

**GADSDEN COUNTY, FL  
BOARD OF COUNTY COMMISSIONERS**

**QUINCY, FLORIDA**



**Request for Proposals**

**Dr. W.S. Stevens School Doors and Windows**

**RFP No. 19-09**

MANAGEMENT SERVICES DEPARTMENT  
Purchasing Division



**GADSDEN COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**ADVERTISEMENT FOR RFP**

**Dr. W.S. Stevens School**

**RFP NO. 19-09**

The Gadsden County Board of County Commissioners is requesting written proposals from experienced and qualified vendors to replace and install all windows and three (3) doors at the Dr. W. S. Stevens School located at 1004 4<sup>th</sup> Street, Quincy, FL 32351.

It is the County's intention to replace all windows and three (3) doors with impact rated windows and store front doors with impact rated glass. Potential respondents may obtain a copy of the RFP by contacting in writing Shelia Faircloth, Administrative Assistant III, at [sfaircloth@gadsdencountyfl.gov](mailto:sfaircloth@gadsdencountyfl.gov).

Sealed proposals must be received on or before **Friday, June 7, 2019 at 10:00 AM** at the address below:

Management Services Department  
ATTN: Shelia Faircloth  
5-B E. Jefferson Street  
Room 204  
Quincy, Florida 32351

A mandatory pre-bid meeting is scheduled for Friday, May 31, 2019 at 9:00 am EST at the location listed above. Let it be noted that attendance is a must for a proposal to be considered.

All proposals shall be submitted in duplicate (one original, unbound copy and three (3) bound copies in sealed envelopes/packages addressed to the Management Services Department and marked "**RFP NO. 19-05: Dr. W.S. Stevens School Doors and Windows**". It is the responsibility of the proposer to insure their proposal is delivered on time. All proposals received after the designated time and date will be refused and returned unopened.

Proposers desiring copies of the RFP document for use in preparing a proposal may obtain a set of such documents from the County's Website at [www.gadsdengov.net](http://www.gadsdengov.net) or by contacting the Purchasing Division at 5-B E. Jefferson Street, Quincy, Florida 32351, Telephone (850) 875-7243.

The County reserves the right to accept or reject any and all proposals, to negotiate changes in the new scope of work or services to be provided, and to waive any technicalities or irregularities therein. The County further reserves the right to award the agreement to that proposer whose proposal best complies with the specifications. Proposers may withdraw their proposals by notifying the County in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of sixty (60) days. Once opened, proposals become a record of the County and will not be returned to the proposers.

Date Issued: May 23, 2019



**GADSDEN COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**Dr. W.S. Stevens School**

**RFP NO. 19-09**

**TABLE OF CONTENTS**

| <b><u>Subject</u></b>                                       | <b><u>Page Number</u></b> |
|---|---------------------------|
| Cover .....   | 1                         |
| Advertisement.....  | 2                         |
| Table of Contents .....                                     | 3                         |
| <br><b><u>SECTION II – SPECIAL TERMS AND CONDITIONS</u></b> |                           |
| Special Terms and Conditions .....                          | 4                         |
| <br><b><u>SECTION III – SCOPE OF WORK</u></b>               |                           |
| 3-1. Background .....                                       | 9                         |
| 3-2. Scope of Work .....                                    | 9                         |
| <br><b><u>SUBMITTAL FORMS/ATTACHMENTS</u></b>               |                           |
| Bid Proposal Form .....                                     | 10                        |
| Bidders Certification .....                                 | 11                        |
| Bidder Qualifications .....                                 | 12                        |
| Professional References.....                                | 13                        |
| Drug-Free Certification.....                                | 15                        |
| List of Proposed Subcontractors .....                       | 16                        |
| Notice of Bid / Statement of Non-Response.....              | 17                        |



**GADSDEN COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RFP No. 19-09; Dr. W. S. Stevens School  
Doors and Windows**

**SECTION I – SPECIAL TERMS AND CONDITIONS**

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**2-1. INTRODUCTION:**

The County of Gadsden is requesting sealed proposals from experienced and qualified companies to replace windows and doors with impact rated windows and impact rated store front doors for the Dr. W.S. Stevens School. Proposers shall become familiar with any and all conditions and requirements that may in any manner affect the work to be performed. No additional allowance will be made due to lack of knowledge of these conditions.

