

The School Board of:
Hillsborough County, FL

Tamara P. Shamburger, Chair
Melissa Snively, Vice Chair
Steve P. Cona III
Lynn L. Gray
Stacy A. Hahn
Karen Perez
Cindy Stuart



**BUSINESS SERVICES DIVISION
PROCUREMENT SERVICES
REQUEST FOR PROPOSALS**

Superintendent of Schools
Jeff Eakins
Deputy Superintendent, Instruction
Van Ayres
Deputy Superintendent, Operations
Christopher Farkas
Chief of Schools, Administration
Harrison Peters
Chief Business Officer
Gretchen Saunders
General Manager, Procurement Services
Corey A. Murphy

March 8, 2019

19043-MST-IV CUSTODIAL SERVICES

Purpose: Hillsborough County Public Schools (HCPS) is soliciting proposals from vendors having specific interest and qualifications in the areas identified in this solicitation. Proposals for consideration must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed work. Other information required by HCPS includes the submission of profiles and resumes of the staff to be assigned to the projects, references, illustrative examples of similar work performed, and any other requested information which will clearly demonstrate the Proposer's expertise in this solicitation. An evaluation committee will review and evaluate all qualification statements and may request Proposer(s) to provide oral presentations. The evaluation committee will rely on the Proposal in selection of finalists and, therefore, Proposers should emphasize specific information considered pertinent to this solicitation and submit all information requested.

<i>Event</i>	<i>Date</i>	<i>Time</i>
Pre-Proposal Conference Mandatory: Site Visit #1 of 3:	Tuesday, March 26, 2019 Tampa Bay Technical High School 6410 Orient Rd., Tampa, FL 33610	8:00 a.m. ET
Site Visit #2 of 3:	Tuesday, March 26, 2019 McLane Middle School 306 N Knights Ave., Brandon, FL 33510	9:30 a.m. ET
Site Visit #3 of 3:	Tuesday, March 26, 2019 Fishhawk Creek Elementary 16815 Dorman Rd., Lithia, FL 33547	11:00 a.m. ET
Last Day for Questions:	Wednesday, April 10, 2019	3:00 p.m. ET
Proposal Due Date/Time:	Wednesday, April 17, 2019	3:00 p.m. ET

Dates are subject to change. All changes will be reflected in Addenda to the solicitation posted on www.myvendorlink.com.

Cone of Silence: The Cone of Silence, HCPS policy 6320 – Procurement, prohibits any communication regarding an active competitive solicitation between any District employee or Board member and any third party, representative, or lobbyist of that party, in effect from the time of release of the competitive solicitation until the contract is awarded by the Board.

Questions: Proposer may submit written inquiries for this competitive solicitation solely by way of the HCPS vendor portal at www.myvendorlink.com.

Vendorlink (www.myvendorlink.com): Proposer must have a current Vendorlink vendor application to conduct business, receive updates and addenda, and ask questions under any HCPS solicitation. HCPS may disqualify any Proposer for failure to comply with this condition. For technical support contact the Vendor Registration Helpdesk at (407) 222-1885, or email support@evendorlink.com for additional registration questions.

1	INTRODUCTION	3
1.1	BACKGROUND	3
1.2	DEFINITIONS	3
1.3	REQUEST FOR PROPOSALS (RFP)	4
2	GENERAL TERMS AND CONDITIONS	5
2.1	LEGAL REQUIREMENTS	5
2.2	INDEMNIFICATION	11
2.3	PURCHASES BY OTHER PUBLIC AGENCIES	12
2.4	HCPS RIGHTS	12
2.5	TERMINATION	13
2.6	CONTRACTOR OBLIGATIONS	15
2.7	CONTRACTOR PERSONNEL	16
2.8	THE DISTRICT SAFETY OFFICE	17
3	INSTRUCTIONS	19
3.1	PRIOR TO SUBMITTAL	19
3.2	SUBMITTAL FORMAT	19
3.3	DELIVERY OF SEALED PROPOSAL	21
3.4	PROPOSAL EVALUATION	22
3.5	PROTEST	23
3.6	AWARD	24
4	EVALUATION CRITERIA	25
4.1	PRELIMINARY EVALUATION	25
4.2	EVALUATION PHASE 1	25
4.3	EVALUATION PHASE 2 (OPTIONAL)	26
5	SPECIAL CONDITIONS/SUBMITTALS	28
5.1	TAB 1: QUALIFICATIONS AND EXPERIENCE	29
5.2	TAB 2: SCOPE OF WORK	33
5.3	TAB 3: COST/BEST VALUE	39
5.4	TAB 4: UTILIZATION OF SMALL BUSINESS ENTERPRISES (SBE)	41
5.5	REQUIRED FORMS	43

APPENDIX A: FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SEE SEPARATE DOCUMENT

APPENDIX B: NON-MOWING PROGRAM SITES

SEE SEPARATE DOCUMENT

1 INTRODUCTION

1.1 BACKGROUND

Hillsborough County Public Schools, Florida (HCPS) is a political subdivision organized under Section 4, Article IX, of the State Constitution and Florida Statutes. HCPS, which is coterminous with Hillsborough County, is the nation's eighth largest school system. HCPS presently has over 270 schools with approximately 212,000 students and approximately 25,000 full and part-time employees. Management of HCPS is independent of metropolitan and city governments. The School Board of Hillsborough County, Florida, (the "Board") a public corporation existing under the Laws of the State of Florida, is the policy-making body of HCPS. The School Board consists of seven members elected by district. Among other duties, the School Board has broad financial responsibilities, including the approval of the annual budget, which for the 2017/18 fiscal year is approximately \$2.83 billion. The Chief Executive Officer is the Superintendent of Schools, Mr. Jeff Eakins, appointed by the Board, who is responsible for all financial transactions and records of HCPS.

1.1.1 Vision: Hillsborough County Public Schools' Procurement Services will be a leading procurement team in efficiency and delivery of quality products.

1.1.2 Mission: Hillsborough County Public Schools' Procurement Services will contribute to the delivery of a low-cost education by enabling our schools and other departments to obtain quality equipment, goods and services at the best possible value on the basis of competitive bids considering cost, quality, suitability, service, and delivery.

1.2 DEFINITIONS

Whenever the following terms are used, its intent and meaning shall be as follows:

- **Addenda:** All written or graphic instruments issued prior to the date for opening of bid solicitation, which modify or interpret the bid solicitation documents by additions, deletions, corrections, or clarifications.
- **Agreement:** The Agreement includes this solicitation, addenda, submitted proposal, all mutually agreed amendments, best and final offer, and renewals covering the provision of commodities or contractual services herein.
- **Competitive Solicitation ("Solicitation"):** The term "competitive solicitation" or "solicitation" includes the published invitation to bid, request for proposals, and invitation to negotiate. The solicitation includes this document, all attachments, and HCPS-issued addenda.
- **Contractor/Awarded Vendor:** Unless otherwise indicated, refers to any type of business entity ("organization") awarded by The School Board of Hillsborough County, Florida in accordance with a bid submitted by that entity in reply to this competitive solicitation.
- **Default:** The omission or failure to fulfill a duty, observe a promise, discharge an obligation, or perform as agreed.
- **Procurement Officer:** HCPS contracting personnel that serves as the liaison between the Procurement Services team and the requesting department.
- **Proposal/Bid/Reply/Quote ("Proposal"):** Any written offer submitted in response to this HCPS competitive solicitation.
- **Proposer:** The term "Proposer" will include those firms submitting proposals to this competitive solicitation.

- **Renewal:** A renewal allows for the continued contracting with the same contractor for an additional period after the initial term of the Agreement, only if pursuant to Agreement terms specifically providing for such renewal.
- **Responsible Vendor:** pursuant to Florida statutes, a “responsible vendor” means a vendor who has the capability in all respects to perform fully the Agreement requirements and the integrity and reliability that will assure good faith performance.
- **Responsive Bid:** A responsive bid means a proposal submitted by a responsive and responsible vendor that conforms in all material respects to the solicitation.
- **Scope of Work:** The Scope of Work describes the commodities and contractual services the contractor will provide under this Agreement and may include project information (broken into deadlines and specific tasks).
- **Small Business, Minority-Owned, Woman-Owned, or Service-Disabled Veteran-Owned Small Business (“SBE”):** An HCPS Office of Supplier Diversity registered small business enterprise.
- **Subcontractor:** Any organization directly contracted with the Contractor, on behalf of the Contractor, to furnish labor, materials, and/or equipment for the provision of the commodities or contractual services subject to this competitive solicitation. The Contractor must notify HCPS prior to the use of any Subcontractor, if approved by HCPS, the Subcontractor must adhere to all Contractor requirements, and Contractor must remain liable for the Subcontractor’s actions and fees.
- **Vendor/Firm/Business Entity/Organization:** An organization, sole proprietorship, partnership, corporation, or limited liability company that sells commodities or contractual services to achieve commercial goals.

1.3 REQUEST FOR PROPOSALS (RFP)

In accordance with the Florida Department of Education (FLDOE) Rule 6A-1.012(1)(e) Purchasing Policies, “Request for proposals” shall be defined for the purposes of this rule as a written solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for HCPS to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when HCPS is requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is publicly posted.

FLDOE Rule 6A-1.012(10) Purchasing Policies, in acceptance of responses to requests for proposals, HCPS may award contracts to one or more responsive, responsible proposers in accordance with the selection criteria published in the request for proposal.

FLDOE Rule 6A-1.012(12)(c) Purchasing Policies states that if less than two responsive proposals for commodity or contractual services are received, HCPS may negotiate on the best terms and conditions or decide to reject all proposals. The district school board shall document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the school district in lieu of resoliciting proposals.

Pursuant to Florida statutes, a “responsible vendor” means a vendor who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance.

A responsive bid means a bid, or proposal, or reply submitted by a responsive and responsible vendor that conforms in all material respects to the solicitation.

2 GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions are incorporated and applicable to all Hillsborough County Public Schools ("HCPS")-issued competitive solicitations and to each purchase made by any authorized method of acquisition. HCPS shall deem that each Proposer submitting a Proposal, to have assented to these conditions by the act of responding to this competitive solicitation ("solicitation") and/or acceptance of a request for purchase via duly issued purchase order (PO). Prior to the solicitation due date HCPS may incorporate additional conditions, without limitation, referenced as Attachment, Appendix, or Addendum, generally termed "additional" or "special conditions." Any conflict in terms between an appendix, and any HCPS-issued addenda will require the following order of precedence: addenda, answers to questions on www.myvendorlink.com, Special Conditions in the solicitation, and appendices. HCPS will reject all Bids that fail to accept these conditions as "non-responsive."

2.1 LEGAL REQUIREMENTS

The Contractor must be knowledgeable of all federal, state, county, and local laws, ordinances, rules and regulations, and School Board Policy (www.sdhc.k12.fl.us/policymanual/policy/7) that in any manner affect the commodities and contractual services covered herein which may apply. Bidder's lack of knowledge shall not be a cause for relief from responsibility.

2.1.1 Legal Venue: Venue for all legal action regarding or arising out of the transactions covered herein shall be solely in the district court in and for Hillsborough County, State of Florida. The laws of the State of Florida shall govern this transaction.

2.1.2 Tax Exemption: The Contractor cannot claim exemption from taxes for materials to fulfill its contractual obligations to HCPS. HCPS shall not authorize the use the HCPS tax exemption number to purchase such materials. HCPS is exempt from federal and state taxes for tangible personal property. The HCPS Sales Tax Exemption Form is available for download at [https://www.sdhc.k12.fl.us/docs/00/00/01/53/Sales Tax Exemption Cert EXP 9 30 2022.pdf](https://www.sdhc.k12.fl.us/docs/00/00/01/53/Sales_Tax_Exemption_Cert_EXP_9_30_2022.pdf).

2.1.3 Fair Labor Standards Act – "Hot Goods": The Bidder certifies that the production of the provided commodities shall be compliant with all applicable requirements of sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under section 14 thereof.

2.1.4 Public Records Laws: This Agreement shall be subject to the Public Records Laws Chapter 119, Florida Statute. The Contractor understands the broad nature of these laws and agrees to comply with Florida's public records laws and laws relating to records retention. Pursuant to § 119.0701 F.S., the Contractor shall:

- keep and maintain public records that ordinarily and necessarily would be required by HCPS to perform the service; and
- provide the public with access to public records on the same terms and conditions that HCPS would provide the records and at a cost that does not exceed the cost provided in chapter 119 F.S. or as otherwise provided by law; and
- ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- meet all requirements for retaining public records and transfer, at no cost, to HCPS all public records in possession of the Contractor upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements; and
- can provide all electronically stored records in a format that is compatible with the HCPS information technology systems

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE HILLSBOROUGH COUNTY PUBLIC SCHOOLS OFFICE OF COMMUNICATIONS AT 901 E. KENNEDY BOULEVARD, TAMPA, FLORIDA 33602, PHONE: (813) 272-4060, EMAIL: PRR@SDHC.K12.FL.US.

2.1.5 Discrimination: The Contractor must comply with all applicable laws, ordinances, codes, and statutes of all local, state, or national governing bodies included within this section. Further, the Contractor must comply with the regulations of Title VII of the Civil Rights Act of 1964, as amended, and the Florida Civil Rights Act of 1992, in which no person in the United States shall on the grounds of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status be excluded from participation in or be denied the proceeds of or be subject to discrimination in the performance of this Agreement.

2.1.6 Americans with Disabilities Act: Any Bidder submitting a Bid to HCPS for the provision of commodities or contractual services may not exclude any person(s) from participating in; deny any person(s) the proceeds or benefits of; not otherwise subject any person(s) or subcontractors to any form of discrimination based on grounds of race, creed, color, national origin, age, sex, or disability. All Contractors and/or subcontractors providing commodities or contractual services must comply with the pertinent portion of the Americans with Disabilities Act of 1990, Public Law 101-336.

2.1.7 Student Confidentiality: All records, materials, documents or other objects containing confidential information, and copies thereof, obtained by the Contractor during the provision of commodities or contractual services for HCPS are confidential and shall not be used or disclosed in any manner by Contractor, except as allowed by applicable law and regulations and the policies and practices of HCPS. Notwithstanding the policies and practices of HCPS, in no event shall Contractor use or disclose confidential information in violation of the Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), or other applicable laws or regulations. After the termination of the Agreement with HCPS, Contractor shall not use or disclose the contents of such confidential information for any purpose whatsoever, except as may be required by law, if Contractor must first furnish prompt notice thereof to HCPS to permit HCPS an opportunity to contest such disclosure.

- The Contractor agrees not to remove from HCPS premises, except as a Contractor, acting on behalf of HCPS and in pursuit of the business for HCPS or except as authorized or directed by HCPS, any records, materials, documents or objects containing or reflecting any confidential information. The Contractor recognizes that all such documents and objects, whether developed by the Contractor or someone else, are the exclusive property of HCPS.
- Upon the expiration of the Agreement with HCPS, or at any other time upon request by HCPS, and at the sole discretion of HCPS, the Contractor shall promptly deliver to HCPS all documents and records which are in the Contractor's possession or control and which are confidential information as defined in this Agreement.
- The Contractor's failure to comply with the provisions of this Agreement pertaining to confidential information is a breach of this Agreement and may result in the termination of the Agreement and further legal action against Contractor. The provisions of this Agreement pertaining to confidential information shall survive termination of the Agreement between HCPS and the Contractor.
- In the event of a breach of the confidentiality provisions of this Agreement, either during the term of the Contractor with HCPS, or at any time thereafter, Contractor will be solely responsible for any claims, damages, costs, and expenses, including reasonable attorney fees incurred by HCPS because of the Contractor's breach of the confidentiality provisions of this Agreement. The Contractor further agrees that HCPS may obtain injunctive or other equitable relief in a court action to restrain further breach of

this Agreement or to prevent unauthorized uses or disclosures of confidential information by Contractor.

2.1.8 Public Entity Crimes: Per the provisions of Florida Statute 287.133 (2) (A), "A person or affiliate who has been placed on the convicted vendor(s) list following a conviction for a public entity crime may not submit a Bid on an Agreement to provide any commodities or contractual services to a public entity, may not submit a Bid on an Agreement with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a vendor(s), supplier, sub-contractor(s) or consultant under an Agreement with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.01 7 for category two for a period of 36 months from the date of being placed on the convicted vendor(s) list."

2.1.9 Convicted and Discriminatory Vendor Lists: In accordance with ss. 287.133(2)(a) and 287.134, F.S., and Rule 60A-1.006(1), F.A.C., a person or affiliate placed on the State of Florida Discriminatory Vendor List or the Convicted Vendor List following a conviction for a public entity crime may not submit a bid on an Agreement to provide any commodities or contractual services to a public entity; may not submit a bid on an Agreement with a public entity for the construction or repair of a public building or public work; may not submit Bids on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under an Agreement with any public entity; and may not transact business with any public entity in excess of the threshold amount of \$35,000 for a period of 36 months following the date of being placed on the convicted vendor list:

www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists.

2.1.10 Federal Grants Terms and Conditions: Part 200—Uniform Administrative Requirements for Federal Awards: FOR ANY SOLICITATION THAT INVOLVES, RECEIVES OR UTILIZES FEDERAL GRANTS FUNDING, THE FOLLOWING TERMS AND CONDITIONS SHALL BE CONSIDERED A PART OF THE SOLICITATION AND RESULTING AWARD AND THE CONTRACTOR ACCEPTS AND ACKNOWLEDGES THAT IT IS AND WILL CONTINUE TO BE COMPLIANT WITH THE TERMS AND CONDITIONS FOR THE TERM OF THE AWARD.

HCPS will follow §§ 200.318 general procurement standards through 200.326. Agreement provisions for any agreement that involves, receives, or utilizes federal grants funding, must state that the following terms and conditions shall be a part of the agreement and the contractor accepts and acknowledges that it is compliant and will continue to comply with the applicable terms and conditions for the term of the award:

2.1.10.1 Provisions for Non-Federal Entity Contracts Under Federal Awards, Regardless of Agreement Value:

2.1.10.1.1 Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms (2 CFR § 200.321): The Contractor, if subcontracts are to be let, must take the following affirmative steps:

- Place qualified small and minority businesses and women's business enterprises on solicitation lists; and
- Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; and
- Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; and
- Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and

- Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

2.1.10.1.2 Equal Employment Opportunity (41 CFR § 60-1.4(B) (Federally Assisted Construction Agreement)): During the performance of this Agreement, the Contractor agrees as follows:

- The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- The Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other Agreement or understanding, a Record Retention and access requirements to all records The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other Agreement or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- The Contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- If the Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be cancelled, terminated, or suspended in

whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- The Contractor will include the provisions of the above paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

2.1.10.2 Provisions for Non-Federal Entity Contracts Under Federal Awards, Construction Contracts Over \$2,000:

2.1.10.2.1 Davis-Bacon Act, As Amended (40 U.S. Code 3141-3144, 3146-3148): When required by Federal program legislation, all prime construction contracts more than \$2,000 must comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). The Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractors must pay wages not less than once a week. HCPS must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award an Agreement or subcontract must be conditioned upon the acceptance of the wage determination. HCPS must report all suspected or reported violations to the Federal awarding agency.

2.1.10.2.2 Copeland "Anti-Kickback" Act (40 U.S. Code 3145): As supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. HCPS must report all suspected or reported violations to the Federal awarding agency.

2.1.10.3 Provisions for Non-Federal Entity Contracts Under Federal Awards, Over \$10,000:

2.1.10.3.1 Procurement of Recovered Materials (2 CFR § 200.322): HCPS and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

2.1.10.4 Provisions for Non-Federal Entity Contracts Under Federal Awards, Over \$25,000:

2.1.10.4.1 Debarment and Suspension (Executive Orders 12549 and 12689): An Agreement award expected to equal or exceed \$25,000 (2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR

180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." The Contractor certifies that it complies with the Federal Debarment Certification regarding debarment suspension, ineligibility, and voluntary exclusion. In accordance with 2 CFR part 180 that implement Executive Orders 12549 and 12689. Furthermore, the Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2.1.10.5 Provisions for Non-Federal Entity Contracts Under Federal Awards, Over \$100,000:

2.1.10.6 Agreement Work Hours and Safety Standards Act (40 U.S. Code 3701-3708): HCPS awarded Contracts more than \$100,000 that involve the employment of mechanics or laborers must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S. Code 3702 of the Act, the Contractor must compute the wages of every mechanic and laborer based on a standard workweek of 40 hours. Work more than the standard workweek is permissible if the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked more than 40 hours in the workweek.

