



PROJECT NO.: IFB140057

OPEN DATE: DECEMBER 12, 2013

AND TIME: 2:30 P.M.

PRE-BID DATE: NOVEMBER 27, 2013

AND TIME: 10:00 A.M.

LOCATION: PROCUREMENT MANAGEMENT  
1825 HENDRY ST 3<sup>rd</sup> FLOOR  
FORT MYERS, FL 33901

# REQUEST FOR INFORMAL BID

## **TITLE: BOX LUNCHES FOR THE LEE GROWS PROGRAM**

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

**ADDRESS**

1825 Hendry St 3<sup>rd</sup> Floor  
FORT MYERS, FL 33901

PROCUREMENT CONTACT:

NAME: KATHY CICCARELLI  
TITLE: PROCUREMENT ANALYST  
PHONE NO.: (239) 533- 5456  
EMAIL: [kciccarelli@leegov.com](mailto:kciccarelli@leegov.com)

## GENERAL CONDITIONS

Sealed Bids will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until 2:30pm on the date specified on the cover sheet of this "Request for Informal Bid", and opened immediately thereafter by the Director or designee.

Any question regarding this solicitation should be directed to the Procurement Division Contact listed on the cover page of this solicitation, or by calling the Division of Procurement Management at (239) 533-5450.

### 1. SUBMISSION OF QUOTE:

- 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 solicitation forms completed and signed.
  2. A copy of the original solicitation forms for the Director.
- c. The following must be submitted along with the solicitation 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 vendor'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 vendor 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 bid amount or the extended amounts and the unit prices bid, the unit prices will prevail and the corrected sum will be considered the bid 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 Procurement Management 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 vendor 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.
- j. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or quote price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the bid.

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 vendor 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/GUARANTEE** (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 quoter 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, quoter, 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 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. **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.

9. **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 vendor to perform.

10. **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 quoted materials, as may apply to this procurement.

11. **MISCELLANEOUS**

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

12. **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.

13. **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.

14. **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 solicitation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately bid 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 solicitation from DBE's to fulfill the County's state 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.

15. **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.

16. **DRUG FREE WORKPLACE**

Whenever two or more responses, which are equal with respect to price, quality and service, are received 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. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

17. **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.

18. **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 solicitation 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.

19. **CONFIDENTIALITY**

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

20. **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.

21. **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 QUOTE FORM  
FOR  
BOX LUNCHES FOR THE LEE GROWS PROGRAM

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: \_\_\_\_\_

**PRICING**

TOTAL COST PER BOX LUNCH: \$\_\_\_\_\_ EACH

**OPTION A – EXTRA BEVERAGES**

COST PER EXTRA SODA: \$\_\_\_\_\_ EACH

COST PER EXTRA WATER: \$\_\_\_\_\_ EACH

**NOTE: ALL PRICES QUOTED SHALL INCLUDE DELIVERY TO THE LISTED LOCATIONS AND A GRATUITY.**

**LIST OF TYPES OF SANDWICHES AVAILABLE UNDER ABOVE BOX LUNCH:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO BE STARTED WITHIN \_\_\_\_\_ CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON CARRIER?

YES \_\_\_\_\_ NO \_\_\_\_\_

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

Are there any modifications to the quote or specifications?

YES \_\_\_\_\_ NO \_\_\_\_\_

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote 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 MATERIALS (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): \_\_\_\_\_

**LEE COUNTY, FLORIDA  
DETAILED SPECIFICATIONS  
FOR  
BOX LUNCHES FOR THE LEE GROWS PROGRAM**

SCOPE

The intent of this quote is to provide and deliver Box Lunches for Public Resources Lee Grows Program.

TERM OF AWARD

If awarded, the terms of this solicitation shall be in effect for one year (beginning on January 1, 2014) or until new quotes are taken and awarded. The County reserves the right to renew this bid (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to four additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing, under the same terms and conditions.

BASIS OF AWARD

The basis of award for this bid will be low quoter meeting specifications offering the lowest total cost per box lunch.

