



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34639 • 813/794-2221

John Long, Ph.D., Superintendent

www.pasco.k12.fl.us

PURCHASING DEPARTMENT

Kendra Goodman, CPPB, Purchasing Agent

Phone: 813.794.2221 FAX: 813.794.2111

e-mail: kgoodman@pasco.k12.fl.us

To All Interested Parties:

You are hereby invited by the District School Board of Pasco County to propose on the following:

RFP 04-042-AZ Environmental/Ecological Engineering Services

Proposals will be accepted, and publicly opened thereafter, at the office of the Purchasing Agent, 20430 Gator Lane, Land O' Lakes, FL 34639-2803 on or until **October 14, 2003 at 2:30 pm, EST.** Proposals will be accepted and publicly opened on **October 14, 2003** if date/time stamped 2:30 pm; date/time stamps of 2:30:01 pm or later will be rejected.

Envelopes must be sealed and clearly marked on the outside "Sealed Proposal." A cutout label for this purpose is enclosed. **All proposals must be submitted on the enclosed forms, signed by a legal officer of the company, with company name, date, etc., otherwise proposal will be automatically disqualified for failure to properly execute the official proposal document.** Proposals will not be accepted by fax or electronically.

The School Board reserves the right to waive minor formalities in any proposal, to accept any proposal which they consider to be in the best public interest, and to reject any part of, or any and all proposals; alternate proposals will be considered. However, awards will be made to the lowest and best, responsive and responsible proposer in the opinion, and at the option, of the Board. Their decision shall be final and conclusive.

All merchandise called for in these specifications shall be delivered in good order, F.O.B. destination (freight prepaid), inside delivery, within the time specified, or will be subject to cancellation. A packing list must accompany all shipments. In addition, the District School Board of Pasco County reserves the option to extend the period and quantities of this proposal, or any portion thereof, for an additional time not to exceed 365 days from date of award. This extension, including all terms and conditions of the original proposal documents, shall be by mutual agreement in writing.

Notice of award of proposal will be available for proposers to download through <http://purchasing.pasco.k12.fl.us/> (under "Vendor Bid"), or proposers may view the official postings in person in the office of the Purchasing Agent. Otherwise, purchase orders will be forwarded to successful proposers as acknowledgement of proposal award.

Failure to read or comply with the enclosed general information form in no way relieves the proposers from their liabilities arising hereunder, and no proposal may be withdrawn prior to Board approval without written consent by the Purchasing Agent.

Respectfully,

I/s Kendra Goodman

Kendra Goodman, CPPB
Purchasing Agent

KDG/az
Attachment

NOTE: The following instructions have been developed specifically for this proposal and may or may not be the same as previous or future solicitations for this type of service or commodity. Therefore, all proposers are urged to review these instructions, in detail, before submitting their proposals. This proposal document is the complete and final expression of intention between the parties.

INSTRUCTIONS TO PROPOSERS

1. **General Proposal Instructions:** These are general instructions for proposal procedures only for the District School Board of Pasco County, Florida, and can be superseded by special instructions and addenda.

The School District shall not be responsible for oral interpretations given by a School District employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretations, clarification or additional information can be given that would change the terms and conditions of the proposal. If any addenda are issued to this proposal, a notice will be reflected on The District School Board of Pasco County Purchasing website at, <http://purchasing.pasco.k12.fl.us/> (under "Vendor Bid"). However, prior to submitting the proposal, it shall be the sole responsibility of each proposer to determine if addenda were issued and, if so, to obtain such addenda for attachment to the proposal.

Should any questions arise concerning this proposal, please contact the Purchasing Agent's office, 20430 Gator Lane, (between State Roads 52 and 54 on Land O' Lakes Boulevard) in Land O' Lakes, FL 34639-2803. Telephone: (813) 794-2221 Tampa, (727) 774-2221 New Port Richey, and (352) 524-2221 Dade City
2. **Taxes:** No taxes shall be included in any proposal price; the School Board is exempt from state and federal sales, use and excise taxes. Florida Sales Tax Exemption #61-00-026783-53C and Federal Excise Tax Exemption #59-6000792 appear on the purchase order.
3. **Product Standards:** Where a definite product is specified, it is not the intention of the Board to discriminate against any "approved equal" product of another manufacturer, but is intended that a definite standard be established. The determination as to whether any alternate product or service is or is not equal shall be made by the School Board, or its representative, and such determination shall be final and binding on all proposers. Alternates will be considered.
4. **Deviations from Specifications:** Any deviations from the attached specifications must be explained in detail; otherwise, it will be understood that items offered are in strict compliance with the specifications, and the successful proposer will be held responsible therefore.
5. **Samples:** When requested, samples, specification sheets, brochures, etc., will be furnished at the proposer's expense, **tagged and labeled with proposer's name, item number and proposal number.** (Proposers will be responsible for the removal of all samples furnished within 30 days after proposal opening. All unreturned samples will be disposed of after 30 days at the District's discretion.)
6. **Ink:** All quotations and proposals must be typewritten or completed in ink. Any corrections to the proposal/proposal must be initialed by the proposer in ink. Proposals submitted in pencil are not acceptable and subject to disqualification.
7. **SIGNATORY AUTHORITY: ALL QUOTATIONS AND PROPOSALS MUST BE SIGNED IN INK (SEE OFFICIAL SIGNATURE PAGE OF THE PROPOSAL DOCUMENTS) BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM.**
8. **Erasures:** Erasures are not acceptable on proposals. If changes are necessary, strike out or draw a line through incorrect price and write the correct price above. Proposer must initial all changes.
9. **Conditional Proposals:** The Board specifically reserves the right to reject any conditional proposal and will normally reject those which make it impossible to determine the true amount and quality of the proposal.
10. **Purchase Order:** The award of the proposal shall not constitute an order. Before any shipments are made, proposer must receive a purchase order. Shipments shall be made as specified on the purchase order, conforming to the proposal form, specifications, and general instructions.

