

INVITATION TO BID

PD 25-26.086

PERDIDO LANDFILL & PALAFOX TRANSFER STATIONS SCALE  
MAINTENANCE

Escambia County

213 Palafox Place

Pensacola, FL 32502-5822

RELEASE DATE: June 22, 2026

DEADLINE FOR QUESTIONS: June 29, 2026

RESPONSE DEADLINE: July 6, 2026, 10:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenw.com/portal/escambiacountyfl>

Escambia County  
INVITATION TO BID

Perdido Landfill & Palafox Transfer Stations Scale Maintenance

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## 1. Introduction

### 1.1. Summary

Escambia County Waste Services seeks a contractor for annual maintenance and repair for the truck scales located at the Perdido Landfill and Palafox Transfer Station. The Contractor shall furnish all labor, supervision, equipment, materials, parts, tools, transportation and other resources necessary to inspect, calibrate, maintain, and repair the truck scales.

### 1.2. Contact Information

**Tammy Straughn**

Purchasing Coordinator  
221 Palafox Place 2nd Floor  
Pensacola, FL 32505  
Email: [tmbaker1@myescambia.com](mailto:tmbaker1@myescambia.com)  
Phone: [\(850\) 595-4985](tel:(850)595-4985)

**Department:**

Purchasing

### 1.3. Timeline

<b>Release Project Date</b>	June 22, 2026
<b>Question Submission Deadline</b>	June 29, 2026, 10:00am

<b>Bid Opening</b>	July 6, 2026, 10:00am  Please Join Us on Microsoft Teams Join: <a href="https://teams.microsoft.com/meet/26316162305562?p=P45TiMfiUN28E1SBgN">https://teams.microsoft.com/meet/26316162305562?p=P45TiMfiUN28E1SBgN</a> Meeting ID: 263 161 623 055 62 Passcode: rq6bB6wi <hr/> Need help?   System reference Dial in by phone +1 863-333-5817,,357126056# United States, Lakeland Find a local number Phone conference ID: 357 126 056# For organizers: Meeting options   Reset dial-in PIN <hr/> <hr/>
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## 2. Scope of Work

### 2.1. Important Instructions for Electronic Submittal

Escambia County is accepting electronic quote submissions. Bidders shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic bid.

### 2.2. Scope of Work - Perdido Landfill

#### **Scope of Services**

The Contractor shall furnish all labor, supervision, equipment, materials, parts, tools, transportation, and other resources necessary to inspect, calibrate, maintain, repair, and test the truck scales located at the Perdido Landfill and operated by Escambia County Waste Services.

#### **Scale Inventory**

**Manufacturer:** Fairbanks Scales

<b>Scale Description</b>	<b>Model Number</b>
Inbound Scale	PLT-6010-409
Outbound Scale	PLT-6010-408
Automatic Scale	PLT-6010-HVB09

#### **Preventive and Annual Maintenance**

Preventive maintenance services shall be performed three (3) times annually during the months of January, May, and September. Maintenance visits will be scheduled by Escambia County Waste Services personnel.

The scales at this facility contain twenty-four (24) load cells and twelve (12) controllers. All maintenance and calibration services shall comply with the requirements of the Florida Weights and Measures Law and the most current edition of National Institute of Standards and Technology (NIST) Handbook 44.

**Preventive maintenance services shall include, at a minimum:**

- All travel and transportation expenses associated with service visits;
- Inspection and adjustment of bumper bolts, as necessary;
- Inspection and testing of all scales covered under this Scope of Services using certified test weights;
- Calibration and adjustment of scales as required to maintain accuracy and proper operation;
- Identification of potential causes of recurring service issues and recommendations for corrective actions;
- Submission of written calibration and test results for each scale serviced; and
- Submission of a written report documenting any deficiencies, recommended repairs, and corrective actions.

**Annual Maintenance Requirements**

The following services shall be performed once as part of the January preventive maintenance visit:

- Remove scale cover plates and inspect and grease scale components on the inbound and outbound scales;
- Clean and lubricate load cells and receiver cups on the inbound and outbound scales;
- Inspect and tighten cable connections at load cells and control boxes; and
- Visually inspect all scale components for corrosion and apply appropriate corrosion treatment as necessary on the inbound, outbound and automated scales;
- Replace backup batteries in all scale instrumentation and control equipment at the September calibration.

**Emergency Repair Services**

Emergency repair services shall be provided on an as-needed basis and shall include any unforeseen or unanticipated repairs not covered under the preventive maintenance requirements.

The Contractor shall respond to emergency service requests within twenty-four (24) hours of notification. The initial response shall include troubleshooting and diagnosis of the issue, along with a written repair quotation. Repair work shall commence upon receipt of County authorization.

### **Non-Emergency Maintenance and Repair Services**

Non-emergency maintenance and repair services shall be performed on an as-needed basis. Unless otherwise directed by the County, such services shall be performed outside of normal operating hours to minimize disruption to landfill operations.

Prior to performing repairs, the Contractor shall provide a written quotation that includes, at a minimum:

- Diagnosis and description of the problem;
- Cost of replacement parts and materials;
- Travel charges, if applicable;
- Hourly labor rates;
- Mobilization charges for vehicles or specialized equipment required to perform the work; and
- Applicable warranty information for parts and labor.

Repairs shall commence upon receipt of County authorization.

Please enter all scope of work & project details here, plans, supporting documents etc. should be referenced and attached to the quote if needed.