2.1.10.7 Byrd Anti-Lobbying Amendment (31 U.S. Code 1352): For contracts exceeding \$100,000, the Contractor must file the required certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal Agreement, grant or any other award covered by 31 U.S.C. 1352. The Contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

2.1.10.8 Debarment and Suspension (Executive Orders 12549 and 12689): An Agreement award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." The Contractor certifies that it complies with the Federal Debarment Certification regarding debarment suspension, ineligibility, and voluntary exclusion. In accordance with 2 CFR part 180 that implement Executive Orders 12549 and 12689. Furthermore, the Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2.1.10.9 Provisions for Non-Federal Entity Contracts Under Federal Awards, Over \$150,000:

2.1.10.9.1 Bonding Requirements (2 CFR § 200.325): For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold (\$150,000), the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of HCPS provided that the Federal awarding agency or pass-through entity has determined that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- A bid guarantee from each Respondent equivalent to five (5%) percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a Proposal as assurance that the Proposer, upon acceptance of the Proposal, will execute such contractual documents as may be required within the time specified.
- A performance bond on the part of the Contractor for 100 percent of the Agreement price. A "performance bond" is one executed in connection with an Agreement to secure fulfillment of all the contractor's obligations under such Agreement.

- A payment bond on the part of the contractor for 100 percent of the Agreement price. A “payment bond” is one executed in connection with an Agreement to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the Agreement.

2.1.10.9.2 Clean Air Act (42 U.S. Code 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387): As amended, Contracts more than \$150,000 requires the Contractor to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

2.1.10.10 Remedies for Violation or Breach of Agreement: The Contractor agrees to the use of liquidated damages in the event the Contractor fails to perform in accordance with the provisions herein. On the occasion where the contractor is in default of Agreement, or any material provision thereof, or fails to remedy any deficiency in performance, HCPS may procure the necessary commodities and contractual services from an alternative source and hold the Contractor financially responsible for any excess costs incurred. The difference between the proposed price of the commodity or contractual service and the actual price paid may be deducted from any current or future obligations owed to the Contractor. In addition, default will result in termination of Agreement and a prohibition against future business with HCPS for a term of not less than two years.

2.2 INDEMNIFICATION

The Contractor agrees to indemnify, hold harmless, and defend HCPS, its agents, servants, and employees servants, and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney’s fees, reasonable investigative and discovery costs, court costs, and all other sums which HCPS, its agents, servants, and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods, or services furnished by the Contractor, its agents, servants, or employees; the Contractor’s equipment, its agents, servants, or employees while such equipment is on premises owned or controlled by HCPS; or the negligence of the Contractor or the negligence of Contractor’s agents when acting within the scope of their employment, whether such claims, judgments, costs, and expenses be for damages, damage to property including HCPS’s property, and injury or death of any person whether employed by the Contractor, HCPS or otherwise.

2.2.1 Indemnification (Copyright Infringement): The Contractor shall defend, indemnify, and hold HCPS and its successors and assigns harmless from and against all third-party claims, suits and proceedings, and any and all damages, liabilities, costs and expenses (including reasonable attorneys’ fees and court costs) incurred as a result of (i) infringement by the Contractor of any third-party patent, copyright or trademark, or (ii) misappropriation by the Contractor of any third party trade secret in connection with any of the foregoing.

2.2.2 The Patient Protection and Affordable Care Act: The Contractor agrees that it will offer Minimum Essential Coverage, as that term is defined in the Patient Protection and Affordable Care Act (PPACA) and related regulations, to any agents, servants, employees, assigns, independent contractors, or anyone else retained by the Contractor for the performance of the Contractor’s obligations under this Agreement who spends more than 30 hours per week on average performing services for HCPS. Except as expressly provided herein, the Contractor agrees to assume complete responsibility and liability and indemnify HCPS for any fines, penalties, taxes, excise taxes or other amounts incurred by HCPS related to agents, servants, employees, assigns, independent contractors, or anyone else retained by the Contractor for the performance of the Contractor’s obligations under this Agreement. This includes any fines, penalties, taxes, excise taxes, or other amounts incurred by HCPS based on the Contractor’s failure to comply with requirements under the PPACA including any failure to offer PPACA compliant minimum essential coverage that is affordable and provides minimum value to

any agents, servants, employees, assigns, independent contractors, or anyone else retained by the Contractor for the performance of the Contractor's obligations under this Agreement.

2.3 PURCHASES BY OTHER PUBLIC AGENCIES

2.3.1 Other State of Florida Governmental Agencies: Only with the written consent and agreement of the Contractor, other governmental agencies within the State of Florida may make purchases under this Agreement governed by the same terms and conditions herein.

2.3.2 Within Hillsborough County: In accordance with Laws of Florida, Chapters 69-1112 and 69-1119, any public agency or authority existing within Hillsborough County ("Member"), collectively the "Hillsborough County Governmental Purchasing Council", which may desire to purchase commodities or contractual services under this Agreement, entered into pursuant to law by any other political subdivision, such authority existing within Hillsborough County may purchase the commodities or contractual services at the Agreement price. The Member will issue its own purchase orders, issue payments, and coordinate the service locations with the Contractor, as applicable. The Hillsborough County Governmental Purchasing Council consists of the following agencies.

- Children's Board of Hillsborough County
- City of Plant City
- City of Tampa
- City of Tampa Housing Authority
- City of Temple Terrace
- Hillsborough Area Regional Transit
- Hillsborough Community College
- Hillsborough County Aviation Authority
- Hillsborough County Board of County Commissioners
- Hillsborough County Clerk of Circuit Court
- Hillsborough County Property Appraiser
- Hillsborough County Sheriff's Office
- Hillsborough County Supervisor of Elections
- Hillsborough County Tax Collector
- Office of the State Attorney 13th Judicial Court
- Tampa Hillsborough Expressway Authority
- Tampa Palms Community Development District
- Tampa Port Authority
- Tampa Sports Authority

2.4 HCPS RIGHTS

2.4.1 Proposal Confidentiality: Sealed Proposals received by HCPS pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until HCPS provides notice of an intended decision or until 30 days after opening the proposals, whichever is earlier.

2.4.2 Reject/Reissue Bid: If HCPS rejects all Proposers submitted in response to a competitive solicitation and concurrently provides notice of its intent to reissue the competitive solicitation, the rejected Bids remain exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until HCPS provide notice of an intended decision concerning the reissued solicitation or until HCPS withdraws the reissued competitive solicitation. A Proposal is not exempt for longer than 12 months after the initial HCPS notice rejecting all Proposals.

2.4.3 Bid Rejection: HCPS, at its sole discretion, may reject any, or parts of any Proposal; re-advertise, postpone or cancel, at any time, the solicitation process; or waive any irregularities in the solicitation, or in the Proposals received. HCPS also reserves the right to request clarification of information from any Proposer.

2.4.4 Assignment: The Contractor, whether under separate Agreement or not, shall not assign any part or whole of this Agreement to another party, subcontractor, or company nor shall they assign any money due or to become due to him hereunder, without the previous written consent of HCPS. HCPS may transfer this Agreement to any successor performing the same functions. The parties acknowledge that HCPS may transfer any of its interest in this Agreement to any successor of HCPS.

2.4.5 Non-Exclusivity: This competitive solicitation does not establish an exclusive arrangement between HCPS and the Contractor. Additionally, HCPS reserves the following additional unrestrictive rights and may:

- use additional vendor(s) to timely provide the commodities or contractual services, or deliver the same or similar products, as described herein when it is to the economic benefit of HCPS; and
- solicit any commodities or contractual services described herein when it is to the economic benefit of HCPS; and
- purchase items on this solicitation from any State of Florida public entity, the General Services Administration (GSA), Bay Area Schools Purchasing Council (BASPC), or any purchasing cooperative that serves school districts; and
- generate emergency purchases from the next-ranked Bidder(s); and
- generate additional purchases due to the Contractor's inability provide the commodities or contractual services under the requested timeframe

2.5 TERMINATION

HCPS shall have the right always to terminate this Agreement, with or without cause, upon written notice of such termination provided not less than thirty (30) days prior to the date that such termination is to be effective, or with such lesser notice as HCPS may deem appropriate under the circumstances. If HCPS elects to terminate this Agreement without cause, HCPS shall compensate the Contractor for all satisfactory commodities or contractual services provided prior to the date of termination. If a notice of termination is given, the Contractor agrees to abide and perform all covenants and provisions of this Agreement until the date of the termination specified in the written notice of termination. The Contractor shall have no further rights, and HCPS shall have no further obligation to the Contractor, after the date of termination of this Agreement as specified in the written notice. HCPS may discontinue the provision of commodities or contractual services to any HCPS site as it deems necessary, that portion of the Agreement shall be void for the said site.

2.5.1 Termination for Cause: HCPS will periodically inspect the commodities or contractual services to ensure that the Contractor meets all contracted requirements. HCPS reserves the right to terminate this Agreement for cause, which shall include without limitation the Contractor's failure to comply with any provision of this Agreement. Prior to HCPS terminating an Agreement, the General Manager of Procurement Services or designee may initiate an internal review of the situation, the Contractor may be invited to participate.

2.5.1.1 Initial Cure Notice: HCPS may choose to provide an initial notification to require the correction of any discrepancies, inconsistencies, or items not meeting the specifications contained herein, at no additional cost to HCPS. Within ten (10) days upon receipt of the notice, the Contractor shall provide a written response describing the Contractor's steps to correct the noted deficiencies.

2.5.1.2 Second Notice: A second notification of discrepancy, if provided, upon receipt, shall serve as notification of immediate termination due to the discrepancies, inconsistencies, or items not meeting specifications contained herein and the Contractor shall cease with the provision of commodities or contractual services. In such event, HCPS shall pay the Contractor only for satisfactory commodities or contractual services. The Contractor and its sureties may be liable to HCPS for any additional HCPS-incurred costs to complete the job

and/or repair of damages to the site and shall be deemed a breach of Agreement, subject to termination, and shall be a factor during the evaluation of future HCPS solicitations

2.5.2 Suspension or Debarment: In accordance with School Board Policy chapter 6320-Procurement Procedures, Suspension or Debarment, the General Manager of Procurement Services may debar the Contractor for a defined period from bidding on or performing as a subcontractor on any HCPS Agreement. The suspended or debarred Contractor may submit a request for a status change upon expiration of the suspension or debarment period. The General Manager of Procurement Services shall have the authority to suspend or debar any Contractor (without limitation) for the following:

- default on awarded Agreement; or
- violation of Agreement terms and conditions without cure or remedy; or
- default of any payment or other monies due to HCPS; or
- conviction of fraud or criminal acts while performing as a Contractor on any contracts, even those not associated or written by HCPS; or
- consistent past performance record of habitual or continuous unsatisfactory performance, safety violations, failure to adhere to the Jessica Lunsford Act, as defined in the Agreement, repeated violations of any Agreement provisions, or delinquent performance by the Contractor; or
- possession of firearms; or
- violation of Federal and State laws and any applicable HCPS policy regarding Drug-Free Workplace, subject to immediate termination of any Agreement)

2.5.3 Nonconformance To Agreement Conditions: Commodities and contractual services provided may be tested for compliance with RFP conditions and specifications at any time. Items delivered, not conforming to RFP conditions or specifications, may be rejected and returned at Contractor's expense. Services not conforming to RFP specifications shall be corrected and performed again to meet the specifications of the RFP at the Contractor's expense. Commodities or contractual services not delivered as per delivery date in RFP and/or Purchase Order may be rejected upon delivery and/or may be purchased on the open market. Any increase in cost may be charged against the Contractor. Any violation of these stipulations may also result in:

- Cancellation and default of Agreement;
- For a period not to exceed two years, any proposal submitted by vendor will not be considered and will not be recommended for award.
- All departments shall be advised to not conduct business with vendor.

2.5.3.1 Return of Commodities: All merchandise returned for any reason other than Contractor's error, misrepresentation of commodity capabilities, or due to defect may be subject to return freight charges, negotiable between HCPS and the Contractor. HCPS will return commodities in the original factory sealed packaging whenever possible. The Contractor must provide a return merchandise authorization (RMA) without requiring a purchase order or credit card. If applicable, the Contractor will ship replacement commodities prior to receipt of returned merchandise.

2.5.4 Notice of Default: If HCPS determines that grounds exist to declare the Contractor in default, the Superintendent or designee shall provide the Contractor written notice of default and termination, making specific reference to the provision(s) that gave rise to the breach. The failure of HCPS to exercise its rights will not be a waiver of such rights in the event of any further breach or non-compliance. HCPS may notify the Contractor as follows:

2.5.4.1 If Performance Security Is Required: HCPS may elect to execute the performance security as liquidated damages.

2.5.4.2 If Performance Security Not Required: The Contractor shall pay HCPS, as liquidated damages, an amount equal to five (5%) percent of the total estimated value of the commodities and contractual services in question. If pricing is in a lump sum amount, then the amount due is five (5%) percent of the remaining value of the Agreement. The Contractor's failure to pay liquidated damages (within 15 days after notification) will be cause for sanction of the Contractor for a period of not less than one (1) year, but no more than two (2) years after the date of the default. Thereafter, the vendor may request a reinstatement to the active bidders list.

2.5.4.3 Award to Next Responsive, Responsible Proposer: Upon cancellation of any Agreement, HCPS reserves the right to award the Agreement to the responsive, responsible Proposer(s) offering the next ranked Proposal for the unexpired term of the Agreement or resolicit this solicitation as deemed to be in its best interest.

2.5.5 Non-Appropriation of Funds (Funding Out): It is understood and agreed between the parties hereto that HCPS shall be bound and obligated hereunder only to the extent that the funds shall have been appropriated and budgeted for the Agreement. In the event funds are not appropriated and budgeted in any fiscal year for payments due under the Agreement, HCPS shall notify the Contractor of such occurrence and the Agreement shall terminate on the last day of the fiscal year for which appropriation(s) received, sans penalty or expense to HCPS.

2.6 CONTRACTOR OBLIGATIONS

2.6.1 Accounting and Invoicing: In accordance with the Florida Prompt Payment Act (ss. 218.70-218.80).

Invoice payment is Net 45 days from the date of delivery or the receipt of satisfactory invoice, whichever occurs last, unless invoices specify early payment discounts. All payments due and not made within the time specified by this section bear interest from thirty (30) days after the due date at the rate of one (1%) percent per month on the unpaid balance.

2.6.1.1 Invoice Submittal: The Contractor shall submit an original invoice to the HCPS Accounts Payable Department. The Contractor, unless under mutual written agreement, shall provide invoices that will include all scheduled services, products purchased, and/or services completed during the previous one-month period.

2.6.1.2 "Duplicate" or "Copy" Invoice: All contractual service contracts require a duplicate invoice, identified as a "duplicate" or "copy" to the ordering department or designated project leader.

2.6.1.3 Purchase Orders: All accounting and invoicing correspondence must reference a HCPS PO number. HCPS may generate Individual purchases via blanket or multiple POs against the Agreement as item(s) are required.

2.6.1.4 Deliveries: HCPS shall provide payment for deliveries on a per order basis.

2.6.1.5 Inspection, Acceptance, and Title (FOB Destination): Inspection and acceptance will be at destination. Title and risk of loss or damage to all items shall be the responsibility of the shipper (Contractor) until accepted by HCPS unless loss of damage results from negligence by HCPS.

2.6.2 Offered Prices: Proposer may offer a cash discount for prompt payment. However, HCPS shall not consider such discounts in determining the lowest net cost for Bid evaluation purposes. HCPS shall compute discounts from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.

2.6.3 Sub-Contractor: Nothing contained in this solicitation establishes a contractual relationship between HCPS and any sub-contractor. The Contractor is responsible to HCPS for the acts and omissions of its sub-contractor and its employees. After award of Agreement, any changes in subcontractor(s) require prior written notification to and approval by HCPS. By submission of an invoice, the Contractor certifies that all its

subcontractors and suppliers have been paid for services and materials from previous progress payments received (less any retainage) by the Contractor prior to receipt of any further progress payments. During the Agreement period and upon completion of the Agreement, HCPS may request documentation to certify payment to subcontractors and/or suppliers. This provision in no way creates any contractual relationship between any subcontractor and HCPS or any liability on HCPS for the Contractor's failure to make timely payment to the subcontractors and/or suppliers.

2.7 CONTRACTOR PERSONNEL

2.7.1 Personnel Appearance & Behavior: The Contractor's staff members are to present a professional appearance. Personnel shall be neat, clean, well groomed, if applicable properly uniformed, and conduct themselves in a respectable and courteous manner.

2.7.2 Uniforms: Employees shall wear a recognizable uniform. HCPS does not allow the wearing of hats indoors. Each employee performing services for HCPS must carry a government-issued picture ID, available upon request, while on HCPS property.

2.7.3 Conflict of Interest: An award made pursuant to this solicitation is subject to the provisions of Chapter 112, Part III Code of Ethics, Florida Statutes, and School Board Policy 6460.01 – Conflict of Interest. All Bidders must disclose, with their Bid, the name of any officer, director, or agent who is also an employee of the School District. Further, all Bidders must disclose the name of any HCPS employee(s) who hold material interest (direct or indirect ownership (not including ownership by spouse or minor child) of more than five (5%) percent of the Bidder's total assets or capital stock.

2.7.4 Personnel Qualifications: The Contractor must provide HCPS with a list of all employees and written qualifications of new or additional personnel working at a school site prior to the provision of contractual services under this Agreement.

2.7.5 Tobacco Products: HCPS allows the use of tobacco products in designated areas only.

2.7.6 Disruptive Behavior: The Contractor's personnel shall not play loud music, make unnecessary noises, or use language that causes offense to others.

2.7.7 Site Security: Contractor's personnel must coordinate with the site's front office or security personnel and shall be properly identified and must sign-in and sign-out when working or making deliveries during operational hours. All personnel must remain in the assigned work area.

2.7.8 Contractor's Tools and Equipment: It shall be Contractor's sole responsibility to safeguard its own materials, tools, and equipment while at an HCPS site. HCPS shall not assume any responsibility for vandalism and/or theft of materials, or any Contractor property.

2.7.9 Firearms & Narcotics: HCPS will not tolerate the possession of firearms and/or narcotics on HCPS property nor violations of Federal and State laws and any applicable HCPS policy regarding Drug Free Workplace. Violations will be cause for the immediate termination of any Agreement resulting from this solicitation. Weapons and firearms are defined in s. 790.001, F.S., and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

- No person may park their vehicle on HCPS property if weapons and firearms are stored in the vehicle.
- If a Contractor/subcontractor's employee brings a firearm onto HCPS property, the Contractor/subcontractor will terminate the employee from the HCPS Agreement. HCPS will terminate the Agreement for failure to adhere to this requirement.

- An exception to this policy includes weapons possessed as authorized by Florida statute for the provision of HCPS-contracted security services and law enforcement services.

2.8 THE DISTRICT SAFETY OFFICE

The District Safety Office will monitor and enforce compliance by all Contractors and sub-contractors that provide services and/or products to HCPS. It is the intent of HCPS that all Contractors and sub-contractors supplying services and/or products shall at no time cause unsafe conditions or acts that could have any impact on the safety and health of students, employees, or visitors to District operations. The Contractor may be required to supply a written copy of their Safety Program/Manual for review after Agreement award. HCPS may perform periodic review of the Contractor's safety manual and operations. The Contractor/subcontractor and their employees performing work under this Agreement must always follow safe working practices and comply with all Federal, State, Local, and HCPS safety policies and procedures. This includes the operation of vehicles and equipment on HCPS-owned property. The Contractor must immediately report all accidents, injuries, or incidents that occur on HCPS property to the District Safety Office.

2.8.1 Safety Data Sheets (SDS): In compliance with Chapter 442, Florida Statutes, any item delivered or used when providing services under this Agreement must have a published SDS. Each SDS must be written in English and Spanish and include information regarding the specific chemical identity of the hazardous chemical(s) involved and the common names. Provided information must include physical and chemical characteristics of all hazardous chemicals, known acute/chronic health effects, and related health information, exposure limits, whether the chemical is a carcinogen as identified by the National Toxicology Program (NTP), International Agency for Research on Cancer (IARC) or the Occupational Safety and Health Administration (OSHA), emergency first aid procedures, and the identification of the organization responsible for preparing the SDS.

The Contractor is responsible to provide written notification and SDS to the District Safety Office for any hazardous material that may be used. The District Safety Office defines Hazardous Material as "any material or substance for which there is sufficient data to indicate a reasonable risk to physical and/or environmental health", these substances are classified as poisonous, toxic, corrosive and flammable, explosive, radioactive, or otherwise have any warning on the product label.

- The Contractor must provide current and legible copies of SDS to evaluate all products, at least five (5) working days prior to use, including the Contractor's safety plan (precautions needed by the Contractor's employees).
- The District Safety Office will provide the Contractor with a copy of the SDS, stamped as approved, with or without additional restrictions, or disapproved.
- The Contractor must maintain a copy of the approved SDS at the job location.