INSTRUCTIONS TO PROPOSERS

11. **Maintenance/Parts/Repair Availability:** Maintenance, repair service and local parts availability are also essential; therefore, proposers on machinery, equipment and/or tools should furnish parts catalog and price list, as well as applicable repair manual. The Board reserves the right to delve into availability, efficiency, and quality of service before making final evaluation and decision.
12. **Compliance with Safety Regulations:** All furniture, machinery, equipment and/or tools must comply with OSHA, UL, Safety Regulations and other standards for educational use in public schools as required by the U.S. Government, State of Florida, Pasco County and/or local municipality. This includes various safety accessories; and it is the proposer's responsibility to meet the necessary requirements. All electrical components must meet minimum NEMA specifications.
13. **Product Guarantee:** In all cases, proposer must submit on a proposal form a sample of actual factory written guarantee; unless otherwise specified, or in the absence of sample guarantee, the Board will assume product is guaranteed for a minimum period of one (1) year from date of installation and/or delivery.
14. **"Foreign" Specification:** Products not manufactured in the U.S.A. must be noted as "foreign" and state the country of origin. Failure to do so may subject the proposal to disqualification.
15. **Quantity:** Where indicated, quantities are estimated only; the Board reserves the right to purchase more or less, provided orders are placed within the time limits specified.
16. **Proposal Opening Attendance:** All proposers have the right to attend the proposal opening, if desired.
17. **Maintenance/Service Agreements After Warranty:** Maintenance and/or service agreements that take effect upon the expiration of the warranty period, and for which there will be a separate charge, must be outlined in the proposal and approved in advance by the Board or its authorized agent.
18. **Products/Service/Availability:** All products, equipment, merchandise and miscellaneous material proposal and/or ordered must be the latest manufacturer's model and design. Immediate service and parts availability must be guaranteed for a minimum of five (5) years.
19. **Toxic Substances:** All contractors are to notify the District Superintendent, in writing, at least three days prior to use of a toxic substance in the construction, repair, or maintenance of educational facilities. The notification is to contain the name of the substance, where and when the substance is to be used, and the Material Safety Data Sheet (MSDS) for the substance. (Ref. CSHB 802, Chapter 87, Toxic Substances Act)
20. **Item Pricing:** All prices, including total, must include any and all discounts. In the event of price discrepancy, the following provisions will prevail:

Item by item proposals - unit prices
Lot or group proposals - lot or group prices
All or none proposals - total price

Prices stated must be in units as specified. In case of a discrepancy between the unit price and the extension, the unit price will be considered correct. Any requirement by the proposer that certain "all or none" groups, quantities, weights, or other criteria must be met in order to qualify for proposal prices, may result in disqualification of the proposal. Likewise, expiration dates or other constraints which are in conflict with proposal requirements will result in disqualification.

21. **Alternate Items:** Only one alternate per item number, as close to specifications as possible, will be allowed. If more than one alternate on an item is submitted, the proposals for that entire item number will not be considered.
22. **Substitutions:** Substitution of other brands for items proposal, awarded and ordered is prohibited except as may be approved by the Purchasing Agent.

INSTRUCTIONS TO PROPOSERS

23. **Payment for Merchandise:** The School Board of Pasco County normally issues payment for merchandise within thirty (30) days from receipt of invoices, provided the goods and/or services have been received in a satisfactory and proper manner. All discounts must be included in proposal price and should be based on thirty (30) day payment. Except by prior agreement, the Board will not consider special discounts on shorter time intervals, nor will they consider proposals that impose penalties or service charges for periods beyond thirty (30) days.
24. **Proposal Results:** The District School Board of Pasco County holds regular meetings on the first and third Tuesday of each month. In accordance with the Administrative Procedures Act, all proposal recommendations are posted in the Purchasing Department on the Wednesday preceding the Board meeting. Interested parties may obtain posting dates of proposals from the Purchasing Department; however, individual proposal recommendations will not be given over the telephone due to the length of time involved. Proposers are encouraged to review the proposal tabulation/recommendation postings during normal School Board working hours in the Purchasing Department.
25. **Posting of Proposal Tabulations/Recommendations:** In accordance with the Florida Administrative Procedures Act, proposal tabulations/recommendations are posted for a minimum of seventy-two (72) hours prior to the special or called School Board meeting on which official action will be taken. It shall be the interested party's responsibility to ascertain the actual date of posting and/or Board meeting for the specific proposal of interest.
26. **Public Entity Crimes:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

The prospective proposer certifies, by submission and signature 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 per the provisions of Florida Statute 287.133(2) (A).

Federal Debarment Certification

Certification regarding debarment, suspension, ineligibility and voluntary exclusion. As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at the 34 CFR Part 85, Section 85.105 and 85.110-(ED80-0013).

- a) **The prospective lower tier (\$25,000) participant certifies, by submission and signature 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.**
- b) 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.