### **2.3. Scope of Work - Palafox Transfer Station**

#### **Scope of Services**

The Contractor shall furnish all labor, supervision, equipment, materials, parts, tools, transportation, and other resources necessary to inspect, calibrate, maintain, repair, and test the truck scales located at the Palafox Transfer Station and operated by Escambia County Waste Services.

#### **Scale Inventory**

<b>Scale Description</b>	<b>Model</b>
Inbound Scale	Rice Lake Survivor
Outbound Scale	Rice Lake Survivor

#### **Preventive Maintenance Requirements**

Preventive maintenance services shall be performed three (3) times annually during the months of January, May, and September. Maintenance visits will be scheduled by Escambia County Waste Services personnel.

The scales at this facility contain fourteen (14) load cells and seven (7) controllers. All maintenance and calibration services shall comply with the requirements of the Florida Weights

and Measures Law and the most current edition of National Institute of Standards and Technology (NIST) Handbook 44.

Preventive maintenance services shall include, at a minimum:

- All travel and transportation expenses associated with service visits;
- Visual inspection of all scale components for corrosion and application of appropriate corrosion treatment, as necessary;
- Inspection and adjustment of bumper bolts, as necessary;
- Inspection and tightening of cable connections at load cells and control boxes;
- Inspection and testing of all scales covered under this Scope of Services using certified test weights;
- Calibration and adjustment of scales as required to maintain accuracy and proper operation;
- Identification of potential causes of recurring service issues and recommendations for corrective actions;
- Annual replacement of backup batteries in all scale instrumentation and indicator units during the September calibration; and
- Submission of written calibration and test results for each scale serviced, including documentation of any deficiencies and recommended repairs.

### **Emergency Repair Services**

Emergency repair services shall be provided on an as-needed basis and shall include any unforeseen or unanticipated repairs not covered under the preventive maintenance requirements.

The Contractor shall respond to emergency service requests within twenty-four (24) hours of notification. The initial response shall include troubleshooting and diagnosis of the issue, along with a written repair quotation. Repair work shall commence upon receipt of County authorization.

### **Non-Emergency Maintenance and Repair Services**

Non-emergency maintenance and repair services shall be performed on an as-needed basis. Unless otherwise directed by the County, such services shall be performed during normal business hours.

Prior to performing repairs, the Contractor shall provide a written quotation that includes, at a minimum:

- Diagnosis and description of the problem;

- Cost of replacement parts and materials;
- Travel charges, if applicable;
- Hourly labor rates;
- Mobilization charges for vehicles or specialized equipment required to perform the work; and
- Applicable warranty information for parts and labor.

Repairs shall commence upon receipt of County authorization.

## 2.4. Pricing

Include total pricing in the pricing tables for one year. This pricing will remain in effect for the term of the agreement.

## 3. **Solicitation Terms and Conditions 3+1+1**

3+1+1

Submission of a bid in accordance with these Terms and Conditions and the General Terms and Conditions provided in Section IV below constitutes a binding offer from the bidder. The Terms and Conditions incorporated herein will become a part of the written agreement between the parties.

### **Pre-Bid Inquiries**

All inquiries concerning the solicitation, including, but not limited to, the scope of work, specifications, additional requirements, attachments, general or supplemental terms and conditions, must be submitted to the Office of Purchasing through the e-procurement portal hosted by OpenGov.

All questions or inquiries must be received no later than the last day for questions stated on the cover page of the solicitation. Any modification to the bid documents will be in the form of a written addendum issued by the County not less than five (5) days prior to the date and time of bid closing. Addenda will be provided to each bidder via email and posted to the Escambia County website at Escambia County Solicitations (<https://procurement.opengov.com/portal/escambiacountyfl>). Such written addenda or modification shall be part of the solicitation documents and shall be binding upon each bidder. Each bidder is required to submit with the bid a written acknowledgment to confirm receipt of any and all addenda. No bidder may rely upon any verbal modification to or interpretation of the solicitation documents, and no interpretation shall be considered binding unless provided in writing by the Office of Purchasing as provided in this provision.

### **Examination of Documents and Site**

Before submitting a bid, the bidders shall familiarize themselves with the nature and extent of the work and any local conditions that may in any manner affect the work to be done and the equipment, materials, and labor required. Bidders shall also examine all drawings, specifications, addenda, and other relevant documents to be thoroughly informed regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract.

### **Preparation of Bid**

A bid form is included in these specifications. The bidder shall submit bids in accordance with the bid documents. The individual who signs the bid form must be listed as an authorized representative with the records on file with the Florida Division of Corporations website (Sunbiz) with the principal address provided below the signature.

All blanks in the bid documents shall be completed by printing in ink or by computer with the amounts extended, totaled and the bid signed. Any blanks in the bid form will be interpreted as a "No Bid" or "No Cost" item. No changes shall be made to the phraseology of the form or in the items mentioned therein. Any bid which contains any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for which shall in any manner fail to conform to the conditions of the solicitation may be rejected.

The bid shall include evidence of bidder's authority and qualification to do business in the State of Florida. As applicable, a state contractor license # for the State of Florida shall also be included on the bid form. Bidder shall be licensed in accordance with the requirements of Chapter 489, Florida Statutes.

The bid shall be based upon the completion of the Scope of Work according to the drawings and specifications, together with all addenda thereto. Bids must include lump sum pricing. All proposed fees and costs must be broken down and disclosed in the bid.

### **Integrity of Documents**

Bidders shall use the original bid documents provided by the Office of Purchasing and enter information only in the spaces where a response is requested. Bidders may use an attachment to the bid documents if sufficient space is not available. Any modifications or alterations to the original bid documents by the bidder, whether intentional or otherwise, may constitute grounds for rejection of a bid. Any such modification or alteration that a bidder wishes to propose must be clearly stated in the form of an addendum to the original bid documents.

