and 4,000 thousand gallons. The pumps are suction type pumps.
3. There are also three other in ground tanks, two for oil and one for waste water. The oil tanks are 1000 gallon and the waste water is 2500 gallons.
4. All tanks are double walled and have interstitial monitoring systems.
5. The software on the computer is Phonenix Software, and the fuel site controllers are FSC 3000.
6. Annual testing of all tanks.

##### B. North County Transfer Station

1. The tank is above ground 2000 gallon double walled steel tank
2. This site has one fuel pump with one hose
3. This site has a petro vend K800 hybrid system
4. Annual testing

##### C. Lantana Transfer Station

1. The tank is above ground 12,000 gallon double walled concrete containment type tank.
2. This site has one fuel pump with one hose
3. This site has a petro vend K800 hybrid system.
4. Annual Testing

##### D. Delray Transfer Station

1. The tank is above ground 12,000 gallon double walled concrete containment type tank.
2. This site has one fuel pump with one hose.
3. This site has a K800 petro vend hybrid system.
4. Annual Testing

##### E. Southwest Transfer Station

1. The tank is above ground 12,000 gallon double walled concrete containment type tank.
2. This site has one fuel pump with one hose.
3. The site has a K800 petro vend hybrid system.
4. Annual Testing

F. West Central Transfer Station

1. The tank is above ground 10,000 gallon single wall steel tank.
2. This site has one fuel pump with two hoses.
3. The site has a K800 petro vend hybrid system.
4. Annual Testing

G. Belle Glade Transfer Station

1. The tank is a 2,000 gallon double walled concrete containment tank.
2. This site has one fuel pump with one hose.
3. The site has a K800 petro vend hybrid system.
4. Annual Testing

H. Utilities off Road Tank

1. This tank is a 12,000 gallon double walled steel tank.
2. This site has one fuel pump with one hose.
3. The site has a K800 petro vend hybrid system.
4. Annual Testing

I. Landfill Generator Tank

1. Double walled 850 gallon tank
2. Annual testing

**ALL ANNUAL TESTING SHALL INCLUDE TESTING OF INTERSTITIAL SYSTEMS AND SUMPSENSORS IF SO EQUIPPED.**

**RESPONSE TIME**

1. Routine Service: Whenever normal operations of an Authority site are not affected. Work to be accomplished during the Authority's normal business hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Response time is to be within one (1) business day.
2. Emergency Service: Whenever the normal operation of an Authority site are halted, response time to be within one (1) hour of request, 24 hours a day, seven (7) days a week. Emergency service labor rates shall not exceed 1 ½ times routine service rates.
3. Advanced Schedule Service: Response time shall be per mutually agreed upon scheduling.

**RATES**

Contractor shall provide rates for each of the following:

1. Routine Service: Whenever normal operations of an Authority site are not affected. Work to be accomplished during the Authority's normal business hours, 7:00 a.m. to 5:00 p.m., Monday through Friday.
2. Emergency: Work to be rendered when needed.
3. Annual Testing: Testing to be rendered on an annual basis for each location.

4. Mark-up for purchase of required parts shall not exceed 5% of contractor's cost.

### **LABOR RATES**

The hourly labor rates and annual testing rates shall include all costs associated with the performance of the services specified except Contractor's actual cost of materials, rental equipment and tools. Hourly rates shall include direct labor, overhead, profit, supervision, insurance, and all other associated cost.

### **PRODUCTIVE HOURS**

Man-hours paid under this contract shall be only productive hours at the job site. Time spent for transportation of workers and subcontractor, delivery and movement of materials, tools and equipment shall not be chargeable directly, but shall be part of overhead. Overhead cost shall be included in the fixed labor rates.

### **MATERIALS/RENTAL TOOLS AND EQUIPMENT**

The Authority shall reimburse Contractor for Contractor's actual cost of materials, rental equipment and tools plus a mark-up not to exceed 5% of the Contractor's actual cost. Documentation of such cost, such as copies of invoices or other valid documentation for the materials, rental of equipment and tools, shall be furnished with the invoice to the Authority. In cases where the Contractor manufactures his or her own materials, he or she will charge the Authority a price no higher than he or she charges his or her most favored customer. The Authority reserves the right to request verification.

\*Expenses for special rental equipment or tools needed to complete a job are subject to the Authority's approval. The Authority will negotiate reasonable charges for such expenses with Contractor at the time of written estimate for the project.

The Authority may, at its discretion, provide the Contractor with any materials.

### **Facilities Description**

The Authority's facilities consist primarily of the following:

#### **Primary Location:**

Maintenance Building located at 6255 North Jog Road, West Palm Beach, FL 33412

#### **Secondary Locations:**

- Central County Transfer Station located at 1810 Lantana Road, Lantana, FL 33462
- North County Transfer Station located at 14185 North Military Trail, Jupiter, FL 33458
- West Central Transfer Station located at 9743 Process Drive, Royal Palm Beach, FL 33411
- Glades Regional Transfer Station located at 1701 State Road 15, Belle Glade, FL 33430
- South County Transfer Station located at 1901 SW 4 Avenue, Delray Beach FL 33444

- South West County Transfer Station located at 13400 South State Road 7, Delray Beach, FL 33446
- Utilities located at 6329 North Jog Road, West Palm Beach, FL 33412
- Landfill located at 6880 North Jog Road, West Palm Beach, FL 33412

**Additional Facilities**

The Authority reserves the right to add additional facilities. Addition of facilities will take place only upon written agreement between the Authority and the awarded bidder.

