



THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
PROCUREMENT & DISTRIBUTION SERVICES
2700 Judge Fran Jamieson Way
Viera, FL 32940

INVITATION TO BID
SCOPE OF WORK AND SPECIAL TERMS & CONDITIONS

**25-0767-B-HD, WINDOW TINTING & GRAPHIC
LAMINATION SERVICES**

ALL PROPOSALS DUE BY: Thursday, July 24, 2025 BY 2:00 PM ET
NOTE: PROPOSALS RECEIVED AFTER THE DUE DATE AND TIME WILL NOT BE ACCEPTED.

PRE-PROPOSAL MEETING: UNDEFINED

PROCUREMENT CONTACT: HEIDI DOTSON, SENIOR PROCUREMENT AGENT
PHONE: (321) 633-1000 EXT: 11107
EMAIL: DOTSON.HEIDI@BREVARDSCHOOLS.ORG

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/brevardschools>

1. Introduction

1.1. Summary

NOTICE IS HEREBY GIVEN that The School Board of Brevard County, Florida, henceforth referred to as the District or School Board is accepting sealed responses for Window Tinting & Graphic Lamination Services (25-0767-B-HD).

Project Overview

The purpose of this Invitation to Bid (ITB) is to solicit competitive sealed Bids from qualified contractors to furnish window tinting & graphic lamination services on an as needed basis for the use of The School Board of Brevard County, Florida

The deadline to submit questions related to this solicitation is 2:00 pm on Monday, July 14, 2025.

Sealed responses for furnishing the above will be accepted up to 2:00 pm on Thursday, July 24, 2025.

NOTE: Respondents are required to submit responses electronically via the OpenGov e-Procurement Platform. Respondents shall not be permitted to hand-deliver, mail, telephone, fax or email offers.

Responses received after the submission deadline and/or transmitted outside of the designated OpenGov e-Procurement Platform shall be rejected.

1.2. Contact Information

Deadline for Questions

The deadline to submit questions related to this solicitation is 2:00 pm on Monday, July 14, 2025.

Questions regarding this solicitation are to be submitted directly through the OpenGov Question & Answer portal. Any questions submitted after the date and time specified may not be considered.

Procurement Contact

Do not contact any District employee or official regarding this solicitation except the procurement agent listed below:

Heidi Dotson

Senior Procurement Agent

dotson.heidi@brevardschools.org

(321) 633-1000 Ext: 11107

Requesting Department

FAC-Planning & Project Management/9530/9532

1.3. Timeline

| | |
|-------------------------------|-----------------------|
| Release Project Date: | June 26, 2025 |
| Question Submission Deadline: | July 14, 2025, 2:00pm |
| Proposal Submission Deadline: | July 24, 2025, 2:00pm |

2. **Scope of Work**

2.1. PURPOSE & INTENT

The purpose of this Invitation to Bid (ITB) is to solicit competitive sealed Bids from qualified contractors to furnish window tinting & graphic lamination services on an as needed basis for the use of The School Board of Brevard County, Florida (School Board).

- A. THE INTENT of this bid is to establish a firm-fixed price term contract with qualified contractors to furnish and install window film to include:
 - 1. Standard window tinting for security, privacy, and UV protection
 - 2. Graphic lamination window film, including design, tinting, and installation
- 2. The Successful Bidder shall guarantee firm labor, equipment and material prices to furnish and install window film at various schools or other School Board facilities throughout Brevard County. Contractor shall provide and install window film that meets the following requirements:
 - 1. **Security Film:** Designed to mitigate forced entry, shatter resistance, and glass retention.
 - 2. **Privacy Film:** Opaque or semi-opaque films that obstruct visibility from outside while allowing natural light inside.
 - 3. **UV Protection:** Film must block at least 99% of harmful UV rays.

School Board shall issue "Not to Exceed" Work Order Requests for project quotes on an as needed basis for any defined scope of services under this contract. Bidder shall be paid actual costs for labor and materials up to the amount quoted. The Bidder is responsible to fully investigate the work and must indicate any exceptions or exclusions on the quote. Adjustments will not be permitted unless unforeseen circumstances arise.