### **Submittal of Bid**

A bid shall be submitted no later than the date and time prescribed in the Invitation to Bid and shall be accompanied by the bid security and other required documents. Applicable bond documents may be uploaded, but any physical checks presented must be delivered to the Office of Purchasing prior to the Bid Opening. It is the bidder's responsibility to ensure that its bid is delivered at the proper time and place. Offers by email, facsimile, or telephone will NOT be accepted.

Each bidder's submittal shall include all the items listed in the [Vendor Submissions](#) section.

### **Withdrawal of Bids**

A bidder may withdraw its bid, either personally or by written request, at any time prior to the scheduled time for Bid Opening. Requests to alter or withdraw a bid must be submitted in writing to the Purchasing Director. Bids may not be altered or unilaterally withdrawn by the contractor after the scheduled time for bid opening. All bids not so withdrawn shall constitute an irrevocable offer and will remain subject to acceptance or rejection by the County for a period of 90 calendar days.

**Bids to Remain Subject to Acceptance**

All bids will remain subject to acceptance or rejection by Escambia County for ninety (90) calendar days after the day of the bid opening. The County may, in its sole discretion, release any bid and return the bid security prior to the end of this period.

**Conditional or Incomplete Bids**

Escambia County specifically reserves the right to reject any conditional or incomplete bid.

**Addition/Deletion of Item(s)**

The County reserves the right to add or delete any item(s) from this bid or resulting contract when deemed to be in the County's best interest.

**Changes to Specifications**

Specifications are based on the most current literature available. The Office of Purchasing must be notified in writing of any proposed changes to the manufacturer's specifications, including, but not limited to, materials used, manufacturing process, or construction, that conflict with the specifications provided in the solicitation. Proposed changes must be explained in detail along with a copy of the relevant manufacturer's specifications. Proposed changes to the specifications provided in the solicitation shall not be binding upon the County unless evidenced by a Change Notice issued and signed by the Purchasing Director. Should the bidder fail to comply with this provision, the bidder will be liable for any costs incurred by the County to comply with the specifications provided in the solicitation.

**Disqualification of Bidders**

Any of the following reasons may be considered as sufficient for the disqualification of a bidder and the rejection of its bid:

- Submission of more than one bid for the same work from an individual, firm, or corporation under the same or different name. Evidence that the bidder has a financial interest in the firm of another bidder for the same work.
- Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the County until such participant has been reinstated as a qualified bidder.
- Incomplete work which in the judgment of the County might hinder or prevent the bidder's prompt completion of additional work if awarded.
- Failure to pay or satisfactorily settle all bills due for labor and material on contracts in effect at the time of issuing the invitation to bid or default under previous contract.
- Listing of the bidder by any Local, State or Federal Government/Agency on its debarred/suspended vendor list.

**Investigation of Bidder**

The County may make such investigations, as it deems necessary to determine the stability of the bidder to perform the work and that there is no conflict of interest. The bidder shall furnish to the County any additional information and financial data for this purpose as the County may request.

**Evaluation of Bids and Award of Contract**

Escambia County will review all bids and will provide the recommendation to award to the County Administrator, and the Board of County Commissioners. The County will award the bid to the most responsive and responsible firm(s) with the lowest responsive bid(s). The County reserves the right to award the bid to the bidder submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of the County, and to reject any and all bids or to waive any irregularity or technicality in bids received. Escambia County shall be the sole judge of the bid and the resulting agreement that is in its best interest and its decision shall be final.

Escambia County reserves the right to reject any or all bids, including without limitation nonconforming, nonresponsive, unbalanced, or conditional bids. The County further reserves the right to reject the bid of any Bidder whom it finds after reasonable inquiry and evaluation to not be responsible. In evaluating Bidders, the County may consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted with the Bid Form.

Escambia County reserves the right to waive any informalities or reject any and all bids, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this bid, and to accept the bid that in its judgment will best serve the interest of the County.

**Award**

Award shall be made on an “all-or-none total” basis.

**Contract Term**

- A. The contract resulting from this solicitation shall commence effective upon execution by both parties and extend for a period of Thirty-Six (36) months. The contract may be renewed for two (2) additional twelve (12) month periods, up to a maximum Sixty (60) months total upon mutual agreement of both parties. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as an amendment to the contract and such addendum shall be executed by both parties and approved by the Board of County Commissioners.
- B. Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.
- C. The initiating County department(s) shall issue release (purchase) orders against the term contract on an “as needed” basis.
- D. The contract may be canceled by the awarded firm, for good cause, upon ninety (90) days prior written notice.
- E. The County retains the right to terminate the contract, with or without good cause, upon (30) days prior written notice.
- F. In the event of termination by either party as provided herein, the awarded firm shall be paid for services performed through the date of termination.

**Option to Extend the Term of the Contract (Not applicable to Lump Sum Agreements)**

After exercising all options to renew, if it is determined that interim performance is necessary to allow for the solicitation and award of new contract, the County may extend this Agreement for up to an additional six (6) months. The County shall provide written notice to the Contractor no later than thirty (30) days prior to the expiration of the last one (1) year renewal period. The exercise of the option shall be for the period specified and for the prices listed on the bid form. All other terms and conditions of the contract shall apply to the option periods.