Fair Labor Standards Act - "Hot Goods": "The proposer's signature on the proposal certifies that these goods are or will be produced in compliance with all applicable requirements of Section 6, 7 and 12 of the Fair Labor Standards Act, as amended, and or regulations and orders of the United States Department of Labor issued under Section 14 thereof."

27. **Assignments:** Any contract or purchase order issued pursuant to this proposal invitation, and any monies which may become due hereunder, are not assignable except with the written consent of The District School Board of Pasco County or its agent. Any requests for assignment must be directed to the Purchasing Agent, in writing, stating the reason for the request and any other particulars germane to the proposition.

INSTRUCTIONS TO PROPOSERS

28. **Drug-Free Workplace Certification:** In accordance with Section 287.087 F.S., the proposal preference shall be given to businesses with drug-free workplace programs, whenever two or more proposals 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.
- Action Required:** Please include a statement in the proposal as to whether or not your workplace has implemented a Drug-Free Workplace Program. The absence of this statement in the proposal document will be construed to mean that there is no such program in place.
29. **Occupational Health and Safety (OSHA):** In compliance with Chapter 442, Florida Statutes, any item delivered from a contract resulting from this proposal must be accompanied by a MSDS. The MSDS will be maintained by the user agency and must include the following information:
- a) The chemical name and the common name of the toxic substance.
 - b) The hazards or other risks in the use of the toxic substance, including:
 - 1) The potential for fire, explosion, corrosivity, and reactivity;
 - 2) The known acute and chronic health effects or risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and,
 - 3) The primary routes of entry and symptoms of overexposure.
 - c) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
 - d) The emergency procedures for spills, fire, disposal and first aid.
 - e) A description, in lay terms, of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
 - f) The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.
30. **Claims Responsibilities:** It shall be the responsibility of the proposer to file claims for damage or defective merchandise. In the event of receipt of merchandise with concealed damage, proposer will be immediately notified by phone with a follow-up letter within twenty-four (24) hours of notification.
31. **Package Identification:** All cartons and/or cases delivered to District School Board of Pasco County Central Warehouse shall be clearly identified as to the contents and name of proposer (not shipper). Any expenses incurred by the School Board for identifying shipments shall be deducted from proposer's invoice. All containers must have a label attached identifying contents and instructions.
32. **Default:** Should any proposer fail to enter into a contract with the School District on the basis of the submitted proposal by said proposer, proposer acknowledges that proposer shall be liable to the School District for the difference between such proposal price and the price the School District pays to secure the merchandise from another source. Failure to pay said amount to the School District upon demand would result in the company being barred from doing business with the School District for a period of not less than three (3) years from date of infraction. Thereafter, the proposer may request to be reinstated. In the event of a default on a contract, the proposer shall pay all attorney's fees and court costs incurred in collecting any liquidated damages.
33. **Protests:** All proposers are cautioned that strict guidelines and timetables must be followed in order to file an official protest on specifications or the award of proposals. A copy of Board Policy DJG is posted in the office of the Purchasing Agent for review; copies may also be obtained upon request. Failure to adhere to Board Policy DJG, or failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

INSTRUCTIONS TO PROPOSERS

34. Gratuities: In the event that any gratuities or "kickbacks" are offered or tendered to any School District employee or a subcontractor as an inducement for award of a proposal, Request for Proposal (RFP), subcontract or order, the proposer's proposal/proposal shall be disqualified and the proposer shall not be reinstated.
35. Indemnification/Hold Harmless: As specified in Florida Statute, Section 725.06, the proposer agrees to indemnify and hold the School District harmless from all third-party claims and all costs, including attorney's fees, incurred by the School District in defending same, to the extent such claims are based on a defect in a product or part thereof, supplied of such a product or part thereof to conform.
36. Open Records: All information submitted in response to this request shall be subject to compliance with Florida Statute Chapter 119.07, Public Records, and 119.165, Trade Secrets. All information submitted as "Trade Secret" information should be submitted in a separate envelope and so indicated. If challenged, the proposer who submits the "Trade Secret" information will bear all costs associated with defending their position.
37. Indemnification for Goods and Services: During the term of this proposal, the proposer shall indemnify, hold harmless, and defend the School District of Pasco County, Florida, its agents, servants and employees from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which the School District, its agents, servants and employees may pay or become obligated to pay on account of any actions founded thereon, arising or alleged to have arisen out of the products, goods, or services furnished by the proposer, his agents, servants or employees, or any of his equipment when such persons or equipment are on premises owned or controlled by the School District for the purpose of performing services.
38. Court Venue: Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the appropriate court in and for Pasco County, State of Florida. The laws of the State of Florida shall govern this transaction.
39. Fiscal Nonfunding Clause: In the event sufficient budgeted funds are not available, Purchasing shall notify the proposer of such occurrence and the contract shall terminate without penalty or expense to the School District.
40. Discrimination: An entity or affiliate which has been placed on the discriminatory vendor list may not submit a proposal on a contract with a public entity for the construction or repair of public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity.
41. Vendor's Records: The District School Board of Pasco County reserves the right to review any and all vendor records that are connected with any District School Board of Pasco County purchase resulting from this award for a period of not less than five (5) years after the end of the contract.
42. Collusion: The proposer, by affixing their signature to this proposal, certifies that their proposal is made without previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same item(s)/service(s), and is, in all respects, fair, without outside control, collusion, fraud or otherwise illegal action.
43. Y2 Compliance: All products (the term product shall include software, firmware, microcode, hardware and embedded chip technology) and services offered under this proposal will be Y2K compliant.

