

INVITATION TO BID
FOR
INDEFINITE QUANTITY INTERIOR PAINTING
ITB NO: DMS-13/14-040
THE STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES

AMENDMENT 2

The Department hereby formally provides written responses to questions received and formally amends the solicitation as follows:

- Page 9 of 21 is replaced with:
REVISED Page 9 of 21.
- Page 10 of 21 is replaced with:
REVISED Page 10 of 21.
- Page 11 of 21 is replaced with:
REVISED Page 11 of 21.
- **ADDS Page 22 – PRICE SHEET INSTRUCTIONS**
- **ADDS Page 23 – PRICE SHEET SUMMARY**
- **ATTACHMENT B – CONTRACT - Page 12 of 12 of is replaced with:
REVISED Page 12 of 12**

All amendment(s) to the solicitation are highlighted in yellow with a vertical line on the right margin

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN S. 120.57(3) OF THE FLORIDA STATUTES, OR FAILURE TO FILE A BOND OR OTHER SECURITY WITHIN THE TIME ALLOWED FOR FILING A BOND, SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120 OF THE FLORIDA STATUTES

3.4 **Florida Substitute Form W-9 Process**

State of Florida Vendors **must** register and complete an electronic Substitute Form W-9. The Internal Revenue Service (IRS) receives and validates the information Vendors provide on the Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: <http://www.myfloridacfo.com/Division/AA/StateAgencies/W-9Instructions022212.pdf>

The awarded Bidder(s), if any, must have completed this process before Contract execution.

3.5 **How to Submit a Bid**

Bidders shall submit:

3.5.1 One original ~~and~~ signed hard copy of the bid submittal ~~(without the Price Sheets), with~~ and one hard copy.

~~3.5.2 One original and signed hard copy of the Price Sheets. The hard copies of the Price Sheets shall be in a sealed envelope clearly marked as "Price Sheets" with the Bidder's company name, solicitation name and number.~~

3.5.3 One REDACTED scanned copy of the bid, if applicable (see Section 3.9). The redacted copy shall be in a separate envelope clearly marked "Redacted Copy."

3.5.4 One CD or DVD with the following:

~~3.5.4.1 Microsoft Word (.doc) version of the bid;~~

3.5.4.2 An Adobe (.pdf) version of the entire bid submittal;

3.5.4.3 A Microsoft Excel (.xls) version of the Price Sheets;

~~3.5.4.4 An Adobe (.pdf) version of the Price Sheets; and~~

3.5.4.5 A redacted scanned copy of the bid, if applicable (see Section 3.9).

The Bidder's failure not to provide the CD or DVD as requested in this section will not deem the Bidder non-responsive.

3.5.5 Sealed packages to be delivered shall be clearly marked on the outside of the package with the solicitation number and company name.

~~3.5.6 Submitted hardcopies contained within the sealed packages shall be clearly marked with the Bidder's company name, and solicitation number.~~

3.6 **Bidder Qualification Questions**

Bidders will submit a Yes/No response to the following Qualification Questions with any bid response. A Bidder must meet the qualifications in order to be considered for award. **The Department will not evaluate bids from Bidders who answer "No" to any of the Qualification Questions. Documentation must be provided under Tab 3 as indicated in section 3.8, Contents of Bid.**

3.6.1 Does Bidder certify that the Bidder or the person submitting the bid is authorized to respond to this ITB on the Bidder's behalf?

3.6.2 Does Bidder certify that it is not a Discriminatory Vendor or Convicted Vendor as defined in sections 7 and 8 of the PUR 1001?

3.6.3 Does Bidder certify compliance with section 9 of the PUR 1001?

3.6.4 Does Bidder certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List?

3.6.5 Does Bidder have a minimum of five (5) years' experience providing services described in this ITB?

3.6.6 Does Bidder provide at least three (3) references?

- **NOTE:** With regard to the requirement for references, the references that are provided to the Department shall be directly relevant to the services as identified in the current solicitation. References that are not reflective of the appropriate amount of experience shall be rejected, as well as any incomplete Business / Corporate Reference forms that have been submitted. Bidders shall provide each reference using Form 7 - Business / Corporate Reference. In each instance of use, Form 7 must be notarized.

References will not be accepted from:

1. Current employees of the Department.
2. Former employees of the Department within the past three (3) years.
3. Persons currently or formerly employed by the Bidder's organization.
4. Board members of the Bidder's organization.
5. Relatives of any individuals identified in items 1-4 and 7.
6. Corporations based solely in a foreign country.
7. Any member of the Bidder's organization.

3.6.7 Does Bidder accept the terms and conditions of ATTACHMENT E - PERFORMANCE STANDARDS AND GUARANTEES?

3.7 Bid Award Criteria

The Contract will be awarded to the responsible and responsive Bidder(s) who submits the lowest grand total price (original term and renewal term combined) for product and service combined, per region. The prices submitted may be evaluated using present-value methodology.