### **Form of Agreement**

The contract shall be provided by the Office of Purchasing. The successful bidder shall, within 5 days after receipt of the Intent to Award and the contract forms or documents, sign and deliver to the County Legal Office all required contract documents. Failure to execute the contract within such period shall constitute a default, and the county may award the contract to the next responsive and responsible bidder or re-solicit and charge against the bidder the difference between the amount of the offer and the amount for which a contract is subsequently executed, irrespective of whether the amount due exceeds the amount of the bid surety. The awarded contractor shall also deliver the policies of insurance or insurance certificate(s) as required. All insurance documents shall be approved by the Risk Manager before the successful bidder may proceed with the work.

### **Indemnification**

Offeror agrees to save harmless, indemnify, and defend County and their elected and appointed officials, agents, officers, and employees from any and all claims, losses, penalties, interest, demands, judgments, and cost of suit, including attorneys' fees, and paralegals' fee, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the work performed by Offeror under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted Offeror; or resulting from the use by Offeror, or by anyone for whom Offeror is legally liable, of any materials, tools, machinery or other property of County. County and Offeror agree the first \$100.00 of the Contract Amount paid by County to Offeror shall be given as separate consideration for this indemnification, and any other indemnification of County by Offeror provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Offeror by Offeror's acceptance and execution of the Agreement. The Offeror's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

The Offeror agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only when requested by the County, for all claims made. Such payment on behalf of the County shall be in addition to all other legal remedies available to the County and shall not be the County's exclusive remedy.

## **4. General Terms & Conditions**

Any and all Supplemental Terms and Conditions and specifications referenced within the solicitation that vary from these General Terms and Conditions shall have precedence. Submission of an offer in accordance with these General Terms and Conditions and Supplemental Terms and Conditions constitutes a binding offer from the offeror. The terms and conditions incorporated herein will become a part of the written agreement between the parties.

Prospective offerors may utilize the Office of Purchasing Home Page to obtain Vendor Information and Solicitation Information, including Bid/Proposal Tabulations, Recommended Award(s), etc. In order to participate in a solicitation, offerors must establish an account via the e-procurement portal of the County's vendor management software hosted by OpenGov. Once the vendor registration is completed, the offeror will receive all notifications relating to the relevant solicitation via e-mail to the address registered with the account.

1. **Sealed Solicitations:** All solicitation forms shall be executed and submitted in the e-procurement portal of the County's vendor management software. The file name shall contain the solicitation number and title and the contractor/vendor's name. All solicitations are subject to the terms and conditions specified herein. Solicitation offers which do not comply with these terms and conditions are subject to rejection.
2. **Execution of Solicitation:** Solicitation forms shall be manually or electronically signed by an authorized representative in the space provided. Persons signing on behalf of a corporate entity must be identified as President or Vice President with the records on file with the Florida Division of Corporations or otherwise authorized by corporate resolution of the Board of Directors. Persons signing on behalf of a limited liability company must be identified as a managing member or other authorized representative with the records on file with the Florida Division of Corporations.
3. **No Offer:** If not submitting an offer, respond by selecting the "NO BID" option in the e-procurement portal of the County's vendor management software, specify the reason in the drop-down menu, and confirm the "NO BID" before the expiration of the Submission Deadline.
4. **Conduct of Participants:** The following policy will apply to all solicitations:

#### Conduct of Participants.

After the issuance of any solicitation, all bidders/proposers/protestors, or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County official, their agents or employees, or any member of the relevant Selection Committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/ protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the Purchasing Director.

#### Definitions.

***Blackout Period*** means the period between the time the bids/proposals for Invitations to Bid or the Request for Proposal, or Qualification, or Information, or Request for Letters of Interest, or the Invitation to Negotiate, as applicable, are received at the Escambia County Office of

Purchasing, and the time the Board awards the Contract and any resulting bid protest is resolved or the solicitation is otherwise cancelled.

**Lobbying** means the attempt to influence the thinking of elected County officials, their agents or employees, or any member of the relevant Selection Committee, for or against a specific cause related to a pending solicitation.

5. **Additional Terms and Conditions:** No additional terms and conditions included with the offer will be considered, and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this solicitation. It is understood and agreed that the General and Supplemental Terms and Conditions in this solicitation are the only terms and conditions applicable to this solicitation, and the contractor's authorized signature affixed to the offer attests to this.
6. **Mistakes:** Contractors are expected to examine the specifications, delivery schedule, solicitation prices, extensions, and all instructions pertaining to supplies and services described in the solicitation. Failure to do so will be at contractor's risk. In the event of an error in the extension of the unit price, the unit price will govern.
7. **Prices:** All offers shall include firm unit prices that include all packing, handling, shipping charges, and delivery to any point within Escambia County, Florida.
8. **Discounts:** Discounts for prompt payments shall not be considered when determining the lowest net cost for solicitation evaluation purposes except in cases of tie solicitations.
9. **Product Literature:** Offeror shall provide a copy of any relevant product literature and price list(s) with the offer.
10. **Abnormal Quantities:** Should any unusual or abnormal quantity requirements arise, the County reserves the right to solicit separate offers as a multiple award.
11. **Additional Quantities:** For a period not exceeding one hundred eighty (180) days from the date of the offer, the County reserves the right to purchase additional quantities at the prices offered in this solicitation. If additional quantities are not acceptable, the contractor must specify "OFFER IS FOR SPECIFIED QUANTITY ONLY".
12. **Approved Equivalents:** Any manufacturer's name, trade name, brand name, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The contractor may offer any brand for which it is an authorized representative that meets or exceeds the specifications for any item(s). Customary measurements appearing in these specifications are not intended to preclude offers for commodities with metric measurements. If an offer includes equivalent products, indicate the manufacturer's name and number. The

contractor shall submit with its offer applicable cuts, sketches, and descriptive literature and/or complete specifications. Reference to literature submitted with a previous solicitation will not satisfy this provision. Escambia County reserves the right to determine acceptance of item(s) as an approved equivalent. Offers that do not comply with these requirements are subject to rejection.