**QUOTE PROPOSAL FORM**

**FUEL SYSTEM REPAIR AND MAINTENANCE  
12-Q05/PF**

THE UNDERSIGNED BIDDER, having familiarized himself with the specifications in the Invitation to Bid, and all laws, regulations and other factors affecting performance of the work, and having satisfied himself of the expense and difficulties attended in the performance of a contract.

HEREBY PROPOSES AND AGREES, in this **SWA Quote No. 12-Q05/PF**, that the Bidder hereby accepts all terms and conditions as stated herein, and shall enter into a Contract to perform for the following price. Award will be made on an "All-or-None Total Offer" on total cost of routine and emergency labor rates and the total fixed cost of all annual inspections. Therefore, it is necessary for a bidder to bid on every item in order to have a bid considered.

SERVICE		ANNUAL ESTIMATED USAGE	HOURLY LABOR CHARGE	ANNUAL TOTAL CHARGE
Item 1	Routine Service:	80 Hrs	X \$ _____	= \$ _____
Item 2	Emergency Service:	20 Hrs	X \$ _____	= \$ _____
*ANNUAL TESTING		ONCE PER YEAR	FIXED COST	TOTAL
Item 3	Maintenance	1	\$ _____	\$ _____
Item 4	North County TS	1	\$ _____	\$ _____
Item 5	Lantana TS	1	\$ _____	\$ _____
Item 6	Delray TS	1	\$ _____	\$ _____
Item 7	South West County TS	1	\$ _____	\$ _____
Item 8	West Central TS	1	\$ _____	\$ _____
Item 9	Belle Glade TS	1	\$ _____	\$ _____
Item 10	Utilities	1	\$ _____	\$ _____
Item 11	Landfill	1	\$ _____	\$ _____
<b>TOTAL ANNUAL COST OF HOURLY SERVICE AND ANNUAL TESTING (ITEMS 1 -11 INCLUSIVE)</b>				<b>\$ _____</b>

\*Annual Testing of Tanks. The cost for the inspection will be a fixed cost and any repairs required will use the set hourly labor charge.

**ADDITIONAL INFORMATION: SHALL NOT BE CONSIDERED FOR AWARD PURPOSES**

Markup for required materials, rental equipment and tools (Not to exceed

%5 of Contractor's actual cost) \_\_\_\_\_%

Please indicate response time for routine service \_\_\_\_\_

Please indicate response time for emergency service \_\_\_\_\_

Are license information and copies of licenses included: Yes\_\_\_ No\_\_\_

Is the Drug-Free Workplace Form attached? Yes\_\_\_ No\_\_\_

Is Qualification of Bidders information included? Yes\_\_\_ No\_\_\_

Is photo copy of Business Tax Receipt License included? Yes\_\_\_ No\_\_\_

**AREA REPRESENTATIVE:**

Name ( <b>Printed</b> ):		Office FAX:
Title:		Office Phone:
Address:		Cell Phone:
		E-Mail:

**AFTER HOURS CONTACT INFORMATION:**

Name ( <b>Printed</b> ):		Office FAX:
Title:		Office Phone:
Address:		Cell Phone:
		E-Mail:

Bidder understands that the Authority reserves the right to reject all Bids and to waive any informality in bidding. The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids, prior to award.

**Payment Terms: Net 30 days**

By (Signature):		Date:
Name (Printed):		
Title:		
Company Name:		
Address:		
Phone Number:		E-Mail:

*State or County License #* \_\_\_\_\_

# SAVINGS

(For internal information purposes only. Not a factor in award of this contract)

Bidder is required to furnish the percent (%) savings in prices offered in this quote compared to prices that would be paid by the purchaser without benefit of a contract resulting from this quote.

QUOTE PRICES OFFERED AVERAGE \_\_\_\_\_ % LOWER THAN:

 (CIRCLE ONE OF THE FOLLOWING NUMBERS)

1. Price that would be obtained without benefit of a contract resulting from this quote.
2. Manufacturer's current wholesale price list.
3. Other (specify) \_\_\_\_\_

## MINORITY /WOMAN/SMALL BUSINESS ENTERPRISE

(For internal information purposes only. Not a factor in award of this contract except in the event of a tie bid as prescribed in the Authority's Purchasing Manual, Section 7.2, Tie Bid Preference)

If you are a minority and/or a woman owned business please complete the following. This information will assist us in identifying your minority and/or women owned business in our database.

This form is not intended to certify your firm.

**ETHNIC GROUP STATUS:** Specify the ethnic group and percentage of ownership of the person(s) who owns and controls (management & operational) 51% or more of the firm.

African-American	Male	_____%	Asian-American	Male	_____%
	Female	_____%		Female	_____%
Hispanic-American	Male	_____%	Native-American	Male	_____%
	Female	_____%		Female	_____%
Caucasian-Female		_____%			

### **DEFINITIONS:**

**African-American:** any black individual of the racial groups of Africa; **Asian-American:** persons whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh; **Hispanic-American:** persons of Spanish or Portugese culture including Mexico, South America, Central America, or the Caribbean Islands; **Native-American:** persons having origins in any of the original peoples of North America; **Caucasian Female:** women that are not included in the above categories.

Are you currently certified as a minority vendor with a government entity? \_\_\_\_\_  
With what agency(s) \_\_\_\_\_  
(Please attach copy of certification certificate with your response with this bid/quotation.)

Comments: \_\_\_\_\_

**DRUG-FREE WORK PLACE FORM**

**FUEL SYSTEM REPAIR AND MAINTENANCE  
12-Q05/PF**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
(Name of Business)

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

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

\_\_\_\_\_  
BIDDER'S SIGNATURE

\_\_\_\_\_  
DATE