The Department reserves the right to request additional information for evaluation if needed. The Department also reserves the right to accept or reject any and all bids or separate portions, and to waive any minor irregularity, technicality or omission if the Department determines that doing so will serve the State's best interest.

3.8 Contents of Bid

Bids are to be organized in sections as directed below. The Bidder shall complete each section entirely or the Bidder may be deemed nonresponsive. The following sections of the bid shall be submitted in one sealed package to the Procurement Officer.

The Bidder shall organize each bid submittal contents as follows:

Tab 1 A cover letter on the Bidder's letterhead with the following information

- A. Name and headquarters' location of the Bidder;
- B. Primary location from where the work will be executed;
- C. Federal Employer Identification (FEID) Number; and
- D. Region(s) the Bidder is bidding on.

Tab 2 Completed FORMS 1 – 7
ATTACHMENT D – PRICE SHEETS (SERVICE AND PRODUCT)
Price Sheet Summary (Page 23) for each Region which the Bidder(s) wishes to be considered for award (original term and renewal term).

REVISED PAGE 10 OF 21

Price Sheet Instructions

Bidders are not required to bid on all Regions but must be able to undertake projects for all facilities within a Region.

The Bidder shall price every required cell on ATTACHMENT D – PRICE SHEETS (SERVICE AND PRODUCT). The Bidder shall price and complete in its entirety, a service price sheet and product price sheet, for each Region bid to be considered responsive.

Should the Bidder only price and complete only one price sheet, e.g., a service price sheet and not a product price sheet, the Bidder shall be deemed non-responsive and its bid rejected.

The Bidder shall print its name, indicate date of submission and sign the service price sheet and the product price sheet and submit with its bid.

Note: Handwritten pricing on price sheets is accepted. However, when providing handwritten pricing on the price sheets, please ensure that the writing is legible.

Tab 3 Qualification Question Answers and Required Documentation as indicated in section 3.6

Tab 4 Other Required Documentation

A. Department of State Registration Form
The Bidder shall submit a copy of its registration with the Department of State, which authorizes the company to do business in Florida.

B. Certifications
In the event that the Department's evaluation results in identical evaluations of bids, the Department will select a Bidder based on the criteria identified in rule 60A-1.011, Florida Administrative Code. Please provide the following documentation, if applicable.

Certification of Drug-Free Workplace
Certification of Minority Business
Certification of Wartime or Service Disabled Veteran

Absent such documentation, these factors cannot be considered in aid of your bid in case of an identical evaluation.

Bidders who fail to submit all required information may be deemed non-responsive. Bids shall be prepared simply and economically, providing a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this ITB. Fancy bindings, colored displays and promotional material are not desired. The emphasis of each bid shall be on completeness and clarity of content.

Bidders are responsible for submitting their bids by the date and time specified in section 2.3 of this solicitation. The Department will not consider late bids.

3.9 Redacted Submissions

The following subsection supplements section 19 of the PUR 1001. If the Bidder considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter

PRICE SHEET INSTRUCTIONS

- A. Bidders are not required to bid on all regions.
- B. Bidders may bid on more than one region, but must be able to service all counties and/or facilities within the Regions bid.
- C. The Bidder may refer to Master Painters Institute (MPI) for details on the paint requirements and approved equivalents at: <http://mpi.net>
- D. The Bidder shall complete and submit the following MANDATORY Price Sheets:
 - 1. Service Price Sheet
 - 2. Benjamin Moore Price Sheet
 - 3. KILZ Max Price Sheet
 - 4. Porter PPG Price Sheet
 - 5. Sherwin Williams Price Sheet

Failure to submit Price Sheets 1-5 above will deem the Bidder non-responsive and its bid rejected.

Failure to provide a price for each price sheet item will deem the Bidder non-responsive and its bid rejected. All line items shall contain a price.

- E. The following are non-mandatory and optional submission price sheets 6 - 9:
 - 6. Benjamin Moore Proposed Equivalents Price Sheet
 - 7. KILZ Max Proposed Equivalents Price Sheet
 - 8. Porter PPG Proposed Equivalents Price Sheet
 - 9. Sherwin Williams Proposed Equivalents Price Sheet.

The Bidder has the option to submit one or all of Price Sheets 6 – 9.

The Bidder has the option to price up to two products for each line item type/description on Price Sheets 6 - 9. Not all line items have to be priced on Price Sheets 6-9, but equivalent products proposed must be priced for Years 1 - 3. Pricing for equivalent products for Renewal Years 1 – 3 is optional.

Products offered on Price Sheets 6 – 9 above may be available at a lesser cost than the products on Mandatory Price Sheets 1 – 5. As such, should the equivalent product proposed meet the requirements of each line type / description, the equivalent price sheet shall be part of the resultant Contract in addition to the products on the mandatory price sheets.