13. **Nonconformance to Specifications:** Items may be tested for compliance with the contract specifications by a testing laboratory acceptable to the County. The County may require the contractor to reimburse all costs incurred by the County in connection with the examination or testing of the commodity, including costs relating to transporting the commodity samples to the testing site, actual test costs, personnel costs and other applicable costs should the items fail testing. The data derived from any tests for compliance with the contract specifications are public records and open to examination in accordance with Chapter 119, Florida Statutes. Items delivered that do not conform to the contract specifications may be rejected and returned at contractor's expense. These items and items not timely delivered by the delivery date specified in the solicitation and/or purchase order may result in the contractor being found in default, in which event, any and all re-procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in contractor's name being removed from the Office of Purchasing registered vendor list, and the County not doing business with the contractor until such time as the County has been reimbursed for all re-procurement costs.
14. **Service and Warranty:** Unless otherwise specified, the offeror shall define any warranty service and replacements that will be provided at no cost to the County during and subsequent to the contract term.
15. **Condition and Packaging:** All items shall be a new, current standard production model available at the time of the solicitation. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
16. **Safety Standards:** Unless otherwise stipulated in the solicitation, all manufactured items and fabricated assemblies shall comply with applicable requirements, standards, and regulations of the Occupational Safety and Health Act (OSHA).
17. **Delivery:** Delivery shall be Monday through Friday during regular business hours, excluding County designated holidays, unless otherwise specified. Unless a date is specified, contractor must provide the number of days required to make delivery after receipt of purchase order. The County may utilize delivery time as a factor for recommending the award.
18. **Inspection, Acceptance and Title:** Inspection and acceptance will be at "the place of destination" unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contractor until accepted by the County, unless loss or damage results from negligence by

the County. The contractor shall be responsible for filing, processing, and collecting all damage claims.

19. **Samples:** Samples of items shall be furnished at no expense to the County. If not destroyed and upon written request, samples will be returned at the contractor's expense. Each sample shall be labeled with the contractor's name, manufacturer's brand name, and serial number (as appropriate), solicitation number, and item reference. Requests to return samples must be received within 10 days after the solicitation opening date and must be accompanied by instructions with the applicable shipping authorization number and name of carrier. If instructions are not received, sample items become the sole property of the County and may be disposed of at the County's discretion.
20. **Protests:** Any actual bidder/proposer who is aggrieved in connection with a pending award may submit a protest in writing to the Purchasing Director within two business days after the posting of the award recommendation as provided in Sec. 46-100, Escambia County Code of Ordinances.
21. **Solicitation Expenses:** The County accepts no responsibility for any expenses incurred by the offeror in the solicitation preparation and submittal as well as any other requirements as may be specified in the solicitation. All such expenses are borne solely by the offeror.
22. **Taxes:** Escambia County does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to the purchases of tangible personal property by contractors who use the tangible personal property in the performance of contracts for the improvement of County owned real property.
23. **Invoicing and Payment:** Payments shall be made in accordance with the Local Government Prompt Payment Act, §§218.70, et seq., Florida Statutes, as amended.
24. **Improper Invoice; Resolution of Disputes:** Improper invoices for construction services and non-construction services will be processed in accordance with Sections 218.735(2)-(5) and 218.736(1), Florida Statutes, respectively. In the event a dispute occurs between a contractor and the County concerning payment of an original invoice, such dispute shall be finally determined by the County pursuant to the County's Dispute Resolution Procedure established in accordance with Section 218.76(2), Florida Statutes.
25. **Conflict of Interest:** The offeror represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder. The offeror further represents that no person having any such interest shall be employed by it during the agreement term and any extensions. The offeror shall promptly notify the Purchasing Director, in writing, of any potential conflict of interest which may influence or appear to influence the contractor's judgment or quality of services.

26. **Contingent Fees:** The offeror warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the offeror to solicit and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the offeror any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of an agreement. For the breach or violation of this provision, the County shall have the right to terminate any resulting contract without liability and at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.
27. **Code of Ethics; Gifts:** The award hereunder is subject to the provisions of Chapter 112, Part III, Florida Statutes, regarding the Code of Ethics for Public Officers and Employees, and the Escambia County Code of Ethics Policy. Contractors are required to promptly disclose to the Purchasing Director any gifts or gratuities offered to or solicited by any County employee or public officer. The right of the contractor to proceed may be terminated by the County if, after notice and hearing, the Purchasing Director determines that the contractor, its agent, or another representative offered or gave a gratuity, including, but not limited to, money, services, travel, entertainment, or gifts to an officer, official, or employee of the County under circumstances where it may be reasonably inferred that the action of the contractor was intended to obtain a contract or favorable treatment under a contract. If the resulting contract is terminated under this clause, the County will be entitled to pursue all available legal remedies, including an action for breach of contract. The rights and remedies of the County provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
28. **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 prior to delivery, it shall be the responsibility of the contractor to provide written notice to the Office of Purchasing identifying the applicable restrictions or regulation(s) that necessitate the alteration. The County reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the County.
29. **Legal Requirements:** This solicitation shall be conducted in accordance with the provisions of the Escambia County Purchasing Ordinance, and all applicable laws and regulations of the State of Florida and the Escambia County Code of Ordinances shall apply to any resulting contract. Applicable provisions of all federal, state, and local laws, ordinances, rules, and regulations shall govern development, submittal, and evaluation of all offers received in response hereto and shall govern any and all claims and disputes which may arise regarding this solicitation or any resulting contract; and lack of knowledge by any offeror shall not constitute a cognizable defense against the legal effect thereof.