2.8.2 Approval of Hazardous Materials: The District Safety Office must approve all hazardous materials (product) used by the Contractor prior to use. The Contractor must submit all requests for approval of product to the District Safety Office, at 4224 W. Crest Avenue, Tampa, Florida 33614. Telephone (813) 872-5263, Facsimile (813) 356-1471. The Contractor using the product must follow any identified restrictions.

- The Contractor must use products at any HCPS site in accordance with the manufacturer's instructions and applicable HCPS Policies.
- School sites where HCPS has no students or employees assigned within 250 feet of the materials do not require approval. All Federal, State, and Local regulations will apply.

2.8.3 Contractor's Use of Product: Product approval for use by HCPS employees does not constitute an automatic approval for use by the Contractor for all applications. All products used by the Contractor must be specifically approved for each job within HCPS.

2.8.4 HCPS Employee's Use of Products: HCPS employees will not use products (even if approved for Contractor use) until an approved SDS has been provided to the supervisor and/or is maintained in the worksite SDS Book.

2.8.5 Rejection of Hazardous Materials: HCPS may not authorize certain products for use to prevent an incidence of exposure to students or employees. Further, HCPS may apply stringent restrictions to the use of certain products to reduce or eliminate the incidence of exposure.

2.8.6 Product Removal: The Contractor must remove all products used on projects immediately upon completion. The Contractor must list the products left for HCPS use on a manifest indicating: type of container, amount, and the location of the product. The HCPS employee that originated the service or Agreement shall sign the manifest and forward to the District Safety Office.

2.8.7 Hazard Notification-Asbestos Containing Materials (ACM) and Lead Based Paint (LBP): ACM and LBP are present in many HCPS buildings. The presence of ACM and LBP does not necessarily mean that a hazard exists; however, disturbance of ACM and LBP may create a hazard. The Contractor/subcontractor must contact the District Safety Office before commencing any work that may disturb any ACM or LBP at HCPS facilities.

2.8.8 Unsafe Conditions: The Contractor/subcontractor must:

- perform work under the terms of this Agreement will follow the best environmental working practices always; and
- not cause any unsafe conditions or perform acts that could have an impact on the safety and health of students, employees, or visitors to HCPS operations; and
- comply with all Federal, State, Local, and District environmental policies and procedures; and
- supply, upon request, a written copy of its Environmental Program/Manual for review after Agreement award. HCPS may periodically review the Contractor's environmental manual and operations; and
- be responsible for removal and clean-up of all contamination (or potential contamination) upon occurrence or when identified by the District Safety Office; and
- immediately report all incidents to the District Safety Office

[INTENTIONALLY BLANK]

3 INSTRUCTIONS

HCPS may, at its sole and absolute discretion, reject all, or parts of any and all Bids; re-advertise this ITB; postpone or cancel, at any time, this ITB process; or waive any irregularities in this ITB or in the proposals received as a result of this ITB. When a solicitation is canceled, notice of cancelation shall be posted on the VendorLink website.

3.1 PRIOR TO SUBMITTAL

3.1.1 Cone of Silence: Proposers must direct all communications regarding this solicitation to Procurement Services. In accordance with HCPS Policy # 6320-Procurement, Any Board member, the Superintendent, Evaluation Committee Member, or any Board employee may not conduct any communications concerning a solicitation for a competitive procurement after Procurement Services releases the solicitation to the public. The "cone of silence" shall go into effect and shall remain in effect from the time of release of the solicitation until the Board awards the Agreement.

3.1.2 Vendorlink (www.myvendorlink.com/): To conduct business under this solicitation, HCPS requires that Proposers have a current vendor application on file with VendorLink. HCPS may rescind an award for failure to comply with this condition. To view solicitation documents, firms must register with VendorLink.

3.1.2.1 Addenda: Those interested in responding to and receiving addenda to this solicitation, or any other HCPS procurement opportunity, must log on to www.myVendorLink.com and select "Bid Solicitations", search for the solicitation, and download the document(s). Downloading the document will enter your email address as a participant and will provide notifications and updates for the solicitation. Prior to submitting the Bid, it shall be the sole responsibility of each Bidder to obtain and adhere to all HCPS-issued addenda.

3.1.2.2 Questions: A Proposer with additional questions regarding this solicitation or related document(s) may submit a written request for clarification to the solicitation at www.myvendorlink.com no later than the "last day to request additional information or clarification." Any interpretation to a Bidder shall be via written addenda or as posted on the Q&A section on VendorLink prior to the Bid due date.

- Proposer shall not rely on any statements other than those made in this solicitation or in any addenda to this solicitation.
- Where there appears to be a conflict between the solicitation and any addenda issued, the last addendum issued will prevail.

3.1.3 Pre-Proposal Conference: HCPS may conduct a Pre-Proposal Conference to further explain HCPS' requirements. HCPS will hold the conference within a reasonable time after the issuance of the competitive solicitation to allow potential Proposers time to familiarize themselves with the scope of work of the competitive solicitation, but sufficiently before the due date to allow consideration of the conference results in preparing their Proposals. Nothing verbally stated at the Pre-Proposal conference shall amend the competitive solicitation unless and until HCPS issues written addenda via www.myvendorlink.com.

3.2 SUBMITTAL FORMAT

Each Proposal must be prepared and submitted in accordance with the instructions below. HCPS will review each Proposal to determine its responsiveness to the submission requirements. A responsive Proposal meets the requirements of the solicitation, including the provision of all documentation, supporting exhibits, on-time submission, and all required signatures. Failure to comply with these requirements may deem your Proposal as non-responsive.

- The Proposal must be organized as to maintain comparability and consistency in the review and evaluation of responses, specified below.

- Avoid any elaborate promotional materials and provide only information that is required.
- All supporting materials should clearly reference the portion of the solicitation to which it pertains.

3.2.1 Discrepancies: HCPS is not responsible for discrepancies or inconsistencies provided in Proposer's response. Proposals not meeting the requirements below may be determined to be nonresponsive and will receive no further consideration.

3.2.2 Trade Secret: If applicable: Note that all "trade secret" information submitted in response to this solicitation shall be submitted in compliance with ss. 119.07 F.S., and 812.081 and shall be submitted in a separate envelope and so labeled. A failure by the Proposer to prepare and label the confidential or exempt portions of its Proposal in the manner specified in this section of the solicitation shall constitute a waiver by Proposer of any applicable exemptions from disclosure or any confidential status including ones that may be applicable to trade secrets under Florida law. If challenged, the Proposer who submits the trade secret information shall bear all costs associated with defending their position.

3.2.3 Public Proposal Inspection: HCPS will provide a Proposer's contact person with written notice if a public records request has been made for a confidential portion(s) of Proposer's response to the solicitation. HCPS will provide for the inspection or copying any non-exempt portions of any proposal in its possession in accordance with applicable law. If a Proposer wishes to preclude the inspection or copying of any non-exempt portions of its response to the solicitation or if a dispute exists as to whether such portions are entitled to an exemption, the Proposer must obtain a protective order from a court of competent jurisdiction prohibiting the inspection or copying of the requested materials. The failure to timely initiate such legal proceedings shall constitute a waiver by the Proposer of any applicable exemption or confidential status of the requested materials. By submitting a response to this solicitation, the Proposer agrees to waive any cause of action or claim for damages it may have against HCPS for its release of records in response to a public record request other than those that are prepared and labeled as confidential or exempt as described in this section. The Proposer agrees to hold HCPS harmless from any award to a plaintiff for damages, costs or attorney's fees based upon HCPS's non-disclosure of portions of Proposer's response that have been prepared and labeled as confidential or exempt from public inspection and further agrees to reimburse HCPS for any attorney's fees and costs it may incur in the defense of such non-disclosure.

3.2.4 Pricing (Proposal Response Form): If applicable, HCPS may provide details below or provide a separate attachment, in MS Excel format. If so, the Proposer must submit the response on a USB flash drive in MS Excel formatted file or same format as provided. HCPS will deem incomplete forms, or forms in any other format as non-responsive. HCPS will reject handwritten, printed, or alternate formats (i.e. Adobe Acrobat, PDF (this section only)).

- Delivery costs shall be included in your proposal.
- Unit pricing shall be inclusive of inside delivery.
- HCPS will pay only for actual quantity of material installed for repairs.
- Unit of measure should be as stated on the Bid Response Form
- HCPS will not pay any premium for weekends or holidays.
- HCPS will not pay for travel time to and from the work site or any travel made during lunch breaks.
- HCPS will not pay for quote, estimate, or an estimator fee.

Best value means the highest overall value to HCPS based on factors that include, but are not limited to, price, quality, design, and workmanship. For any proposed services and solutions, the Proposer must provide a detailed price breakdown for each service or solution separately as well as totals for services provided together, if prices differ.

All prices offered in the cost proposal shall include all labor, supervision, equipment, travel, charges, and any other incidentals to complete the solution, application, or service. Labor categories shall be cost per hour, either all-inclusive or cost per position (director, technical architect, project manager, etc.).

3.3 DELIVERY OF SEALED PROPOSAL

Delivered Proposal must be in a sealed envelope, clearly marked on the outside, as to: solicitation name, bid number, and opening date. Proposals received in unidentifiable envelopes are sent at the proposer's risk. To assure receipt of bid, prior to opening, the proposer may choose to use special delivery mail or deliver by hand. No oral, telegraphic (fax/scanner) or telephone responses or modifications will be accepted. HCPS will not review proposals prior to the due date and time. The Proposal must be delivered to the ROSSAC building is a "controlled access" building and all visitors are required to obtain a visitor's pass, photo ID is required before entering the area. The Proposer must expect delays in obtaining parking authority and accessing the building

- The Proposer must organize the Proposal as specified below to maintain comparability and consistency in the Committee's evaluation.
- Avoid any elaborate promotional materials and provide all required information.
- All supporting materials should clearly reference the portion of the RFP to which they pertain. The Proposal must submit:
 - Hard Copy: one (1) original hard copy, and
 - Electronic Copy: one (1) exact duplicate on a .pdf-formatted USB thumb drive or compact disc; and
 - Spreadsheet: one (1) Microsoft Excel spreadsheet (if HCPS supplies a spreadsheet for response or specifically requests that pricing must be on Excel). Excel files should not be formatted to PDF format.
 - Forms: unless otherwise specified, Proposer must use the form(s) furnished by HCPS. Failure to do so may be cause for rejection of the Proposal.
 - Format Type: Proposals shall be typewritten and/or electronic.
 - Erasures/Corrections: Erasures or corrections must be initialed by the Proposer.
 - Signatures: An officer or employee having the authority to bind the company or firm must sign the Proposal, in ink.
 - Missing Attachments/Documents: Proposal must include all required attachments and requested documentation. HCPS will not review a Proposal prior to the due date and time. After the due date, any missing document is late and cannot be accepted unless HCPS deems the missing document as non-material (minor irregularity) to the Proposal evaluation. The Proposer must provide said documents to HCPS prior to Board submittal and approval.
 - Proposal Due Date/Delivery Location: HCPS will receive sealed Bids until the date and time indicated on the solicitation coversheet. Proposals must be delivered to Hillsborough County Public Schools, Procurement Services, as follows:

Physical Mailing Address:
Hillsborough County Public Schools
Procurement Services, Third Floor
901 East Kennedy Boulevard
Tampa, Florida 33602

Mailing Address:
Hillsborough County Public Schools
Post Office Box 3408
Tampa, Florida 33601-3408

3.3.1 Late Proposals: Proposals received after the date and time of the bid opening are late (regardless of reason). HCPS will date stamp but not evaluate late proposals. The proposer may contact Procurement Services to arrange retrieval of its late submittal. It is the proposer's sole responsibility to deliver the proposal to the correct location and on time. HCPS will reject all telephoned, emailed, faxed, and verbal offers.

3.3.2 Weather Conditions: Should weather conditions require HCPS to close its offices on the Proposal due date, the due date will become effective on the same hour of the following HCPS business day or as notified by HCPS via VendorLink.

3.3.3 Proposal Opening: At proposal openings, HCPS personnel will only reveal the names of the proposers (if proposers are present).

3.3.4 General Exemption from Inspection or Copying of Public Records: Sealed Proposals, pursuant to s. 119.07(1) and s. 24(a), Art. I of the State Constitution until HCPS provides notice of an intended decision or until thirty (30) days after opening the Proposals, whichever is earlier.

3.4 PROPOSAL EVALUATION

HCPS Procurement Services shall forward only those on-time responsive and responsible Proposals to an assigned HCPS Evaluation Committee (the "Committee") for further evaluation. HCPS will not evaluate non-responsive/responsible proposals. The Committee, consisting of HCPS personnel but may include additional stakeholders, will review, discuss, and rank the proposals. Procurement Services personnel will participate as facilitators. See section 4. Evaluation Criteria for more detail.

HCPS will prefer to contract with those Proposer(s) that are in full compliance with the provided terms and conditions stipulated in this solicitation. However, after allowance for any deviations, a proposal with alternatives may be considered. HCPS cautions proposers to indicate all restrictive deviations from the desired terms and conditions.

- HCPS will select the proposal(s) deemed to be in its best interest and shall be the sole judge and final arbiter of its own best interest, the evaluation of submissions, and the resulting negotiated agreement.
- Proposers are advised that, in the event of receipt of an adequate number of proposals, as deemed by HCPS, require no clarifications and/or supplementary information; such Proposals may be evaluated without further discussion. Proposers should provide complete, thorough proposals with the proposer's most favorable terms.
- Should a Proposal require additional clarification and/or supplementary information, proposer should submit such requests prior to the last day for questions (see cover sheet).
- HCPS may choose to award a proposal without discussion with any Proposer after evaluation of all proposals. Therefore, the Proposer shall submit a complete Proposal with all pertinent information.
- HCPS may cancel this solicitation or reject Proposals at any time prior to award and is not required to furnish a statement as to reasons why HCPS does not deem a Proposal as the most advantageous.

3.4.1 Best and Final Offer "BAFO"/Negotiations: At any phase of the evaluation process Procurement Services may request a BAFO and/or negotiate the proposed terms, conditions, and rates with the highest-ranked proposer(s) (individually or simultaneously) prior to submittal to the Board. HCPS may seek to reach acceptable terms with any proposer or terminate discussions as it deems to be in its best interest. HCPS may continue the process until it reaches an agreement or until termination of the process.

3.4.2 Inspection of Proposer's Facilities: HCPS reserves the right to inspect a proposer's facilities and assets prior to award of the Agreement.

3.4.3 Tie Proposal: In the event of a "tie" scoring of Proposals, HCPS shall award in the following descending order until the "tie" is resolved:

- Business certifying that it has implemented a drug-free workplace in accordance with the provision of Florida Statute 287.087
- OSD-approved small business enterprise
- SBE business certified by a governmental entity in Hillsborough County, Florida
- SBE business certified by a governmental entity in the Tampa Bay area
- Florida certified SBE owned business
- Business located in Hillsborough County, Florida
- Business receiving the larger dollar award on other items within the bid
- Business located in the State of Florida
- Flip of a coin by Procurement Services

3.5 PROTEST

In accordance with s. 120.57(3) F.S. and School Board Policy chapter 6320 (Bid Protest), any person who is adversely affected by HCPS' decision or intended decision shall file with HCPS a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking proposals, awarding contracts, reserving rights of further negotiation, or modifying or amending any Agreement, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation, Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time period.

The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based and include a bond payable to The School Board of Hillsborough County, Florida in an amount of 5 percent of the lowest accepted bid, proposal, or reply for all other projects, conditioned upon payment of all costs and fees which may be adjudged against the protestor in the administrative hearing.

Upon receipt of the timely filed formal written protest, HCPS shall stop the solicitation or Agreement award process until the subject of the protest is resolved by final HCPS action, unless the HCPS Superintendent sets forth in writing particular facts and circumstances which require the continuance of the solicitation or Agreement award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

HCPS shall provide an opportunity to resolve the protest by agreement between the parties within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of a formal written protest. If the subject of a protest is not resolved by agreement within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted and applicable HCPS rules before the General Manager of Procurement Services.

If the subject of a protest is not resolved by agreement within 7 days, excluding Saturdays, Sundays, and state holidays, after receipt of the formal written protest, and if there is a disputed issue of material fact, HCPS shall refer the protest to the Division of Administrative Hearings (the "Division") by electronic means through the Division's website for proceedings.

Upon receipt of a formal written protest referred pursuant to this section, the director of the Division shall expedite the hearing and assign an administrative law judge who shall commence a hearing within 30 days after the receipt of the formal written protest by the division and enter a recommended order within 30 days after the hearing or within 30 days after receipt of the hearing transcript by the administrative law judge, whichever is

later. Each party shall be allowed 10 days in which to submit written exceptions to the recommended order. A final order shall be entered by the agency within 30 days of the entry of a recommended order. The provisions of this paragraph may be waived upon stipulation by all parties.

3.6 AWARD

Award(s) shall be to the highest ranked responsive, and responsible Proposal(s) that meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms, qualifications, experience, and past performance. HCPS reserves the right to award to multiple Proposers:

3.6.1 All or None by Group, Section, Area, or Category. HCPS may divide the award into Groups, Sections, Area, or Categories of similar types of items as it deems to be in its best interest. HCPS will award each Group, Section, Area, or Category to the lowest responsive and responsible Bidder in total. Bidders are required to bid all items within a specified Group, Section, Area, or Category for consideration for award of that Group, Section, Area, or Category.

3.6.2 Deletion of Line Items: Upon evaluation, Procurement Services reserves the right to delete any item within a Group, Section, or Category and recommend award of the balance of the items contained within that Group, Section, or Category, as deemed in HCPS' best interests.

3.6.3 Less Than Two Proposals: If in receipt of less than two responsive proposals for commodities and contractual services, HCPS may negotiate on the best terms and conditions or resolicit competitive sealed proposals as determined to be in its best interest.

3.6.4 No Award (F.A.C 6A-1.012): HCPS shall have the authority to reject any or all proposals submitted in response to any competitive solicitation and request new proposals or purchase the required commodities and contractual services in any other manner authorized under the State of Florida Department of Education Purchasing Policies 6A-1.012.

3.6.5 Rejection of All Bids/Proposals/Replies (§§ 119.07(1) F.S. and 24(a), Article I of the State Constitution): HCPS may reject proposals submitted in response to the solicitation and shall remain exempt from §§ 119.07(1) F.S. and 24(a), Article I of the State Constitution, until HCPS provides notice of an intended decision concerning the reissued solicitation or until HCPS withdraws the reissued solicitation, not to exceed twelve (12) months from the date of the Notice of Rejection.

3.6.6 Purchase Order: Award by the Board shall not constitute an order. The Contractor must receive an HCPS purchase order prior to the provision of any product or service. Shipments shall be as specified on the purchase order, conforming to the Proposal form, specifications, and general instructions.

3.6.6.1 F.O.B. Destination: Prices bid for all items shall be F.O.B. Destination and include all shipping charges to all HCPS locations.

3.6.6.2 Other Fees: The Contractor may not add any additional fees to the order including, but not limited to, special handling charges, hazardous materials fees, fuel surcharges, etc.

3.6.6.3 Early Payment Discount: The Proposer may offer a cash discount for early payment. However, HCPS shall not consider such discounts in determining the lowest net cost for proposal evaluation purposes. HCPS shall compute discounts from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.

3.6.6.4 Minimum Order: HCPS assumes that it will purchase commodities on either the smallest unit of measure or as stated in the solicitation. A Proposer's minimum order requirement exceeding the said unit of measure is cause for rejection of the Proposal as non-responsive.

4 EVALUATION CRITERIA

4.1 PRELIMINARY EVALUATION

Performed at the time of initial screening, this phase shall be Pass/Fail as determined by the Procurement Officer. Procurement Services reserves the right to evaluate Proposals for:

- Delivered Proposal must be in a sealed envelope, marked on the outside (Solicitation name, number, and due date; and
- one (1) original hard copy, and
- one (1) exact duplicate on a .pdf-formatted USB thumb drive or compact disc; and
- one (1) Microsoft Excel spreadsheet (if HCPS supplies a spreadsheet for response or specifically requests that pricing must be on Excel). Excel files should not be formatted to PDF format.
- submission of all required forms, including but not limited to the provision of:
 - Proof of insurance; and
 - Required licenses; and
 - Proof of incorporation, and
 - Business tax certificates, and
 - References

4.2 EVALUATION PHASE 1

All Proposals that meet the pass/fail requirements of the Preliminary Evaluation and are determined to be otherwise responsive will be evaluated using the following process:

- The Evaluation Committee will rank proposals based on the stated summarized Weighted Criteria. If the Evaluation Committee chooses to recommend for award without a Phase 2 evaluation, the Procurement Officer may negotiate any proposed terms, conditions, and costs with the highest-ranked proposer(s), simultaneously or in order of weighted criteria, as deemed to be in HCPS' best interest. Failure to reach acceptable terms with a proposer(s) is cause for termination of the solicitation process.
- The Procurement Officer may arrange for discussions with Proposer(s), if required, to obtain additional information or clarification.

