



PROJECT NO.: B-130171

OPEN DATE: February 6, 2013 @ 2:00 P.M.

PRE-BID DATE: January 23, 2013 @ 10:00 A.M.

LOCATION: 1825 Hendry Street, 3rd Floor
Fort Myers, FL 33901

REQUEST FOR BID

DELIVERY SERVICE FOR THE LEE COUNTY LIBRARY SYSTEM

Advertised Date: January 11, 2013

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PROCUREMENT MANAGEMENT

MAILING ADDRESS

P.O. BOX 398
FORT MYERS, FL 33902-0398

PHYSICAL ADDRESS

1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

PROCUREMENT CONTACT:

AMY HOFSCHEIDER
PROCUREMENT ANALYST
PHONE NO.: (239) 533-5899
EMAIL: ahofschneider@leegov.com

GENERAL CONDITIONS

Sealed Bids will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until the time and date specified on the cover sheet of this “Request for Bid”, and opened immediately thereafter by the Director or designee.

Any question regarding this solicitation should be directed to Amy Hofschneider the Procurement Analyst with Lee County Procurement at (239) 533-5899.

1. SUBMISSION OF BID:

- a. Bids must be sealed in an envelope, and the outside of the envelope must be marked with the following information:
 1. Marked with the words “Sealed Bid”
 2. Name of the firm submitting the bid
 3. Title of the bid
 4. Bid number
- b. The Bid must be submitted in duplicate as follows:
 1. The original consisting of the Lee County bid forms completed and signed, and where applicable corporate and/or notary seals attached.
 2. A copy of the original bid forms for the Director.
- c. The following must be submitted along with the bid in a separate envelope. This envelope must be marked as described above, but instead of marking the envelope as “Sealed Bid”, please indicate the contents; i.e., literature, drawings, submittals, etc. This information must be submitted in duplicate.
 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your bid; i.e., required submittals, literature, technical data, financial statements.
 2. Warranties and guarantees against defective materials and workmanship.
- d. **BIDS RECEIVED LATE:** It is the bidder’s responsibility to ensure the bid is received by the Division of Procurement Management prior to the opening date and time specified. Any bid received after the opening date and time will be promptly returned to the bidder unopened. Lee County will not be responsible for bids received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- e. **BID CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- f. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in bidder disqualification.

- g. **WITHDRAWAL OF BID:** No bid may be withdrawn for a period of 90 days after the scheduled time for receiving bids. A bid may be withdrawn prior to the bid-opening date and time. Such a request to withdraw must be made in writing to the Director, who will approve or disapprove of the request.
- h. **COUNTY RESERVES THE RIGHT:** The County reserves the right to exercise its discretion, to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the County of Lee.
- i. **EXECUTION OF BID:** All bids shall contain the signature of an authorized representative of the bidder in the space provided on the quote proposal form. All bids shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the bid shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the bid **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equal quality. However, if a product other than that specified is bid, it is the vendor's responsibility to name such product with his bid and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the bidder is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation will require a specific product only, as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the bid all necessary permits and/or licenses required for the sale of this product and/or service and upon the request of the County will provide copies of licenses and/or permits within 10 calendar days after request.

- c. The geographic preference established in the Local Vendor Preference ordinance is applicable to all Lee County procurement activities unless otherwise specifically noted in the solicitation package. Provided, however, the Local Vendor Preference ordinance is not applicable to procurement activity or solicitations involving Federal Transit Administration grant funds.
- d. Florida Statutes Section 607.1501 (1) states: A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

5. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this bid shall be warranted by the vendor to be free from defects and fit for the intended use.

6. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a bid attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the bidder to ensure that they are represented at the pre-bid. Only those bidders who attend the pre-bid conference will be allowed to bid on this project.

7. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this bid.

Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or bidders should include in their bid all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

8. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, must file a written "Notice of Intent to File a Protest" with the Lee County Procurement Management Director not later than seventy-two (72) hours (excluding Saturdays,

Sundays and Legal Holidays) after receipt of the County's "Notice of Intended Decision" with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document must state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Procurement Management Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed.