**NOTE: ALL PRICES QUOTED SHALL INCLUDE DELIVERY TO THE LISTED LOCATIONS AND A GRATUITY.**

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

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact for all County departments. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

PRICE ESCALATION/DE-ESCALATION

Offers are submitted with the understanding that no price increases will be authorized for 365 calendar days after the effective date of the contract. Upward price adjustments may be permitted only at the end of this period and only where verified to the satisfaction of the Division of Procurement as provided herein. **However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.**

The awarded vendor(s) shall not give less than 30 days advance written notice of a price increase to the Division of Procurement. Any approved price change will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The vendor shall document the amount and proposed effective date of the change in price. The price change must affect all accounts serviced by the vendor. Documentation shall be supplied with vendor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the County; and (2) verify the amount or percentage of increase which is being passed on to the vendor by others not under the control of the vendor. Failure by

the vendor to supply the aforementioned verification with the request for price increase will result in delay of the effective date of such increase. The Division of Procurement may make such verification as deemed adequate. However, an increase, which the Division of Procurement determines is excessive, regardless of any documentation supplied by the vendor, may be cause for cancellation of the contract by the Division of Procurement. The Division of Procurement will notify using agencies and vendor in writing of the effective date of any increase, which is approved. However, the Vendor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Vendor is further advised that price decreases that affect the cost of materials, labor, and transportation are required to be passed on to the County immediately. Failure to do so will result in action to recoup such amounts.

### BOX LUNCH REQUIREMENTS

The box lunch shall consist of the following items:

- \*"Deli" style sandwich (see below for additional detail);
- \*2 Side items such as small (scoop size) of a salad such as pasta, noodle, fruit, fruit salad, cottage cheese, chips, etc;
- \*Cookie or similar type dessert – i.e., brownie;
- \*Drink – soda or water – minimum 12 ounce size (see below for additional detail);
- \*Napkins, straws, and disposable utensils – including fork, knife, and spoon.
- \* Condiments – for sandwich

### ADDITIONAL DETAILS

Sandwiches are to consist of a mix of meat and cheese, such as turkey, roast beef, ham and cheese, etc.

(Sandwiches may sit out before consumption so a mayo based sandwich, may not be safe). Each class is required to have an equal variety of sandwiches to choose from. Vendor will provide list of sandwiches that will be available with price proposal.

Two side items are to be provide with each lunch such as small (scoop size) of a salad such as pasta, noodle, fruit, fruit salad, cottage cheese, chips, potato, etc;

Sodas shall be a mix of regular and diet – cola – and must be a national brand such as Coca-Cola, etc. "Spring" water is required – again, this must be a known brand such as Zephyrhills.

Class size ranges from 10 to 60 people. **The Lee GROWS Coordinator will call the contact person with a total count of lunches needed the morning of each class.**

There are 10 classes annually – 5 sessions per class = 50 deliveries annually.

DELIVERY LOCATIONS

**NOTE: The total cost quoted per box lunch shall include delivery to the location.**

The 2014 Lee GROWS Program schedule is attached to these specifications. During the winter months there are 2 classes running Tuesday and Thursday.

**All food must be delivered by 11:30 a.m. to the following locations:**

Week 1 Elections Center	13180 S. Cleveland Ave.
Week 2 Public Works Bldg	1500 Monroe
Week 3 EOC	2665 Ortiz Ave (OR New Building next door)
Week 4 JetBlue Stadium	11500 Fenway South Drive
Week 5 Public Works Bldg	1500 Monroe

The County reserves the right to change any of the above delivery locations at any time. (A location may not be available due to construction or other issues.) Should this occur, the County will provide the awarded vendor with as much advance notice as possible.

SUB-CONTRACTORS

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

AGREEMENTS/CONTRACTS

The awarded vendor will be required to execute an Agreement/Contract as a condition of award. A sample of this document may be viewed on-line at <http://www.lee-county.com/gov/dept/ProcurementManagement/contracts/Pages/Forms.aspx> .