- 1. **Written Work Order Quotes** for proposed scope of work must include the following minimum information.
 - a. Description of the entire project in brief
 - b. Description of the site/location where the work is to be performed (school name, address, building name, room #, etc.)
 - c. Work Order/Project Number (if applicable)
 - d. School Board contact name and phone number

- e. Bidder/Contractor contact name and phone number
- f. List of required goods, materials and/or services
- g. Manufacturer product data sheets, guidelines, specifications, warranties etc.
- h. Project work timeline, including estimated hours
- i. Schematics, drawings or diagrams detailing how work will be performed

Scope of work shall not be expanded beyond the original work order request without the approval of the School Board representative/designee.

1. 1 Projects less than or equal to \$5,000.00, District staff may choose any one of the awarded firms to perform the work. **This work shall be invoiced as lump sum for labor and material not to exceed per square foot pricing submitted for the bid.**
1. 2 Projects greater than \$5,000.00 and less than \$200,000.00, District staff will send a Quote Request to all of the awarded firms, the firms will submit a written **lump sum** quote to the District Staff and the District will award the project to the firm with the lowest responsive, responsible written quote. **This work shall be invoiced as lump sum for labor and material not to exceed per square foot pricing submitted for the bid.**
1. 3 For projects \$200,000 and over, the School Board will issue a separate formal solicitation.
1. 4 The contractor will respond to all requests via email, even if they are not providing a quote for the request.

2.2. SCOPE OF GOODS AND/OR SERVICES

THIS INVITATION TO BID (ITB) includes **two (2) distinct scopes of work**, as detailed in the specifications listed below. Bidders are invited to submit bids for **either one or both** scopes of work, based on their qualifications, experience, and interest.

THIS SPECIFICATION establishes the minimum requirements to furnish and install window film and graphic lamination services, listed and described in the body of these specifications, to be used as noted, by the School Board of Brevard County, Florida. Window Film shall meet or exceed the minimum requirements in accordance with the terms, conditions, and specifications outlined.

1. Scope of Work for Graphic Design Window Tinting

- A. **Design Phase:** Create custom graphic designs for window tinting that meet both aesthetic and security needs.
- B. **Tasks:** Bidder(s) shall:
 1. **Consult with School Board (Owner) Representative:** Understand the specific requirements, preferences, and space considerations (including the type of building, desired privacy, and level of security).
 2. **Design Concept Development:**
 - i. Create digital mockups for project.

- ii. Incorporate brand/school identity elements, if applicable (logos, color schemes, etc.).
- iii. Develop multiple design variations to offer the owner options.
- iv. Present designs to the owner for feedback, revisions and approval.
- v. Finalize the design based on approval.

C. Deliverables:

- a. Digital mockups of window graphic designs (in high-quality PDF or image files).
- b. Design revisions (if necessary) based on owner feedback.

2. Window Tinting & Security Film Installation

A. Installation Phase: Provide and install professional-grade window film that enhances security, provides privacy, and protects against UV rays.

B. Tasks: Bidder(s) shall:

a. Site Assessment:

- i. Assess the property to determine the number of windows requiring tinting.
- ii. Evaluate glass types and surface conditions to select the appropriate tinting materials.
- iii. Inspect any potential challenges with installation (e.g., window size, location, structure).

b. Material Selection:

- i. Recommend and provide high-quality, security-grade window films.
- ii. Options may include anti-shatter, UV-blocking, privacy films, or decorative films. LLumar DR05 SR CDF (Warm Gray) film, 3M Affinity 15 Mirror Reflective Tint or "approved equal"

c. Preparation:

- i. Clean and prepare window surfaces for proper adhesion of film.

d. Installation:

- i. Install security tinting material in accordance with industry standards and manufacturer guidelines.
- ii. Ensure all edges are smooth, with no bubbles or imperfections.
- iii. Apply any additional layers, such as decorative or privacy films, if included in project scope.

e. Post-Installation Quality Check:

- i. Conduct a final inspection to ensure proper application.