INSTRUCTIONS TO PROPOSERS

44. **Purchasing Card Program:** The District School Board of Pasco County has implemented a purchasing card program through First Union Bank, using the VISA network. Vendors will receive payment from the purchasing card in the same manner as other VISA purchases. Please indicate your ability to accept VISA in the space provided below.

Yes _____ No _____

45. **Conflict of Interest:** Proposer **must** execute either Section I or Section II hereunder relative to Florida State Statute 112.313(12). Failure to execute either section may result in rejection of this proposal/proposal.

SECTION I

I hereby certify that no official or employee of Pasco County Public Schools requiring the goods or services described in these specifications has a material financial interest in this company.

Signature

Company Name

Name of Official (Type or Print)

Business Address

City, State, ZIP Code

SECTION II

I hereby certify that the following named Pasco County Public Schools official(s) and employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 14236 Sixth Street, Dade City, Pasco County, Florida, 33523, prior to proposal opening.

Name

Title or Position

Date of Filing

Name

Title or Position

Date of Filing

Signature

Company Name

Print Name of Certifying Official

Business Address

City, State, ZIP Code

Rev. 6/25/03

Cut along the outer border and affix this label to your sealed proposal envelope to identify it as a “Sealed Proposal.” Be sure to include the name of the company submitting the proposal where requested:

DELIVER TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY
PURCHASING DEPARTMENT
20430 GATOR LANE
LAND O'LAKES, FL 34639

**SEALED PROPOSAL – DO NOT
OPEN**

SEALED PROPOSAL NO: 04-042-AZ

PROPOSAL TITLE: ENVIRONMENTAL/ECOLOGICAL
ENGINEERING SERVICES

DUE DATE/TIME: October 14, 2003 at 2:30 pm

Please Note:

From time to time, addenda may be issued to this proposal. Any such addenda will be posted at <http://purchasing.pasco.k12.fl.us/> (under “Vendor Bid”).

The District School Board’s Purchasing Department can also be reached at the following phone numbers:

Phone: 813-794-2221
Fax: 813-794-2111

If you are registered with Vendor Bid, you will receive automatic notification of proposals and addenda. You must have a valid W-9 form on file and be registered under Vendor Bid in order to conduct business with The District School Board of Pasco County.

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

SPECIFICATIONS

PURPOSE

This Request for Proposal (RFP) is for routine inspections, on a cyclical basis as required by Southwest Florida Water Management District (SWFWMD), of storm water control systems at various school sites throughout Pasco County. It also encompasses assessments of wetland mitigation areas at these sites, as needed. The storm water controls range from relatively simple, single cells to complex, multiple cell systems. A list of three (3) suppliers will be recommended to the Board. The District's Water and Sewer Department will utilize the services of all three firms on a rotational basis for routine inspections. Inspections having very unique requirements will be bid between the three (3) firms, as needed. See Attachments A and B for lists of school sites and general locations.

SCOPE OF WORK

When so directed by the District's Water and Sewer Management Department, proposer's personnel will visit designated school sites to certify proper operation and maintenance of storm water systems. Proposer's responsibility includes production of routine reports and filing of Certification of Proper Operation with SWFWMD. Proposer will also develop comprehensive assessment reports regarding the conditions of wetland mitigation areas and will file required Wetlands Mitigation Reports with SWFWMD. Reports are to be submitted simultaneously to SWFWMD and the District. Response time after call-out by the Water and Sewer Department will be five (5) work days or less. Filing of reports after the inspection is completed will be five (5) work days or less. A brief description of the work required will be provided at the time of call-out.

MANDATORY PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference will be held:

Wednesday, September 24, 2003 at 8:30 AM
Purchasing Conference Room
20430 Gator Lane
Land O'Lakes, FL 34639

Only those bidders who have fully attended this conference, and who have signed the official attendance sheet, will be permitted to propose. "Fully attended" means that a representative under the employ of the prospective proposer must be present no later than 8:30 AM at the site of the proposal conference, and be present until the conclusion of the meeting. Proposers will be asked to sign out as they leave the meeting.

Company Name/Initials _____

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

CONTACT INFORMATION

The contact person for this project is Richard Graziano, Manager of Water & Sewer, at (813) 794-7916, E-mail: rgrazian@pasco.k12.fl.us. The Buyer for this project is Arlene Zimney, Purchasing, at (813) 794-2504, E-mail: azimney@pasco.k12.fl.us.

TERM

This contract will commence upon approval by the School Board, and will continue for twelve (12) months thereafter. The contract may be renewed for two (2) subsequent one (1)-year terms, based upon mutual agreement of both parties.

EVALUATION COMMITTEE

RFP responses will be evaluated by representatives from the District's Maintenance and Safety Departments.