Any contractor/vendor/firm submitting the County's standard bond form (CMO: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statutes, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.

- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed “Notice of Intent to File a Protest”, the Procurement Management Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm’s Protest, or as soon as may be practicable for all parties. The “Notice of Intent to File a Protest” shall serve as the grounds for the affected party’s presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide an opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board’s decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board’s final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

“FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS.”

9. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

10. **QUALIFICATION OF BIDDERS** (unless otherwise noted)

Bids will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Bidders shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the bidder to perform.

11. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor’s responsibility to provide Lee County with Materials Safety Data Sheets on bid materials, as may apply to this procurement.

12. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

13. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

14. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any bid and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity.

15. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this bid from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this bid, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises (DBE's)**

The County, in its sole discretion, reserves the right to purchase any of the items in this bid from a Disadvantaged Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this bid from DBE's to fulfill the County's stated policy toward DBE's.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

16. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

17. **DRUG FREE WORKPLACE**

Whenever two or more bids/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

18. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the bid response. This information may be accepted after opening, but no later than 10 calendar days after request.

19. **TERMINATION**

Any agreement as a result of this bid may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Procurement Management Director may immediately terminate any agreement as a result of this bid for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal bid/proposal without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

20. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a bid/proposal are subject to public disclosure and will **not** be afforded confidentiality.

21. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are ***not*** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

22. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

LEE COUNTY, FLORIDA
PROPOSAL BID FORM
FOR:
DELIVERY SERVICES FOR THE LEE COUNTY LIBRARY SYSTEM

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the “General Conditions”, and the “Detailed Specifications”, all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY PROJECT ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

The undersigned acknowledges
receipt of Addenda numbers: _____

CURRENT ROUTES (2): \$_____ COST PER MONTH FOR BOTH ROUTES X 12 =
\$_____ ANNUAL COST
(BASIS OF AWARD)

OPTION 1: Cost to Add or Delete a day of service for the following locations:

LIBRARY ADMINISTRATION	\$	PER DAY
BONITA SPRINGS LIBRARY	\$	PER DAY
CAPE CORAL LIBRARY	\$	PER DAY
CAPTIVA LIBRARY	\$	PER DAY
DUNBAR LIBRARY	\$	PER DAY
EAST COUNTRY REGIONAL LIBRARY	\$	PER DAY
FORT MYERS LIBRARY	\$	PER DAY
LAKES REGINAL LIBRARY	\$	PER DAY
LIBRARY PROCESSING	\$	PER DAY
NORTH FORT MYERS LIBRARY	\$	PER DAY
NORTHWEST REGIONAL LIBRARY	\$	PER DAY
PINE ISLAND LIBRARY	\$	PER DAY

RIVERDALE LIBRARY	\$	PER DAY
SOUTH COUNTY REGIONAL LIBRARY	\$	PER DAY
TALKING BOOKS LIBRARY	\$	PER DAY
SCHOOL FOUNDATION	\$	PER DAY

OPTION 2: Cost to Add Boca Grande Library this contract on three days a week Schedule.

\$_____ Cost Per Month

\$_____ Cost Per Day to Add or Delete a Day of Service

OPTION 3: SPECIAL TRIPS – Which includes, But is not limited to, the Storage Facility and County Administration

Flat Rate for Special Trip up to 40 items; \$_____

Price for Additional items Over 40; \$_____

Will you deliver with your own vehicle as opposed to common carrier?

YES_____ NO_____

TO BE (**STARTED**) WITHIN _____ CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

Does your firm have a location/office/facility in Lee County?

YES_____ NO_____

Address:

If yes, then read and complete “Local Vendor Preference” attached in these specifications and return with Bid.

Bidders should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the bid may be grounds to reject the bid.

Are there any modifications to the bid or specifications?

YES _____ NO _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the bidder being declared nonresponsive or to have the award of the bid rescinded by the County.

MODIFICATIONS:

Bidder shall submit his/her bid on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Bidder/Bid being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS BID WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO A BID WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE).