30. **Compliance with Laws:** The contractor agrees to comply with all applicable federal, state and local laws, rules, policies, or guidelines related to this offer and the performance of any resulting contract, including, but not limited to, the requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), the Equal Employment Opportunity (EEO) Act, and the Illegal Immigration Reform and Immigrant Responsibility Act, as amended, (8 U.S.C.A. §1324a).
31. **Patents and Royalties:** In addition to any other indemnification obligation, the contractor shall hold harmless, indemnify and defend the County and its officers, agents, and employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the offeror. The contractor has no liability when such claim is solely and exclusively due to the combination, operation or use of any article supplied hereunder with equipment or data not supplied by contractor or is based solely and exclusively upon the County's alteration of the article. The County will provide prompt written notification of a claim of copyright or patent infringement and will afford the contractor full opportunity to defend the action and control the defense. Further, if such a claim is made or is pending, the contractor may, at its option and expense, procure the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the County agrees to return the article on request to the contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood that the offered prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
32. **Public Records:** Any documents submitted in response to this solicitation may be subject to disclosure pursuant to the provisions of Florida's Public Records Act, Chapter 119, Florida Statutes. contractor waives any claim of confidentiality upon submission of its offer. Records that are exempt or exempt and confidential will not be disclosed to any third-party except as authorized by law. Pursuant to Section 119.071 (1)(b)-2., Florida Statutes, sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public disclosure until such time as the County provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.
33. **Equal Employment Opportunity:** In the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, or physical handicap.
34. **Contractor Personnel:** The County shall, throughout the term of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the contractor. If the County reasonably rejects staff or subcontractors, the contractor shall provide

replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day- to-day supervision and control of the contractor's employees and subcontractors is the sole responsibility of the contractor. Contractors who are suspended or debarred are prohibited from subcontracting.

35. **Public Entity Crimes:** Pursuant to Section 287.133(2), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer on a contract to provide any goods or services to a public entity, may not submit an offer on a contract with a public entity for the construction or repair of a public building or public work, may not submit offers on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. The Sworn Statement on Public Entity Crimes must be completed and submitted with the offer. Information as provided may be verified through the State of Florida.
36. **Scrutinized Companies:** Pursuant to Section 287.135, Florida Statutes, a company is ineligible to bid or submit a proposal for, or enter into or renew a contract for goods or services of any amount if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, or is engage in a boycott of Israel or bid on submit a proposal for, or enter into or renew a contract for goods or services of one million dollars or more if on the Scrutinized Companies with activities in Sudan List or the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473 or is engaged in business operations in Cuba or Syria. The Scrutinized Companies Certification must be completed and submitted with the offer. If contractor is found to have submitted a false certification or subsequently fails to maintain compliance, the contract may be terminated for cause.
37. **Prohibition Against Considering Social, Political, Ideological Interests:** Pursuant to Section 287.05701, Florida Statutes, the County will not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. In addition, the County may not give preference to any vendor based on the social, political, or ideological interests of the vendor.
38. **Prohibition Against Use of Coercion for Labor and Services:** In accordance with §787.06(13), Florida Statutes, Contractor shall sign and submit with its offer a Certification Regarding the Use of Coercion for Labor and Services attesting that Contractor does not use *coercion* for labor or services as the term is defined in §787.06(2), Florida Statutes.
39. **Suspended and Debarred Vendors:** Offers shall be received from only those contractors who are presently in good standing on the County's vendor list. By submitting an offer, the contractor

certifies that it is not currently suspended or debarred from submitting offers for contracts issued by any political subdivision or agency of the State of Florida or the federal government; and that it is not an agent of a person or entity that is currently suspended or debarred from submitting offers for contracts issued by any political subdivision or agency of the State of Florida or the federal government.

40. **Drug-Free Workplace:** Pursuant to Section 287.087, Florida Statutes, whenever two or more offers that are equal with respect to price, quality, and service are received by the County for the purchase of commodities or contractual services, an offer received from a business that certifies it has implemented a Drug-Free Workplace Program shall be given preference in the award process.
41. **License and Certifications:** Before submitting an offer, the offeror shall have met the applicable licensing, certification, and any other requirements of the state, county, city and/or other agency of authority with jurisdiction in such matters and must provide copies of documentation which evidence such qualifications with the response to this solicitation, and the offeror shall maintain such credentials throughout the term of the contract. Offeror will provide a copy of a current certificate of authority from the Secretary of State authorizing the company to do business in the State of Florida or other evidence of legal authority to do business in the state, county, city and/or any other agency of authority with the response to this solicitation. The County may allow this responsiveness issue to be cured after submission of the offer within a reasonable period of time and prior to any recommendation for award. Offeror will also provide a copy of the current business tax receipt in accordance with the requirements of Chapter 205, Florida Statutes, and Chapter 90, Article III, Sec. 90-91 through 90-95 relating to Local Business Taxes. Failure to provide such evidence may render the offer non-responsive.
42. **E-Verify:** In accordance with Section 448.095, Florida Statutes, contractor shall register with and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all new employees hired by contractor during the contract term and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the E-Verify System to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. If contractor enters into a contract with a subcontractor performing work or providing services on its behalf, contractor shall also require the subcontractor to provide an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The resulting contract may be subject to termination if the contractor fails to maintain compliance.