4.2.1 Scoring Scales: Up to 10 points. In this phase, the maximum points any respondent can achieve is 1,000 points.

- **10 = Outstanding:** The response exhaustively addresses the question and demonstrates the proposer has extraordinary experience in performing the required services related to the question. The proposal indicates proposer would provide exceptional value to HCPS.
- **6, 7, or 8 = Adequate to Good:** The response extensively addresses the question and demonstrates exceptional ability to perform the required services related to the question.
- **3, 4 = Marginal:** The response adequately addresses the question and demonstrates proposer has enough ability to perform the required services related to the question.
- **0 = Unacceptable:** The response minimally addresses the question or demonstrates proposer has nominal ability to perform the required services related to the question.

Tab #	Weighted Selection Criteria	Weight
1	Qualifications and Experience: <ul style="list-style-type: none"> • Experience in this specific type of work and qualified to perform comparable volume; and • references provided good feedback; and • work performed was relevant to work requested in the solicitation; and • staffing plan 	25
2	Scope of Work: Includes Statement of Work: <ul style="list-style-type: none"> • Provided reasonable time-frame for completion; and • Work plan addresses desirables; and • Clearly identifies all steps in work plan process 	30
3	Cost/Best Value: Best value means the highest overall value to HCPS based on factors that include, but are not limited to, price, quality, design, and workmanship.	35
4	Utilization of HCPS-registered Small Business Enterprises: Procurement Services, based on the submitted information on the "SBE Subcontractor Utilization Letter of Intent," will award SBE points based on the percentage of the projected dollar spend with HCPS-registered OSD vendors. Points shall be as follows: <ul style="list-style-type: none"> • 0 points: 0% to 19%, • 3 points: 20% to 29% • 4 points: 30% to 39% • 6 points: 40% to 59% • 7 points: 60% to 69% • 8 points: 70% +, • 10 points: Proposer is an HCPS-registered SBE vendor 	10

4.3 EVALUATION PHASE 2 (OPTIONAL)

If the Committee requires a phase 2 evaluation, the short-listed proposers invited to Phase 2 evaluation stage may be required to provide a question and answer session (in person or via phone) or a multi-media presentation to include, but not limited to, revised pricing, a question and answer session, and a highlight of its capabilities and industry advantages. The Phase 2 weighted selection criteria will include the following:

4.3.1 Scoring Scales: Up to 10 points, same as Section 4.2.1. In this phase, the maximum points any respondent can achieve is 500 points.

Phase 2 Weighted Selection Criteria	Weight
Oral Presentation or Question and Answer Session: <ul style="list-style-type: none"> • Answers to Committee-provided questions; and • why Proposer is the "best fit" for HCPS; and • explains benefits to the community stakeholders (including utilization of OSD-registered SBE vendors) 	25
Cost Effectiveness: The Committee will rank proposals regarding prices after the provision of oral presentations. Best value shall mean the highest overall value to HCPS based on factors that include, but are not limited to, price, quality, design, and workmanship.	25

**NO BID STATEMENT
HILLSBOROUGH COUNTY PUBLIC SCHOOLS
19043-MST-IV CUSTODIAL SERVICES**

Regarding the above solicitation, I hereby submit a "no bid" for the reasons checked below:

- ☐ Insufficient time to respond
- ☐ Could not meet Insurance requirements
- ☐ Addenda were received too late to respond
- ☐ Could not meet bonding requirements
- ☐ Could not meet specifications
- ☐ We do not offer the product or service requested
- ☐ Specifications were unclear or restrictive
- ☐ Our schedule will not permit us to respond
- ☐ Terms & Conditions were unclear or restrictive
- ☐ We do not bid directly
- ☐ Keep our company on this bid list for future bids
- ☐ Remove our company name from this bid list for future bids

Please provide any additional explanation for not participating in our bidding process:

Signature of Owner or Authorized Officer/Agent

E-mail

Printed Name

Title

Thank you for your participation in our bid process and we look forward to opportunities for you to respond in the future.

****No Bid Statement may be submitted via facsimile to 813-272-4390****

5 SPECIAL CONDITIONS/SUBMITTALS

THE REMAINDER OF THIS COMPETITIVE SOLICITATION MUST ACCOMPANY YOUR BID

19043-MST-IV CUSTODIAL SERVICES

Bid Due Date: Wednesday, April 17, 2019 at 3:00 p.m. ET

Hillsborough County Public Schools
Attn: Ivan F. Viamontes, Contracts Manager
901 East Kennedy Boulevard
Tampa, Florida 33602

5.1 TAB 1: QUALIFICATIONS AND EXPERIENCE

5.1.1 Minimum Qualifications: With the submittal, the Proposer must provide all the requested documentation. HCPS will not evaluate Proposals for failure to provide the requested documentation (non-responsive). Additionally, HCPS reserves the right to request documentation at any time during the contract period. Proposals that do not meet these qualifications should not be submitted, will not be reviewed, and will be disqualified.

5.1.1.1 www.myvendorlink.com: HCPS requires that the proposers have a current vendor application on file at www.myvendorlink.com.

☐ Accept ☐ Reject

5.1.1.2 Substitute W-9: HCPS must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you or your organization. HCPS uses the Substitute Form W-9 to obtain certification of your TIN to ensure accuracy of information contained in its payee/vendor database. We ask for the information on the Substitute Form W-9 to carry out the Internal Revenue laws of the United States. You are required to give us the information. Any payee/vendor who wishes to do business with HCPS must complete the Substitute Form W-9. Substitute Form W-9 is the only acceptable documentation. We will not accept IRS Form W-9. See https://www.sdhc.k12.fl.us/docs/00/00/15/62/W_9_Substitute_Form.pdf.

☐ Accept ☐ Reject

5.1.1.3 Experience: The Proposer shall have been in the provision of the required commodities and contractual services herein for a minimum of three (3) years and shall provide proof along with the Proposal (including but not limited to articles of incorporation, business tax receipts...). Failure to provide said proof may be grounds for rejection of proposal. Proposers must prove validity of the stated documents to be in effect at the time of proposal due date. HCPS will not award on assumptions that a granting of a license will occur at a future date.

☐ Accept ☐ Reject

5.1.2 Licenses: The Proposer must be in possession of and provide proof of any required occupational licenses, business tax receipts, Articles of Incorporation, sunbiz.org report.

☐ Accept ☐ Reject

Please list the applicable/necessary licenses:

5.1.3 Proof of Insurance: The Proposer may provide with the Proposal a copy of any policy evidencing the insurance coverages and limits required by the solicitation. However, it does not constitute approval or agreement by HCPS that the insurance requirements have been satisfied or that the insurance policies shown on the Certificates of Insurance follow the requirements of the solicitation.

☐ Accept ☐ Reject

5.1.4 Insurance Requirements: Insurance requirements for HCPS vary based on the type of service, risk, and contract amount. The Contractor shall submit the insurance requirements as stated below to HCPS Procurement

Services upon award and prior to performance of described commodities and contractual services in the contract.

- The HCPS Safety & Risk Management Office is ultimately responsible for the selection and approval of the insurance requirements for all HCPS contracts.
- Insurance carrier(s) must have a minimum A.M. Best Financial Rating of A-.
- Waiver of Subrogation must be in place.
- Certificate of Insurance must be received prior to commencement of work.

5.1.4.1 Workers' Compensation and Employers' Liability: The Contractor must comply with all requirements of the State of Florida Division of Workers' Compensation. The Workers Compensation insurance coverage (inclusive of any amount provided by an umbrella or excess policy) shall be as required by s. 440, F.S. Coverage shall be for all its employees connected with the services of the contract. Unless insured by the Contractor, the Contractor shall require its subcontractors similarly to provide Workers' Compensation Insurance for all subcontractor employees.

THE PROVIDER, IF EXEMPT BY THE STATE OF FLORIDA, MUST PROVIDE PROOF OF EXEMPTION (UNLESS A SOLE PROPRIETOR OR PARTNERSHIP).	
Employers' Liability/Accident	\$100,000
Disease Policy Limit	\$500,000
Disease Each Employee	\$100,000

5.1.4.2 ☒ Commercial/General Liability Insurance: If box is checked, the Contractor must submit a certificate of insurance for Contractors/Subcontractors showing:

COMMERCIAL GENERAL LIABILITY Occurrence Form Only	Project value: (Section 1.1.9)	
	Less than \$1 million	Over \$1 million
General Aggregate	\$1,000,000	\$2,000,000
Each Occurrence	\$500,000	\$1,000,000
Products/Completed Operations Aggregate	\$500,000	\$1,000,000
Personal and Advertising Injury	\$500,000	\$1,000,000
Damage to Rented Premises [Fire Legal Liability]	\$50,000	\$50,000
Medical Payments	\$5,000	\$5,000
THE PROVIDER MUST LIST HILLSBOROUGH COUNTY PUBLIC SCHOOLS, 901 E. KENNEDY BLVD., TAMPA, FL 33602 AS "CERTIFICATE HOLDER" AND "ADDITIONAL INSURED" ON THE SUBMITTED INSURANCE CERTIFICATE.		

5.1.4.3 ☐ Business Automobile Liability Insurance: a Contractor who utilizes automobiles that stay on public roads and parking lots only need to have insurance as required by the State of Florida to operate on public roadways. Automobile operation anywhere else on hcps property requires the below listed insurance. This coverage shall be an "Any Auto" form policy.

AUTOMOBILES THAT STAY ON PUBLIC ROADS AND PARKING LOTS ONLY NEED TO HAVE INSURANCE AS REQUIRED BY THE STATE OF FLORIDA TO OPERATE ON PUBLIC ROADWAYS. AUTOMOBILE OPERATION ANYWHERE ELSE ON HCPS PROPERTY REQUIRES THE ABOVE LISTED INSURANCE.

AUTOMOBILE LIABILITY: Occurrence Form Only:	NOT Transporting Students/Employees	Transporting Students/Employees
Bodily Injury [per person/per accident]	\$500,000	\$1,000,000
Personal Injury Protection (No Fault)	\$10,000	\$10,000
Property Damage	\$500,000	\$1,000,000
Hired – Non-Owned Liability	\$500,000	\$1,000,000
Medical Payments	\$5,000	\$5,000

Combined Single Limit [in lieu of above split limits]	\$1,000,000	\$5,000,00
THE SCHOOL DISTRICT OF HILLSBOROUGH COUNTY, FLORIDA, 901 E. KENNEDY BLVD., TAMPA, FL 33602, AS "CERTIFICATE HOLDER" AND "ADDITIONAL INSURED."		

5.1.4.4 No Waiver of Sovereign Immunity: Nothing herein contained shall be deemed or construed as a waiver of sovereign immunity as provided by § 768.28, Florida Statutes, by any agency or political subdivision to which sovereign immunity may be applicable.

5.1.5 Cover Letter: With the Proposal, the Proposer must provide a cover letter to include the proposer's:

- understanding of the requirements and scope of services of this solicitation; and
- interest and ability to perform the requirements of this solicitation; and
- principles, including the contact information; and
- representatives, including the contact information, of those who will represent the Proposer during the solicitation process; and
- signature (by an authorized representative who may legally bind the Proposer to the promises provided in its Proposal)

☐ Accept ☐ Reject

5.1.6 Qualification Summary: Provide a summary of Proposer's qualifications including related skills and market strengths. If applicable, include sub-contractor qualifications. Provide information regarding past working relationships on similar projects.

5.1.6.1 Key Personnel: Identify key personnel and provide biographical information (resumes) pertaining to their backgrounds, expertise, and job descriptions. Also, provide a staffing plan (including key personnel, number of dedicated team members, and team members' professional qualifications).

5.1.6.2 Technical Staff: The proposer must provide the number of technical personnel employed and how many will be available to support HCPS.

5.1.6.3 Resources: The proposer must list all resources available to provide the required contractual services. At a minimum, list all applicable assets:

- Equipment
- Vehicles
- Specialized Skills

☐ Accept ☐ Reject

5.1.7 References: The proposer must provide the filled-in and signed references with the proposal, see Section 5.1.1, required Forms. HCPS may contact these references during the evaluation process and may utilize other references' information to predict the proposer's capability. Negative references, in HCPS's sole discretion, may be cause for proposer disqualification.

- Included references should be customers from the previous three (3) years; and
- Provide at least three (3) filled reference forms; and
- HCPS-Preferred references shall be in the following order:
 - School districts
 - Hillsborough County, Florida based references
 - State of Florida based references

- Large municipalities or local governments
- Private sector

IF PROPOSER PROVIDES HCPS AS A REFERENCE, THE PROPOSER MUST PROVIDE AN ADDITIONAL (FOURTH) REFERENCE.

☐ Accept ☐ Reject

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS COMPANY COMPLIES FULLY WITH THE REQUIREMENTS IN THIS SECTION.

Signature

Title

Print Name

Date

[INTENTIONALLY BLANK]

5.2 TAB 2: SCOPE OF WORK

This document, appendix, attachment, and addenda will constitute the contract between the successful proposer(s) and HCPS. Proposers shall state, in a separate writing, and include with their proposal response, any required exceptions, or deviations from these terms, conditions, and specifications. If agreed to by HCPS, they will be accepted and be part of the contract.

HCPS intends, through this solicitation, to identify qualified Contractor(s). The provision of commodities and contractual services under this contract include, but not limited to; providing all labor, materials, supervision, equipment, incidentals, and related items necessary to complete the requests in accordance with the specifications contained herein.

Clearly indicate any exceptions to the Scope of Work of the solicitation or provide an alternative (alternative must be marked as "alternative proposal") for HCPS to consider. Summarize your approach and understanding of the services and any special considerations of which HCPS should be aware. The Proposer is required to:

- describe specific details of the proposed development methodology that it shall provide as part of this solicitation; and
- address each of the requested items in conjunction with the scope of work description presented in the Scope of Services section of this solicitation; and

5.2.1 Estimated Budget: For the purposes of calculating the amount of a protest bond, this Contract is valued at approximately \$65,000,000 for the initial term. This is only an estimate and the actual amount may vary. HCPS is not responsible if actual purchases are less than this amount.

5.2.2 Contract Term/Option to Renew: The initial term of the agreement shall be for a period of five (5) year(s), following approval by The School Board of Hillsborough County, Florida or as stated on a subsequent HCPS Award Letter, whichever is later.

5.2.2.1 Renewals: This Contract may be renewed for three (3) additional 1-year periods provided all terms and conditions remain unchanged and in full force and effect.

5.2.2.2 Unilateral Renewal: Should the Contractor request not to renew this Agreement at the end of the current Contract period, it is understood and agreed that HCPS may unilaterally renew this Contract, for a period not to exceed 90 days, under the same prices, terms, conditions, and specifications governing the existing Contract

5.2.2.3 Mutual Renewal: If in agreement, the parties must execute the option to renew in the form of a renewal letter, issued no sooner than 120 days prior to Agreement expiration. Refusal by either party to exercise this option to renew will allow the Agreement to expire on the original or on a mutually agreed written date.

5.2.2.4 Emergency Mutual Renewal: Upon agreement by the parties, this agreement may renew beyond the above-stated renewal periods, not to exceed 180 days.

5.2.3 Changes in Scope of Work: HCPS may order changes in the required goods and services consisting of additions, deletions, or other revisions within the general scope of the solicitation. Unless accepted by a mutually signed written amendment, Contractor may make no changes related to the scope of the project, amount of compensation, or any other adjustments to the Contract.

If the Contractor believes that a product or service is not within the scope of work of the Contract, is a material change, or will otherwise require more compensation to Contractor, the Contractor must immediately notify the General Manager of Procurement Services in writing of this belief. If the General Manager of Procurement Services agrees that the product or service is within the Contract's scope, as written, Contractor shall continue providing the goods and services as changed and at the cost stated for the product or service within the scope.

The Contractor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order.

The General Manager of Procurement Services reserves the right to negotiate with Contractor without completing the competitive bidding process for goods and services like those specified within the solicitation for which requirements were unknown upon release of the solicitation.

The parties may not expand the Scope of Work beyond the terms on the issued purchase order without prior approval of the HCPS Project Coordinator. The Contractor shall provide a written estimate of labor and materials to the requesting department within 24 hours for any contractual services beyond the quoted scope of work and purchase order. HCPS must provide the Contractor an amended or additional purchase order prior to the provision of the additional commodities or contractual services. Verbal confirmation is not an acceptable as permission to proceed.

5.2.4 Requirements:

- HCPS agrees to provide a list of all sites to be serviced by the agreement. Any additions or subtractions to the list of sites to be serviced must be agreed upon by both parties at least 30-days before additions/deletions occur. See Appendix A: Florida Inventory of School Houses (FISH).
- HCPS will retain a program oversight team tasked with monitoring the agreement including, but not limited to, performance evaluations, quality inspections, compliance, payments, and coordination of response to emergencies.
- Sites to be serviced include school sites and non-school sites.
- Proposer shall clarify if there will be a systematic recycling effort.
- HCPS will provide a list of cleaning specifications including cleaning height, square footage assumptions, "do not touch" lists, specific duties, stocking/restocking criteria, and banned chemicals.
- The cleaning frequency chart will be negotiated and agreed upon by both parties but will include minimum requirements.
- Contractor will furnish all chemicals and supplies needed including disposable materials and equipment.
- Proposer must detail its hiring process, training and career planning, employee evaluation rubric, and incentive structure for recruitment purposes.
- A clear grievance procedure must be detailed including grievances initiated by vendor employees and HCPS employees.
- Proposer must be willing to execute a performance-based agreement that includes agreed upon deliverables, cost mitigation, and consequences for failure to perform as expected.
- Proposer must detail its willingness and foreseeable actions related to custodial services in emergency situations (i.e. extreme weather conditions, emergencies...).
- Proposer must detail expected square footage cleaning assumptions for all settings and personnel.
- Proposer shall delineate its cost structure and expected frequency of billings and payment.
- Proposer must specify the scope of work hours for employees of the vendor including start and end times, holidays, lunch, scheduled breaks. Normal 6:00 AM to 1:00 PM; Elementary 2:00 PM to 10:30 PM; Middle 4:30 PM to 1:00 AM; High 3:30 PM to 12:00 AM; K8 and other sites will be determined and agreed upon mutually.
- HCPS requests a minimum square footage assumption of 19,000 standard of cleaning with explanation by the vendor of any exceptions.
- HCPS reserves the right to request reassignment, reduction, or addition of positions with the vendor given 30-days' notice.

- Proposer shall describe chair glides and other precautionary measures to be used that will help limit damage to the school setting.
- Proposer shall thoroughly describe any mixing standards and dilution stations to be used in the school setting.
- Proposer shall provide itemized lists of supplies to be used if known and/or demonstrate a willingness to meet HCPS minimal requirements (e.g., liner sizes between 7 and 10 gallons for small bins; 20-30 for medium bins; and 40-45 gallons for large bins).
- Proposer shall include a proposed deep-cleaning schedule that provides for at least 1 deep cleaning each calendar year; ideally during the summer months before the start of the school year.
- Proposer shall include description of its plans for steam cleaning during non-student breaks.
- Proposer must indicate a willingness to clean windows up to a 10-foot ladder height.
- Proposer shall include plans to clean mechanical and electrical rooms on a semi-annual basis unless unforeseen circumstances mandate additional cleanings.
- Proposer must describe its role with respect to gate/building opening and closing at all sites.
- Proposer shall discuss any foreseeable limitations to its role during construction projects or building closures.

☐ Accept ☐ Reject

5.2.5 Student Nutrition Services: Proposer will not clean any Student Nutrition Services kitchens. Only the student seating areas.

☐ Accept ☐ Reject

5.2.6 Supplies: Proposer will provide all paper products, cleaning equipment, and cleaning supplies.

☐ Accept ☐ Reject

5.2.7 Safety and Compliance:

- HCPS reserves the right to have its HCPS Project Coordinator or designee review and oversee execution of this Agreement.
- HCPS will be provided with all relevant Safety Data Sheets (SDS)
- HCPS will be provided with documentation of all necessary Occupational Safety and Health Act (OSHA) compliance materials.
- Proposer shall describe its process for notification of employee/occupational health issues.
- Proposer shall detail its procedures for handling dangerous chemicals and biomedical waste.
- Proposer must agree that all furniture moved into hallways must allow for clear exit routes and compliance with fire and other codes.