**2-2. BID PROPOSAL SUBMISSION AND WITHDRAWAL:**

All bid proposals shall be submitted in duplicate (one original and three (3) copies) in sealed envelopes/packages addressed to the Management Services Department and clearly marked on the outside of the package as follows: **RFP NO. 19-09; Dr. W. S. Stevens School Door and Windows**. The package shall also include the bidder's return address. Bid proposals must be received by **10:00 AM, EST, on Friday, June 7, 2019** at the following address:

**MANAGEMENT SERVICES DEPARTMENT  
ATTN: Shelia Faircloth  
5-B E. Jefferson Street  
Room 204  
Quincy, Florida 32351**

The bidder will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery medium. The County assumes no responsibility for bid proposals received after the advertised opening or at any office or location other than that specified herein, whether due to mail delays or other reasons. Bid proposals may not be faxed or submitted electronically. Any bid proposal received after the established deadline **will not** be considered and will be returned unopened to the bidder. Telephone confirmation of timely receipt of the bid proposal may be made by calling (850) 875-7243, before the bid opening time.

Bidders may withdraw their bid proposals by notifying the County in writing at any time prior to the deadline for bid proposal submittal. After the deadline, the bid proposal will constitute an irrevocable offer, for a period of sixty (60) days. Once opened, bid proposals become a record of the County and will not be returned to the bidders.

Bid proposals must be completed and manually signed by the authorized representative in the space provided. If the bid proposal is made by an individual, his name and post office address shall be shown. If made by a firm or partnership, the name and post office address of each member of the firm or partnership shall be shown. If made by a corporation, the person signing the bid proposal shall show the name of the state under the laws of which the corporation was incorporated, also the names and business addresses of its president, secretary and treasurer. The bid proposal shall bear the seal of the corporation attested by the secretary. Anyone signing the bid proposal as agent shall file with the bid proposal, legal evidence of his authority to do so.



**2-3. METHOD OF SELECTION:** Qualifications will be reviewed by a three member committee of County Staff appointed by the County Administrator and will recommend a ranking for firms to the Board of County Commissioners. Upon acceptance by the Board of the ranking, negotiations will or may commence with the highest ranked firm.

**2-4. ITEMS TO BE INCLUDED WITH RESPONSE:** Please respond by including but not limiting your response to the following:

1. Company name, location, and length of time in business. (5 points)
2. Availability of time to start and complete project within Owner's requirements. (10 points)
3. Insurance carrier and applicable coverage. (5 points)
4. Qualifications of staff to be utilized on this project with names, short resumes, length of time with firm and previous clients served. (15 points)
5. Names of five (5) previous clients with phone numbers and contact person. (5 points)
6. Description of previous experience, to include budget, final cost, time schedule, change orders, etc. (20 points)
7. Past experience with State funded historic restoration projects. (20 points)
8. Your company's past experience with publicly funded projects and with potential liquidated damages should substantial completion date not be met. (20 points)

**2-5. BIDDER'S RESPONSIBILITY:**

Before submitting a Proposal, each Bidder shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the Bidder from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Bidder.

**2-6. ADDENDUM:**

The issuance of an addendum(s) is the only official method whereby interpretation, clarification, changes, modifications or additional information may be provided by the County. It shall be the responsibility of each bidder, during and prior to bid proposal submittal to visit Gadsden County's Website at [www.gadsgen.gov.net](http://www.gadsgen.gov.net) or contact the Purchasing Division at (850) 872-7243 to determine if addendums were issued and to obtain such addendums. Failure to do so could result in an unresponsive bid proposal. Any oral explanation given before the bid opening will not be binding.

The County may issue written addenda up to seven (7) calendar days before the date fixed for receiving the bid proposals. All addenda issued by the County will include a receipt form, which **must** be signed in ink and included with any bid proposals that are submitted to the County. No electronic signature shall be accepted. In the event multiple addenda are issued, a separate receipt for each addendum must be included with the bid proposal at the time it is submitted to the County.