FIRM NAME _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

DUNS #: _____

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER:

E-MAIL ADDRESS: _____

DISADVANTAGED BUSINESS ENTERPRISE (DBE): _____ Yes _____ No

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS
FOR
DELIVERY SERVICE FOR THE LEE COUNTY LIBRARY SYSTEM**

SCOPE

The purpose of this “Request for Bids” is to contract with a firm to perform pick-up and delivery services between the various Lee County libraries, Library Administration and Library Processing Center. Primarily, the awarded vendor shall be responsible for transporting books, paperwork, media equipment, etc. between the different library locations on a weekly schedule.

“Speedy Delivery” is not the main purpose of this service. Instead, the libraries are more interested in a consistent, accurate, flexible, and courteous delivery service.

TERM OF QUOTE

This quote shall be in effect for (1) one year, or until new quotes are taken and awarded. This quote (or any portion thereof) has the option of being renewed for (4) four additional (1) one-year periods, upon mutual agreement of both parties.

BASIS OF AWARD

Award will be made to the overall low quoter of the current routes, and who meets all specification requirements. Lee County reserves the right to determine who meets the specification requirements.

NOTE: Lee County reserves the right, at the Director’s discretion, not to award certain items on Attachments.

NOTE: Lee County reserves the right to reject unbalanced quotes (a quote where a normally low cost item is priced well out of normal range).

VENDOR REQUIREMENTS

The awarded vendor shall be appropriately licensed, shall obtain all necessary permits, and shall pay all required fees to any governmental agency having jurisdiction over the work. Inspections required by local ordinances during the course of the work shall be arranged by the vendor, as required. Satisfactory evidence to show that all work has been finalized in accordance with the ordinances and code requirements, shall be furnished to Lee County upon completion.

The awarded vendor shall be capable of furnishing, upon request, all state and local licenses required for the specified work to be performed.

CONSUMER PRICE INDEX ADJUSTMENT

At the County's sole discretion, the contract price quoted for this service may be increased annually on the first of October. If granted, this increase would be based on the July Consumer Price Index for U.S. City Average, Wage and Clerical Workers, All Items, as published by the Bureau of Labor Statistics, Southeastern Regional Office as of the month of July for that year. Lee County will notify the vendor of the increase amount if granted. This increased amount would begin with the billing for the month of October.

DESCRIPTION OF THE LIBRARIES AND ROUTES

Given below is the current route schedule. The schedule is subject to change throughout the year depending on the Libraries needs. There are currently two separate routes for all locations except Boca Grande. Each route requires a separate delivery truck and driver, and each route has a daily list of the particular locations involved, and the order in which they are to be serviced. The vendor shall not vary from these routes, as described, without authorization from the County.

CURRENT ROUTES: (see Exhibit "A" for current delivery schedule for Routes "A" & "B").

The order of this schedule is firm and may only be changed by or with prior approval from the County representative (Fiscal Manager, Lee County Library System).

Start and Finish of each route

Library Processing

1 Stop per day Monday – Friday

Library Administration

1 Stop per day Monday – Saturday

East County Regional Library

North Fort Myers Library

Cape Coral Library

***Fort Myers Library

Bonita Springs Library

South County Regional Library

Lakes Regional Library

Northwest Regional Library

1 Stop per Day Monday – Friday

***Talking Books Library

***Will be relocated October 2013 to Downtown Fort Myers New Address. These will be two separate buildings at the same complex (Talking Books and Downtown Library)

1 Stop per day Tuesday - Saturday

Captiva Library

Pine Island Library

Dunbar Library

Riverdale Library

1 Stop weekly on Monday's

Lee County School Board Foundation – 2266 Second St, Ft. Myers, FL 33901

We May require one driver to transport boxes to a storage facility or County Administration. This will be done on an “on call” basis and will be done at the end o the driver’s day, after he returns to Library Processing, unloads, etc.