Price Sheets 6 – 9 will not be used to determine award.

- F. The Bidder shall use legible handwriting when completing the price sheets.
- G. Price sheet calculations will be verified for accuracy by the Procurement Officer. If mathematical error(s) in a Bidder's Price Sheet(s) calculations are identified, unit prices submitted by the Bidder will be used to determine the total price for the Bidder. Corrected price sheets will be verified with the Bidder and made available.
- H. Complete, and sign the Price Sheet Summary and submit under Tab 2 with the Price Sheets.

ADDS Page 22

PRICE SHEET SUMMARY

REGION BID: _____

ENTER TOTALS FROM EACH PRICE SHEET

MANDATORY PRICE SHEETS

	Years 1 – 3	Renewal Years 1 – 3
1. Service Price Sheet		
2. Benjamin Moore Price Sheet	_____	_____
3. KILZ Max Price Sheet	_____	_____
4. Porter PPG Price Sheet	_____	_____
5. Sherwin Williams Price Sheet	_____	_____
	_____	_____
Enter totals from each column	_____	_____

Enter total from both totals above _____
This grand total will be used to determine region award.

Bidder's Company Name

Authorized Representative's Signature

Bidder's Company Name

Date

access to state of Florida Data or directly performing services under the Contract. The disqualifying offenses are:

- Computer related or information technology crimes
- Fraudulent practices, false pretenses and frauds, and credit card crimes
- Forgery and counterfeiting
- Violations involving checks and drafts
- Felony theft

If the Contractor removes a Person from a position under this provision due to a Criminal Finding, it may obtain information regarding the incident and determine whether that Person should continue providing services under the Contract or have access to state of Florida Data. The Contractor shall consider the following factors only in making the determination: i.) the nature and gravity of the offense, ii.) the amount of time that lapsed since the offense, iii.) the rehabilitation efforts of the person, and iv.) the relevancy of the offense to the job duties of the Person. During the process of collecting the information and making a decision, the Contractor shall not allow the Person to perform services or have access to state of Florida Data.

Self-Disclosure

The Contractor shall ensure that all Persons have a responsibility to self-report to the Contractor within three (3) calendar days a Criminal Finding or an updated court disposition of a Criminal Finding. The Contractor shall notify the Department's Contract Manager within 24 hours of all details concerning any Criminal Finding or updated court disposition of such Criminal Finding as reported by a Person. The Contractor shall immediately assess whether to disallow that Person access to any state of Florida Data or from directly performing services under the contract. Additionally, the Contractor shall require that the Person complete an annual certification that they have not received any additional Criminal Findings and shall maintain that certification in the employment file.

Refresh Screening

The Contractor shall ensure that all background screenings are refreshed every ~~five (5) years~~ **twelve (12) months** from the time initially performed for each Person during the Term of the Contract.

Monthly Reporting

The Contractor is required to submit a written report to the Department's Contract Manager within fifteen (15) days from the end of each month listing those Persons who have been screened, those Persons with a Criminal Finding who have been removed from performing services or having access to state of Florida Data, and those Persons with a Criminal Finding that the Contractor has allowed to continue providing services or allowed access to state of Florida Data through the process described in A 1. above. The monthly report by the Contractor shall at a minimum include the name of the Person, the title of the Person's position, a description of the job, and a description and date of the Criminal Finding and, where applicable, an updated status of the court proceeding or ultimate disposition.

SECTION 19. PERFORMANCE BOND

The Department will not require the Contractor to furnish a performance bond or other form of security for the faithful performance of work under this Contract.

WRITTEN ANSWERS TO QUESTIONS RECEIVED

All written questions are reproduced in the same format as submitted by the Respondent.