**2-7. COMPETENCY AND MINIMUM QUALIFICATIONS OF BIDDERS:**

Bid proposals will only be considered from bidders which are regularly engaged in the business of providing services as described in this bid and who can provide evidence that they have established a satisfactory record of performance in meeting the minimum and technical qualification requirements established in the bid. The County reserves the right to inspect the bidder's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine bidder's ability to perform. The County reserves the sole right to determine if a bidder can sufficiently and efficiently provide the required services/commodities in a timely and satisfactory manner as will be required by the specifications herein.



The bidder shall submit the following information with the bid proposal. This information, along with any other data the County considers pertinent, will be used in determining if the bidder is qualified to provide the work specified.

- A. Verification of the number of continuous years the bidder has been in business under the same ownership and management. Bid proposals will only be considered from bidders in business for a minimum of five (5) continuous years under the same ownership and management providing the services specified in this bid document.
- B. A minimum of five (5) references for similar work. Preference will be given to bidders with governmental experience. Provide a list and brief description of similar contracts of similar size, with location, dates of contract service, contact name, phone number, type of services provided, and address of proprietor(s). Bidder is responsible for verifying correct phone numbers and contact information. Failure to provide accurate data may result in the reference not being considered.

**2-8. INSURANCE REQUIREMENTS:**

The awarded bidder(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein. In the event the bidder is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the bidder's insurance coverage, policies or capabilities may be grounds for rejection of the bid proposal and rescission of any ensuing agreement.

The bidder shall provide, pay for, and maintain in force at all times during the services to be performed, such insurance, including Workers' Compensation Insurance, Comprehensive General Liability Insurance, and Business Automobile Liability Insurance with minimum coverage amounts acceptable to the County. All policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida and having agents upon whom service of process may be made in the State of Florida. Bidder shall specifically protect the County by naming the County of Gadsden as an additional insured under the Policy or certificate.

Workers' Compensation Insurance is to apply for all employees in compliance with the Workers' Compensation Law of the State of Florida, the state where work is performed and all applicable federal laws.

Comprehensive General Liability Insurance with minimum limits of one million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- Premises and/or Operations.
- Independent Contractors.
- Broad Form Property Damage.
- Broad Form Contractual Coverage applicable to this specific agreement.

Personal Injury Coverage with Employee and contractual Exclusions removed with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

Business Automobile Liability Insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy, without restrictive endorsement, as filed by the Insurance Services Office and must include:

- Owned vehicles.
- Hired and non-owned vehicles.
- Employers' non-ownership.



The bidder shall provide to the County prior to the effective date of the agreement a Certificate of Insurance or a copy of all insurance policies required including any subsection there under. The County reserves the right to require a certified copy of such policies upon request. All endorsements and certificates shall state that the County shall be given thirty (30) days' notice prior to expiration or cancellation of the policy.

Bidder hereby acknowledges and agrees that any and all risk of loss regarding the services identified hereunder shall be solely borne by bidder.

**2-9. AWARD:**

The bidder understands that this bid does not constitute an offer or an agreement with the bidder. The County anticipates entering into an agreement with the bidder who will be the lowest responsive and responsible bidder(s) whose qualifications indicate the award will be to the best interest of the County and who's bid proposal(s) complies(y) with the requirements of the bid documents as determined by the County and is in the best interest of the County. The County of Gadsden reserves the right to award on an "All-or-None" basis to one bidder or to award to two or more bidders, whenever it is in the best interest or most advantageous to the County of Gadsden.

**2-10. COUNTY CONTRACT COORDINATOR:**

The County Contract Coordinator for this project will be Allan Meeks, Fleet and Facilities Manager, and the telephone number is (850) 694-2227. After an agreement has been executed, all communications and correspondence shall be directed to Roosevelt Morris, with email copies of the correspondence to Sfaircloth@GadsdenCountyfl.gov.

**2-11. VENDOR SERVICE REPRESENTATIVE:**

The bidder must submit with their bid proposal the name, address, and phone number of the person(s) to be contacted for the placement of an order and the coordination of service.

**2-12. METHOD OF ORDERING:**

All services shall be performed and bound by and executed agreement between the Contractor and the County. *If applicable*, the County shall initiate each individual job by issuing Purchase Orders referencing this bid on an "as needed" basis. The vendor shall not proceed on a job prior to the receipt of the Purchase Order issued by the County of Gadsden Purchasing Division. Invoices must be submitted against each individual Purchase Order referencing the Purchase Order number.