- ii. Check for uniformity, cleanliness, and correct film application.

C. Deliverables:

- a. Securely installed window tinting and/or graphic treatment, meeting all security, aesthetic, and functional needs.
- b. Final inspection report (Completion Form) detailing completion of the work.

3. Additional Specifications: These specifications shall be construed as minimum requirements unless otherwise noted.

- A. The Successful Bidders(s) shall furnish all labor, tools, equipment, transportation, utilities and materials to provide Window Tinting Film and/or Graphic Lamination Services at multiple facilities within Brevard County as required by the District. The services shall include small to large projects, on an as needed basis. In addition, the Successful Bidders(s) shall have a sufficient number of personnel, materials, transportation and an adequate inventory of tools and equipment to perform any project award pursuant to the terms of this contract.
- B. The Successful Bidder(s) will provide a schedule in writing at least 10 working days in advance, indicating buildings scheduled for film installation and the approximate day of installation for each building. Prior to installation all items should be removed from the window glass (tape, pictures, drawings, plants, artwork in the windowsills, etc.) by school personnel. Owner will provide Successful Bidder(s) a schedule for access to buildings.
- C. The Successful Bidder(s) will remove all film and waste from the installation area at the end of the day and return all rooms entered to their condition prior to entering the room for window film installation.
- D. Any Personal Computers, electronics, or other valuable items must be moved by school personnel at least 5 feet away from windows so the Successful Bidder(s) will not risk harming such items by moving them to gain access for film installation or by installing the window film (film is installed using water-based solution sprayed onto glass). If such valuable items are encountered, the Successful Bidder(s) will make at least two attempts to have school personnel move such items to allow for film installation. If these attempts are unsuccessful, The Successful Bidder(s) will move the items for film installation. The Successful Bidder(s) will not be responsible for damage to valuable items left near windows that must be moved to accommodate film installation.
- E. During installation note will be made of damaged windows or frames (cracked, chipped, holes, space between glass and frame, broken frame, etc.). These windows will need to be replaced by Owner with good quality glass or frames repaired before film can be installed.
- F. All windows on the buildings indicated on the plot plan for each school will have the window film recommended in G. "Preferred Materials" installed on the interior surface with the following exceptions (film will NOT be installed on the following window types):
 - 1. Plastic (Plexiglass, Lexan, etc.) windows
 - 2. Wired glass

3. Inaccessible windows (for example wall built against window or window access blocked by column or partition making film installation impractical).
4. Windows obstructed so as not to allow completely filming the entire pane of glass (to minimize possible thermal stress breakage)
5. Frosted or textured glass, or any glass with a non-smooth interior or exterior surface (to minimize possible thermal stress breakage)
6. Curved glass, that is glass that is not flat
7. Skylights

G. Preferred Material: LLumar DR05 SR CDF (Warm Gray) film, 3M Affinity 15 Mirror Reflective Tint or "approved equal"- (to be furnished by contractor if and when requested by the school board) shall be at contractor's actual cost-plus percentage bid, (maximum of 10%), as specified. (see attachments, Exhibit 1 & 2)

H. The Successful Bidders(s) is responsible for the entire project contracted, for the work that is self-performed, and work that is performed by subcontractors. Subcontractors may be used for any portion of the work related to the project with prior approval by the School Board of Brevard County's authorized representative. The School Board of Brevard County reserves the right to reject a proposal or any proposer if the proposal names a subcontractor who has previously failed to deliver on time contracts of similar nature, or who is not in a position to properly perform this award. The School Board of Brevard County reserves the right to inspect all facilities of any subcontractors in order to make a determination of the foregoing. Subcontractors utilized by the Contractor shall be billed to the School Board on the actual prices paid plus the percentage markup proposed on the bid sheet, **not to exceed 10%**. Copies of invoices received by the Contractor for Subcontractors shall be submitted with each contractor's completion form.

I. The Successful Bidder(s) shall be responsible to the Owner for the acts and omissions of their employees, subcontractors and their agents and employees, and other persons performing any of the work under a contract with the Successful Bidders(s).