TIMELINE

RFP issued:	September 5, 2003
Advertisement:	September 6, 2003
Pre-proposal conference:	September 24, 2003
RFP responses due:	October 14, 2003 at 2:30 pm
RFP evaluated:	October 15-29, 2003
Interviews, if needed (for top 4 scoring firms):	Week November 3, 2003
Recommendation to Board:	November 11, 2003
Anticipated Board approval:	November 18, 2003

MANDATORY MINIMUM QUALIFICATIONS

Proposer's staff performing inspections must:

- Be currently licensed to perform professional engineering in the State of Florida
- Have an established relationship with SWFWMD

Proposer's company must:

- Currently have an Environmental Scientist or Ecologist on staff

Company Name/Initials _____

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

RFP FORMAT/SUBMITTALS

Submit one (1) original, clearly identified as "Original," and three (3) copies of the RFP. Proposers must organize their RFP in the format outlined under "RFP Responses" below. Please be concise, but thorough, in your response. Use bullet points wherever possible. Any additional information may be included in an Appendix, clearly labeled. Include the following documentation with your proposal:

- Copy of professional licenses for Professional Engineers and Wetlands Inspectors on staff
- Resume of Environmental Scientist or Ecologist currently on staff

Failure to provide all information requested in this section will result in disqualification of your proposal.

RFP EVALUATION

All firms will be evaluated as to whether or not they possess the mandatory minimum qualifications noted above. Those firms which do not provide this documentation will be eliminated from further consideration. Suppliers providing this documentation will then be evaluated based on the following criteria (weighted at 100%):

Demonstrated county, state or municipal agency experience	Maximum 40 points, with 5 bonus points for prior satisfactory work with Pasco School District
Cost and response time	Maximum 25 points
Company staff	Maximum 20 points
References	Maximum 10 points
Location	Maximum 5 points
Total:	Maximum of 105 points

RFPs will be independently evaluated by members of the Committee. Each member will independently score the responses based on the above criteria. References will be checked by the Purchasing Department. All scores will be totaled and then averaged to determine the respondents with the highest average scores. If the School District chooses to conduct interviews, they will be for informational and clarification purposes only and will not impact the final scores.

Company Name/Initials _____

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

ADDITIONAL NOTES

- The Water and Sewer Department is to be notified of the date and time of inspection 48 hours prior to proposer commencing work on any school site.
- Insurance Requirements: Prior to commencing work, and for the duration of the agreement, proposers shall obtain and maintain, at their own expense, the following insurance coverage:
 - Commercial General/Umbrella Liability Insurance - \$500,000 per occurrence for property damage and bodily injury.
 - Business Automobile/Umbrella Liability Insurance - \$500,000 limit per accident for property damage and personal injury.
 - Workers' Compensation and Employers'/Umbrella Liability Insurance – Per statutory limit as required by Chapter 440, Florida Statutes.
- Proposer selected will act as an authorized agent of the District's Water and Sewer Department and will be obligated to file the required Certificates of Proper Operation and Wetlands Mitigation Reports with SWFWMD.
- The District reserves the option of asking the selected proposer to establish a library of school schematics and drawings. Details and any potential costs to be negotiated between the parties after award.
- Plans of school sites will be made available to selected proposers via US Mail or will be at the school site when the inspector signs in at the front office.
- The School District reserves the right to review the financial capability of any selected proposer at any time during the course of this RFP and to request that the proposer submit appropriate documentation.
- No subcontracting of work awarded will be permitted under this RFP.

Company Name/Initials _____

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

RFP RESPONSES

EXPERIENCE: (Max. 40 points, 5 bonus points for prior satisfactory District work)

- Explain the experience your company has with inspecting both wet and dry systems.
 - Is environmental/ecological engineering the focus of your business? If not, what is?
 - Does your company have any design experience? Please detail.
 - Provide a list of all governmental agencies for which you have performed similar services within the past two (2) years. List the name and phone number of a contact person for each governmental entity.
 - How many years has your company been doing business under its current name and current structure?
 - How long have you worked with SWFWMD? What is your process flow with that agency?
 - Provide any additional information regarding your company's business structure or organization which you feel may help the District understand your expertise more fully.

COST AND RESPONSE TIME: (Max. 25 points)

Provide your hourly rates for:

Professional Engineer \$

Engineering Intern \$ _____

Environmental Scientist \$ _____

Clerical support \$ _____

Are you able to meet the required response time of five (5) work days (or less) after call-out for inspection, and five (5) work days (or less) after the inspection is completed for filing of reports?

Company Name/Initials _____

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

COMPANY STAFF: (Max. 20 points)

- Provide the number of your company's employees in the following categories:
 - Professional Engineer
 - Engineering Intern
 - Environmental/Ecological Scientist
 - Office staff
- Will you be able to provide a dedicated inspector for the District, or will this responsibility rotate among your professionals on staff?
- To what professional organizations does do your staff belong?

REFERENCES: (Max. 10 points)

List the names, companies, titles and phone numbers of two (2) clients for whom you have done business in the past two (2) years. One of these must be a governmental agency:

LOCATION: (Max. 5 points)

Points for the location of your corporate office will be given based on the map which will be distributed at the mandatory pre-proposal conference on September 24, 2003. Locations nearest to the central part of Pasco County, Florida will receive the most points in this category.

Company Name/Initials _____

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

ADDITIONAL TERMS AND CONDITIONS

TERMINATION

With thirty (30) days' written notice, and at any time during the course of performance, the District shall have the right to terminate this RFP and any subsequent contract in whole or in part, for its convenience by written or telegraphic notice. Upon receipt of any termination notices, the proposer shall immediately discontinue services on the date and to the extent specified in the notice.

Proposer shall be paid the actual costs incurred during the performance hereunder not previously reimbursed by the District, to the time specified in said notice. Reimbursements will be made to the extent such costs are actual, necessary, reasonable, verifiable, and have been incurred by the proposer prior to, and in connection with, the discontinuing work hereunder. In no event shall such cost include unabsorbed overhead or anticipatory profit.