**2-13. DELIVERY/INSTALLATION:**

All services shall be performed and bound by and executed agreement between the Contractor and the County. *When applicable*, delivery is requested within 30 business days after receipt of Purchase Order. Business days are defined as Monday to Friday, less all federally recognized holidays. Failure to deliver items as specified within the requested time period may be grounds for agreement termination.

The F.O.B. shall be destination - within the County of Gadsden. Exact delivery point will be indicated on the Purchase Order. All pricing shall include delivery. No additional charges for delivery shall be allowed.

**2-14. SPECIFICATIONS:**

All services shall be performed and bound by and executed agreement between the Contractor and the County. If applicable, a purchase order will be issued to the successful bidder with the understanding that all items delivered must meet the specifications and quality set forth herein. Items delivered not as specified and of highest quality will be returned at the bidder's expense. No "seconds" or "defective" items shall be accepted.

**2-15. PACKAGING AND LABELS:**



Labels shall be attached to each carton and shall contain the following information: Purchase Order number, quantity contained in each package, and total number of items being delivered.

**2-16. BRAND/MANUFACTURER REFERENCED:**

Unless otherwise stated in these specifications, any manufacturer name, trade name, brand name, information or catalog numbers listed in this specification are for information and quality and are not intended to limit competition.

**2-17. PURCHASING AGREEMENTS WITH OTHER GOVERNMENTAL AGENCIES:**

*When applicable*, all bidders submitting a response to this bid agree that such response also constitutes a bid to all political subdivisions of the State of Florida, 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 of the State of Florida to re-bid any or all items.





## COUNTY OF GADSDEN

### SECTION II – SCOPE OF WORK

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#### 3-1. BACKGROUND:

The County of Gadsden's mission is to continually improve the quality of life by providing the best and most cost efficient public services and facilities to exceed the expectations of County residents and businesses. Some of the County's core values include integrity and professionalism, fiscal responsibility, teamwork, and customer service. Our vendors are truly partners in meeting our commitments to the community, and in support of the mission, we are committed to ensuring that qualified, competitive vendors who share our commitment to quality, efficiency, teamwork, and customer service are employed to provide goods and services to the County. Our vendors are expected to deliver high quality products and efficient service that is provided on time and as ordered.

#### 3-2. SCOPE OF WORK:

We are looking for experienced window and store front door installers to replace three doors and frames with double entry medium style storefront doors in clear anodized color (Trulite Trifab CG451) with ten-inch bottom rails and surface mounted rails and surface mounted closers. Glass shall be double pain clear Hurricane Impact Glass.

Replace all windows with fixed one-inch double pain insulated Hurricane Impact Glass.

All doors and windows will be sealed and caulked in place.

It will be the contractor's responsibility to secure the site each day, remove debris from site from demo and installation of doors and windows.

#### 3-3. LICENSES AND PERMITS:

When applicable, it shall be the responsibility of the successful bidder to obtain at no additional cost to the County, all licenses and permit required to complete contractual service. A copy of these licenses shall be submitted with bid proposal. A copy of these permits shall be submitted prior to commencement of work. Fees for permits from the County shall be waived for work related to this bid, however, the successful bidder must pay any applicable County Business Tax Receipt fees.



**BID NO. 19-09**  
**Dr. W. S. Stevens School Doors and Windows**

**BID PROPOSAL FORM**  
**(Page 1 of 2)**

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\*\* You may use this form for your proposal for you can use your own form for this RFP \*\*



**BID NO. 19-09  
Dr. W. S. Stevens School Doors and Windows**

**BIDDER'S CERTIFICATION**

The undersigned bidder certifies that this bid proposal package is submitted in accordance with the specifications in its entirety and with full understanding of the conditions governing this bid.

Acknowledgement is hereby made of the following Addenda received since issuance of Bid Documents:

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

**The undersigned hereby certifies that he/she is an authorized representative of the Company who may legally bind the Company:**

**\*SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*Printed*

Company Name: \_\_\_\_\_  
*Legal Name*

Address: \_\_\_\_\_

County, State, Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Federal I. D. #: \_\_\_\_\_

**\*Failure to affix signature will result in disqualification of proposal.**

**BIDDER CHECKLIST**

All bid proposals shall be submitted on the County provided bid package forms. Failure to do so may cause the bid proposal to be rejected. All blanks on the bid proposal forms must be completed. Supplemental information may be attached to the bid package forms. Bidder shall return a complete set of all bid package forms as listed below. Failure to submit the required documents may result in your bid proposal being considered non responsive.