43. **Contract Documents:** This solicitation shall be included and incorporated in the final contract and purchase order. The order of precedence for the contract documents will be the contract, purchase order, solicitation, and contractor's response. Any and all legal action necessary to enforce the contract will be held in Escambia County, and the contract will be interpreted according to the laws of Florida.
44. **Uniform Commercial Code:** Chapter 672, Florida Statutes, the Uniform Commercial Code shall prevail as the basis for contractual obligations between the awarded vendor/contractor and Escambia County for any terms and conditions not specifically stated in this solicitation and the relevant contract documents.
45. **Default:** Failure to perform in accordance with the terms of this solicitation and resulting contract may constitute a material default and grounds for termination with any and all re-procurement costs charged against the awarded contractor. In addition, contractor's name may be removed from the Office of Purchasing registered vendor list; and the County will not do business with the contractor until the contractor may be reinstated to the vendor list in accordance with the County Purchasing Ordinance.

## 5. Standard Insurance Requirements and Certificates

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the level of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

### A. General Insurance Provisions

The Offeror shall procure and maintain the following described insurance, except for coverages specifically waived in writing by the County. Such policies shall be from insurers with a minimum financial size of VIII (8) according to the latest edition of the AM Best Rating Guide. An "A" or better Best Rating is preferred, however, other ratings may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The Offeror shall require and shall be responsible for assuring throughout the time the agreement is in effect that all its subcontractors obtain and maintain until the completion of that subcontractor's work, the insurance coverages described herein as are required by law to be provided on behalf of their employees and others. If the Offeror fails to follow this requirement, then the Offeror's insurance will become primary to cover any loss that may occur or is alleged to have occurred.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the Offeror.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the Offeror's interests or liabilities but are merely minimums required for the Offeror to be considered for the work that is the subject of this contract.

Except for worker's compensation and professional liability, the Offeror's insurance policies shall be endorsed to name Escambia County, Florida Board of County Commissioners as an additional insured to the extent of its interests arising from this agreement, contract, or lease.

The Offeror shall purchase and maintain coverage on forms no more restrictive than the latest edition of the ISO (Insurance Services Office) commercial General Liability and Business Auto policies.

The Offeror waives its right of recovery against the County, to the extent permitted by its insurance policies.

The Offeror's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. The County may require them to be reduced or eliminated at the sole option of the County. The Offeror will remain responsible for any deductible or self-insured retention.

Insurance required of the Offeror, or its subcontractors shall be considered primary, and insurance of the County, if any, shall be considered excess to claims or losses which arise out of this agreement, contract, or lease.

## B. Specific Insurance Requirements

### 1) Workers Compensation Coverage

The Offeror shall purchase and maintain worker's compensation insurance for all worker's compensation obligations with Statutory Limits for Part A and with Employer's Liability (Part B) limits of at least \$1,000,000.00 each accident/ \$1,000,000.00 each employee/ \$1,000,000.00 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Offeror shall also purchase any other coverages required by law for the benefit of employees.

### 2) General Liability Coverage

Minimum limits of \$1,000,000 per occurrence and \$2,000,000 annual aggregate for all liability must be provided with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employer's liability required in the worker's compensation coverage section) and the total amount of coverage required.

**Coverage A** shall include Bodily Injury and Property Damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease-broad and broad form property damage coverages. **Coverage B** shall include Personal Injury. **Coverage C**, Medical Payments, is required.

Even If the work covered by this submission is covered by both Bid and Performance bonds, the Offeror is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract, or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

### **3) Business Auto Liability Coverage**

Minimum limit of \$1,000,000 per accident or occurrence. Automobile liability coverage is to include Bodily Injury and Property Damage arising out of ownership, maintenance, or use of any auto, including owned, non-owned and hired automobiles and for any employee or subcontractor's non-ownership use of an auto.

The General Liability and Business Auto Liability policies shall be endorsed to include Escambia County, Florida as an additional insured and provide for 30-day notification of cancellation to the County.

### **4) Umbrella Liability Coverage (when utilized to achieve required policy limits)**

Umbrella liability insurance is preferred, but an Excess Liability equivalent may be allowed as an alternative solely at the discretion of the County. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages.

Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

## **6. Evidence/Certificates of Insurance**

Required insurance shall be documented in certificates of insurance. When required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance. Some coverages should be evidenced by actual copies of policies and endorsements sent by the agent of the Offeror.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract, or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the General Liability and Business Auto liability policies. If an Excess or Umbrella Liability policy is used to provide the minimum limit requirements, then the County should be named as an Additional Insured on that policy too.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions more than \$1,000.00.
4. Designate Escambia County as the certificate holder as follows: Escambia County

Office of Purchasing, Room 11.101  
 213 Palafox Place 2nd Floor  
 Pensacola, FL 32502

Email: Purchasing@myescambia.com

5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms, and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage, the contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

## 7. Pricing Table

### PERDIDO LANDFILL MAINTENANCE PRICING - ANNUAL & PREVENTIVE MAINTENANCE

Manufacturer: Fairbanks Scales Scale Description Model Number Inbound Scale PLT-6010-409 Outbound Scale PLT-6010-408 Automatic Scale PLT-6010-HVB09