Uncle Bob’s Storage
3780 Central Ave
Fort Myers, FL 33901

County Administration
2115 Second Street
Fort Myers, FL 33901

DELIVERY TIME FRAMES

Each Route will start at Library Processing, in the A.M. and will finish by or before 4:30 P.M. at Library Processing. The delivery service can adjust their start time on a particular day to match the opening time at the library branches.

MATERIALS PICK-UP AND DELIVERY LOG

The awarded vendor will be required to keep a log of all materials (boxes, totes, and all miscellaneous pieces) that are picked up and dropped off at each location. The County will provide the log for. This form will be turned in each month to the Library Processing Center personnel.

ADDITIONAL FUTURE ROUTES

Lee County reserves the right to negotiate a reasonable rate for future locations as necessary over the term of the contract.

Lee County reserves the right to negotiate additions or deletion of sites as necessary.

EACH LOCATIONS ADDRESS AND CONTACT INFORMATION

Boca Grande Reading Room and Library:

Contact Person: Toni Vanover
Address: 1040 West 10th Street, Boca Grande, FL33921
**New name and address Effective April 2013; Johann Fust Community Library, 1040 Wet 10th St, Boca Grande, FL 33921
Phone Number: 239-410-5193

Bonita Springs Library:

Contact Person: Maureen Pollock
Address: 26876 Pine Ave, Bonita Springs, FL 33923
Phone Number: 239-533-4870

Captiva Memorial Library:

Contact Person: Ann Bradley
Address: 11560 Chapin Lane, Captiva, FL 33924
Phone Number: 239-533-4891

Cape Coral – Lee County Public Library

Contact Person: Tori Hersh
Address: 921 S.W. 39th Terrace, Cape Coral, FL 33914
Phone Number: 239-533-4522

Dunbar-Jupiter Hammon Library:

Contact Person: Jubilee Brainerd
Address: 3095 Blount Street, Ft. Myers, FL 33916
Phone Number: 239-533-4150

East County Regional Library:

Contact Person: Jackie Fling
Address: 881 Gunnery Road, Lehigh, FL 33971
Phone Number: 239-533-4205

Fort Myers – Lee County Public Library

Contact Person: Jennet Buri
Address: 2250 Central Ave, Fort Myers, FL 33901
New Oct. 2013 2450 First Street, Ft. Myers, FL 33901
Phone Number: 239-533-4625

Library Administration:

Contact Person: Debbie West
Address: 2345 Union Street, Fort Myers, FL 33901
Phone Number: 239-533-4805

Lakes Regional Library:

Contact Person: Joanne Fischer
Address: 15290 Bass Road, Fort Myers, FL 33919
Phone Number: 239-533-4001

Library Processing Center:

Contact Person: Linda Phillips
Address: 881 Gunnery Rd, Suite 2, Lehigh, FL 33971
Phone Number: 239-533-4181

North Fort Myers Public Library:

Contact Person: Kathy Chumley
Address: 2001 N. Tamiami Trail, North Fort Myers, FL 33903
Phone Number: 239-533-4343

Northwest Regional Library:

Contact Person: Maryellen Woodside
Address: 519 Chiquita Blvd, N
Phone Number: 239-533-4705

Pine Island Library:

Contact Person: Randy Briggs
Address: 10700 Russell Rd, Bokeelia, FL 33922
Phone Number: 239-533-9000

Riverdale Library:

Contact Person: Sharon Hammon
Address: 2421 Buckingham Rd, Ft. Myers, FL 33905
Phone Number: 239-533-4380

South County Regional Library:

Contact Person: Beth Nitch
Address: 21100 Three Oaks Parkway, Estero, FL 33928
Phone Number: 239-533-4402

Talking Books Library:

Contact Person: Karin McLeish-Delgado
Address: 519 Chiquita Blvd N., Cape Coral, FL 33993
***New Location after Oct. 2013 - 2450 First Street, Ft. Myers, FL 33901
Phone Number: 239-533-4782
School Foundation for Lee County Schools
Contact Person: Beverly Burke
Address: 3500 Central Avenue, Fort Myers, FL 33901
Phone Number: 239-334-1945

OPTION 1

Throughout the term of this contract, Lee County may need to add or subtract libraries, or days of service for a location, from the routes. Please quote a cost figure that can be used for this purpose. (Example: If we increased the service to a library from three days to five days per week. This option would be used to pay for those two additional days of service). Quote this figure per day, not per week, or year.