J. The Successful Bidders(s) shall at all times keep the work site safe for staff, students, and visitors for the duration of the project. This will include site cleanup at the end of each day. The contractor will be responsible for repairing any and all damage done to the site during the project. Payment will be held until any damage that may have occurred is repaired.

4. Bid Structure: Bidder shall structure their bid offer according to the Levels below.

A. Level 1 - Furnish labor, miscellaneous installation materials, tools and equipment to apply window film or graphic lamination film for first or second floor windows, where the working height does not exceed that which can be reached from an 8 ft ladder. Scope or services to include but not be limited to the following:

1. Remove old window films, treatments and screens. (if applicable)



2. Preparation of surface where film is to be applied in accordance with manufacturer's written instructions.
3. Clean-up work area. Reinstall window treatment and screen. (if applicable)
4. Provide notification (written) to room occupant (teacher or supervisor) regarding window film application, clearly outlining any restrictions concerning window operation and use of cleaning agents.

B. Level 2 - Include all of the above in section A (Level 1), whether first or second floor, where the working height exceeds the capabilities of an 8 ft ladder to apply the film in accordance with the manufacturer's recommendations. All equipment shall comply with OSHA requirements concerning life safety and shall not consist of any components not intended for the specific use of providing an elevated working platform.

C. Level 3 - Include all of the above in section a (Level 1), whether first or second floor, where special equipment (scaffolding or hydraulic lifts) is necessary to apply the film in accordance with the manufacturer's recommendations. All equipment shall comply with OSHA requirements concerning life safety and shall not consist of any components not intended for the specific use of providing an elevated working platform.

D. Hourly rate for equipment, including rented equipment. (markup not to exceed 10%)

E. The Successful Bidder(s) is hereby notified that the School Board reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the designs, drawings, original works of authorship, copyrights and all similar or related work(s) developed, whether patented or not, on behalf of the School Board, it's schools and other owned locations within Brevard County, Florida. Furthermore, the Parties agree that upon full payment, the School Board owns the intellectual property that is created or delivered during and after the provisions of this Agreement on behalf of and for use within the District for purposes related to School Board business, operations, facilities, the delivery of the educational program or to comply with the requirements of law, rule, policy or regulation. The Successful Bidder(s) shall provide unrestricted electronic copies of such intellectual property upon request of the School Board or its authorized designees.

Any Intellectual Property copyrighted by Successful Bidder(s) before performance under this Agreement that was not developed specifically for the School Board shall be excluded from this requirement.

5. Maintenance and Care Recommendations

To ensure the longevity and optimal performance of window tinting treatments Bidder(s) shall:

A. Tasks:

1. Provide guidelines for cleaning and maintaining the window treatments.
2. Offer a warranty period for tinting durability and graphic designs. (1 year minimum)

B. Deliverables:


1. Written maintenance and care instructions for the owner.

7. [How to Edit or Withdraw your Proposal after it's been Submitted](#)
8. [How to Submit a Question](#)
9. [Viewing Bid Results](#)

A series of video guides can be accessed at this link for additional Vendor Training: [Video Trainings](#)

7.2. [OpenGov Technical Support](#)

Technical support for an eProcurement system plays a vital role in ensuring smooth operations. You can call or email technical support using the information below.

- **Phone:** (650) 336-7167
- **Email:** support@support.opengov.com
- **Issue Log:** <https://opengov.my.site.com/support/s/contactsupport/incident>
- **Live Chat:** Click on the circle blue icon  at the bottom right of the screen.

7.3. [Electronic Submission and Delivery Instructions](#)

Parties interested in responding are required to submit electronically through the District's [eProcurement Portal](#) **prior to 2:00 pm EST on Thursday, July 24, 2025**. Please upload all required documents as instructed in the section named [Vendor Questionnaire](#) electronically before the time and day listed in this solicitation. Responses must be received in the system prior to the deadline.

7.4. [Withdrawal of Submission](#)

Any Bidder or Proposer may withdraw their response via the District's [eProcurement Portal](#) **prior to 2:00 pm EST on Thursday, July 24, 2025**.