CLIENT-FURNISHED DATA

All engineering data, maps, plans, specifications, drawings, or other District-furnished property shall remain the exclusive property of the District. Proposer agrees that such District property will be used for no purpose other than for work for the District under this RFP and/or any subsequent contract. Proposer shall sign and deliver written, itemized receipts for all such property and shall be responsible for its safekeeping. Upon conclusion of the work/services hereunder, such property shall be returned to the District at proposer's expense. All such District property shall be returned to the School Board and accounted for prior to the Board making final payment for contracted services.

DELAYS – FORCE MAJEURE

Performance of obligations under this RFP, and any subsequent contract, by each party shall be pursued with due diligence in all requirements herein; however, neither party shall be liable for any loss or damage for delay or nonperformance due to causes reasonably not within its control. In the event of any delay resulting from such causes, the time for performance and payment hereunder shall be extended for a period of time reasonably necessary to overcome the effect of such delays. In the event of any delay or nonperformance caused by such uncontrollable forces, the party affected shall promptly notify the other, in writing, of the nature, cause, date of commencement thereof, and the anticipated extent of such delay, and shall indicate whether it is anticipated that the completion dates would be affected thereby.

Company Name/Initials _____

OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

ATTACHMENT A

Abbrv	School Name	Phone #	Administrator	Plant Mgr/Site Cust or Facility Worker	Ext	Asst Plant Manager
ADM/DO	Admin/District Office	<u>813-794-2000</u>	<u>Rick Kurtz</u>	Mike Desiante	42680	Bill Kinter
AES	Anclope Elementary	<u>727-774-3200</u>	<u>B. J. Smith</u>	Joe Harris	43279	Jesus Villa
BPMS	Bayonet Point Middle	<u>727-774-7400</u>	<u>Elizabeth Brown</u>	Jim Mikell	47479	Gennaro Longobardi
CAES	Calusa Elementary	<u>727-774-3700</u>	<u>Dianna Decubellis</u>	James Bates	43779	Anthony DiForti
CENES	Centennial Elementary	<u>352-524-5000</u>	<u>Chuck Rine</u>	Mike Beggs	45079	Patrick Flannery
CENMS	Centennial Middle	<u>352-524-9700</u>	<u>Tom Rulison</u>	Rich Scalici	49779	Norm Johnson
CHES	Chasco Elementary	<u>727-774-1200</u>	<u>Dr. John Mann</u>	Roger Middleton	41279	Jerry Morgan
CHMS	Chasco Middle	<u>727-774-1300</u>	<u>Larry Albano</u>	Bruce Hauser	41379	Jeanette Anderson
CWTES	Chester Taylor Elementary	<u>813-794-6900</u>	<u>Dave Scanga</u>	Bert Henn	46979	A. John Soellner
CRES	Cotee River Elementary	<u>727-774-3000</u>	<u>Carole Baird</u>	Bob Mauro	43088	Bob Pattermann
RBCES	Rodney B. Cox Elementary	<u>352-524-5100</u>	<u>Leila Mizer</u>	Ed Phinney	45179	Basford Latham
CES	Cypress Elementary	<u>727-774-4500</u>	<u>Carole Geibel</u>	John E. Roberts	44579	Troy Morse
DPES	Deer Park Elementary	<u>727-774-8900</u>	<u>John Shafchuk</u>	Susan Beach	48979	Heather Dion
DOES	Denham Oaks Elementary	<u>813-794-1600</u>	<u>Freda Malphurs</u>	Tom Schultz	41679	Joanne Sutton
EMC	Energy Marine Center	<u>727-848-4870</u>	<u>Gary Perkins</u>	David Summers	43405	NA
FHES	Fox Hollow Elementary	<u>727-774-7600</u>	<u>Arlene Moreno</u>	Gary Conrad	47679	Paul McKenna
MGES	Mary Giella Elementary	<u>727-774-5800</u>	<u>Cara Allen</u>	Jeff Thomas	45879	Steve Guarneri
GHS	Gulf High	<u>727-774-3300</u>	<u>Tom Imerson</u>	Norm Kolar	43379	Dennis South
GMS	Gulf Middle	<u>727-774-8000</u>	<u>Stan Trapp</u>	Charlie Mehltretter	48079	Frank Kosis
GSES	Gulfside Elementary	<u>727-774-6000</u>	<u>Chris Clayton</u>	Chuck Hollister	46079	Rodney Hall
HES	Hudson Elementary	<u>727-774-4000</u>	<u>Linda McCarthy</u>	H. Larry Perras	44079	Sandra Fleming
HHS	Hudson High	<u>727-774-4200</u>	<u>W. Greg Wright</u>	Mike McCormack	44279	John Rodrigues
HMS	Hudson Middle	<u>727-774-</u>	<u>Geri Painter</u>	Bill (Rick) Rickert	48279	Tim Caruthers