☐ Accept ☐ Reject

5.2.8 Human Resources:

- Proposer must stipulate willingness to follow State of Florida and HCPS hiring protocols in compliance with applicable laws.
- Proposer shall provide interview process and related candidate questions.
- Proposer must detail substitute coverage and adequate manpower to clean all facilities specified in the Agreement. All efforts to recruit, retain, and develop employees should be described.
- Proposer shall clearly state its plans for transition of current HCPS employees, hiring incentives, bonus structures, hourly wages, reporting structures, benefits packages, and career development plans.

- Proposer shall assume costs of badging, background checks, fingerprint monitoring, etc.
- In the event of damages, theft, or breach of security by Proposer's employees, describe what action will be taken (e.g., rekeying of locks, termination, and reassignment).
- Proposer shall demonstrate willingness to allow for HCPS input in employee evaluations either formally or informally.
- Proposer shall delineate expectations about responsibility for any damages to persons or property sustained at HCPS facilities, willingness to meet state inspection criteria, and assumption of risk and liability.
- Proposer shall describe the expected procedures to verify eligibility for employment in coordination with HCPS Human Resources. Contractor's employees must submit to a physical examination before employment and be subject to HCPS Fitness for Duty requirements throughout their assignment at HCPS.
- Proposer shall describe its plans for monitoring of time and attendance by employees and any infrastructure or equipment support needed to perform this function.
- Proposer shall describe any shift-bidding or other assignment methods to be used.
- Proposer shall demonstrate a willingness to provide staffing and coverage for special events as needed by the district.
- Proposer shall specify its plans with respect to retention of intellectual property, district strategies and usage, scheduling, budgeting if the agreement is ever nullified or terminated.
- Proposer must assume all responsibility for Workers' Compensation insurance and claims for its employees.
- Proposer must detail its employment hiring and benefits package (Note: HCPS operates on the assumption of 253 working days per year at HCPS).
- Proposer shall detail the staffing structure used to oversee its employees including inspectors and liaisons.
- Proposer must provide custodial personnel coverage information for when HCPS locations serve as storm shelters.
- Proposer shall detail its proposed relationship with the Hillsborough Support Employees Federation (HSEF) bargaining unit during and after the transition.
- Proposer shall agree to be bound by the terms of the contract between HSEF and HCPS through June 30, 2020. See https://www.sdhc.k12.fl.us/docs/00/00/04/06/17_20HSEF_BlueCollarContract.pdf.

☐ Accept ☐ Reject

5.2.9 Program Oversight:

- Proposer shall describe its expectations about how HCPS program oversight staff would monitor and report on performance.
- Describe any efforts to provide regular performance/operations reporting and access to systems including performance dashboards that will be available to HCPS program oversight staff and their frequency.
- Proposer must be willing to comply with industry accepted standards of performance including APPA or comparable, mutually agreed upon standards.
- Proposer shall include clear communication protocols that ensure awareness of HCPS staff (e.g., administration, principals, security) related to custodial issues.
- Proposer shall attempt to delineate the role of its employees in initiating or escalating a maintenance request to HCPS for action.

- Proposer shall agree to provide certain HCPS locations to provide yard work, including, but not limited to, trimming, and mowing. However, the following buildings were omitted and must be as part of this solicitation: Maintenance West (5002 N. Lois Ave., Tampa, FL 33614), ROSSAC (901 E. Kennedy Blvd. Tampa, FL 33602, ISC (2920 N. 40th Street, Tampa, FL 33605), and Velasco (1202 E Palm Ave, Tampa, FL 33605). See Appendix B: Non-Mowing Program Sites
- Proposer shall describe its willingness to comply with established School Board policies.
- Proposer shall describe the expected timeline for corrections to identified deficiencies.
- Proposer agrees to allow HCPS program oversight personnel to inspect common areas and classrooms after floor stripping and before waxing to ensure quality.
- Proposer must provide an overview of all auditing procedures used to examine performance including those with and without HCPS involvement.
- Proposer shall share any documentation obtained from a 3rd party work loading system including image purchase order receipts, work order receipts, files, audio files, video files, scanned documents, spreadsheets, and documents.
- Proposer shall indicate willingness to return all documentation to the district upon nullification or termination of the agreement without monetary or other penalty.
- Proposer must acknowledge that the term of the contract would be for 5 years with the option to renew annually for an additional 3 years, renewed yearly, resulting in a total agreement length of no more than 8 years.
- Proposer must be willing to furnish the life of the contract and any extension thereof with a performance bond issued by a bonding company registered to do business in the State of Florida for an agreed upon amount.
- Proposer must specify its willingness to revise proposals, best and final offers, and enter negotiations at any time upon request by the district.

☐ Accept ☐ Reject

5.2.10 Subcontractors: The Proposer understands that, as a Prime Contractor, said Contractor is responsible for all actions taken by its subcontractors and shall bare all liability for the subcontractors' action under this contract. HCPS must pre-approve each subcontractor and must follow all of the Contractor's requirements herein.

5.2.11 Statement of Work: The Proposer must provide a preliminary statement of work (SOW) to describe the framework within which the Contractor is expected to operate — that is, the work to be performed and/or the results to be achieved. The SOW should contain the following elements:

5.2.11.1 Introduction/Background: identifies the need for the work, cites the contract's goals, describes the location of the work, and identifies how the contract work fits into the project/program's mission and goals.

5.2.11.2 Objectives: The objectives are well-defined statements of the results to be achieved in order for the overall mission of the work to be accomplished. They should be quantifiable criteria that must be met for the work to be considered successful.

5.2.11.3 Scope: Gives a brief description of what the scope of work does and does not cover. It should be limited to what is necessary to convey the intent of the contract. It may include an outline of the extent of the work, a brief overview of the steps of the project, a brief description of the methodology used, and a description of the location of the work.

5.2.11.4 Task to be completed: Tasks are activities and milestones to accomplish the contract objectives. The Proposer may be structure using milestones, deliverables, or processes. The following may be part of this section:

- A clear delineation of responsibilities
- A detailed description of each work element
- The approach or methodology
- Timelines and deliverable requirements with each task description
- Support that is required in terms of equipment, staffing, computers, software, or subcontractors, as applicable
- A clear description of any specific equipment or software compatibility requirements
- Identification of instruments (e.g. surveys, questionnaires) that will be used and/or documentation that must be followed or used as guidelines
- Clear instruction of contract phasing or sequencing, if necessary

5.2.11.5 Time Frame and Deliverables: Specifies timeframes applicable to the completion of tasks, milestones, and/or completion of the entire contract and states what the Contractor is responsible for delivering during the work and at the end of the project, as applicable. Deliverables should:

- Be specific
- Have clear instructions regarding their submission
- Clearly define the way the PI will determine if they are acceptable

5.2.11.6 Associated Costs: Specifies costs associated with all required tasks, including rates (hourly/flat) and fees (e.g. for travel, materials & supplies, and miscellaneous expenses).

5.2.11.7 Signatures from Involved Parties: Should include signatures from the PI and the contractor, along with their titles/positions and date.

5.2.12 Customer Support Services: On a separate sheet of paper: Explain your firm's policy regarding quality assurance/control. As part of the interaction between the firm and HCPS. This section will address the Evaluation Committee's overall rating of the Proposal including, but not limited to, readability and proposal's understanding of HCPS needs.

5.2.13 Acknowledgement: Proposer must acknowledge agreement and understanding with the requirements of the intent of the Scope of Work of this solicitation and provide reports or samples, as applicable. The proposer must note any deviations from the specifications. Detailed descriptions and/or illustrations are required with your proposal for consideration.

THE UNDERSIGNED UNDERSTANDS AND AGREES TO UPHOLD AND ADHERE TO THE ABOVE STATEMENTS. THE PROPOSER MUST STATE ANY EXCEPTIONS IN THE PROPOSAL.

Signature/Title

Print Name/Date

5.3 TAB 3: COST/BEST VALUE

If applicable, HCPS may provide details below or provide a separate attachment, in MS Excel format. If so, the Proposer must submit the response on a USB flash drive in MS Excel formatted file or same format as provided. HCPS will deem incomplete forms, or forms in any other format as non-responsive. HCPS will reject handwritten, printed, or alternate formats (i.e. Adobe Acrobat, PDF (this section only)).

- HCPS will reimburse for labor and equipment rental costs in quarter-hour increments (when and where applicable and if pre-approved in writing). HCPS requires a firm fixed price per unit.
- Delivery costs shall be included in your proposal.
- Unit pricing shall be inclusive of inside delivery.
- HCPS will pay only for actual quantity of material installed for repairs.
- Unit of measure should be as stated on the Bid Response Form
- HCPS will not pay any premium for weekends or holidays.
- HCPS will not pay for travel time to and from the work site or any travel made during lunch breaks.
- HCPS will not pay for quote, estimate, or an estimator fee.

Best value means the highest overall value to HCPS based on factors that include, but are not limited to, price, quality, design, and workmanship.

FOR ANY PROPOSED SERVICES AND SOLUTIONS, THE PROPOSER MUST PROVIDE A DETAILED PRICE BREAKDOWN FOR EACH SERVICE OR SOLUTION SEPARATELY AS WELL AS TOTALS FOR SERVICES PROVIDED TOGETHER, IF PRICES DIFFER.

All prices offered in the cost proposal shall include all labor, supervision, equipment, travel, charges, and any other incidentals to complete the solution, application, or service. Labor categories shall be cost per hour, either all-inclusive or cost per position (director, technical architect, project manager, etc.).

☒ Proposer must supply Statement of Work or Quote for services (including implementation timeline and payment information).

☒ Proposer must provide MS Excel spreadsheet.

☐ Accept ☐ Reject

5.3.1 Variance from Terms: for evaluation purposes, the Proposer must indicate any variances from specifications, terms, and/or conditions regardless of how slight. HCPS will assume that the commodities or contractual services fully comply with the specifications, terms, and conditions herein unless deviations are stated in the Proposal.

5.3.2 Firm Prices: Unless stated otherwise in the solicitation, or as mutually agreed, all prices/costs/fees offered herein shall be firm against any increase for at least one year or through the initial term, as agreed, from the effective date of this proposed contract. After this date, it shall be the Contractor's responsibility to notify Procurement Services 60 days in advance of any anticipated changes in prices and submit a request for a price change by furnishing bona-fide manufacturer's documents (including but not limited to Producer Price Index information, CPI for the industry or commodity, or price list reflecting the changes).

HCPS reserves the right to accept or reject the request for a price change. HCPS may reject the price change and cancel future purchases of the specific item. If HCPS approves the price change, the price will remain firm for at least one (1) year from the date of the change.

5.3.2.1 Price Reductions: If, from the date of award, the Contractor either bids the same products and/or services at a lower price than offered to HCPS or reduces the price of the proposed commodities or contractual services, the lowest of these reduced prices will be extended to HCPS.

5.3.2.2 Materials Markup: The Proposer may only charge a maximum price of cost plus ten 10% for materials. The parties shall approve cost-plus pricing for unspecified miscellaneous items "balance of line" or "catalog items." Offered discounts will remain firm for the Agreement term. The Contractor must provide supporting documentation for said items. This approach is limited to unforeseen commodities and contractual services, which should account for a small percentage of purchases for this Agreement. HCPS may request additional evidence to identify reasonable charges.

5.3.2.3 Minor Consumables: The proposed prices are inclusive of minor consumables and inclusive to the proposed rates. HCPS will not provide separate payment for these items. Minor consumables or items listed under the hourly rate are NOT eligible for reimbursement or percentage markup. The cost for these items will be included in the hourly rates defined on the Bid Response Form. Any discounts offered with the proposal will remain firm for the term of the contract.

5.3.2.4 Rental Equipment: HCPS does not allow for Invoicing of rental equipment or "tools of trade." Rental equipment for special circumstances requires HCPS' prior written approval. Invoices and requests for payment must be accompanied by detailed cost sheets for each project denoting equipment, labor, disposal fees, etc. The HCPS consultant/representative must receive the items at least ten (10) working days before the deadline for submission of the Contractor's request for payment.

5.3.2.5 Additional Charges and Fees: All additional charges such as installation, shipping, insurance, normal service consumables, shop supplies, environmental fees, administration fees, etc. must be included in your Proposal. HCPS will not be responsible for any type of miscellaneous surcharges or fees.

5.3.3 Only/Or Equal: Specifications in this solicitation may reference specific manufacturers' products and list their model or part numbers, followed by the words "or equal", or "approved brands". Unless the words "only" or "No Substitutes" is used in place of "or equal", these references are intended to establish a quality and performance standard only. Anything listed, herein, of a proprietary nature is without express knowledge or intent to exclude other manufacturers' products from consideration.

5.3.4 Stated Quantities: Quantities and/or amounts stated are for the Bidder's guidance only and no guarantee is given or implied as to quantities used during the Contract period. Quantities and/or amounts may be based on previous needs, current or future budget limitations, expected needs, or estimates for a 12-month period.

5.3.5 Logistics: A Bid that exceeds a stated delivery requirement or requires a minimum order requirement is cause for HCPS to reject the Bid as non-responsive. However, HCPS authorizes additional discounts for quantity purchases (as an alternative).

5.3.6 Acknowledgement: Proposer must acknowledge agreement and understanding with the requirements of the intent of the Scope of Work of this solicitation and provide reports or samples, as applicable. The proposer must note any deviations from the specifications. Detailed descriptions and/or illustrations are required with your proposal for consideration.

THE UNDERSIGNED UNDERSTANDS AND AGREES TO UPHOLD AND ADHERE TO THE ABOVE STATEMENTS. THE PROPOSER MUST STATE ANY EXCEPTIONS IN THE PROPOSAL.

Signature/Title

Print Name/Date

5.4 TAB 4: UTILIZATION OF SMALL BUSINESS ENTERPRISES (SBE)

The Office of Supplier Diversity (OSD) registers vendors who desire to compete as part of the HCPS Small Business, Woman-Owned Business, Minority-Owned Business and/or a Service-Disabled Veteran-Owned Small Business Enterprise Encouragement Program (SBE Program). The SBE Program provides a means to measure the HCPS use of Tampa Bay area small businesses. As a result, HCPS contractors, staff, and bidders are encouraged to utilize businesses registered with the OSD to assist HCPS in reaching its small business reinvestment objectives. (<https://www.sdhc.k12.fl.us/doc/list/office-of-supplier-diversity/about/25-117/>)

5.4.1 OSD Eligibility (www.sdhc.k12.fl.us/doc/489/office-of-supplier-diversity/resources/vendorprocess/):

Each business registering as an OSD Vendor must meet the following eligibility standards:

- Must be an independent business with an office in one of the following Tampa Bay area counties: Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk or Sarasota.
- Must have been in business for at least one (1) year prior to application.
- Maximum Employees: 100
- Maximum Average Net Income: \$2,000,000
- Maximum Net Worth: \$3,000,000
- Must be certified as a Small Business, Woman-Owned Business, Minority-Owned Business and/or a Service-Disabled Veteran-Owned Small Business with one of the agencies listed below. Only one certification is needed.
 - City of Tampa
 - FL. Statewide & Inter-Local Certification
 - Hillsborough County
 - Florida State Minority Supplier Development Council
 - City of St. Petersburg

5.4.2 Contacts:

OSD Main Office
Attn: Supplier Diversity Officer
4901 East Dr. Martin Luther King, Jr. Boulevard.
Tampa, Florida 33605
Phone: (813) 635-1240
Fax: (813) 635-1245
E-mail: alalia.thomas@sdhc.k12.fl.us
Open: 7:30 a.m. to 4:00 p.m.
School Year: Monday - Friday
Summer: Monday - Thursday

Satellite Office:
NAACP Empowerment Center
308 E. Dr. Martin Luther King, Jr. Boulevard., Suite C
Tampa, Florida 33603
Phone: (813) 234-8683
info@naacphillsborough.org
Open: Monday - Friday 3:30 p.m. to 6:30 p.m.
Saturday - 9:00 a.m. to noon

HCPS expects participation of OSD-registered SBE vendors in the provision of commodities or contractual services. If third-party agreements are necessary for the Contractor to complete this contract, HCPS recommends using an OSD-registered SBE vendor. The Bidder must note that only those companies that are small or minority certified and meet the District's Encouragement Program criteria are eligible for participation and/or recognition in the District's SBE Program. A searchable vendor directory is designed to inform interested parties of registered vendors, at: www.sdhc.k12.fl.us/doc/list/office-of-supplier-diversity/documents-forms/25-119/. HCPS will accept only those vendors appearing as a registered small business enterprise on the website. The Bidder must submit with the Bid a copy of the SBE's OSD certificate. The Bidder must indicate whether and how third-party vendors are incorporated into the Bid.

If the Proposer will utilize HCPS OSD vendor(s), either as secondary or tertiary sub-contractors, must provide evidence, below. The Proposer-submitted information shall be part of the Agreement with HCPS and agrees to submit regular updates, as mutually agreed with the OSD Supplier Diversity Officer.

Subcontractor Participation: A prime vendor (vendor who will receive payment(s) directly from HCPS) must identify SBE utilization expenditures to HCPS OSD-registered SBE subcontractor(s) that perform a function in the provision of goods and services in the Proposal. Subcontractor(s) must identify whether they enter second tier subcontracts with an SBE sub-contractors to ensure completion of work.

SBE Subcontractor Utilization Letter of Intent: Proposers who claim to utilize HCPS SBE vendors must fill in the Letter of Intent below by listing the i) names of all proposed SBE subcontractors, ii) contact information, and (iii) description of the to be provided goods and services.

Services to be Performed by HCPS SBE Vendor(s): With respect to the proposed subcontract(s) described below, the Proposer promises to compensate the undersigned SBE(s) (____ %) percent of the TOTAL dollar value of this Proposal or commensurate with actual dollars to be paid by HCPS.

5.4.3 SBE Letter Of Intent: This Letter of Intent must be completed as instructed and include each SBE subcontractor proposed on this competitive solicitation. The parties understand that they will enter into a formal agreement for the commodities and contractual services listed herein upon award to the Contractor by The School Board of Hillsborough County, Florida.

To Be Signed by Each Proposed SBE Subcontractor: The undersigned is currently an HCPS OSD-registered SBE who is prepared to perform the described provision of the commodities and contractual services relating to this competitive solicitation. The subcontractor understands that services are provided on behalf of the Prime Contractor, not HCPS. HCPS is not responsible for any remuneration on behalf of, or monies owed by, the Prime Contractor.

SBE Subcontractor Name (A copy of the SBE OSD certificate. Check one: ☐ Yes, ☐ No)

Contact Name, Address, & Telephone

Name of Proposer/Prime Contractor

Percentage (%) of Total Contract Dollars to Subcontractor

Description of Goods and Services

Name of SBE Vendor Representative

Phone Number

Signature of Authorized SBE Representative

Email Address

5.5 REQUIRED FORMS

5.5.1 Contact Information & Certification: Proposer must supply the information listed below for consideration. In case of a Contract dispute or further clarification becomes necessary, please indicate your representative's contact information. The General Manager of Procurement Services shall serve as the HCPS representative.

LOCAL CONTACT INFORMATION

Corporate Name (including any a/k/a or d/b/a information)

Local Contact (Person responsible for Contract)/Account Representative Name and Title

Local Address

Phone Number

Cell Phone Number

Fax Number

Email Address

Signature of Owner or Authorized Officer

☐ Yes ☐ No: Is your Firm registered as an SBE with the HCPS Office of Supplier Diversity?

☐ Yes ☐ No: Is your Firm M/SBE certified with any of the following agencies: (i) City of Tampa, (ii) Florida Statewide, (iii) Inter-Local Certification, (iv) Hillsborough County, or (v) Florida State Minority Supplier Development Council?

CORPORATE INFORMATION

Representative's Name

Telephone Number

Company Name

Principal Place of Business Address

Remit-To Address (if different from above)

Principals/Officers (Names/Titles/and Email of not more than 2)

Firm's Total # of Employees:

Duns No.

Business Type:

☐ Corporation

☐ Sole Proprietor

☐ Limited Liability Corp. ☐ Other _____

Date business started/incorporated, and state incorporated in:

Date: _____ State: _____

The Proposer must provide Articles of Incorporation with the response.

Preferred method to receive PO: ☐ US Mail ☐ Fax (_____ - _____)

FEIN or SS#: _____

Is your Firm Workers' Compensation Exempt? ☐ No ☐ Yes: If Yes, the Proposer must provide proof of exemption with the proposal or provide additional explanation, below:

5.5.2 Business References: in response to this Hillsborough County Public Schools competitive solicitation, the firm, below, has indicated that they have provided like-commodities and contractual services to your firm.

Please respond as to the quality of provided commodities and contractual and services. Return this form as soon as possible to the firm for proposal submittal. The filled-in references are due with the Proposal.