Question #1	<p>Question # 1 Panhandle Painting, ETC, LLC Section 3.6.6 page 10</p> <p><i>Our work for the past several years has been for the state of Florida. We have not performed jobs relevant to the services as identified in the current solicitation to anyone other than the state of Florida. How are we to provide references when only state employees could give us references?</i></p>																		
Answer #1	<p>The Bidder may use references other than DMS employees.</p>																		
Question #2	<p>Question # 2 Panhandle Painting, ETC, LLC Section Price Sheets Attachment D</p> <p><i>Is it possible to get a pdf copy of the price sheets with instructions emailed to me? I Don't use excel a lot and I want to be sure I don't miss something important.</i></p>																		
Answer #2	<p>Yes. Please email the Procurement Officer with the specifics of your request.</p>																		
Question #3	<p>Question # 3,4 Panhandle Painting, ETC, LLC Section: Price Sheets Attachment D</p> <p><i>I have only the excel sheets to go by but the sheet in which we are to put our prices (not the product price sheet) Well, I've copied and pasted what I'm talking about:</i></p> <table><tr><td>Price</td></tr><tr><td>Price per square foot of wall</td></tr><tr><td>Price per square foot of wall</td></tr><tr><td>Price per square foot of door</td></tr><tr><td>Price per square foot of door</td></tr><tr><td>Price per linear foot of frame</td></tr><tr><td>Price per linear foot of frame</td></tr><tr><td>Price per linear foot of grid</td></tr><tr><td>Price per square foot of ceiling</td></tr><tr><td>Price per square foot of ceiling</td></tr><tr><td>Price per linear foot of molding</td></tr><tr><td>Price per linear foot of molding</td></tr><tr><td>Price per square foot of cabinets / shelves</td></tr><tr><td>Price per square foot of cabinets / shelves</td></tr><tr><td>Price per square foot of treads / risers</td></tr><tr><td>Price per square foot of treads / risers</td></tr><tr><td>Price per linear foot of railing</td></tr><tr><td>Price per linear foot of railing</td></tr></table>	Price	Price per square foot of wall	Price per square foot of wall	Price per square foot of door	Price per square foot of door	Price per linear foot of frame	Price per linear foot of frame	Price per linear foot of grid	Price per square foot of ceiling	Price per square foot of ceiling	Price per linear foot of molding	Price per linear foot of molding	Price per square foot of cabinets / shelves	Price per square foot of cabinets / shelves	Price per square foot of treads / risers	Price per square foot of treads / risers	Price per linear foot of railing	Price per linear foot of railing
Price																			
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Price per linear foot of molding																			
Price per linear foot of molding																			
Price per square foot of cabinets / shelves																			
Price per square foot of cabinets / shelves																			
Price per square foot of treads / risers																			
Price per square foot of treads / risers																			
Price per linear foot of railing																			
Price per linear foot of railing																			

	<div>Price per square foot of floor plan, per office / area</div> <p><i>Why is everything listed twice with the exception of the grid and Price per sq ft of floor plan?</i> <i>Can you please clarify what is needed for the section Price per sq ft of floor plan, per office/area?</i></p>
Answer #3	<p>The first line item is for the initial coat, and the second line item is for pricing of all subsequent coats.</p> <p>The Department anticipates that grid will only need an initial coat of paint. The last item refers to furniture moving charges.</p>
Question #4	<p>Question 5 Panhandle Painting, ETC, LLC Attachment B Section 18 Page 12 <i>Refresh screening states the contractor shall ensure background screenings are refreshed every 5 years but my understanding is that DMS requires employees to be approved yearly. Please clarify.</i></p>
Answer #4	<p>Background checks must be re-submitted every 12 months. Please see Revised Page 12 of 12 of Attachment B – Contract.</p>
Question #5	<p>Regarding bidding price sheets do we add taxes to proposal?</p>
Answer #5	<p>No. The State of Florida is tax exempt and should not be charged tax.</p>
Question #6	<p>May you refresh us with what name brand paints may we used?</p>
Answer #6	<p>Pricing is mandatory for Benjamin Moore, Kilz, Porter PPG, and Sherwin Williams.</p>
Question #7	<p>Do we need to add each name brand paint to the price sheet bidding?</p>
Answer #7	<p>Yes, for equivalent paints on non-mandatory and optional submission Price Sheets 6-9. See Price Sheet Instructions made part of this Amendment.</p>
Question #8	<p>The bidding proposal is due 8/4/14, which needs to be mail to the following address: 4050 Esplanade Way, Suite 335.6z Tallahassee, Florida 32399</p>
Answer #8	<p>Yes. If it is hand delivered, please leave it with the front desk receptionist who will time stamp it and contact the Procurement Officer.</p>
Question #9	<p>Do we send it attention Procurement Officer: Christina Espinosa?</p>
Answer #9	<p>Yes.</p>

Question #10	We are submitting 2 hard copies and one copy on a CD is that correct?
Answer #10	No. One original signed hard copy and a copy. Please see Revised Page 9 of 21.
Question #11	Regarding background checks do we need to complete prior to submitting bid proposal or once bid is awarded?
Answer #11	Once the bid is awarded.
Question #12	If we want to bid for more than one region do we need to submitted a separated package per region?
Answer #12	Only a separate price sheets (Service and Product) per Region bid.
Question #13	On our bidding proposal package do we need to add our Minority Certificate for our company?
Answer #13	Yes. Please see section 3.8 Contents of Bid, Tab 4.
Question #14	If we want to bid to more than one region do we make a proposal package for each region?
Answer #14	No. The Bidder shall submit one proposal with price sheets for each region bid.
Question #15	In the package we submit where do we enter or write what region we are applying for?
Answer #15	The Bidder will need to identify the Region(s) bid on its cover letter – see Revised Page 10 of 21 and on Revised Attachment D – Price Sheets.