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

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

## 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.



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 G.R.O.W.S.  
Class 1/#194  
Week 1  
Tuesday, January 7, 2014**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
7:30 AM – 8:00 AM	Report to Lee County Courthouse	East Room
8:00 AM – 8:20 AM	Orientation @ Lee County Courthouse	East Room
8:20 AM – 9:10 AM	Travel	MLK Blvd. & Broadway (BUS)
9:10 AM – 10:00 AM	Utilities	NFM RO Water Treatment Plant
10:00 AM – 10:40 AM	Travel	
10:40 AM – 11:15 AM	Utilities	3 Oaks Waste Water Treatment Plant
11:15 AM – 11:45 AM	Travel	
11:45 AM – 12:45 PM	Supervisor of Election (Working Lunch)	Election Center
12:45 PM – 1:00 PM	Travel	
1:00 PM – 1:30 PM	Library	Lakes Regional Library
1:30 PM – 1:45 PM	Travel	
1:45 PM – 2:45 PM	Medical Examiner (District 21 Office)	Morgue
2:45 PM – 3:00 PM	Travel Back to Parking	MLK Blvd. & Broadway

**Lee G.R.O.W.S.  
Class 1  
Week 2  
Tuesday, January 14, 2014**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
7:30 AM – 8:00 AM 2075 M. L. King Blvd.	Report to Lee County Justice Center	Justice Center Courtroom –Room TBA
8:00 AM – 8:15 AM	Orientation	Justice Center Courtroom –Room TBA
8:15 AM – 9:00 AM	20 <sup>th</sup> Judicial Circuit/Judges	Justice Center Courtroom- Room TBA
9:00 AM – 9:30 AM	20 <sup>th</sup> Judicial Circuit/Administration	Justice Center Courtroom - Room TBA
9:30 AM – 10:00 AM	Travel (Walking)	
10:00 AM – 10:30 AM	20 <sup>th</sup> Judicial Circuit/Public Defender	Lee County Courthouse-East Room
10:30 AM – 11:00 AM	20 <sup>th</sup> Judicial Circuit/State Attorney	Lee County Courthouse-East Room
11:00 AM – 11:30 AM East Room	County Attorney	Lee County Courthouse-
11:30 AM – 12:00 PM	Travel (Walking)	
12:00 PM – 12:30 PM	Clerk of Circuit Court (Working Lunch)	Public Works/1 <sup>st</sup> Floor Meeting Room
12:30 PM – 12:40 PM	Break	
12:40 PM – 1:10 PM	Property Appraiser	Public Works/1 <sup>st</sup> Floor Meeting Room
1:10 PM – 1:40 PM	Tax Collector	Public Works/1 <sup>st</sup> Floor Meeting Room
1:40 PM – 1:50 PM	Break	
1:50 PM – 2:20 PM	Facilities	Public Works/1 <sup>st</sup> Floor Meeting Room
2:20 PM – 3:00 PM	GIS	Public Works/1 <sup>st</sup> Floor Meeting Room

**Lee G.R.O.W.S.  
Class 1  
Week 3  
Tuesday, January 21, 2014**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
7:30 AM – 7:55 AM	Board Bus	MLK Blvd. & Broadway
7:55 AM – 8:15 AM	Travel	
8:15 AM – 9:15 AM	Dept of Transportation	Billy Creek Commercial Center
9:15 AM – 9:35 AM	Travel	
9:35 AM – 10:05 AM	Solid Waste	Recycling Facility
10:05 AM – 10:15 AM	Travel	
10:15 AM – 11:35 AM	Solid Waste	Resource Recovery Facility
11:35 AM – 12:00 PM	Travel	
12:00 PM – 12:45 PM	Public Safety/EMS (Power Point) <b>NEW</b> Emergency Operation Ctr (EOC) (Working Lunch)	
12:45 PM – 1:00 PM	Option 1 (Tour of Front EOC)	
1:00 PM – 1:15 PM	Travel to <b>OLD</b> EOC	
1:15 PM – 1:35 PM	911 & Telecommunications (A Class) Ambulance & MRU (B Class)	Emergency Operation Center (EOC)
1:35 PM – 1:40 PM	(Switch A & B Classes)	
1:40 PM – 2:00 PM	911 & Telecommunications (B Class) Ambulance & MRU (A Class)	Emergency Operation Center (EOC)
2:00 PM – 2:15 PM	Travel	
2:15 PM – 3:00 PM	Human Services	Human Services Building
3:00 PM – 3:10 PM	Travel Back to Parking	MLK Blvd. & Broadway