Firm Name

Your Company Name & Address

Contact Person

Email Address

Phone Number

Please respond to each question, as applicable to your contract. Check any box, as applicable.	Excellent	Good	Fair	Poor	N/A
Overall Technical Performance includes the Contractor's overall technical performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Experience includes the customer's overall experience with the Contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uniformity includes the Contractor's on-time delivery, condition of commodities, and contractual services upon delivery or completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness includes the Contractor's ability to follow instructions, handle complaints, and communicate with your staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficiency includes the overall performance in planning, scheduling, monitoring, and solving problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability includes the Contractor's ability to provide accurate estimates, control costs (to complete assignment), and keep promises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor assigned/key personnel's overall reliability and ability to retain quality personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management includes the ability to schedule and oversee the project(s) from implementation through completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnership includes the Contractor's ability to cooperate (willingly and professionally) with the quality of outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you use this contractor again? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact you with additional questions? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Dollar Amount of Contract: \$				
Additional Comments:					

5.5.3 List of Subcontractors & Material Suppliers: The Proposer agrees that the following is a complete list of the proposed subcontractors and material suppliers for this Agreement and the class of services performed by each shall remain unaltered without written consent of HCPS. Please TYPE or PRINT. If necessary, use additional sheets.

Subcontractor Name	Phone Number	Services to be Provided

Material Supplier Name	Phone Number	Materials to be Supplied

5.5.4 Non-Collusion Affidavit: The Proposer states that:

- (1) He/She is the (Owner, Partner, Officer, Representative or Agent) of the Proposer that has submitted the attached Proposal; and
- (2) He/She is fully informed with respect to the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal; and
- (3) Such Proposal is genuine and is not a collusive or sham Proposal; and
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work; and
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Proposer/Firm Name

Signature

Date

Printed Name/Title

5.5.5 Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion: This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant

Project Name

Printed Name and Title of Authorized Representative

Signature

Date

ED 80-0014, 9/90

5.5.6 Anti-Lobbying Certification Form: The prospective participant certifies to the best of his or her knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

Organization

Address

City, State, Zip

Signature

Date

5.5.7 Payment Options: HCPS personnel may choose to use a purchasing card "P-card" in place of a purchase order to make purchases from this solicitation. Unless the proposer provides exception, below, the Contractor agrees to accept the P-card as an acceptable form of payment and will not add additional service or handling fees to P-card purchases. Standard Payment Terms:

- | | | | |
|----------------|--------|--------------|--------|
| • Standard | Net 45 | • E-Payables | Net 21 |
| • Construction | Net 25 | | |

The parties, upon agreement, may amend the payment method during the agreement term. Please Select Only One (1) Payment Option from The Following List:

- ☐ **NET 45 Days (Standard Payment Terms)** from the date of delivery or the receipt of satisfactory invoice, whichever occurs last, unless invoices specify early payment discounts. All payments, other than payments for construction services, due and not made within the time specified by this section bear interest from 30 days after the due date at the rate of one (1%) percent per month on the unpaid balance, §§ 218.70-218.80, F.S.
- ☐ **Net 21 Days (E-Payables Option; Visa Virtual Credit Card)** will require the use of credit cards through your financial institution or credit card processor.
- ☐ **% 21 Days, Net 45** provides a discount for early payment; i.e.: 2% 21, NET 45. This option requires you to enter a discount percent ____%.
- ☐ **P-card** streamlines the procurement process. P-card purchases allow HCPS to control procurement activities while hastening the Vendor's ability to receive payment.

Contact Procurement Services for detailed specifications regarding P-card use. Note: You may be required to provide third level information, if warranted.

- ☐ **Yes**, I do accept the Purchasing Card conditions stated in this solicitation.
- ☐ **No**, I do not accept the Purchasing Card conditions stated in this solicitation.

Please check below which level of reporting your company offers its customers utilizing the P-Card.

- ☐ **Level 1** includes the basic information found on a typical credit card statement.
- ☐ **Level 2** includes Level 1 information plus sales tax and transaction data field (usually 16 characters) providing information related to the transaction, such as an order number or an employee name.
- ☐ **Level 3** includes Level 2 information plus other useful data (item product code, item description, quantity, price... Level 3 reporting provides information usually found on a typical invoice.

Signature/Date

Print Name/Title

5.5.8 Addenda & Proposal Form: The proposal signer guarantees, as evidence by the affidavit required herein, the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

The undersigned hereby authorizes any public official, engineer, architect, surety company, bank depository, material or equipment manufacturer or distributor or any person, firm or corporation to furnish any pertinent information requested by Hillsborough County Public Schools or their representative, deemed necessary to verify the statements made in this qualification form or regarding the standing and general reputation of the applicant.

The signer also states that all information given is an accurate representation of the office location and resources from where the services are to be rendered.

Receipt of the following Addenda are hereby acknowledged: (List each Addenda):

Addendum No.:	1	Dated:	_____
Addendum No.:	2	Dated:	_____
Addendum No.:	3	Dated:	_____
Addendum No.:	4	Dated:	_____
Addendum No.:	5	Dated:	_____
Addendum No.:	6	Dated:	_____
Addendum No.:	7	Dated:	_____

Signature	Title
-----------	-------

Print Name	Date
------------	------

[INTENTIONALLY BLANK]

5.5.9 Drug-Free Workplace Certification: Tie proposal preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Proposals will be followed if none of the tied Proposers have a drug-free workplace program. To have a drug-free workplace program, a business shall:

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

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS COMPANY COMPLIES FULLY WITH THE ABOVE DRUG-FREE WORKPLACE REQUIREMENTS.

Signature/Title

Print Name/Date

5.5.10 Required Submittals Checklist: To help ensure that you include all the submittals necessary to complete a thorough evaluation of your submittal, use this checklist to make sure you have enclosed all required submittals before sealing and mailing your bid/proposal. Items checked "Required" must be submitted at the time you submit your submittal, or the submittal may be declared non-responsive. Items checked as "Requested" shall be submitted at the solicitation due date with your bid/proposal to facilitate the evaluation process but will not be cause for declaring your bid non-responsive. Note: Submittal is **required** for each box checked (or where applicable) for bid/proposal to be considered.

Company Name _____

Signature/Title _____

Required	Requested	Description of Submittal	Evaluator Certified
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If applicable: Proof of Hillsborough County licensing registration (in accordance with §201.1, Hillsborough County Construction Code)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any applicable licenses (as required by Federal, State, or Local laws or ordinances)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's certificate of warranty (If applicable)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SDS Sheets (If applicable)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance: Provide only proof of insurability with submittal.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Required Forms (Section 2) includes, but not limited to: List of References, Payment Terms, Proof of Hillsborough County, Florida Business Tax Receipt, Non-Collusion, Debarment certificate, Anti-Lobbying, Articles of Incorporation, Proof of Insurance, and any additional forms.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bid Response and Pricing Form	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Product Samples (If applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Illustrations (If applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Work Schedule: Only required if completion will run beyond (30) days	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	TBD	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	TBD	<input type="checkbox"/>

Procurement Officer/Reviewer Signature/Date _____



19043-MST-IV CUSTODIAL SERVICES
APPENDIX A
FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY
DISTRICT/FACILITIES/PARCEL SEQUENCE

ORGANIZATION: 29-HILLSBOROUGH COUNTY SCHOOL DISTRICT
FACILITY: ALL
FACILITY USE: ALL
CONDITION: 1-SATISFACTORY

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
1	1	5	1	ADAMS MIDDLE	10201 NORTH BOULEVARD	TAMPA	5	14	06 08	1957	11	125,090	1,523	0	0	0	3	2,592	44	127,682	70
2	2	4	1	FOREST HILLS ELEMENTARY	10112 CLA AVENUE	TAMPA	5	11	PK 05	1954	15	110,098	1,069	0	0	0	0	0	0	110,098	58
3	3	5	1	MEMORIAL MIDDLE	4702 CENTRAL AVENUE	TAMPA	5	10	06 08	1925	11	109,032	955	0	0	0	8	6,912	175	115,944	51
3	111	5	1	MEMORIAL MIDDLE	4702 CENTRAL AVENUE	TAMPA	5	14	06 08	1987	0	0	0	0	0	0	0	0	0	0	0
5	5	4	1	ALEXANDER ELEMENTARY	5602 N LOIS AVENUE	TAMPA	5	28	PK 05	1950	12	74,761	725	0	0	0	0	0	0	74,761	39
6	6	5	1	PIERCE MIDDLE	5511 N HESPERIDES	TAMPA	5	23	06 08	1953	10	125,864	1,357	0	0	0	9	6,946	0	132,810	58
7	7	4	1	ANDERSON ELEMENTARY	3910 FAIR OAKS AVENUE	TAMPA	5	14	PK 05	1954	11	54,522	446	0	0	0	2	2,393	0	56,915	23
8	8	7	1	ARMWOOD SENIOR HIGH	12000 U S HIGHWAY 92	SEFFNER	5	53	09 12	1963	9	333,142	2,595	0	0	0	0	0	0	333,142	108
9	9	4	1	APOLLO BEACH ELEMENTARY	501 APOLLO BEACH BOULEVARD	APOLLO BEACH	5	15	PK 05	1981	5	93,256	703	0	0	0	0	0	0	93,256	37
10	10	4	1	BALLAST POINT ELEMENTARY	2802 BALLAST POINT BOULEVARD	TAMPA	5	10	PK 05	1924	13	66,963	460	0	0	0	4	12,969	43	79,932	27
11	11	12	6	AREA I OFFICE	2718 PAXTON AVENUE	TAMPA	5	1	CA CA	1968	1	2,291	0	0	0	0	0	0	0	2,291	0
12	12	4	1	BAY CREST ELEMENTARY	4925 WEBB ROAD	TAMPA	5	15	PK 05	1969	11	85,468	954	0	0	0	1	1,475	0	86,974	53
13	13	4	1	BING ELEMENTARY	6409 35TH AVENUE S	TAMPA	5	19	PK 05	1989	11	95,484	738	0	0	0	0	0	0	95,484	39
14	14	4	1	ALAFIA ELEMENTARY	3535 CULBREATH DRIVE	VALRICO	5	40	PK 05	1980	8	97,946	845	0	0	0	0	0	0	97,946	44
15	15	4	1	JUST ELEMENTARY	1315 SPRUCE STREET	TAMPA	5	9	PK 05	1959	6	70,408	598	0	0	0	0	3,876	0	74,282	31



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
16	16	5	1	STEWART MIDDLE	1125 SPRUCE STREET	TAMPA	5	18	08 08	1954	5	118,074	1,349	0	0	0	0	1,613	0	119,687	58
17	17	7	1	BRANDON SENIOR HIGH	1101 VICTORIA STREET	BRANDON	5	69	09 12	1960	23	302,054	2,622	0	0	0	0	0	0	302,054	110
18	19	4	1	BOYETTE SPRINGS ELEMENTARY	10141 SEDGEBROOK	RIVERVIEW	5	20	PK 05	1990	16	104,130	1,018	0	0	0	0	0	0	104,130	55
19	20	5	1	MCCLANE MIDDLE	308 N KNIGHTS AVENUE	BRANDON	5	23	08 08	1914	17	132,200	1,611	0	0	0	0	0	0	132,200	67
20	22	11	1	BREWSTER TECHNICAL COLLEGE	2222 TAMPA STREET	TAMPA	5	8	AE AE	1925	3	61,362	226	0	0	0	10	11,043	226	72,405	22
21	23	4	1	BROOKER ELEMENTARY	812 DEWOLF ROAD	BRANDON	5	18	PK 05	1991	16	107,002	1,002	0	0	0	4	5,199	51	112,161	56
22	24	4	1	BROWARD ELEMENTARY	400 W OSBORNE AVENUE	TAMPA	5	10	PK 05	1926	5	51,666	548	0	0	0	0	0	0	51,666	28
24	26	4	1	BRYAN ELEMENTARY	2006 OAK AVENUE	PLANT CITY	5	13	PK 05	1924	17	83,419	771	0	0	0	0	0	0	83,419	41
25	27	5	1	BUCHANAN MIDDLE	1001 BEARS AVENUE	TAMPA	5	20	08 08	1960	13	119,492	1,115	0	0	0	3	3,103	22	122,595	50
26	28	4	1	BUCKHORN ELEMENTARY	2420 BUCKHORN SCHOOL COURT	VALRICO	5	15	PK 05	1976	6	104,890	843	0	0	0	0	0	0	104,890	45
28	30	4	1	BURNEY ELEMENTARY	901 S EVERS	PLANT CITY	5	11	PK 05	1923	8	52,488	412	0	0	0	3	2,592	44	55,080	24
29	31	5	1	BURNS MIDDLE	615 BROOKER ROAD	BRANDON	5	39	08 08	1980	3	158,909	1,549	0	0	0	4	3,134	88	162,043	67
31	32	5	1	DR. CARTER G. WOODSON PK-8 SCHOOL	2312 E YUKON	TAMPA	5	16	PK 08	1952	13	51,545	601	0	0	0	0	960	0	62,505	34
31	33	5	1	DR. CARTER G. WOODSON PK-8 SCHOOL	8715 N 22ND STREET	TAMPA	5	7	PK 08	1952	16	119,545	1,180	0	0	0	0	0	0	119,545	49
32	34	4	1	CANNELLA ELEMENTARY	10707 NIXON ROAD	TAMPA	5	13	PK 05	1989	13	103,281	979	0	0	0	0	0	0	103,281	53
33	35	4	1	CARROLLWOOD ELEMENTARY	3516 MACFARLAND ROAD	TAMPA	5	10	PK 05	1981	21	95,779	886	0	0	0	0	0	0	95,779	47
35	37	7	1	CHAMBERLAIN SENIOR HIGH	9401 NORTH BOULEVARD	TAMPA	5	36	09 12	1955	22	280,447	2,096	3	2,284	0	17	14,911	400	277,642	105
36	38	4	1	CHIARAMONTE ELEMENTARY	6001 S HIMES AVENUE	TAMPA	5	9	PK 05	1955	14	63,294	493	0	0	0	2	1,610	18	64,904	27
37	39	4	1	CITRUS PARK ELEMENTARY	7700 GUNN HIGHWAY	TAMPA	5	9	PK 05	1911	17	80,625	876	0	0	0	0	0	0	80,625	46



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
38	40	4	1	CLAIR-MEL ELEMENTARY	1025 S 78TH STREET	TAMPA	5	16	PK 05	1950	15	86,455	883	0	0	0	1	864	0	87,319	47
39	41	5	1	DOWDELL MIDDLE	1208 WISHING WELL WAY	TAMPA	5	9	06 08	1959	16	117,716	1,178	0	0	0	0	0	0	117,716	52
40	42	4	1	CLAYWELL ELEMENTARY	4500 NORTHDAL BOULEVARD	TAMPA	5	17	PK 05	1980	7	106,930	898	0	0	0	0	0	0	106,930	47
41	43	4	1	CLEVELAND ELEMENTARY	723 E HAMILTON AVENUE	TAMPA	5	5	PK 05	1928	6	41,093	380	0	0	0	4	3,138	36	44,231	22
42	44	5	1	COLEMAN MIDDLE	1724 S MANHATTAN	TAMPA	5	14	06 08	1958	16	110,097	1,068	0	0	0	0	0	0	110,097	48
43	45	4	1	COLSON ELEMENTARY	1520 LAKEVIEW AVENUE	SEFFNER	5	20	PK 05	1980	11	92,715	896	0	0	0	0	0	0	92,715	48
44	46	4	1	LOCKHART ELEMENTARY	3719 NORTH 17TH STREET	TAMPA	5	11	PK 05	1951	6	94,204	673	23	23,467	324	0	0	0	117,671	54
45	47	4	1	CORK ELEMENTARY	3501 N CORK ROAD	PLANT CITY	5	12	PK 05	1879	6	100,813	935	0	0	0	0	0	0	100,813	49
46	48	4	1	CRESTWOOD ELEMENTARY	7824 N MANHATTAN AVENUE	TAMPA	5	15	PK 05	1967	17	94,219	1,089	0	0	0	0	0	0	94,219	56
47	49	4	1	CYPRESS CREEK ELEMENTARY	4040 19TH AVENUE NE	RUSKIN	5	16	PK 05	1990	18	113,883	983	0	0	0	0	0	0	113,883	53
48	50	4	1	DESOTO ELEMENTARY	2618 CORRIE STREET	TAMPA	5	4	PK 05	1910	4	34,413	322	0	0	0	0	0	0	34,413	17
49	51	4	1	DICKENSON ELEMENTARY	4720 KELLY ROAD	TAMPA	5	11	PK 05	1963	16	79,095	703	0	0	0	0	0	0	79,095	37
50	52	4	1	DOVER ELEMENTARY	3035 NELSON AVENUE	DOVER	5	20	PK 05	1912	14	115,088	823	0	0	0	7	6,058	126	121,146	56
51	53	4	1	DUNBAR ELEMENTARY	1730 UNION STREET	TAMPA	5	3	PK 05	1926	3	38,199	363	0	0	0	0	0	0	38,199	19
52	54	7	1	EAST BAY SENIOR HIGH	7710 BIG BEND ROAD	GIBSONTON	5	59	09 12	1971	20	281,058	2,624	2	1,536	0	0	0	0	282,604	108
53	55	5	1	EISENHOWER MIDDLE	7620 BIG BEND ROAD	GIBSONTON	5	50	06 08	1954	11	159,687	1,564	0	0	0	4	3,456	88	162,143	74
54	56	4	1	EDISON ELEMENTARY	1607 E CURTIS STREET	TAMPA	5	9	PK 05	1925	6	61,089	608	0	0	0	5	4,858	10	65,947	33
55	58	4	1	EGYPT LAKE ELEMENTARY	6707 N GLEN AVENUE	TAMPA	5	14	PK 05	1955	12	66,628	710	0	0	0	0	0	0	66,628	37
56	59	20	1	ERWIN TECHNICAL COLLEGE	2010 E HILLSBOROUGH AVENUE	TAMPA	5	11	VE VE	1977	10	193,917	732	0	0	0	0	0	0	193,917	47



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
57	60	4	1	ESSRIG ELEMENTARY	13131 LYNN ROAD	TAMPA	5	13	PK 05	1985	11	86,338	825	0	0	0	0	0	0	86,338	44
58	61	4	1	FOLSOM ELEMENTARY	9855 HARNEY ROAD	THONOTOSASA	5	20	PK 05	1990	13	93,439	698	0	0	0	0	0	0	93,439	37
59	62	4	1	FOSTER ELEMENTARY	2014 E DIANA AVENUE	TAMPA	5	14	PK 05	1953	12	76,186	667	0	0	0	0	0	0	76,186	40
60	63	5	1	SLIGH MIDDLE	2011 E SLIGH AVENUE	TAMPA	5	26	06 08	1949	16	122,229	1,256	0	0	0	0	0	0	122,229	54
61	64	5	1	FRANKLIN MIDDLE	3915 E 21st AVENUE	TAMPA	5	12	06 08	1926	9	98,915	1,036	0	0	0	0	0	0	98,915	44
62	65	19	6	INSTRUCTIONAL SERVICES CENTER	2920 N. 40th Street	TAMPA	5	6	DS DS	1926	1	105,158	0	0	0	0	0	0	0	105,158	0
63	66	7	1	GAITHER SENIOR HIGH	16200 N DALE MABRY	TAMPA	5	52	09 12	1983	11	302,030	2,275	4	4,260	55	0	0	0	306,290	101
65	68	4	1	GIBSONTON ELEMENTARY	7723 GIBSONTON DRIVE	GIBSONTON	5	11	PK 05	1959	15	94,078	804	0	0	0	3	3,682	18	97,760	44
66	69	4	2	GORRIE ELEMENTARY	705 DE LEON STREET	TAMPA	5	3	PK 05	1889	9	59,829	529	0	0	0	0	0	0	59,829	28
67	70	4	1	GRADY ELEMENTARY	3910 MORRISON AVENUE	TAMPA	5	15	PK 05	1958	15	67,562	504	0	0	0	2	2,251	36	69,813	30
68	71	4	1	GRAHAM ELEMENTARY	2915 MASSACHUSETTS AVENUE	TAMPA	5	4	PK 05	1922	8	39,529	390	0	0	0	5	6,453	54	45,982	24
69	72	4	1	BELLAMY ELEMENTARY	9720 WILSKY BOULEVARD	TAMPA	5	15	PK 05	1973	6	94,472	914	0	0	0	1	782	0	95,254	49
70	73	5	1	GRECO MIDDLE SCHOOL	6825 E FOWLER AVENUE	TEMPLE TERRACE	5	27	06 08	1955	21	139,312	1,437	0	0	0	0	0	0	139,312	60
71	74	5	1	HILL MIDDLE	5200 EHRLICH ROAD	TAMPA	5	33	06 08	1960	1	158,196	1,300	0	0	0	0	0	0	158,196	55
72	75	7	1	HILLSBOROUGH SENIOR HIGH	5000 CENTRAL AVENUE	TAMPA	5	23	09 12	1927	4 -	280,224	2,210	2	1,536	0	0	0	0	281,760	104
73	76	4	1	HUNTERS GREEN ELEMENTARY	9202 HIGHLAND OAK DRIVE	TAMPA	5	15	PK 05	1990	22	122,640	1,016	0	0	0	0	1,530	0	124,370	55
74	79	4	1	JACKSON ELEMENTARY	502 E GILCHRIST STREET	PLANT CITY	5	5	PK 05	1926	10	56,590	594	0	0	0	0	0	0	56,590	31
75	81	10	1	D. W. WATERS CENTER	2704 HIGHLAND AVENUE	TAMPA	5	1	06 12	1911	1	74,586	491	0	0	0	0	0	0	74,586	24
76	82	4	1	KENLY ELEMENTARY	2909 86TH STREET	TAMPA	5	12	PK 05	1927	10	73,140	731	0	0	0	0	0	0	73,140	39