Company Name/Initials _____

OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

Abbrv	School Name	8200 <u>Phone #</u>	<u>Administrator</u>	Plant Mgr/Site Cust or Facility Worker	Ext	Asst Plant Manager
LES	Lacoochee Elementary	<u>352-524-5600</u>	<u>Ky Grand</u>	Gene Roy	45679	Geraldine Allen
LMES	Lake Myrtle Elementary	<u>813-794-1000</u>	<u>John Abernathy</u>	Jeff Gilliland	41079	Danny Simpkins
LOLHS	Land O'Lakes High	<u>813-794-9400</u>	<u>Ray Bonti</u>	Herb Roshell	49479	TBA
MAINT	Maintenance	<u>727-774-7900</u>	<u>Wendell Krinn</u>	Lorilie Jani	47900	NA
MTEC	Marchman Tech Ed Ctr	<u>727-774-1700</u>	<u>Rob Aguis</u>	Ward Jenkins	41779	Mike Ferro
JMES	Marlowe Elementary	<u>727-774-8600</u>	<u>Terri Mutell</u>	Rob Middleton	48679	Becir Hadzic
JWMHS	J. W. Mitchell High	<u>727-774-9200</u>	<u>Tina Tiede</u>	Wilbur Douglas	49279	Kerry Wilke
MPLES	Mitty P. Locke Elementary	<u>727-774-3100</u>	<u>Dennis Taylor</u>	Jim Kube	43179	Saundra Davis
MLES	Moon Lake Elementary	<u>727-774-4600</u>	<u>Donna Busby</u>	Christina Middleton	44631	Gene Parker
MMEC	Moore Mickens Ed Ctr	<u>352-524-9000</u>	<u>Steve Cox</u>	Ralph Bader	49079	Tim Fox
NWES	Northwest Elementary	<u>727-774-4700</u>	<u>Renee Sedlack</u>	James Brooks	44779	Gabriele LaBounty
PES	Pasco Elementary	<u>352-524-5200</u>	<u>Barbara Munz</u>	Wade Cutler	45279	Milton Mitchell
PHS	Pasco High	<u>352-524-5500</u>	<u>Patrick Reedy</u>	Roger Mullet	45527	Bradley Ellison
PMS	Pasco Middle	<u>352-524-8400</u>	<u>Jim Lane</u>	Kenny Hatfield	48479	Chris Tomlin
PVES	Pineview Elementary	<u>813-794-0600</u>	<u>Monica Joiner</u>	Bill Petryniec	40679	Christopher Flaherty
PVMS	Pineview Middle	<u>813-794-4800</u>	<u>Dave Estabrook</u>	Jack Brant	44879	Thomas Eikeland
QHES	Quail Hollow Elementary	<u>813-794-1100</u>	<u>Peggy Lewis</u>	Russell Jett	41179	Clarence Barttrum
RES	Richey Elementary	<u>727-774-3500</u>	<u>Allison Hoskins</u>	Basil Gaines	43579	Linda Schwarz
RHS	Ridgewood High	<u>727-774-3900</u>	<u>Randy Koenigsfeld</u>	Tommy Beard	43930	James Schmidt
RRHS	River Ridge High	<u>727-774-7200</u>	<u>Tammy Rabon</u>	Jose Ramsey	47279	Chuck Barber
RRMS	River Ridge Middle	<u>727-774-7200</u>	<u>Jason Joens</u>	Jose Ramsey	47279	Tony Ruvolo
SAES	San Antonio Elementary	<u>352-524-5300</u>	<u>Eva Hunsberger</u>	Joe Zollo	45379	Charles Perry
SPES	Sand Pine Elementary	<u>813-794-1900</u>	<u>Ginny Yanson</u>	Mike Askins	41979	Jack Wright Jr.

Company Name/Initials _____

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

SMES	Sanders Memorial Elementary	<u>813-794-1500</u>	<u>Tammy Kimpland</u>	Winnie Chastain	41579	Richard Dinero, Jr.
Abbrv	School Name	<u>Phone #</u>	<u>Administrator</u>	<u>Plant Mgr/Site Cust or Facility Worker</u>	Ext	<u>Asst Plant Manager</u>
SSES	Seven Springs Elementary	<u>727-774-9600</u>	<u>Vicki Garner</u>	Doug Davidson	49679	Ken Grega
SSMS	Seven Springs Middle	<u>727-774-6700</u>	<u>Rhonda Sushko</u>	Ted Brown	46779	Tom McKenna
SHES	Shady Hills Elementary	<u>727-774-4100</u>	<u>Larry Robison</u>	Steve Dian	44179	Debra Dromm
RBSMS	R. B. Stewart Middle	<u>813-794-6500</u>	<u>Jackson Johnson</u>	Leroy Christopher	46696	Jerry Potts
SRES	Sunray Elementary	<u>727-774-9100</u>	<u>Dborah Minshew</u>	Lou Thatcher	49179	John Mirenda
TEWMS	T. E. Weightman Middle	<u>813-794-0200</u>	<u>Steve Rinck</u>	Steve Gandy	40279	Bob Williamson
TRC	Transportation Central	<u>813-774-0520</u>	<u>Mike Park</u>	Robert Jackson	40520	NA
TRE	Transportation East	<u>352-524-0560</u>	<u>Mike Park</u>	David Schultz	40560	NA
TRNW	Transportation Northwest	<u>727-774-0540</u>	<u>Mike Park</u>	Bruce Hughes	40540	NA
TRW	Transportation West	<u>727-774-0400</u>	<u>Mike Park</u>	Ann Robertson	40400	NA
TES	Trinity Elementary	<u>727-774-9900</u>	<u>Kathy Rushe</u>	R. Jack Byrns	49979	Jeff Miller
WCES	Wesley Chapel Elementary	<u>813-794-0100</u>	<u>Cynthia Harper</u>	Cindy Dyal	40179	Alex Cruz
WCHS	Wesley Chapel High	<u>813-794-8700</u>	<u>Andy Frelick</u>	Greg West	48779	Kathy O'Connor
WZES	West Zephyrhills Elementary	<u>813-794-6300</u>	<u>Emily Keene</u>	Jay Burnside	46379	Charles Holston
WES	Woodland Elementary	<u>813-794-6400</u>	<u>Karen Marler</u>	Mark Sheffield	46479	Bob Henderson
ZHS	Zephyrhills High	<u>813-794-6100</u>	<u>James T. Davis</u>	Mark Steve	46279	Ira Crook