7.5. [Changes to the Solicitation Documents](#)

The District reserves the right to change any part of these Instructions and Specifications any time prior to the solicitation opening. Any changes shall be in the form of addenda and will become a part of the solicitation documents and of the contract. A Respondent's failure to address the requirements of the addenda may result in the response not being considered. If the District determines that a time extension is required for the solicitation, the addenda will give the new submission date.

Addenda shall be acknowledged via the District's [eProcurement Portal](#) for the project Window Tinting & Graphic Lamination Services (25-0767-B-HD). Respondents can view a list of addenda released by the District by clicking on "Addenda & Notices." While drafting a response, there is a section for "Addenda Confirmation" where Respondents must acknowledge each addenda released.

7.6. Deadline for Questions

The deadline to submit questions related to this solicitation is by 2:00 pm Monday, July 14, 2025.

Questions regarding this solicitation should be submitted directly through the District's eProcurement Portal Q&A function. Do not contact any District employee or official regarding this solicitation except Heidi Dotson, Senior Procurement Agent. Any questions submitted after the date and time specified may not be considered.

7.7. Follow these steps to submit your response electronically:

If you are already registered and need help logging in or retrieving your user information utilize the blue chat bubble visible on the lower right hand corner of the screen.

Click on the hyperlink for the District's [eProcurement Portal](#) to create your vendor profile.

Electronic Submission of Response

All Respondents are required to submit electronically via the District's eProcurement Portal. The electronic system will close submission exactly at the date and time set forth in this solicitation or as changed by addenda.

Respondents are responsible for submitting and having their response accepted before the closing time set forth in this solicitation or as changed by addenda. NOTE: It is the Proposer's sole responsibility to ensure their bid and document(s) are uploaded, transmitted, and arrive in time electronically. The District will have no responsibility for responses that do not arrive in a timely manner, no matter what the reason.

Upon closing of the Solicitation, Solicitation Results will be available on the eProcurement Portal.

In the case of a discrepancy between the electronic pricing schedule and any uploaded pricing schedule document, the electronic pricing will prevail.

Steps to Submit Your Electronic Proposal:

To submit an offer to the District, vendor must begin by clicking on the green DRAFT RESPONSE button.

<https://procurement.opengov.com/portal/brevardschools/projects/178298>

1. Acknowledge all Addenda
2. Answer all required vendor questions.
3. Upload all required document. Respondent may save their work and return.
4. Review your work and submit response when ready.
5. You will receive a confirmation email from OpenGov upon receipt of your submission.

6. Proposer may withdraw their submission at any time **prior to** 2:00 pm EST on Thursday, July 24, 2025.

Note: If an addenda is issued after a response has been submitted, vendor must return to take steps below. Failure to do both steps may result in the response being deemed non-responsive.

1. Acknowledge the new addenda; and
2. Resubmit your response through the eProcurement Portal.

Do Not upload a Zip File: Unzip Your Files

Note: If your files are [zipped or] in a zip folder, you may need to unzip the files before uploading. The following instructions may be helpful to do so.

- A. Open File Explorer, and find the zipped folder.
- B. To unzip the entire folder, right-click to select Extract All, and then follow the instructions.
- C. To unzip a single file or folder, double-click the zipped folder to open it. Then, drag or copy the item from the zipped folder to a new location.

7.8. [Vendor Registration Instructions & Customer Service information](#)

Click here to register onto the District's [eProcurement Portal](#) hosted by OpenGov.

If you are already registered and need help logging in or retrieving your user information simply click on the blue chat bubble on the lower right hand corner of your screen or contact OpenGov at procurement-support@opengov.com for help at any time.

Customer Service

For assistance with e-bidding or uploading documents: Contact OpenGov via the blue chat bubble on the lower right hand corner of your screen or email at procurement-support@opengov.com.

Monday through Friday 5am - 5pm PST, except statutory holidays-- response time is typically less than ten minutes.