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
77	83	7	1	KING SENIOR HIGH	6815 56TH STREET	TAMPA	5	47	09 12	1959	29	256,497	2,483	0	0	0	2	1,728	50	238,225	104
78	84	4	1	KINGSWOOD ELEMENTARY	3102 S KINGS AVENUE	BRANDON	5	15	PK 05	1987	10	70,704	781	0	0	0	0	0	0	70,704	42
79	85	4	1	KNIGHTS ELEMENTARY	4815 N KEEN ROAD	PLANT CITY	5	20	PK 05	1976	6	94,287	926	0	0	0	2	3,412	0	97,699	50
80	86	4	1	LAKE MAGDALENE ELEMENTARY	2002 PINE LAKE DRIVE	TAMPA	5	15	PK 05	1946	16	109,883	1,110	0	0	0	0	0	0	109,883	60
81	87	4	1	LANIER ELEMENTARY	4704 MONTGOMERY AVENUE	TAMPA	5	16	PK 05	1956	12	60,879	446	0	0	0	4	5,025	10	65,904	24
82	88	5	1	MONROE MIDDLE	4716 MONTGOMERY AVENUE	TAMPA	5	34	06 08	1956	11	123,128	982	0	0	0	0	0	0	123,128	42
83	89	11	1	LEARY TECHNICAL COLLEGE	5410 N 20TH STREET	TAMPA	5	2	AE AE	1977	1	33,773	60	0	0	0	0	0	0	33,773	3
84	90	4	1	LEE ELEMENTARY SCHOOL OF TECHNOLOGY	305 E COLUMBUS DRIVE	TAMPA	5	4	PK 05	1906	3	46,698	399	0	0	0	0	0	0	46,698	21
85	91	7	1	LETO SENIOR HIGH	4409 W SLUGH AVENUE	TAMPA	5	46	09 12	1964	17	292,496	2,384	0	0	0	1	4,449	0	296,945	104
86	92	4	1	LIMONA ELEMENTARY	1115 TELFAIR	BRANDON	5	18	PK 05	1971	9	66,942	710	0	0	0	0	0	0	66,942	37
87	93	4	1	LINCOLN ELEMENTARY	1207 E RENFRO STREET	PLANT CITY	5	5	PK 05	1923	9	51,315	414	0	0	0	4	3,456	36	54,771	23
88	94	4	1	LEWIS ELEMENTARY	6700 WHITEWAY DRIVE	TEMPLE TERRACE	5	24	PK 05	1958	11	98,806	945	0	0	0	0	0	0	98,806	50
89	95	4	1	LITHIA SPRINGS ELEMENTARY	4332 LYNX PAW TRAIL	VALRICO	5	31	PK 05	1990	13	93,917	731	0	0	0	0	0	0	93,917	39
90	96	14	6	MAINTENANCE WEST	5002 N LOIS AVENUE	TAMPA	5	14	DS DS	1945	16	28,085	0	11	8,327	0	0	745	0	37,157	0
91	97	4	1	LONAX ELEMENTARY	4207 26TH STREET	TAMPA	5	4	PK 05	1907	4	48,799	509	0	0	0	0	0	0	48,799	26
92	98	4	1	LOPEZ ELEMENTARY	200 N KINGSWAY ROAD	SEFFNER	5	13	PK 05	1981	2	74,402	648	0	0	0	8	6,345	131	80,747	41
93	99	4	1	LOWRY ELEMENTARY	11505 COUNTRY HOLLOW DRIVE	TAMPA	5	16	PK 05	1991	17	123,836	1,063	0	0	0	0	0	0	123,836	57
94	100	4	1	LUTZ ELEMENTARY	202 5TH AVENUE SE	LUTZ	5	14	PK 08	1920	16	94,041	868	0	0	0	2	1,728	25	95,769	48
95	101	4	1	MABRY ELEMENTARY	4201 W ESTRELLA STREET	TAMPA	5	16	PK 05	1926	16	93,328	835	0	0	0	0	0	0	93,328	45



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
96	102	4	1	MACFARLANE ELEMENTARY	1721 N MACOILL AVENUE	TAMPA	5	3	PK 05	1925	5	43,867	408	0	0	0	0	0	0	43,867	21
97	103	5	1	MADISON MIDDLE	4444 BAY VISTA AVENUE	TAMPA	5	19	06 08	1950	19	105,625	992	0	0	0	3	2,592	66	108,217	46
98	104	4	1	MANGO ELEMENTARY	4220 HIGHWAY 579	SEFFNER	5	14	PK 05	1927	15	83,203	667	0	0	0	9	8,615	126	91,818	42
99	105	12	6	MANHATTAN CENTER	4210 BAY VILLA AVENUE	TAMPA	5	13	CA DS	1952	12	52,407	0	0	0	0	4	3,456	0	55,863	0
100	106	4	1	MANISCALCO ELEMENTARY	939 DEBUEL ROAD	LUTZ	5	15	PK 08	1987	13	104,406	857	0	0	0	0	0	0	104,406	46
101	107	5	1	MANN MIDDLE	409 E JERSEY AVENUE	BRANDON	5	19	06 08	1957	18	135,985	1,484	0	0	0	0	0	0	135,985	63
102	108	5	1	MARSHALL MIDDLE	18 S MARYLAND AVENUE	PLANT CITY	5	30	06 08	1956	15	152,662	1,374	0	0	0	0	0	0	152,662	57
103	109	4	1	MCDONALD ELEMENTARY	501 W PRUETT ROAD	SEFFNER	5	15	PK 05	1976	2	68,047	580	0	0	0	3	2,440	51	70,487	33
106	112	4	1	MENDENHALL ELEMENTARY	5202 MENDENHALL DRIVE	TAMPA	5	9	PK 05	1947	15	91,778	835	0	0	0	0	0	0	91,778	45
107	113	5	1	FERRRELL MIDDLE MAGNET	4302 24TH STREET	TAMPA	5	15	06 08	1933	14	93,176	955	0	0	0	1	864	0	94,040	40
107	114	5	1	FERRRELL MIDDLE MAGNET	37TH AVENUE	TAMPA	5	2	06 08	1950	0	0	0	0	0	0	0	0	0	0	0
108	115	4	1	MILES ELEMENTARY	317 E 124TH AVENUE	TAMPA	5	10	PK 05	1954	17	78,724	807	0	0	0	2	1,615	28	80,339	45
109	116	4	1	MINTZ ELEMENTARY	1510 HEATHER LAKES BOULEVARD	BRANDON	5	14	PK 05	1990	19	106,420	1,009	0	0	0	0	0	0	106,420	54
110	117	4	1	MITCHELL ELEMENTARY	205 BUNGALOW PARK	TAMPA	5	3	PK 05	1915	4	69,390	728	0	0	0	0	0	0	69,390	38
111	118	4	1	MORGAN WOODS ELEMENTARY	7001 ARMAND DRIVE	TAMPA	5	16	PK 05	1967	13	62,805	769	0	0	0	0	0	0	62,805	42
112	119	4	1	MORT ELEMENTARY	1806 E BEARS AVENUE	TAMPA	5	20	PK 05	1965	5	95,286	1,000	0	0	0	3	2,867	30	98,153	56
113	120	4	1	NORTHWEST ELEMENTARY	16438 HUTCHINSON ROAD	TAMPA	5	17	PK 05	1984	10	100,694	865	0	0	0	0	0	0	100,694	46
114	121	4	1	OAK GROVE ELEMENTARY	6315 N ARMENIA AVENUE	TAMPA	5	20	PK 05	1946	15	59,334	928	0	0	0	6	6,162	80	106,096	53
116	123	5	1	ORANGE GROVE MIDDLE	3415 16TH STREET	TAMPA	5	6	06 08	1926	6	80,097	652	0	0	0	0	0	0	80,097	29
117	124	4	1	PALM RIVER ELEMENTARY	805 MAYDELL DRIVE	TAMPA	5	20	PK 05	1948	15	78,106	707	2	1,360	0	0	0	0	79,466	37



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
118	125	4	1	PINECREST ELEMENTARY	7950 LITHIA-PINECREST	LITHIA	5	37	PK 05	1935	8	103,714	820	0	0	0	0	0	0	103,714	44
119	126	7	1	PLANT SENIOR HIGH	2415 S HIMES	TAMPA	5	27	09 12	1926	21	233,263	2,621	0	0	0	0	0	0	233,263	105
120	127	7	1	PLANT CITY SENIOR HIGH	1 RAIDER PLACE	PLANT CITY	5	72	09 12	1971	16	296,496	2,595	3	2,070	19	0	1,339	0	299,905	112
121	128	5	1	TOMLIN MIDDLE	501 WOODROW WILSON	PLANT CITY	5	15	06 08	1950	13	186,744	1,903	0	0	0	0	0	0	186,744	80
121	129	5	1	TOMLIN MIDDLE	WHEELER AVENUE	PLANT CITY	5	6	06 08	1950	0	0	0	0	0	0	0	0	0	0	0
122	130	4	1	POTTER ELEMENTARY	3224 E CAYUGA	TAMPA	5	10	PK 05	1980	14	70,574	708	0	0	0	0	8,866	36	79,440	40
123	131	5	1	PROGRESS VILLAGE MIDDLE	8113 ZINNIA DRIVE	TAMPA	5	14	06 08	1959	14	144,535	1,111	0	0	0	0	0	0	144,535	48
124	132	4	1	RIVERHILLS ELEMENTARY	405 RIVERHILLS DRIVE	TEMPLE TERRACE	5	7	PK 05	1982	5	54,619	554	0	0	0	1	1,959	18	56,578	30
125	133	4	1	RIVERVIEW ELEMENTARY	10809 HANNAWAY	RIVERVIEW	5	18	PK 05	1980	14	96,066	914	0	0	0	0	0	0	96,066	50
126	134	4	1	ROBINSON ELEMENTARY	4801 S TURKEY CREEK ROAD	PLANT CITY	5	17	PK 05	1959	13	92,021	638	0	0	0	3	3,217	36	95,238	41
127	135	7	1	ROBINSON SENIOR HIGH	6311 S LOIS AVENUE	TAMPA	5	37	09 12	1957	21	214,944	1,987	1	757	0	0	1,066	0	216,767	87
128	136	4	1	ROBLES ELEMENTARY	4405 E SLIGH AVENUE	TAMPA	5	9	PK 05	1959	16	78,793	832	0	0	0	0	0	0	78,793	44
129	137	9	1	ROLAND PARK K-8	1510 NORTH MANHATTAN AVENUE	TAMPA	5	7	PK 08	1983	5	119,119	1,035	0	0	0	0	0	0	119,119	47
130	138	8	1	LAVOY EXCEPTIONAL STUDENT EDUCATION CENTER	4410 WEST MAIN STREET	TAMPA	5	3	PK 12	1982	6	42,748	190	0	0	0	8	6,912	80	49,660	24
131	139	7	1	JEFFERSON SENIOR HIGH	4401 W CYPRESS STREET	TAMPA	5	51	09 12	1971	16	244,319	2,169	1	690	16	0	1,099	0	246,108	90
132	140	4	1	ROOSEVELT ELEMENTARY	3205 FERDINAND	TAMPA	5	5	PK 05	1925	12	66,513	621	0	0	0	6	4,692	124	73,305	40
133	141	4	1	RUSKIN ELEMENTARY	101 E COLLEGE AVENUE	RUSKIN	5	12	PK 05	1942	13	57,399	936	2	1,536	0	5	5,216	72	104,150	56
134	142	4	1	SCHWARZKOPF ELEMENTARY	18333 CALUSA TRACE BOULEVARD	LUTZ	5	16	PK 05	1991	14	91,118	677	0	0	0	0	0	0	91,118	36
135	143	4	1	SEFFNER ELEMENTARY	109 CACTUS ROAD	SEFFNER	5	16	PK 05	1961	14	56,181	898	0	0	0	0	0	0	56,181	47



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
136	144	4	1	1 SEMINOLE ELEMENTARY	6201 CENTRAL AVENUE	TAMPA	5	7	PK 05	1921	6	72,158	582	0	0	0	0	0	0	72,158	31
137	145	4	1	1 SHAW ELEMENTARY	13111 N 15TH STREET	TAMPA	5	10	PK 05	1971	14	74,238	800	0	0	0	6	5,967	72	80,205	47
138	146	4	1	1 SHORE ELEMENTARY	1908 2ND AVENUE	TAMPA	5	4	PK 05	1928	4	63,073	467	0	0	0	0	0	0	63,073	25
139	147	8	1	1 SIMMONS CAREER CENTER	1202 West Grant Street	PLANT CITY	5	9	PK 12	1923	2	46,448	300	2	1,380	44	0	0	0	47,828	29
140	148	7	1	1 BLOOMINGDALE SENIOR HIGH	1700 E BLOOMINGDALE AVENUE	VALRICO	5	80	09 12	1982	11	288,270	2,201	0	0	0	6	5,184	150	293,454	100
141	149	4	1	1 SPRINGHEAD ELEMENTARY	3208 NESMITH ROAD	PLANT CITY	5	18	PK 05	1914	14	80,725	874	0	0	0	2	1,728	0	82,453	47
142	150	9	1	1 SULPHUR SPRINGS K-8 COMMUNITY SCHOOL	8412 13TH STREET	TAMPA	5	9	PK 08	1972	11	120,914	1,096	0	0	0	0	0	0	120,914	56
142	151	9	1	1 SULPHUR SPRINGS K-8 COMMUNITY SCHOOL	12TH STREET	TAMPA	5	9	PK 08	1949	0	0	0	0	0	0	0	0	0	0	0
143	152	4	1	1 SUMMERFIELD ELEMENTARY	11980 BIG BEND ROAD	RIVERVIEW	5	15	PK 05	1989	10	120,084	922	0	0	0	4	3,466	72	123,550	53
144	153	7	1	1 TAMPA BAY TECHNICAL HIGH SCHOOL	6410 ORIENT ROAD	TAMPA	5	48	09 12	1987	60	286,316	2,351	0	0	0	8	6,912	200	293,228	116
146	155	4	1	1 TAMPA BAY BOULEVARD ELEMENTARY	3111 TAMPA BAY BOULEVARD	TAMPA	5	10	PK 05	1924	9	73,498	867	2	1,380	0	0	0	0	74,878	47
147	156	4	1	1 TAMPA PALMS ELEMENTARY	6100 TAMPA PALMS BOULEVARD	TAMPA	5	15	PK 05	1987	12	122,485	965	0	0	0	0	0	0	122,485	52
148	157	4	1	1 TEMPLE TERRACE ELEMENTARY	124 FLOTTO AVENUE	TEMPLE TERRACE	5	21	PK 05	1955	15	94,526	863	0	0	0	0	0	0	94,526	46
149	158	4	1	1 THONOTOSASSA ELEMENTARY	10050 SKEWLEE ROAD	THONOTOSASSA	5	22	PK 05	1961	14	58,058	551	0	0	0	0	0	0	58,058	29
150	159	9	1	1 TINKER K-8	8207 TINKER STREET	MACDILL AFB	5	18	PK 08	1939	7	72,472	688	0	0	0	6	7,823	132	80,295	42
151	160	4	1	1 TOWN & COUNTRY ELEMENTARY	6025 HANLEY ROAD	TAMPA	5	10	PK 05	1961	13	74,847	732	0	0	0	2	2,026	0	76,873	38
152	161	5	1	1 WEBB MIDDLE	6035 HANLEY ROAD	TAMPA	5	18	06 08	1988	18	110,394	1,127	0	0	0	0	0	0	110,394	50
153	162	4	1	1 TRAPNELL ELEMENTARY	1605 W TRAPNELL ROAD	PLANT CITY	5	10	PK 05	1931	12	65,217	488	0	0	0	5	4,320	36	69,537	28
154	163	5	1	1 TURKEY CREEK MIDDLE	5005 S TURKEY CREEK ROAD	PLANT CITY	5	29	06 08	1929	14	129,586	1,363	0	0	0	2	1,728	0	131,314	59



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
155	164	4	1	TWIN LAKES ELEMENTARY	8507 N HABANA AVENUE	TAMPA	5	11	PK 05	1926	7	89,553	774	0	0	0	0	0	0	89,553	41
156	165	8	1	CAMINITI EXCEPTIONAL STUDENT EDUCATION CENTER	2600 W HUMPHREY	TAMPA	5	11	PK 12	1985	3	60,661	252	0	0	0	0	0	0	60,661	24
157	166	4	1	WALDEN LAKE ELEMENTARY	2800 TURKEY CREEK ROAD	PLANT CITY	5	10	PK 05	1990	14	114,055	983	0	0	0	0	0	0	114,055	53
158	167	4	1	WASHINGTON ELEMENTARY	1407 ESTELLE STREET	TAMPA	5	6	PK 05	1925	7	62,725	634	0	0	0	0	0	0	62,725	39
160	169	4	1	WEST SHORE ELEMENTARY	7110 S WESTSHORE DRIVE	TAMPA	5	5	PK 05	1926	3	40,599	380	0	0	0	5	4,320	15	44,919	21
161	171	4	1	WEST TAMPA ELEMENTARY	2700 CHERRY STREET	TAMPA	5	7	PK 05	1985	15	89,830	575	0	0	0	4	4,224	0	93,054	31
162	172	4	1	JAMES ELEMENTARY SCHOOL	4302 E ELLICOTT STREET	TAMPA	5	10	PK 05	1964	9	77,175	726	0	0	0	14	12,778	106	89,953	42
163	173	5	1	WILSON MIDDLE	1005 SWANN AVENUE	TAMPA	5	4	06 08	1915	5	71,455	653	0	0	0	0	0	0	71,455	29
164	174	4	1	WILSON ELEMENTARY	702 ENGLISH STREET	PLANT CITY	5	4	PK 05	1924	3	41,864	405	0	0	0	2	1,728	0	43,592	22
165	175	4	1	WIMAUMA ELEMENTARY	5709 HICKMAN	WIMAUMA	5	9	PK 05	1926	9	68,117	659	0	0	0	0	0	0	68,117	35
166	176	4	1	WITTER ELEMENTARY	10801 N 22ND STREET	TAMPA	5	10	PK 05	1959	11	70,275	664	0	0	0	1	1,326	15	71,601	35
167	177	4	1	WOODBIDGE ELEMENTARY	8301 WOODBRIDGE BOULEVARD	TAMPA	5	15	PK 05	1971	12	76,094	883	0	0	0	0	0	0	76,094	47
168	178	4	1	YATES ELEMENTARY	301 KINGSWAY ROAD	BRANDON	5	15	PK 05	1953	18	100,545	880	0	0	0	0	0	0	100,545	46
169	179	5	1	YOUNG MIDDLE	1807 E MARTIN LUTHER KING JR BOULEVARD	TAMPA	5	12	06 08	1963	11	134,411	1,095	0	0	0	0	0	0	134,411	47
170	180	15	6	TRANSPORTATION OPERATIONS CENTER	9455 HARVEY ROAD	THONOTOSASSA	5	26	DS DS	1985	3	46,853	0	5	3,460	0	0	0	0	50,303	0
171	181	19	6	VELASCO STUDENT SERVICE CENTER	1202 PALM AVENUE	TAMPA	5	2	DS DS	1985	1	38,024	0	0	0	0	0	0	0	38,024	0
172	183	13	6	GREEN STREET OFFICES	1731 GREEN STREET	TAMPA	5	1	DS DS	1926	1	21,620	0	0	0	0	0	0	0	21,620	0
173	184	14	6	MAINTENANCE OPERATIONS CENTER	4805 M L KING BOULEVARD E	TAMPA	5	10	DS DS	1981	13	38,378	0	5	3,498	0	0	0	0	41,876	0
176	187	12	6	AREA VII OFFICE	1005 N PARSONS AVENUE	SEFFNER	5	5	CA DS	1954	0	0	0	0	0	0	1	3,603	0	3,603	0