OPTION 2

Provide a price to include Boca Grande Library in the delivery services. Please figure cost to add by the day and also by the month. This monthly cost is figured on a three days a week service and daily is to add or delete a day from those five days a week. We do not, however, anticipate the need for this service in the foreseeable future.

OPTION 3

Periodically, the Library System will need materials or other items delivered to a non-library site. Option 3 will be used to pay for these types of deliveries.

DAY OF SERVICE – DEFINED

The term “day of service” means one day of service to a location per week. That can be any combination of Monday through Saturday. An example of three days of service for a Library would be a Monday, Wednesday, and Friday delivery to the Bonita Springs Library. This would be three days of service to the Bonita Springs. When pricing days of service for the locations, be sure to quote in this manner.

ITEMS TO BE TRANSPORTED BETWEEN LIBRARIES

BOOKS, VIDEOS, AUDIOS, MAGAZINES, SUPPLIES AND OTHER LIBRARY MATERIALS:

The primary purpose of this service is to transport library materials and supplies between the different library locations. The staff at each location will prepare materials for delivery by boxing or bundling materials and labeling each with a delivery location code. Boxes include plastic delivery totes as well cardboard shipping boxes. Delivery items are normally kept in one designated area at each location. The vendor will be responsible for loading, transporting, and delivering the materials to the proper area inside each location. The weight of the boxes should not be more than 50 pounds each. Oversized or other items not in totes will also be included in regular deliveries, including such items as rolling tote bags, oversized books, bundled magazines, and bundled empty boxes.

At some of the smaller libraries, it is not practical for them to use separate boxes for delivery to each location. These smaller locations will put library materials for delivery to other locations together in one “mixed” box. It will be the responsibility of the driver to separate these materials into boxes going to the proper libraries. The library will provide a sorting area for this activity at the library processing center.

INTEROFFICE ENVELOPES:

Another important aspect of this service is transporting interoffice pouches and envelopes between the locations. They should be delivered to the designated mail area at each location. The library system will provide mail pouches and a sorting area for this activity at the library processing center.

AUDIO / VISUAL EQUIPMENT

Occasionally, audio/visual equipment may be transported from one location to another. Audio/visual equipment includes projectors, screens, televisions, videocassette recorders, display canisters, tape recorders, sound systems, etc.

TABLES

Folding tables are occasionally moved from one library location to another. The typical size of the folding table is approximately 30” wide x 72” long.

MISCELLANEOUS ITEMS

On occasion, the vendor may be called upon to transport other related library supplies, equipment, displays, etc. Special trips are instances when the courier cannot take large bulky items without infringing on the regular pickups and deliveries. Oversized or overweight items will require a special trip and will be charged using **Option 3**.

Sometimes we might need a piece of audio/visual equipment taken from one branch to another and it might be of a size that can be accommodated during normal deliveries – the courier could not require us to schedule a special delivery for that one piece of equipment.

VENDOR REQUIREMENTS AND QUALIFICATIONS:

VEHICLE:

The vendor must have two available box-truck type vehicles (not less than 600-800 cubic feet) adequate to perform the given tasks. This means they must be of adequate size to transport the daily delivery of approximately 300 boxes and miscellaneous items. Also, the vendor shall have a back-up box truck available to fill in when necessary. All vehicles are to be in excellent condition. Vehicles that leak, have sprung doors, etc., are unacceptable.

EQUIPMENT

The vendor shall have all equipment necessary to perform this contract (e.g., hand truck, cell phone, calculator, etc.)

DRIVER

All vehicle drivers shall have a valid Florida State driver's license that is proper for this type of work. Drivers shall wear either a uniform, identifying the vendor, or name badges identifying the vendor and the driver's name. Drivers shall be properly supervised, alert, and suitable to work, with no impairment from drugs or alcohol. Drivers are not to loiter at the libraries.