1. Is the Minimum Qualifications of bidders information per Special Term and Condition #5 included with the bid proposal? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Are addenda (if any issued) acknowledged? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Are all Bid Proposal pages completed? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Is the Bidders Qualification form submitted? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Is Drug Free Workplace form submitted? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Is the vendor service representative identified? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Is the information/descriptive literature included? Yes \_\_\_\_\_ No \_\_\_\_\_

**BID NO. 19-09**  
**Dr. W. S. Stevens School Doors and Windows**

**BIDDER QUALIFICATIONS**

The bidder, as a result of this bid, MUST hold a County and/or Municipal Contractor's Business Tax Receipt in the area of their fixed business location. Each bidder MUST complete the following information and submit with their bid proposal in order for the bid proposal to be considered:

1. Legal Name and Address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

County, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

The length of time (continuous) in business under the above stated legal name: \_\_\_\_\_ years.

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, complete:

Date of Incorporation: \_\_\_\_\_ State in which Incorporated: \_\_\_\_\_

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: \_\_\_\_\_

5. The length of time (continuous) in business: \_\_\_\_\_ years

6. Length of time (continuous) in business in Florida: \_\_\_\_\_ years

**Name and Title of Principal Officers:**

**Date Elected:**

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Note: Information requested herein and submitted by the bidders will be analyzed by the County of Gadsden and will be a factor considered in awarding any resulting agreement. The purpose is to ensure that the bidder, in the sole opinion of the County of Gadsden, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject agreement.

**BID NO. 19-09**  
**Dr. W. S. Stevens Doors and Windows**

**PROFESSIONAL REFERENCES**

Complete the form below with at least five (5) *current and pertinent* professional references that the County can contact in relation to bidder's qualifications and experience in completing similar projects. Failure to furnish this information may be grounds for rejection of the bid proposal.

|   |                      |  |
|---|----------------------|--|
| 1. Name and Address of Firm, County, County, or | <b>Date(s):</b>      |  |
|   | <b>Status:</b>       |  |
|   | <b>Bid Number:</b>   |  |
|   | <b>Contact:</b>      |  |
|   | <b>Telephone No:</b> |  |
|   | <b>Email:</b>        |  |
| <b>Scope of work/ Project Description:</b>      |                      |  |
| <b>Average response time for repairs:</b>       |                      |  |

|   |                      |  |
|---|----------------------|--|
| 2. Name and Address of Firm, County, County, or | <b>Date(s):</b>      |  |
|   | <b>Status:</b>       |  |
|   | <b>Bid Number:</b>   |  |
|   | <b>Contact:</b>      |  |
|   | <b>Telephone No:</b> |  |
|   | <b>Email:</b>        |  |
| <b>Scope of work/ Project Description:</b>      |                      |  |
| <b>Average response time for repairs:</b>       |                      |  |

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|---|----------------------|--|
| 3. Name and Address of Firm, County, County, or | <b>Date(s):</b>      |  |
|   | <b>Status:</b>       |  |
|   | <b>Bid Number:</b>   |  |
|   | <b>Contact:</b>      |  |
|   | <b>Telephone No:</b> |  |
|   | <b>Email:</b>        |  |
| <b>Scope of work/ Project Description:</b>      |                      |  |
| <b>Average response time for repairs:</b>       |                      |  |



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|---|----------------------|--|
| 4. Name and Address of Firm, County, County, or | <b>Date(s):</b>      |  |
|   | <b>Status:</b>       |  |
|   | <b>Bid Number:</b>   |  |
|   | <b>Contact:</b>      |  |
|   | <b>Telephone No:</b> |  |
|   | <b>Email:</b>        |  |
| <b>Scope of work/ Project Description:</b>      |                      |  |
| <b>Average response time for repairs:</b>       |                      |  |