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
179	191	14	6	MAINTENANCE EAST	3102 AIRPORT ROAD	PLANT CITY	5	18	DS DS	1957	5	11,519	0	3	2,270	0	0	0	0	13,789	0
181	194	12	6	RAYMOND O SHELTON ADMINISTRATIVE CENTER	901 E KENNEDY BOULEVARD	TAMPA	5	2	CA DS	1977	1	200,387	0	0	0	0	0	0	0	200,387	0
181	277	12	6	RAYMOND O SHELTON ADMINISTRATIVE CENTER	Donna Lu Drive (Keystone Area)	Odessa	5	20	CA DS	2007	0	0	0	0	0	0	0	0	0	0	0
187	196	13	6	HANNA WAREHOUSE	5715 E HANNA AVENUE	TAMPA	5	5	DS DS	1961	2	97,123	0	2	1,670	0	0	0	0	98,793	0
188	197	12	6	NIFONG BUILDING	703 N THOMAS STREET	PLANT CITY	5	11	CA DS	1927	3	4,316	0	12	8,835	0	0	0	0	13,151	0
189	198	14	6	MAINTENANCE OPERATIONS CENTER	4905 32ND AVENUE	TAMPA	5	4	DS DS	1961	4	65,794	0	0	0	0	0	0	0	65,794	0
190	199	7	1	DURANT SENIOR HIGH	4748 COUGAR PATH	PLANT CITY	5	82	09 12	1992	9	282,735	2,883	1	690	0	0	0	0	283,425	117
191	200	19	6	SANCHEZ SERVICE CENTER	2100 E 26TH AVENUE	TAMPA	3	1	DS DS	1995	1	7,950	30	0	0	0	0	0	0	7,950	3
192	201	5	1	BURNETT MIDDLE	1010 KINGSWAY ROAD NORTH	SEFFNER	5	27	06 08	1993	4	165,277	1,332	0	0	0	0	0	0	165,277	56
193	202	4	1	VALRICO ELEMENTARY	609 MILLER ROAD SOUTH	VALRICO	5	20	PK 05	1993	5	113,930	979	0	0	0	0	0	0	113,930	53
194	203	5	1	BENITO MIDDLE	10101 CROSS CREEK BOULEVARD	TAMPA	5	32	06 08	1995	7	151,974	1,473	0	0	0	0	0	0	151,974	63
195	204	5	1	WALKER MIDDLE	8282 NORTH MOBLEY ROAD	ODESSA	5	42	06 08	1985	6	142,894	1,091	0	0	0	0	0	0	142,894	47
196	205	5	1	WILLIAMS MIDDLE	5020 NORTH 47TH STREET	TAMPA	5	18	06 06	1994	5	132,153	948	0	0	0	0	0	0	132,153	42
197	206	7	1	SICKLES SENIOR HIGH	7950 GUNN HIGHWAY	TAMPA	5	86	09 12	1985	31	328,160	2,531	0	0	0	0	0	0	328,160	106
198	207	7	1	WHARTON SENIOR HIGH	20150 BRUCE B DOWNS BOULEVARD	TAMPA	5	76	09 12	1987	12	298,792	2,567	0	0	0	2	1,728	50	301,520	108
199	208	7	1	BLAKE SENIOR HIGH	1701 NORTH BOULEVARD	TAMPA	5	16	09 12	1995	8	347,402	1,795	0	0	0	0	0	0	347,402	72
200	209	4	1	CLARK ELEMENTARY	19002 WOOD SAGE DRIVE	TAMPA	5	18	PK 05	1996	6	107,444	975	0	0	0	0	0	0	107,444	53
201	210	4	1	WESTCHASE ELEMENTARY	9517 W LINEBAUGH AVENUE	TAMPA	5	14	PK 05	1997	7	119,117	939	0	0	0	6	7,096	98	126,213	56
202	211	4	1	PIZZO ELEMENTARY	11701 BULL RUN	TAMPA	5	10	PK 06	1996	5	99,289	864	0	0	0	0	0	0	99,289	47



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET/ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
203	212	5	1	RODGERS MIDDLE	11910 TUCKER ROAD	RIVERVIEW	5	88	06 08	1996	4	163,701	1,354	0	0	0	0	0	0	163,701	57
204	213	7	1	RIVERVIEW SENIOR HIGH	11311 BOYETTE ROAD	RIVERVIEW	5	79	09 12	1995	12	289,109	2,702	0	0	0	1	2,499	0	291,608	109
205	214	4	1	BEVIS ELEMENTARY	5720 OSPREY RIDGE BOULEVARD	LITHIA	5	14	PK 05	1998	10	96,558	945	0	0	0	0	0	0	96,558	50
206	215	5	1	RANDALL MIDDLE	16510 FISH HAWK BOULEVARD	LITHIA	5	22	06 08	1997	5	140,552	1,998	0	0	0	0	0	0	140,552	67
207	216	5	1	DAVIDSEN MIDDLE	10501 MONTAGUE ROAD	TAMPA	5	24	06 08	1998	8	125,167	1,998	0	0	0	0	0	0	125,167	66
208	217	4	1	PRIDE ELEMENTARY	10310 Lien's Den Drive	TAMPA	5	22	PK 05	1999	7	94,904	930	0	0	0	4	3,456	88	98,360	53
209	218	4	1	MCKITTRICK ELEMENTARY	5503 LUTZ-LAKE FERN ROAD	TAMPA	5	27	PK 05	1999	6	108,748	1,027	0	0	0	0	0	0	108,748	55
210	219	4	1	CHILES ELEMENTARY	16541 TAMPA PALMS BOULEVARD W	TAMPA	5	15	PK 05	1996	6	97,620	963	0	0	0	0	0	0	97,620	51
211	220	4	1	SYMME'S ELEMENTARY	6280 WATSON ROAD	RIVERVIEW	5	18	PK 05	1999	5	81,828	729	0	0	0	0	0	0	81,828	38
212	221	5	1	MARTINEZ MIDDLE	5601 LUTZ-LAKE FERN ROAD	LUTZ	5	57	06 08	1999	5	113,231	1,344	0	0	0	0	0	0	113,231	56
213	222	5	1	LIBERTY MIDDLE	17400 COMMERCE PARK BOULEVARD	TAMPA	5	28	06 08	2000	8	129,492	1,645	0	0	0	0	0	0	129,492	69
214	223	7	1	ALONSO HIGH	8302 MONTAGUE STREET	TAMPA	5	60	09 12	1999	20	259,318	3,048	5	3,450	0	0	0	0	262,768	122
215	224	7	1	FREEDOM SENIOR HIGH	17410 COMMERCE PARK BOULEVARD	TAMPA	5	56	09 12	1999	15	286,258	2,724	0	0	0	0	0	0	286,258	109
216	225	7	1	MIDDLETON SENIOR HIGH	4801 NORTH 22ND STREET	TAMPA	5	50	09 12	1998	12	237,021	2,102	2	1,474	0	0	0	0	238,495	83
217	226	10	1	SOUTH COUNTY CAREER CENTER	4646 SOUTH HIGHWAY 41	RUSKIN	5	220	06 12	2000	7	102,850	718	0	0	0	0	0	0	102,850	33
218	227	14	6	FURNITURE REFINISHING	3702 EAST 10TH AVENUE	TAMPA	5	1	DS DS	1999	1	13,006	0	1	719	0	0	0	0	13,725	0
219	182	5	1	FARNELL MIDDLE	13912 NINE EAGLES ROAD	TAMPA	5	28	06 08	2000	5	132,268	1,434	0	0	0	0	0	0	132,268	60
220	192	4	1	BRYANT ELEMENTARY	13912 NINE EAGLES ROAD	TAMPA	5	10	PK 05	2001	10	98,847	998	0	0	0	4	3,456	88	102,303	57
222	229	4	1	CIMINO ELEMENTARY	4329 CULBREATH ROAD	VALRICO	5	10	PK 05	2001	5	97,587	1,002	0	0	0	4	5,288	43	102,855	56



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/7/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
223	231	4	1	IPPOLITO ELEMENTARY	6874 FAULKENBERG ROAD	RIVERVIEW	5	13	PK 05	2001	5	83,325	872	0	0	0	0	0	0	83,325	46
224	232	7	1	NEWSOME SENIOR HIGH	16550 FISHHAWK BOULEVARD	LITHIA	5	71	09 12	1999	19	281,321	3,170	0	0	0	0	0	0	281,321	127
225	233	5	1	JENNINGS MIDDLE	9799 WILLIAMS ROAD	SEFFNER	5	39	06 08	2001	5	128,267	1,337	0	0	0	0	0	0	128,267	56
226	234	5	1	SHIELDS MIDDLE	3908 19TH AVENUE N	RUSKIN	5	42	06 08	2001	6	138,397	1,729	0	0	0	0	0	0	138,397	72
227	235	4	1	HERITAGE ELEMENTARY	18201 EAST MEADOWS ROAD	TAMPA	5	15	PK 05	2000	5	66,504	747	0	0	0	0	0	0	66,504	39
228	236	4	1	SESSUMS ELEMENTARY	11525 RAMBLE CREEK DRIVE	RIVERVIEW	5	15	PK 05	2002	6	101,809	1,020	8	6,912	144	0	0	0	108,721	62
229	237	4	1	NELSON ELEMENTARY	5413 DURANT ROAD	DOVER	5	21	PK 05	2002	5	90,441	963	0	0	0	0	0	0	90,441	51
230	238	5	1	MULRENNAN MIDDLE	4215 DURANT ROAD	VALRICO	5	29	06 08	2002	8	124,207	1,606	0	0	0	0	0	0	124,207	67
231	239	4	1	SCHMIDT ELEMENTARY	2105 WEST WINDHORST ROAD	BRANDON	5	18	PK 05	2002	5	87,632	717	0	0	0	0	0	0	87,632	38
232	240	4	1	MULLER ELEMENTARY	13615 N. 22nd Street	TAMPA	5	8	PK 05	2001	6	59,812	466	0	0	0	0	0	0	59,812	25
233	241	4	1	CORR ELEMENTARY	13020 KINGS LAKE DRIVE	GIBSONTOWN	5	14	PK 05	2000	6	88,445	929	0	0	0	0	0	0	88,445	50
234	242	10	1	BOWERS WHITLEY CAREER CENTER	13609 NORTH 22ND STREET	TAMPA	5	7	05 12	2001	7	54,179	627	0	0	0	0	0	0	54,179	24
235	243	4	1	SHEEHY ELEMENTARY	6402 NORTH 40TH STREET	TAMPA	5	8	PK 05	2001	4	60,437	454	0	0	0	5	5,835	90	66,273	28
236	244	9	1	RAMPELLO DOWNTOWN PARTNERSHIP	802 EAST WASHINGTON	TAMPA	5	2	PK 06	2002	3	100,887	937	0	0	0	0	0	0	100,887	44
236	258	9	1	RAMPELLO DOWNTOWN PARTNERSHIP	1001 WASHINGTON STREET	TAMPA	5	1	PK 08	2004	1	39,758	0	0	0	0	0	0	0	39,758	0
238	246	4	1	DAVIS ELEMENTARY	10907 OLD MEMORIAL HIGHWAY	TAMPA	5	26	PK 05	2004	9	93,577	1,038	0	0	0	0	0	0	93,577	55
239	247	10	1	BRANDON ALTERNATIVE	1019 NORTH PARSONS AVENUE	SEFFNER	5	5	06 12	1954	2	6,451	0	0	0	0	27	31,230	451	37,681	22
240	248	4	1	FISHHAWK CREEK ELEMENTARY	16815 DORMAN ROAD	LITHIA	5	15	PK 05	2003	6	99,450	1,056	0	0	0	0	0	0	99,450	56
241	249	7	1	SPOTO HIGH SCHOOL	8538 EAGLE PALM DRIVE	RIVERVIEW	5	53	09 12	2004	14	229,752	2,062	0	0	0	0	0	0	229,752	85



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
242	250	4	1	FROST ELEMENTARY	3950 SOUTH FAULKENBURG ROAD	RIVERVIEW	5	18	PK 05	2004	8	93,019	966	0	0	0	0	0	0	93,019	51
243	252	5	1	GUINTA MIDDLE SCHOOL	4202 SOUTH FAULKENBURG ROAD	TAMPA	5	34	06 08	2004	5	139,473	1,732	0	0	0	0	0	0	139,473	73
244	253	11	1	APARICIO-LEVY TECHNICAL COLLEGE	10119 EAST ELLICOTT STREET	TAMPA	5	15	AE AE	1990	1	26,487	167	0	0	0	0	0	0	26,487	13
245	254	7	1	LENNARD HIGH SCHOOL	2342 EAST SHELL POINT ROAD	RUSKIN	5	47	09 12	2003	15	258,040	2,632	24	20,736	600	0	0	0	278,776	128
246	255	9	1	TURNER BARTELS K-8	9190 IMPERIAL OAK BOULEVARD	TAMPA	5	10	PK 08	2001	5	94,524	848	0	0	0	0	0	0	94,524	44
246	262	9	1	TURNER BARTELS K-8	9020 IMPERIAL OAK BOULEVARD	TAMPA	5	16	PK 08	2001	6	138,613	1,720	0	0	0	0	0	0	138,613	72
247	256	4	1	COLLINS ELEMENTARY	12424 SUMMERFIELD BOULEVARD	RIVERVIEW	5	16	PK 05	2004	6	102,386	1,146	0	0	0	0	0	0	102,386	61
248	259	10	1	NORTH TAMPA ALTERNATIVE CENTER	8608 NORTH ARMENIA	TAMPA	5	4	06 12	1988	0	0	0	0	0	0	27	25,970	450	25,970	21
250	257	11	1	GARY ADULT CENTER	5101 NORTH 40TH STREET	TAMPA	5	15	06 AE	2002	1	27,587	239	0	0	0	26	27,116	18	54,703	21
251	25	8	1	CARVER EXCEPTIONAL CENTER	2934 E HILLSBOROUGH AVENUE	TAMPA	5	4	PK 12	1925	1	34,681	210	0	0	0	0	0	0	34,681	20
253	263	4	1	SUMMERFIELD CROSSINGS	11050 FAIRWAY MEADOW DRIVE	RIVERVIEW	5	15	PK 05	2005	6	79,150	943	0	0	0	4	3,141	72	82,291	54
254	264	4	1	DOBY ELEMENTARY	6720 COVINGTON GARDEN DRIVE	APOLLO BEACH	5	15	PK 05	2003	5	81,193	958	0	0	0	0	0	0	81,193	50
255	266	4	1	OAK PARK ELEMENTARY	2716 NORTH 46TH STREET	TAMPA	5	9	PK 05	2005	6	77,678	747	0	0	0	0	0	0	77,678	39
256	267	5	1	SMITH MIDDLE SCHOOL	11605 Citrus Park Drive	Tampa	5	11	06 08	1911	5	119,218	1,578	0	0	0	0	0	0	119,218	66
257	268	4	1	DEER PARK ELEMENTARY	11605 CITRUS PARK DRIVE	TAMPA	5	23	PK 05	2006	5	84,619	1,054	0	0	0	0	0	0	84,619	55
258	269	4	1	HAMMOND ELEMENTARY	8282 NORTH MOBLEY ROAD	ODESSA	5	21	PK 05	1985	5	83,551	958	0	0	0	0	0	0	83,551	49
259	270	4	1	REDDICK ELEMENTARY SCHOOL	325 West Lake Drive	Wimauma	5	15	PK 05	2006	5	92,595	948	0	0	0	0	0	0	92,595	50
260	271	4	1	KIMBELL ELEMENTARY	8406 North 46th Street	Tampa	5	9	PK 05	2007	6	62,389	652	0	0	0	0	0	0	62,389	34
261	272	7	1	STEINBRENNER HIGH SCHOOL	5575 West Lutz Lake Fern Road	Lutz	5	53	09 12	2006	14	249,297	2,544	0	0	0	0	0	0	249,297	101



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
262	273	4	1	STOMERS ELEMENTARY SCHOOL	13615 Barrington Slowers Drive	Lithia	5	6	PK 05	2008	5	57,666	972	0	0	0	0	0	0	57,666	51
263	274	5	1	BARRINGTON MIDDLE SCHOOL	5925 Village Center Drive	Lithia	5	19	06 08	2008	6	144,125	1,635	0	0	0	0	0	0	144,125	69
264	275	7	1	STRAWBERRY CREST HIGH SCHOOL	4691 Gallagher Road	Dover	5	58	09 12	2007	17	227,619	2,446	0	0	0	0	0	0	227,619	101
265	276	4	1	BAILEY ELEMENTARY SCHOOL	Gallagher Road	Dover	5	20	PK 05	2007	6	91,731	920	0	0	0	0	0	0	91,731	48
266	281	12	6	AREA III OFFICE	129 East 124th Avenue	Tampa	5	2	CA DS	1964	0	0	0	0	0	0	9	9,920	0	9,920	0
267	282	12	6	AREA VIII OFFICE	2807 John Sherman Way	RUSKIN	5	5	CA DS	2000	0	0	0	0	0	0	1	3,640	0	3,640	0
268	280	12	7	HORATIO OFFICE BUILDING	908 WEST HORATIO STREET	TAMPA	5	0	CA DS	2011	1	1,736	0	0	0	0	0	0	0	1,736	0
269	279	14	6	40th STREET VEHICLE MAINTENANCE BUILDING	2809 N. 40th Street	Tampa	5	6	DS DS	2005	1	10,829	0	0	0	0	0	0	0	10,829	0
270	284	4	1	THOMPSON ELEMENTARY	2020 E. Shell Point Road	Ruskin	5	15	PK 05	2003	6	93,718	950	0	0	0	0	0	0	93,718	50
271	285	4	1	LAMB ELEMENTARY	6262 S. 78th Street	Tampa	5	20	PK 05	2012	1	95,427	950	0	0	0	0	0	0	95,427	50
272	286	8	1	LOPEZ EXCEPTIONAL STUDENT EDUCATION CENTER	315 W. Old Hillsborough Avenue	Tampa	5	7	PK 12	1961	3	22,853	110	0	0	0	4	4,790	12	27,643	12
273	287	8	1	DOROTHY THOMAS EXCEPTIONAL CENTER	3215 NUNDY ROAD	TAMPA	5	4	PK 12	2013	5	14,939	32	16	11,733	150	6	4,854	60	32,406	24
274	288	4	1	DAWSON ELEMENTARY	12961 Boggy Creek Drive	Riverview	5	15	KG 05	2016	6	94,358	912	0	0	0	0	0	0	94,358	48
275	289	1	1	HIGH SCHOOL TTT	10650 County Road 672	Riverview	5	54	PK PK	2018	8	257,827	2,787	0	0	0	0	0	0	257,827	118



FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00029 HILLSBOROUGH COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
	276				Gallagher Road	Dover	5	20		2007	0	0	0	0	0	0	0	0	0	0	0
	290				8921 Brittany Way	Tampa	5	3		2015	0	0	0	0	0	0	0	0	0	0	0

Vacant Parcels

TOTALS :								5,146			2,428	27,051,993	245,108	142	115,040	1,352	385	411,349	4,807	27,590,262	11,961
----------	--	--	--	--	--	--	--	-------	--	--	-------	------------	---------	-----	---------	-------	-----	---------	-------	------------	--------

TOTAL SCHOOLS: 250

TOTAL PARCELS: 260

TOTAL STUDENT STATIONS : 251,267

Appendix B: Non-Mowing Program Sites

Alonso High
Bevis Elementary
Blake High
Bloomington High
Brandon High
BT WASHINGTON-4601
Burnett Middle
Citrus Park Elemen
Crestwood Elem
Dawson Elementary
Dorothy Thomas
Dunbar Elementary
Durant High
East Bay High
Eisenhower Middle
Freedom High
Gorrie Elementary
Jefferson High
King High
Lamb Elementary
Learey Technical
Lennard High
Leto High
Liberty Middle
Mann Middle**
Martinez Middle
McKittrick Elem
McLane Middle**
Mitchell Elementary
Monroe Middle
Nature's Classroom
Newsome High
Oak Park Elem
Pierce Middle
Plant City High
Plant High
Progress Village
Rampello K-8
Randall Middle
Riverhills Elem
Robinson High
Shore Elem
Sickles High
Smith Middle
South County CC
Spoto High
Stewart Middle

Appendix B: Non-Mowing Program Sites

Tampa Bay Tech
Thompson Elem
Wharton High

