

THE DISTRICT BOARD OF TRUSTEES OF  
PENSACOLA JUNIOR COLLEGE, FLORIDA  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998

May 2, 2006

BID NO. 23, 2005/2006

**INVITATION TO BID (ITB) ON ELEVATOR MAINTENANCE**  
**FOR**  
**PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation To Bid (ITB) on Elevator Maintenance for Pensacola Junior College, as specified in this bid request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site, not later than 11:00 A.M., local time, Tuesday, May 16, 2006 and shall be clearly marked "SEALED ITB NO. 23-2005/2006 – Elevator Maintenance for Pensacola Junior College." Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.**

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Thursday, May 18, 2006, at 9:00 A.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

2. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. **All bid prices shall be FOB Pensacola Junior College, 1000 College Boulevard, Pensacola, FL, 32504-8998.**
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2)(c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd., Pensacola, FL. 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.
8. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the bid form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.
9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.

10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A14.0734(2) (c). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
12. Any award on the basis of this bid will be contingent upon approval by The District Board of Trustees of Pensacola Junior College, Florida, and the terms of the contract to be negotiated with the successful bidder.
13. Insurance: The successful bidder shall provide appropriate insurance as indicated hereafter:
  - (a) Workmen's compensation insurance as required by FS 440, covering the successful firm's employees:
  - (b) General public liability insurance against bodily injury, and property damages, in limits of not less than \$1,000,000.00 each occurrence; \$3,000,000.00 per aggregate. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
  - (c) Automotive liability for all owned, hired & non-owned autos against bodily injury and property damage, in the amount not less than \$1,000,000.00 Combined Single Limit (each accident);
  - (d) Certificates evidencing that all of the above listed insurance(s) are in force and that The District Board of Trustees, Pensacola Junior College, Florida, is listed as additional insured. All policies should have Best Rating of A X or better. Failure to maintain the required insurance may result in termination of the contract at the Certificate Holder's option.

We look forward to your participation in submitting a proposal for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

Angie C. Jones  
Director of Purchasing  
and Auxiliary Services

This quote is for a multiple year agreement for maintenance of elevators for Pensacola Junior College. The agreement will be renewable, upon mutual consent and approval by the Board of Trustees, on an annual basis, with the first term effective July 1, 2006 through June 30, 2007.

1.01 SCOPE:

The intent of these provisions is to establish a firm price, for complete maintenance and repair, including inspections, adjustments, and replacement parts for the elevator equipment as shown in the schedule and location summary listed herein.

1.02 MANNER AND TIME OF CONDUCTING WORK:

The successful respondent will provide the Director, Physical Plant, with a twelve (12) month schedule of dates for routine cleaning and maintenance at the Pensacola, Milton, Warrington Campuses, and the Downtown Center. Prior to commencing monthly service work or trouble call work, contact Doug Adkins, Maintenance Services Manager at 484-1176.

Completed work will be verified by the above individuals on contractor's work tickets. Signed work tickets will be submitted with monthly invoices.

**The Contractor shall respond to trouble calls within Four (4) hours.**

The contractor shall use trained elevator mechanics directly employed and supervised by his company. The contractor and maintenance personnel shall use all reasonable care to maintain the elevator equipment in proper and safe operating condition. Routine work required for the performance of the contract shall be performed during regular working hours of regular working days as established by the contractor and the elevator trade, and satisfactory to the College. **Emergency Service required on weekends or overtime shall be included in the base price.**

1.03 INSPECTION OF PREMISES:

An inspection of the premises prior to submitting quotations, to determine the complete scope of the service to be rendered on each elevator involved is required. Failure to do so will in no way relieve the successful quoter from the necessity of furnishing any materials or performing any labor that may be required to complete the work in strict accordance with the specifications.

1.04 CANCELLATION:

Pensacola Junior College reserves the right to cancel any contract resultant hereof by written notice of default to the contractor, by not less than thirty (30) days notice, if the contractor fails to make delivery of the supplies or to perform the services as specified.

1.05 All pricing will remain firm through June 30, 2007 The College reserves the right to terminate the

agreement at the end of one (1) year period as per Florida State Statutes Section 237.161 or to renew the contract for successive one (1) year periods, for a total of four (4) additional years, at its option. Any price adjustment requests must be submitted in writing by April 1, of each fiscal year, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year.