**BID NO. 18-19  
Construction Project Manager**

**PROFESSIONAL REFERENCES – CONTINUED**

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|---|----------------------|--|
| 5. Name and Address of Firm, County, County, or | <b>Date(s):</b>      |  |
|   | <b>Status:</b>       |  |
|   | <b>Bid Number:</b>   |  |
|   | <b>Contact:</b>      |  |
|   | <b>Telephone No:</b> |  |
|   | <b>Email:</b>        |  |
| <b>Scope of work/ Project Description:</b>      |                      |  |
| <b>Average response time for repairs:</b>       |                      |  |



**BID NO. 19-09**  
**Dr. W. S. Stevens School Doors and Windows**

**DRUG-FREE WORKPLACE CERTIFICATION**

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Whenever two (2) or more bid proposals, which are equal with respect to price, quality, and service, are received by the County of Gadsden for the procurement of commodities or contractual services, a bid proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
- (4) In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or nolo contendere to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

**This Certification is submitted by** \_\_\_\_\_  
**(Individual's Name)**

**the** \_\_\_\_\_ **of** \_\_\_\_\_  
**(Title/Position with Company/Vendor)** **(Name of Company/Vendor)**

Who does hereby certify that said Company/Vendor has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

\_\_\_\_\_  
**Date**

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



**BID NO. 19-09**  
**Dr. W. S. Stevens School Doors and Windows**

**LIST OF PROPOSED SUBCONTRACTORS**

The undersigned bidder hereby designates, as follows, all major subcontractors whom he/she proposes to utilize for the major areas of work for the project. The bidder is further notified that all subcontractors shall be properly licensed and shall be required to furnish the COUNTY with a Certificate of Insurance in accordance with the agreement general conditions. Failure to furnish this information may be grounds for rejection of the bidder's bid proposal. **(If no subcontractors are proposed, state "None" on first line below.)**

| Name and Address of Subcontractor | Scope of Work/Phase(s) | License # |
|-----------------------------------|------------------------|-----------|
| 1.                                |                        |           |
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|                                   |                        |           |

Signature and Date \_\_\_\_\_

Title/Company \_\_\_\_\_





**BID NO. 19-09**  
**Dr. W. S. Stevens School Doors and Windows**

**NOTICE OF BID**

The County of Gadsden, Florida is accepting sealed bid proposals for Bid No. 19-09; Dr. W. S. Stevens School Doors and Windows. Sealed bid proposals must be received on or before Friday, **June 7, 2019, 10:00AM, EST** at the address below. **Any bid proposal received after the designated closing time will be refused and returned unopened.**

Gadsden County  
Management Services Department  
5-B E. Jefferson Street  
Quincy, Florida 32351

A mandatory pre-bid meeting is scheduled for Friday, May 31, 2019 at 9:00 am EST at the location listed above. Let it be noted that attendance is a must for a proposal to be considered.

All bid proposals shall be submitted in duplicate (one original and three (3) copies) in sealed envelopes/packages addressed to the Purchasing Director and marked "**BID NO. 19-09; Dr. W. S. Stevens School Doors and Windows**". Bidders desiring bid requirements for use in preparing a bid proposal may obtain the documents from the Management Services Department, or by printing a PDF file from the County Website at [www.gadsgov.net](http://www.gadsgov.net).

The County reserves the right to accept or reject any and all bid proposals and to waive any technicalities or irregularities therein. The County further reserves the right to award the agreement to that bidder whose bid proposal best complies with the bid specifications. Bidders may withdraw their bid proposals by notifying the County in writing at any time prior to the deadline for bid proposal submittal. After the deadline, the bid proposal will constitute an irrevocable offer, for a period of sixty (60) days. Once opened, bid proposals become a record of the County and will not be returned to the bidders.

**STATEMENT OF NON-RESPONSE**  
**BID NO. 19-09**

If you are not submitting a bid proposal on this service/commodity, please complete and return this form to: County of Gadsden Purchasing Division, 5-B E. Jefferson Street, Quincy, Florida 32351 or by FAX (850) 875-7243. Failure to respond or submit a non-response three times may result in deletion of vendor's name from the County of Gadsden vendor list database.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**We, the above signed have declined to submit a bid proposal on the above because of the following reasons:**

- Insufficient time to respond.
- Our product schedule would not permit us to perform
- Other (specify below)
- We do not offer this product/service or equivalent
- Please remove our name from the County's Vendor database for the above commodity.