Lee County reserves the right to request a driver be replaced, because of conflicts with Library personnel or non-compliance with this contract. Once requested, the vendor will have the driver replaced within five working days.

Lee County desires that the same drivers be used for these routes. This will allow the drivers to become familiar with the workings of each library.

Should the driver at any time experience problems or have questions, they should contact the proper person at the appropriate library. General questions or problems should be directed to Linda Phillips (Library Processing) at 239-533-4181. It is the County's intent to work closely with the vendor, to resolve any issues as quickly as possible.

The vendor shall have back-up personnel available that are familiar with these routes, so they may fill in when the primary driver is unavailable.

FLEXIBILITY

During the term of this contract, it may be necessary to change the routes. Lee County reserves the right to adjust these routes as necessary, and adjust the payment amount by using Option 1.

Also, on occasion it may be necessary to make special trips for an unusual situation. Special trips will be paid by using Option 3.

ESTIMATED USAGE

Library materials in boxes are the primary items to be transported. Approximately 126,000 boxes were transported during fiscal year 2011 – 2012. The number of boxes transported is given as information only, and no guarantees are expressed or implied.

DAMAGED OR LOST ITEMS

Library materials and totes should be handled correctly by delivery company employees. Drivers are expected to treat materials carefully when handling and sorting materials, and to avoid overstuffing totes and stacking totes too high. Totes, boxes and other delivery items should not be left outside vehicles or buildings during deliveries. If items are damaged or lost while in the transport/care of the vendor, including materials that get wet due to inclement weather, it will be the vendor's responsibility to repair or replace the damaged items. The vendor shall not be responsible for items damaged by the County.

TOLLS

The vendor shall be responsible for paying any tolls applicable to this service. The vendor should include these charges in their quoted prices.

MISCELLANEOUS

The libraries will provide all boxes and pouches needed by the courier for transporting books and other items.

In order to resolve problems or questions throughout the term of this contract, Lee County will require the name, phone number and office address of the supervisor in charge of overseeing this contract.

MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency situation.

If a driver is unusually delayed for a scheduled stop, the driver is required to contact Library Processing to report the schedule change. Library Processing staff will inform the libraries on the remainder of the driver's route. The library requests cell phone contact information for each driver, to be able to contact the drivers directly for special instructions or alerts during the course of their daily routes. The library requests the ability to arrange special deliveries directly with the drivers.

METHOD OF PAYMENT

Payment will be made per month, after service has been rendered. Please submit all payment requests to:
 Lee County Library Administration
 Finance
 PO Drawer 2238
 Fort Myers, FL 33902

LEE COUNTY HOLIDAYS

New Years Day	-	January 1 (and as designated)
Martin Luther King Day	-	Third Monday in January
Memorial Day	-	Last Monday in May
Fourth of July	-	July 4 th
Labor Day	-	1st Monday I Sept.
Veterans Day	-	November 11 th or as designated
Thanksgiving Day	-	4 th Thursday in November
Day After Thanksgiving	-	4 th Friday in November
Christmas Day	-	December 25 (and as designated)

The Christmas Day and New Year's Day holidays are observed differently than the other listed holidays according to the day of the week on which they fall. Christmas and New Year's are typically observed according to the following schedule:

If Christmas or New Year's

Observed Days Falls On

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Days Off

Monday and Tuesday

Monday and Tuesday

Monday and Tuesday

Tuesday and Wednesday

Thursday and Friday

Thursday and Friday

Thursday and Friday

However, this schedule is subject to change.. The Lee County Library System will advise when a schedule changes.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your quotation package. It must be signed and notarized. Failure to include this affidavit with your quote will delay the consideration and review of your submission; and could result in your quote response being disqualified.

SUB-CONTRACTORS

The use of sub-contractors under this quote is not allowed without prior written authorization from the County representative.