Company Name/Initials _____

**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

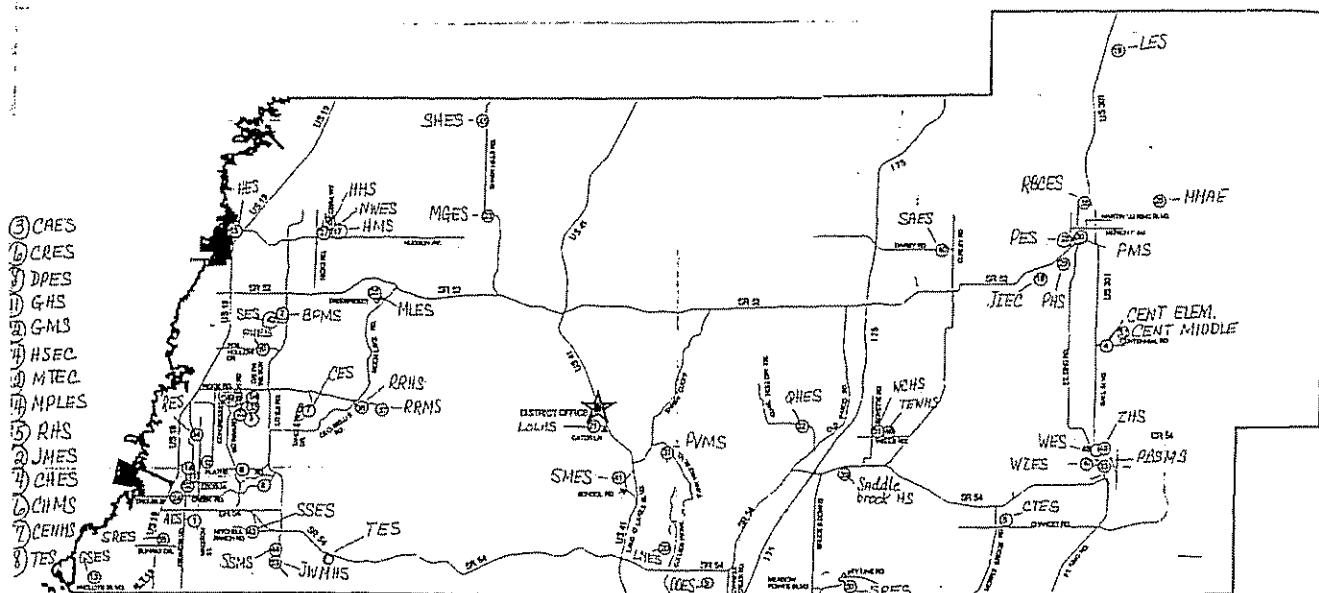
Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

ATTACHMENT B

PASCO COUNTY SCHOOLS



**OFFICIAL PROPOSAL FORM DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

Proposal Title: Environmental/Ecological Engineering Services

Due Date/Time: October 14, 2003 at 2:30 pm

Proposal Number: 04-042-AZ

PURCHASES BY OTHER PUBLIC AGENCIES: With the consent and agreement of the successful proposer(s), purchases may be made under this proposal by other governmental agencies within the State of Florida. Such Purchases shall be governed by the same terms and conditions as stated herein.

Agree to extend pricing to all agencies within the following counties: (check those applicable)

Hillsborough Polk Citrus Volusia Pinellas
 Sarasota Hernando Pasco Manatee Osceola
 Desoto

Agree to extend pricing to all other agencies within the State of Florida.

**IT IS THE SOLE RESPONSIBILITY OF THE PROPOSER TO COMPLY WITH PROVISIONS
OF THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.**

The District School Board of Pasco County hereby stipulates and affirms its policy of offering Equal Employment and Educational Opportunities for all persons regardless of race, creed, color, sex, national origin, age or handicap. The failure of any contractor supplier to the Board to comply with the terms of this Equal Employment Opportunity Policy will subject any contract or purchase order to revocation.

FIRM NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE # AREA CODE: _____ FAX # AREA CODE: _____

E-MAIL ADDRESS: _____

The signing of this proposal form certifies that I have read and agree to abide by the accompanying cover letter, general instruction, special instructions and specifications.
NOTE: This sheet and the accompanying documents constitute a firm offer from the proposer; however, acceptance by The Board of any or all parts herein does not constitute a contract. Before commencing any work, the Superintendent or his authorized representative shall properly execute a Purchase Order (or contract), and it shall become the written agreement between the parties. All terms and conditions of this proposal are included and become a part of the written agreement between the parties.

SIGNATURE: _____
(TYPED)
TITLE: _____

SIGNATURE: _____
(Written) (Officer of Company or Corporation)

FIRM DELIVERY DATE: _____

Company Name/Initials _____