8. Pricing Proposal

PRICING SHEET # 1 FOR WINDOW TINTING & GRAPHIC LAMINATION SERVICES

Pricing for Installation Services that include Graphic Design Lamination Services

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total | No Bid |
|-----------|---|----------|-----------------|-----------|-------|--------|
| 1.a | Level 1-Standard Hours: Monday - Friday, 6:00 AM to 6:00 (Labor + materials) | 5,000 | Sq. Ft. | | | |
| 1.b | Level 1-Overtime Hours: Monday - Friday, Saturdays, Sundays and Holidays 6:01 PM to 5:59 AM Installation cost per square foot (Labor + materials) | 50 | Sq. Ft. | | | |
| 2.a | Level 2-Standard Hours: Monday - Friday, 6:00 AM to 6:00 (Labor + materials) | 2,500 | Sq. Ft. | | | |
| 2.b | Level 2-Overtime Hours: Monday - Friday, Saturdays, Sundays and Holidays 6:01 PM to 5:59 AM Installation cost per square foot (Labor + materials) | 25 | Sq. Ft. | | | |
| 3.a | Level 3-Standard Hours: Monday - Friday, 6:00 AM to 6:00 (Labor + materials) | 1,000 | Sq. Ft. | | | |
| 3.b | Level 3-Overtime Hours: Monday - Friday, Saturdays, Sundays and Holidays 6:01 PM to 5:59 AM Installation cost per square foot (Labor + materials) | 10 | Sq. Ft. | | | |

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total | No Bid |
|--------------|---|----------|-----------------|-----------|-------|--------|
| 4 | Removal of Window Film, if existing; Level 1, Level 2, or Level 3; Standard Hours or Overtime hours | 8,500 | Sq. Ft. | | | |
| 5 | Graphic Design & Setup Fees (if included in Sq. Ft. pricing enter \$0.00) | 1 | Per Hour | | | |
| TOTAL | | | | | | |

PRICING SHEET # 2 FOR WINDOW TINTING SERVICES

Pricing for Installation of Standard Window Tinting WITHOUT Graphic Design.

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total | No Bid |
|-----------|---|----------|-----------------|-----------|-------|--------|
| 6.a | Level 1-Standard Hours: Monday - Friday, 6:00 AM to 6:00 (Labor + materials) | 5,000 | Sq. Ft. | | | |
| 6.b | Level 1-Overtime Hours: Monday - Friday, Saturdays, Sundays and Holidays 6:01 PM to 5:59 AM Installation cost per square foot (Labor + materials) | 50 | Sq. Ft. | | | |
| 7.a | Level 2-Standard Hours: Monday - Friday, 6:00 AM to 6:00 (Labor + materials) | 2,500 | Sq. Ft. | | | |

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total | No Bid |
|--------------|---|----------|-----------------|-----------|-------|--------|
| 7.b | Level 2-Overtime Hours: Monday - Friday, Saturdays, Sundays and Holidays 6:01 PM to 5:59 AM Installation cost per square foot (Labor + materials) | 25 | Sq. Ft. | | | |
| 8.a | Level 3-Standard Hours: Monday - Friday, 6:00 AM to 6:00 (Labor + materials) | 1,000 | Sq. Ft. | | | |
| 8.b | Level 3-Overtime Hours: Monday - Friday, Saturdays, Sundays and Holidays 6:01 PM to 5:59 AM Installation cost per square foot (Labor + materials) | 10 | Sq. Ft. | | | |
| 9 | Removal of Window Film, if existing; Level 1, Level 2, or Level 3; Standard Hours or Overtime hours | 8,500 | Sq. Ft. | | | |
| TOTAL | | | | | | |

PRICING SHEET # 3 FOR WINDOW TINTING & GRAPHIC LAMINATION SERVICES

Equipment and Materials Markup Percentages. Not to Exceed 10%.

| Line Item | Description | Unit of Measure | Percentage |
|-----------|---|-----------------|------------|
| 10 | Percentage Markup for Rental Equipment (10% Maximum) | Per Day | |
| 11 | Percentage Markup of Materials, including Window Film (10% Maximum) | Per Sq. Ft. | |

9. Bid Submission

For upload items, electronic files must be in a common format accessible by software programs the District uses. Those common formats are generally described as Microsoft Word (.doc or .docx), Microsoft Excel (.xls or .xlsx), Microsoft Power Point (.ppt or pptx), or Adobe Portable Document Format (.pdf.). Respondents will not secure, password protect or lock uploaded files; the District must be able to open and view the contents of the file. Respondents will not disable or restrict the ability of the District to print the contents of an uploaded file. Scanned documents or images must be of sufficient quality, no less than 150 dpi, to allow for reading or interpreting the words, drawings, images or sketches.