Line Item	Description	Quantity	Each	Unit Price	Total
1	Perdido Landfill Inbound and Outbound Scale Calibration	4	Per Scale		
2	Perdido Landfill Annual Preventive Grease & Calibration Inbound and Outbound Scales	2	Per Scale		
3	Perdido Landfill Automated Scale Calibration	3	Per Scale		
4	Scale Instrument Battery Replacement	3	Each		
<b>TOTAL</b>					

### PALAFX TRANSFER STATION MAINTENANCE PRICING - ANNUAL

Scale Description Model Inbound Scale Rice Lake Survivor Outbound Scale Rice Lake Survivor

Line Item	Description	Quantity	Each	Unit Cost	Total
1	Palafox Transfer Station Scale Calibration	3	Per Scale		
2	Scale Instrument Battery Replacement - Annual	2	Each		
<b>TOTAL</b>					

**ALTERNATE - EMERGENCY REPAIR PRICING**

NO OVERTIME RATES WILL BE APPROVED ON TRUCK HOURS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Service: Hourly Rate	1	Hourly		
2	Service: Hourly Overtime Rate	1	Hourly		
3	Service: Hourly Holiday Rate	1	Hourly		
4	Service: Truck Rate	1	Mile		
5	Calibration: Truck Rate	1	Mile		
<b>TOTAL</b>					

**8. Vendor Submissions**

**All forms downloaded in this section must be uploaded with your submission and dated within the past 30 days.**

**Active registration with the Florida Division of Corporations (SunBiz) is required at the time of submission.**

**8.1. Solicitation Requirements\***

I certify that I have read through the attached solicitation, and I understand all specifications, terms, conditions, and materials provided therein.

- Yes  
 No

\*Response required

### 8.2. [Contract Execution, Payment Bond, Performance Bond, and Certificate\(s\) of Insurance\\*](#)

The contract shall be executed by the successful bidder and shall be returned, together with the Payment Bond, Performance Bond and Certificate(s) of Insurance to Escambia County so that it is received within **10 working days** after the proposer has received the contract for execution. Failure to do so shall be just cause for forfeiture of the proposal guaranty.

- Please confirm

\*Response required

### 8.3. [Schedule of Values, Unit Pricing\\*](#)

This information is included in the Electronic Pricing Table in this ITB. Please confirm it is completely filled out and accurate.

- Please confirm

\*Response required

### 8.4. [Bid Form\\*](#)

**Modification of this form will result in your bid being disqualified.**

Please download the below documents, complete, and upload.

**The person signing the bid form must be listed as an authorized representative with the records on file with the Florida Division of Corporations (Sunbiz) for FEIN provided.**

- [PD 25-26.085 Bid Form.pdf](#)

\*Response required

### 8.5. [Anti Human Trafficking Affidavit - HB7063\\*](#)

Please download the below documents, complete, and upload.

- [Certification.HumanTraffick...](#)

\*Response required

### 8.6. [References Form](#)

Please download the below documents, complete, and upload with your Bid Package.

- [REFERENCES\\_FORM.pdf](#)

### 8.7. [Deletion of records form\\*](#)

Deleted and Destroyed Documents Letter

PD 25-26.086 Perdido Landfill & Palafox Transfer Stations Scale Maintenance

To the Escambia County Office of Purchasing

Our firm recently received an Invitation to Bid on the above-mentioned specification.

We hereby acknowledge and certify that our company has destroyed/deleted any digital downloaded copies of the plans and specifications relative to this project. At the time we received this information, we understood that it was exempt from the Public Record Law and all of the information, whether originals or duplicated, shall be destroyed/deleted.

Please confirm

\*Response required

8.8. [E-Verify Certification](#)

Please download the below documents, complete, and upload with your Bid Package.

- [E-Verify.pdf](#)

8.9. [Sworn Statement Pursuant to Section 287.133\(3\)\(A\), Florida Statutes on Entity Crimes\\*](#)

Please download the below documents, complete, and upload with your Bid Package.

- [PD 25-26.086 Sworn Statemen...](#)

\*Response required

8.10. [Conflict of Interest Form](#)

Please download the below documents, complete, and upload with your Bid Package.

- [Conflict of Interest.pdf](#)

8.11. [Drug-Free Workplace Form](#)

Please download the below documents, complete, and upload with your Bid Package.

- [Drug free workplace.pdf](#)

8.12. [Information Sheet for Transactions and Conveyances Corporate Identification.](#)

Please download the below documents, complete, and upload with your Bid Package.

- [Information Sheet.pdf](#)

8.13. [Scrutinized Companies Certification](#)

Please download the below documents, complete, and upload with your Bid Package.

- [Scrutinized Companies.pdf](#)

**8.14. Certificate of Authority to do Business from the State of Florida (SunBiz)\***

The person signing the bid form must be listed as an authorized representative with the records on file with the Florida Division of Corporations (Sunbiz) for FEIN provided. Upload your proof of certification with your Bid Package.

\*Response required

**8.15. Occupational License (If applicable per the Scope)**

To include Escambia County Building and Inspection Department

**8.16. Florida Department of Business and Professional Regulation – License(s), Certification(s), and/or Registration(s). (if applicable)**

**8.17. Copy of current Required Insurance declaration page with Escambia County named interest or, Letter of Insurability from Carrier stating that the levels of coverage will be obtained.\***

\*Response required

**8.18. Current W-9\***

Please upload here and as a part of your submission package

\*Response required

**8.19. Bid Submission\***

Upload your SIGNED Bid Form and all bid documents and Forms as one file. NOTE: The person signing the bid form must be listed as an authorized representative with the records on file with the Florida Division of Corporations (Sunbiz) for FEIN provided.

\*Response required