**Lee G.R.O.W.S.  
Class 1  
Week 4  
Tuesday, January 28, 2014**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
7:30 AM – 7:55 AM	Board Bus	MLK Blvd. & Broadway
7:55 AM – 8:20 AM	Travel	
8:20 AM – 8:40 AM Interpretive Ctr	County Lands (20/20 Program)	Six Mile Cypress Slough
8:40 AM – 9:10 AM Interpretive Ctr	Extension Office	Six Mile Cypress Slough
9:10 AM – 10:10 AM	6 Mile Cypress Slough Tour	6 Mile Cypress Slough Trail
10:10 AM – 10:30 AM	TRAVEL	
10:30 AM – 11:20 AM Conference Room 1	Animal Services	Animal Services
11:20 AM – 11:40 AM	TRAVEL	
11:40 AM – 11:55 AM	Sports Development (Working Lunch)	One of the Stadiums
11:55 AM – 12:10 PM	Parks & Recreation	One of the Stadiums
12:10 PM – 1:10 PM	Stadium Tour	One of the Stadiums
1:10 PM – 1:30 PM	TRAVEL	
1:30 PM – 2:40 PM	Port Authority Presentation	SW International Airport
<b><u>UNABLE TO GO TO AIRPORT THIS WEEK ONLY DUE TO ANOTHER MEETING SCHEDULED.</u></b>		
2:40 PM – 3:00 PM	Travel Back to Parking	MLK Blvd. & Broadway

**Lee G.R.O.W.S.  
Class 1  
Week 5  
Tuesday, February 4, 2014**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
7:30 AM – 8:00 AM 2075 M. L. King Blvd.	Report to Lee County Justice Center	Justice Center Courtroom –Room TB
8:00 AM – 8:45 AM	Office of the Sheriff	Justice Center Courtroom –Room TBA
8:45 AM – 9:00 AM	Travel (Walking)	
9:00 AM – 10:00 AM	Tour of Jail	2115 Monroe Ave (Jail)
10:00 AM – 10:25 AM	Travel (Walking)	
10:25 AM – 10:40 AM	Visitor & Convention Bureau	Lee County Courthouse-East Room
10:40 AM – 10:55 AM	Break	
10:55 AM – 11:15 AM	Health Department	Lee County Courthouse-East Room
11:15 AM – 11:35 AM	Lee Tran	Lee County Courthouse-East Room
11:35 AM – 12:00 PM	Court House Tour	Lee County Courthouse-East Room
12:00 PM – 12:15 PM	Travel (Walking)	
12:15 PM – 12:45 PM	Community Development (Working Lunch)	Public Works/1 <sup>st</sup> Floor Meeting Room
12:45 PM – 1:00 PM	Break	
1:00 PM – 1:30 PM	Economic Development	Public Works/1 <sup>st</sup> Floor Meeting Room
1:30 PM – 2:00 PM	Budget Services	Public Works/1 <sup>st</sup> Floor Meeting Room
2:00 PM – 2:15 PM	Break	
2:15 PM – 2:55 PM	Q &A w/Commissioner & County Mgr.	Public Works/1 <sup>st</sup> Floor Meeting Room
2:55 PM – 3:00 PM	Program Conclusion	Public Works/1 <sup>st</sup> Floor Meeting Room

LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

**IMPORTANT:** 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:  

Lee County Procurement Mgmt.  
1825 Hendry St 3<sup>rd</sup> 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.)

**\*\*This form is not required to be returned with your solicitation, but used as a tool when responding to the solicitation.**