9.1. ITB Bid Acknowledgement and Standard Terms & Conditions *

Please download the below documents, complete, and upload.

- [ITB Bid Acknowledgement and...](#)

*Response required

9.2. Licenses, Certifications, and Authorization*

Bidder shall provide copies of all applicable licenses, certifications and authorizations required to lawfully perform the proposed work.

*Response required

9.3. Vendor Application*

Please download the below documents, complete, and upload.

- [Solicitation Vendor Applica...](#)

*Response required

9.4. Form W-9 Request for Taxpayer Identification Number and Certification*

Please download the below documents, complete, and upload.

- [Form W-9.pdf](#)

*Response required

9.5. Certificate of Insurance*

Upload COI listing required coverages as outlined in this ITB

*Response required

9.6. References*

Please download the below documents, complete, and upload.

- [References Form.pdf](#)

*Response required

9.7. A list of relevant projects completed within the last three (3) years that are the same or similar to the magnitude of this ITB.*

Upload requested documents here

*Response required

9.8. Litigation*

Upload documentation which meets the criteria detailed in the Special Terms and Condition Section. Item 4.27.

*Response required

9.9. Use of Coercion for Labor and Services*

Respondent shall confirm they do not engage in or permit the use of coercion for labor or services as defined in Section 787.06(2), Florida Statutes. Download the below document, complete, and upload.

- [Human Trafficking Affidavit...](#)

*Response required

9.10. Certified Business Program*

Does the bidder have an official business certification as issued by the State of Florida Office of Supplier Diversity or other government agency?

- Yes
 No

*Response required

When equals "Yes"

9.10.1. *Certified Business Program Reciprocity Affidavit**

Please download the below documents, complete, and upload with copies of applicable certifications.

- [Certified Business Program ...](#)

*Response required

9.11. Is the Bidder's Principal Place of Business Florida?*

- Yes
 No

*Response required

When equals "No"

9.11.1. *Bidder's Statement of Principal Place of Business**

Please download the below documents, complete, and upload.

- [Bidder's Statement of Princ...](#)

*Response required

9.12. [Local Business Tax Receipts](#)

9.12.1. *Permanent Business Jurisdiction**

Provide the State and County or City where the permanent business location resides.

*Response required

9.12.2. *Is the Bidder exempt from Local Business Tax Receipts?**

Yes

No

*Response required

When equals "Yes"

9.12.3. *Reason for Exemption**

*Response required

9.12.4. *Does the above listed jurisdiction issue business tax receipts?**

Yes

No

*Response required

When equals "Yes"

9.12.5. *Local Business Tax Receipt***

Provide a copy of the Local Business Tax Receipt.

*Response required

9.13. [Payment Information](#)

9.13.1. *Do you accept electronic funds transfer (ETF)?**

Yes

No

*Response required

When equals "Yes"

9.13.2. *If yes, does your firm offer a discount? **

Enter Percentage

*Response required

9.13.3. *Do you accept Purchase/Payment by Visa card?**

Yes

No

*Response required

When equals "Yes"

*9.13.4. Purchase/Payment by Visa Card**

Please confirm that by accepting payment via Visa Card, no additional transaction or processing fees shall be added to the price. All fees must be included in the submitted response pricing.

Please confirm

*Response required

9.14. Confidential Materials Acknowledgement

*9.14.1. This Acknowledgement is valid as of the date of the submittal of a response to the solicitation.**

There ARE NOT Confidential Materials included as part of the Respondent's submittal to this solicitation.

There ARE Confidential Materials included as part of the Respondent's submittal to this solicitation.

*Response required