1.06 SUBMITTALS:

The following items shall be submitted with your quote in order to be considered.

- A. A copy of your Business License, and the State of Florida Certification number;
- B. A list of at least four (4) owners of like equipment for whom your firm has provided maintenance services during the last three years shall be included with your quote. Please list the name, address, telephone number, contact person, and date of last service provided for each reference included.;
- C. Insurance and workmen's compensation as required by applicable Florida Statutes.

1.07 The contractor shall examine periodically all safety devices and governors and perform annual safety tests and 5-year safety tests as set forth in the American Standard Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks, A.N.S.I. A17.1, 1971.

1.08 The contractor shall not assume possession or control of any part of the elevator equipment, for this shall remain exclusively that of the Pensacola Junior College. The contractor shall not be liable for any loss, damages, or delay due to any cause beyond his reasonable control, including, but not limited to, governmental actions, strikes, lockouts, fire, explosion, floods, riot, civil commotion, war, malicious mischief, or acts of God.

1.09 EVALUATION:

The College reserves the right to consider reference data, in addition to pricing and other information requested herein, in determining bid award(s). Listed below is the criteria for evaluation of information provided by each bidder.

Prior Service Work at PJC	10 Points
Prompt Response to Calls	25 Points
Pre-bid Inspection of Premises	20 Points
References	20 Points
Total Cost of Maintenance Contract	25 Points

**Any award, as a result of this request for quotation, will be contingent upon approval of the District Board of Trustees, Pensacola Junior College.**

1.10 For additional information, please contact the Director of Purchasing and Auxiliary Services, at (850) 484-1794.

**The following items must be submitted with your quote in order to be considered. (See 1.06 SUBMITTALS)**



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Address

/City, State & Zip Code

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Date of Last Service Provided /Telephone Number

C. Insurance and Workmen Compensation as required by applicable Florida Statutes:

Certificate Enclosed

          
Yes

          
No

If no, explain:

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ITEM QTY./UNIT

DESCRIPTION

UNIT PRICE  
PER YEAR  
PER ELEVATOR

Maintenance of hydraulic and cable hoist  
Elevators located on the Pensacola, Milton,  
Warrington Campuses, and the Downtown

Center of Pensacola Junior College,  
for the period July 1, 2006 through June 30, 2007:

1.	1 Each	Science - Building 1	_____
2.	1 Each	Registration - Building 2	_____
3.	1 Each	Liberal Arts - Building 4	_____
4.	1 Each	Student Affairs - Building 6	_____
5.	1 Each	Administration - Building 7	_____
6.	1 Each	Business Education - Building 10	_____
7.	1 Each	Adult High School - Building 11	_____
8.	1 Each	Cosmetology Department – Building 12	_____
9.	1 Each	Social Studies - Building 14	_____
10.	1 Each	Career Development - Building 17	_____
11.	1 Each	Learning Resources Center - Building 20	_____
12.	1 Each	Science and Advanced Technology - Building 21	_____
13.	1 Each	WSRE-TV – Building 23	_____
14.	1 Each	College Centre - Building 96	_____
15.	1 Each	Pace Center - Building 98	_____
16.	2 Each	Health Related Education - Building 3100 - Warrington Campus	_____
17.	1 Each	Arts and Sciences - Building 3400 - Warrington Campus	_____
18.	2 Each	Nursing Department – Building 3700 – Warrington Campus	_____
19.	1 Each	Life Fitness Center - Building 4000 - Milton Campus	_____
20.	1 Each	Downtown Center - 418 W. Garden St (cable hoist)	_____
GRAND TOTAL			_____

**CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM**

**IDENTICAL TIE BIDS** - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace

program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

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

**AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.**

SIGNATURE OF VENDOR REPRESENTATIVE: \_\_\_\_\_

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE : \_\_\_\_\_

BIDDING FIRM OR ENTITY NAME: \_\_\_\_\_

**BID SUBMITTED BY:**

\_\_\_\_\_  
FEDERAL TAX I.D. NUMBER

\_\_\_\_\_  
FIRM OR ENTITY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE & ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER      /FAX NUMBER

TYPED OR PRINTED NAME  
OF REPRESENTATIVE: \_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE:** \_\_\_\_\_

DATE: \_\_\_\_\_