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 08-26 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee/Collier County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive three (3) years, and that has the personnel, equipment and materials located within the boundaries of Lee/Collier County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

Standard Insurance Requirements

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$500,000 per occurrence
\$1,000,000 general aggregate
\$500,000 products and completed operations
\$500,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 combined single limit (CSL)
\$300,000 bodily injury per person
\$500,000 bodily injury per accident
\$300,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$100,000 per accident
\$100,000 disease limit
\$500,000 disease – policy limit

**The required minimum limit of liability shown in a; b; c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*



Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902**

- b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.***

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

ATTACHMENT A
LOCAL VENDOR PREFERENCE QUESTIONNAIRE
(LEE COUNTY ORDINANCE NO. 08-26)

Instructions: Please complete either Part A or B whichever is applicable to your firm

**PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN
LEE/COLLIER COUNTY (Only complete Part A if your principal place of business is
located within the boundaries of Lee/Collier County)**

1. What is the physical location of your principal place of business that is located within the boundaries of Lee/Collier County, Florida?

2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)

**PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN
LEE/COLLIER COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN
LEE/COLLIER COUNTY (Please complete this section.)**

1. How many employees are available to service this contract? _____

2. Describe the types, amount and location of equipment you have available to service this contract.

LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types, amount and location of material stock that you have available to service this contract.

4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive three years?

Yes _____

No _____

If yes, please provide your contractual history with Lee County for the past three, consecutive years. Attach additional pages if necessary.



LEE COUNTY
S O U T H W E S T F L O R I D A

Lee County Ordinance No. 08-26
Local Bidder's Preference

AFFIDAVIT
PRINCIPAL PLACE OF BUSINESS



Principal place of business is located within the boundaries of Lee County.

Company Name: _____

Signature

Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of

_____, 20____, by _____ who has produced

(Print or Type Name)

_____ as identification.

(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

SOLICITATION NO.: _____ PROJECT NAME: _____

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____
20____, by _____ who has produced
(Print or Type Name)
_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

IMPORTANT: Please read carefully and return with your bid proposal. Please check off each of the following items as the necessary action is completed:

- _____ 1. The Solicitation has been signed and with corporate seal (if applicable).
- _____ 2. The Solicitation prices offered have been reviewed (if applicable).
- _____ 3. The price extensions and totals have been checked (if applicable).
- _____ 4. Substantial and final completion days inserted (if applicable).
- _____ 5. The original (must be manually signed) and 1 hard copy original and others as specified of the Solicitation has been submitted.
- _____ 6. Two (2) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- _____ 7. All modifications have been acknowledged in the space provided.
- _____ 8. All addendums issued, if any, have been acknowledged in the space provided.
- _____ 9. Licenses (if applicable) have been inserted.
- _____ 10. Erasures or other changes made to the Solicitation document have been initialed by the person signing the Solicitation.
- _____ 11. Contractor's Qualification Questionnaire and Lee County Contractor History (if applicable).
- _____ 12. DBE Participation form completed and/or signed or good faith documentation.
- _____ 13. Bid Bond and/or certified Check, (if required) have been submitted with the Solicitation in amounts indicated.
- _____ 14. Any Delivery information required is included.
- _____ 15. Affidavit Certification Immigration Signed and Notarized
- _____ 16. Local Bidder Preference Affidavit (if applicable)
- _____ 17. The mailing envelope has been addressed to:

MAILING ADDRESS Lee County Procurement Mgmt. P.O. Box 398 or Ft. Myers, FL 33902-0398	PHYSICAL ADDRESS Lee County Procurement Mgmt. 1825 Hendry St 3 rd Floor Ft. Myers, FL 33901
----------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------
- _____ 18. The mailing envelope **MUST** be sealed and marked with:
 Solicitation Number
 Opening Date and/or Receiving Date

_____ 19. The Solicitation will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise Solicitation cannot be considered or accepted.)

_____ 20. If submitting a "NO BID" please write Solicitation number here _____
and check one of the following:

_____ Do not offer this product _____ Insufficient time to respond.

_____ Unable to meet specifications (why)

_____ Unable to meet bond or insurance requirement.

Other: _____

Company Name and Address:

