

School Board

Carol W. Kurdell, Chair
Susan L. Valdes, Vice Chair
Doretha W. Edgecomb
Jennifer Faliero
April Griffin
Jack R. Lamb, Ed.D.
Candy Olson



Superintendent of Schools
MaryEllen Elia

Deputy Superintendents
Kenneth R. Otero
Daniel J. Valdez

Chief Business Officer
Gretchen Saunders

General Manager of Procurement
Jean R. Bowman

INVITATION TO BID

February 19, 2010

ITB DUE DATE: March 24, 2010

ITB DUE TIME: 2:00 PM

BID DELIVERY LOCATION: Individual Schools (listing attached)

ITB TITLE: School Picture Program, Elementary, Middle, and ESE
For the 2010-2011 School Year

ITB NO: 10024-EST

NO PRE-BID CONFERENCE

DIRECT ALL INQUIRIES TO: Individual School, or:
Susan Girard, CPPB
Procurement Officer
susan.girard@sdhc.k12.fl.us

NOTICE TO BIDDERS: Bids for the school picture program for elementary, middle, and ESE schools, will be received in the Principal's office of the selected schools, on or before Wednesday, March 24, 2010. Bids will not be accepted after that time and date. It will be the bidder's responsibility to mail their Bidder's Form to the individual school(s) of their choosing. Only those bids received at the school, on or before March 24, 2010, will be considered.

Subject to the conditions, provisions and the enclosed specifications, sealed bids will be accepted as indicated until the stated date and time. No consideration of award will be made at the bid opening.

Bids received after the stated date and time, whether presented in person, received by the U.S. Mail, or by any other delivery method, will not be accepted.

The Hillsborough County Public Schools reserves the right to retain all bids for a period of forty-five (45) days and to reject any and all bids and to waive any informalities and/or irregularities thereof.

Hillsborough County Public Schools, Florida

Jean R. Bowman
General Manager, Procurement

PURCHASES BY STATE CONTRACT AND OTHER PUBLIC AGENCIES:

- A. Pricing shall remain firm throughout the bid period. If your company has a current contract with the State of Florida, Department of Management Services, to supply items offered in this bid, the bidder shall quote not more than that contract price. Failure to comply with this request will result in disqualification.
- B. During the term of the contract, the services provided there under shall be available pursuant to chapter 69-1119, laws of Florida, to all Hillsborough County Public Entities under the same contract terms, conditions, and compensation schedule set forth herein.
- C. With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies within the state of Florida. The same terms and conditions as stated herein shall govern such purchases.

The term of the contract is as stated in Section 3, pending Hillsborough County School Board approval. Any inquiries concerning interpretation, clarification or additional information pertaining to this Invitation to Bid must be made in writing and received by the Procurement Department no later than the date stated in Section 3 of this document.

Instructions to Bidders:

The School Picture Program for Hillsborough County Public Schools, elementary, middle, and ESE, shall follow the procedure outlined below:

1. Bids will be analyzed at a later time to determine lowest and best bid. Bids shall be clearly marked on the outside of the envelope with "Bid for School Picture Program".
2. Bidders are instructed to respond with their best bid for commission and materials packages using the Bidders Form included in this document.
3. Each school's final recommendation for award will be submitted in writing to the Procurement Department. Notification of acceptance of the recommendation must be received by a school prior to any vendor activity being conducted at a school.
4. Included in this bid is a copy of the terms and conditions, specifications and a Bidders Form. The terms and conditions will remain the same and apply to all bids submitted.
5. The bid shall be effective from July 1, 2010 through June 30, 2011. Pricing shall remain firm throughout the bid period except for variations as allowed in the bid documents.
6. The Master Bidder list is maintained in the District Procurement Department. Vendors that approach a school will be directed to the Procurement Department to fill out Bidder Information forms (www.vendorbid.net/hillsborough). If you are unable to submit a bid, it is not necessary to contact the school(s) or the Procurement Department.

All items are to be bid FOB Destination, with all transportation charges prepaid and included in the bid prices, and title transferring to HCPS at the time of delivery. Any exceptions to these freight terms taken by the bidder must be clearly stated in the bidder's bid response form. The Procurement Department will evaluate any such exceptions and determine if the exception constitutes grounds for rejection of the bidder's response.

Bidders are cautioned to provide all descriptions and prices in a legible manner so that there will be no doubt as to the intent and scope of the bid. No oral, telegraphic (fax/scanner) or telephone responses or modifications will be accepted.

This bid solicitation will be posted and disseminated by VendorBid (<https://www.vendorbid.net/hillsborough/index.asp?cookies=True>). It shall be the sole responsibility of each Bidder to review this solicitation on VendorBid.net. "Failure to file a protest within the time prescribed in section [120.57](#)(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes." STATUTES AND CERTIFICATIONS PERTAINING TO THIS BID

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 list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract 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 a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for **category two** for a period of 36 months from the date of being placed on the convicted vendor list."

The prospective bidder certifies, by submission and signature of this bid, that neither it nor its principals is 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

The prospective bidder certifies, by submission and signature of this bid, that the bidder complies fully with the Federal Debarment 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, sections 85.105 and 85.110-(ed80-0013).

- (1) The prospective lower tier (\$25,000) participant certifies, by submission and signature of this bid, 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) 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 bid.

FAIR LABOR STANDARDS ACT – "HOT GOODS"

The bidder's signature on the bid certifies that these goods are or will be produced in compliance 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.

TABLE OF CONTENTS

| | |
|--|-------------------------------------|
| SUPERINTENDENT OF SCHOOLS | ERROR! BOOKMARK NOT DEFINED. |
| 1 GENERAL TERMS AND CONDITIONS | 5 |
| 2 SPECIAL TERMS | 10 |
| 3 SPECIAL PROVISIONS | 13 |
| 4 CONTACT INFORMATION AND CERTIFICATION | 21 |
| 5 ADDENDUM FORM | 22 |
| 6 DRUG-FREE WORKPLACE CERTIFICATION | 22 |
| 7 REQUIRED SUBMITTALS CHECKLIST | 23 |
| 8 BID RESPONSE FORM | 24 |
| 9 REFERENCE RELEASE FORM | 30 |

1 GENERAL TERMS AND CONDITIONS

Bids must be submitted on the forms provided and in accordance with the provisions on the face of the bid form and the following stipulations, which are hereby made a part thereof:

- 1.1 HCPS will receive sealed bids until date and time indicated on bid cover. Bids must be delivered to the procurement office at the stated address and will be opened at the stated time. Bids must be delivered in a sealed envelope, clearly marked on the outside, as to: bid name, bid number and opening date. Bids received in unidentifiable envelopes are sent at the bidder's risk. To assure that bids are received prior to opening, bidders may wish to use special delivery mail or deliver by hand. Bids received after the date and time of the bid opening will be date stamped, received and returned to the vendor. It will be the vendors' responsibility to get the bid to the correct location and on time. Please note that the official clock, for the purpose of receiving bids, is located in the procurement office.
- 1.2 All participating bidders, by their signature, shall agree to comply with all of the conditions, requirements and instructions of this bid as stated or implied herein. This is an agreement that the named vendor shall sell to HCPS during the contract period, the goods, wares, merchandise, or services at the unit prices indicated, based upon subsequent documents issued by the Procurement Department.
- 1.3 Each bidder shall examine all requests for bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, disputes, or requests concerning interpretation, clarification or additional information pertaining to the Invitation for Bid or award must be made in writing and received by the Procurement Department no later than the date stated in Section 3 of this document. HCPS shall not be responsible for oral interpretations given by a HCPS employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. All Addenda will be posted and disseminated by VendorBid.net (<https://www.vendorbid.net/hillsborough/index.asp?cookies=True>). However, prior to submitting a Bid, it shall be the sole responsibility of each Bidder to review this solicitation on VendorBid.net to determine if addenda were issued and, if so, to download such addenda from VendorBid.net for attachment to the Bid.
- 1.4 HCPS reserves the right to also make purchases of items on this bid from a Florida State Bid contract/agreement or a cooperative educational purchasing council bid during the term of this bid.
- 1.5 HCPS shall be the sole judge as to the acceptability of any and all bids and the terms and conditions thereof, without qualifications or explanation to bidders. In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of HCPS shall be final and binding on both parties.
- 1.6 HCPS reserves the right, prior to award of any contract or bid, to inspect the prospective vendor's facility and place of business to determine that the bidder has a regular, bona fide established business that is presently a going concern and is likely to continue as such.
- 1.7 After notification of award, the successful bidder shall indemnify and hold harmless HCPS as specified in Florida Statute Section 725.06. This indemnifies HCPS, its agents and employees, from and against all claims, suits, actions, damages or causes of action arising during the term of the resulting agreement for any bodily injury, personal injury, loss of life or damage to property sustained by reasons or as a result of the performance of the services or delivery of goods for which the resulting agreement was entered into. These persons are also indemnified from and against any orders, judgments, or decrees which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reasons of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or purchase order shall be deemed to affect the rights, privileges and immunities of HCPS as set forth in Florida statute.
- 1.8 Federal, State, County, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility. The bidder shall have in their possession all applicable insurance, permits, licenses, etc. that may be required by Federal, State, or County law to furnish services under the scope of this contract. The successful bidder must not be in violation of any zoning or other ordinances in the performance during the life of this contract.
- 1.9 All information submitted in response to this request shall be subject to compliance with Florida Statute Chapter 119.07 Public Records and 812.081 Trade Secrets. All information submitted as "trade secret" information should be submitted in a separate envelope and so indicated. If challenged, the Bidder who submits the "trade secret" information will bear all costs associated with defending their position.
- 1.10 During the term of this bid the bidder shall indemnify, hold harmless, and defend Hillsborough County Public Schools, its agents 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 HCPS, its agents or 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 bidder, his agents or employees, or any of his equipment when such persons or equipment are on premises owned or controlled by HCPS for the purpose of performing services.

1.11 Venue for any and all legal action regarding or arising out of the transaction 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. The vendor or bidder agrees that any and all notices, pleadings and processes may be made by serving two copies of the same upon the Secretary of State, State Capitol, Tallahassee, Florida, and by mailing by return mail, an additional copy of the same to the vendor or bidder at the address shown herein; that said service shall be considered as valid personal service, and judgment may be taken if, within the time prescribed by Florida law or rules of civil procedure, appearance, pleading, an answer is not made.

1.12 Purchases made under this bid are exempt from all Federal excise and State sales tax.

1.13 No Bids shall be accepted from, or purchase order issued to any person, firm or corporation that is in arrears for any obligations to HCPS or that otherwise may be deemed irresponsible or unreliable by the General Manager, Procurement.

1.14 This bid and the purchase orders issued hereunder constitute the entire agreement between HCPS and the vendor awarded the bid. No modification of this bid shall be binding on HCPS or the bidder.

1.15 Tabulation of this bid will be based only on items that meet or exceed the specifications provided. All other lesser items will not be considered. Failure to submit, at time of bid opening, complete information as specified can and may be used as justification for rejection of a bid item.

1.16 HCPS reserves the right to renew and extend the executed contract agreement pertaining to all prices, terms, conditions and specifications upon written mutual agreement between HCPS and contractors for an additional one (1) year period, but not to exceed two (2) additional one (1) year periods.

1.17 Should there be a tie on either the unit price (if awarded on a per item basis), sections of the bid (i.e.: building contracts, or bids awarded by section) or the whole bid (all or none bids or service bids), the deadlock will be decided upon using the following order:

1.17.1 Companies who certify they are a drug-free workplace.

1.17.2 Companies which are registered with HCPS as a small business enterprise.

1.17.3 Companies that are certified as a small/minority/women-owned business by a governmental entity in Hillsborough County.

1.17.4 Companies that are certified as a small/minority/women-owned business by a governmental entity in the Tampa Bay area.

1.17.5 Companies that are certified as a small/minority/women-owned business by the State of Florida.

1.17.6 Companies located in Hillsborough County, Florida.

1.17.7 Companies receiving the larger dollar award on other items within the bid.

1.17.8 Companies located in Florida.

1.17.9 All else being equal, a coin toss will be made to decide the award.

1.17.10 The above guidelines do not preclude the possibility of splitting an order if the two winning bidders agree to multiple awards.

1.18 The bidders will not be allowed to offer more than one product/price/service on each item even though the vendor feels that they have two or more types or styles that will meet specifications. Bidder must determine which to offer. For the sake of meeting delivery schedules, a vendor may deliver any pre-approved brand at the same price, with prior approval from the Procurement Department. No other substitutions will be considered. If said bidder should submit more than one product/price on any item, only the products meeting specifications will be tabulated. It is the vendors right to address alternatives in a separate document but not as part of this bid. However, if more than one product is listed as a pre-approved product, the vendor may specify that the bid price applies to more than one of the listed products.

1.19 The information called for on each item must be on the line with the item. To eliminate any confusion about the item(s) being bid, if you choose not to bid an item(s) please insert the words: no quotation, no bid or n/b.

1.20 Erasures are not acceptable on bids. If changes are necessary, strike out or draw a line through incorrect price and write the correct price above. Vendor must initial all changes.

1.21 The submittal of a bid shall constitute an irrevocable offer to contract with HCPS in accordance with the terms of said bid. The offer may not be withdrawn until or unless rejected or not accepted by HCPS. Accuracy of all prices and statements contained in the bids is the responsibility of the bidder, and no change or cancellation thereof may be made. The General Manager, Procurement or designee reserves the right to ask the bidder for clarification. In addition, procurement staff will review the line-by-line prices. Accuracy of additions and extensions, brands, and compliance with all instructions will be reviewed in

- order to ascertain that the offer is made in accordance with the terms of the request for bid proposal. School officials who find any error(s) in calculations will make adjustments and corrections. HCPS reserves the right to negotiate final terms and conditions with the low bidder.
- 1.22 A vendor shall normally be held to their bid; however, in the event an error or an obvious omission are discovered in a bid document, the vendor may request in writing the opportunity of withdrawing their bid. The vendor shall include in their written request sufficient evidence (original copies of working papers, calculations, etc.) to document that the error or omission was unintentional.
- 1.23 No additional terms and conditions included with the bid response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. Whether submitted through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the general and special conditions in this bid solicitation are the only conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgement form attests to this.
- 1.24 Should any bidder fail to enter into a contract with HCPS on the basis of the submitted bid by said bidder, bidder acknowledges that bidder shall be liable to HCPS for the difference between such bid price and the price HCPS pays to secure the merchandise from another source. Failure to pay said amount to HCPS upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from date of infraction. Thereafter, the bidder may request to be reinstated to the bid list.
- 1.25 In the event that any gratuities or "kickbacks" are offered or tendered to any HCPS employee or a subcontractor as an inducement for award of a bid, request for proposal (ITB), subcontract or order, the bidder's proposal shall be disqualified and shall not be reinstated.
- 1.26 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 bidder that all or none groups, quantities, weights, or other criteria must be met, in order to qualify for bid prices, will result in disqualification of the bid. Similarly, expiration dates or other constraints, which are in conflict with bid requirements, may result in disqualification.
- 1.27 HCPS reserves the right to reject any and all bids or parts thereof, and to request re-submission. In acceptance of bids, HCPS shall accept the lowest and best bid from a responsive and responsible bidder. HCPS reserves the right to waive any defect, irregularity or informality.
- 1.28 HCPS reserves the right to terminate all or part of any contract when doing so is in the best interest of HCPS. With the exception of any contract which HCPS deems to have an impact on security, a minimum of thirty (30) days notice for termination will be given in writing by the General Manager, Procurement. Any and all monies which have been paid in advance by HCPS will be prorated to the date of termination and refunded to HCPS. Nothing herein shall be construed as giving the contractor the right to perform the services contemplated under this agreement beyond the time when such services become unsatisfactory to HCPS. If a contractor is discharged, HCPS will only pay for that portion of the work that was satisfactorily completed at the time of termination.
- 1.29 HCPS may, by written notice of default to award vendor, terminate the whole or any part of this contract if award vendor fails to make delivery of the contracted products or services, or fails to perform the contracted services within the time specified in the bid or subsequent addenda. The vendor be given written notice and have ten (10) days to remediate such failure after receipt of notice.
- 1.30 If the bidder defaults after HCPS awards a bid and a bond or certified check was not required with the bid, the bidder shall pay to HCPS as liquidated damages an amount equal to 5% of the unit price times the ordered quantity, or 5% of the total value of the item or bid, which ever is greatest. A successful bidder who fails to pay said liquidated damages within 15 days after notification that liquidated damages are due shall lose eligibility to transact business with HCPS for a period of two (2) years after the bid award date. Thereafter, the bidder may request to be placed on the bid list. A successful bidder shall be assessed the liquidated damages described above if the bidder products are chemically analyzed (or tested in some other manner) and fail to meet HCPS specifications in the bid.
- 1.31 In the event sufficient budgeted funds are not available, Procurement shall notify the vendor of such occurrence and the contract shall terminate without penalty or expense to HCPS.
- 1.32 When an item appearing in this bid document is listed by a registered trade name and the wording "no substitute, bid only or only" is indicated, only that trade-named item will be considered. HCPS reserves the right to reject products that are listed as approved and wave formalities. Should a vendor wish to have products evaluated for future bid consideration, please contact, in writing, HCPS General Manager, Procurement. If the wording "no substitute, bid only or only" does not appear with the trade name, bidders may submit prices on their trade-named item, providing they attach a descriptive label of their product to this proposal. Sample merchandise bid hereunder as "offered equal" may be required to be submitted to purchaser in advance of bid award. Substitutions of other brands for items bid, awarded and ordered is

prohibited except as may be approved by the General Manager, Procurement.

1.33 Unless otherwise specified in the special terms and conditions, all items requested must be new and the latest model manufactured. Bids on "used, remanufactured or reconditioned" equipment or "blends or seconds" will not be considered unless specifically requested.

1.34 Samples of items, when required, must be furnished free of expense and if not destroyed, will, upon request, be returned at the bidder's expense. Bidders will be responsible for the removal of all samples furnished within 30 days after bid opening. All samples will be disposed of after 30 days.

1.34.1 Each individual sample must be labeled with bidder's name, bid number, and item number. Failure of bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid.

1.35 Unless otherwise indicated, samples should be delivered to the office of the Procurement Department of Hillsborough County Public Schools, 901 E. Kennedy Boulevard, Tampa, Florida 33602.

1.36 Variance in condition - any and all special conditions and specifications attached hereto which vary from general conditions shall have precedence.

1.37 HCPS encourages participation of small and minority-owned business enterprises in the provision of goods, services and construction. If third-party agreements are necessary for the awarded firm to complete this contract, HCPS recommends using a small or minority-owned business.

1.38 Delivery is called for only between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday, excluding Hillsborough County Public Schools holidays, unless otherwise specified.

1.39 Inspection and acceptance will be FOB Destination unless otherwise provided. Title to/ or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the buyer. If the materials or services supplied to HCPS are found to be defective or not conform to specifications, HCPS reserves the right to cancel the order upon written notice to the seller. Product return shall be at the seller expense.

1.40 Purchaser is guaranteed delivery, by the vendor, of all items contained herein by "delivery date" indicated by subsequent Purchase Orders. Failure to perform delivery within this time shall be deemed to be goods or services delinquent and may result in liquidated damages of one percent (1%) of the price of such delinquent goods for each ten (10) calendar days of delinquency. Assessment of such liquidated damages may be applied to any sums owing said bidder. Assessment of said liquidated damages shall be at the sole discretion of Hillsborough County Public Schools

and administrated by the General Manager, Procurement. These liquidated damages shall be in addition to other conditions cited herein.

1.41 It is the intent of HCPS that all contractors and vendors 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 awarded vendor or contractor may be required to supply a written copy of their safety program/manual for review after contract award. Periodic review of vendor's safety manual and operations may be conducted. All vendors, contractors and their employees including sub-contractors, performing work under the terms of this contract will follow the best safe working practices at all times, as well as comply with all Federal, State, local and District Safety policies and procedures. This includes operation of vehicles and equipment on District owned property. Any accidents, injuries or incidents occurring on District property shall be immediately reported to the District Safety Office.

1.42 All materials and services supplied to HCPS must conform to all current regulations as specified in "Occupational Safety and Health Act of 1970," Public Law 91-596 91" congress. 2193, as amended, which includes Chapter XVII Occupational Safety Health Act, Department of Labor, Part 1910 – Occupational Safety and Health Standards, UL safety regulations and other standards for educational use as required by the US government, State of Florida, Hillsborough County and/or local municipality. This includes various safety accessories, and it is the vendor's responsibility to meet the necessary requirements.

1.43 The District Safety Office will monitor and enforce compliance to Occupational Safety and Environmental Health regulations by all vendors and contractors who provide services and/or products to HCPS.

1.44 In compliance with Chapter 442, Florida Statutes, any item delivered or used when providing services under this contract must have a published material safety data sheet (MSDS). Each MSDS must be in English (Spanish may be required by HCPS) and include information regarding the specific chemical identity of the hazardous chemical(s) involved and their common names. Information must be provided on the physical and chemical characteristics of the hazardous chemical: known acute and chronic health affects and related health information; exposure limits; whether the chemical is considered to be a carcinogen by NTP, IARC or OSHA; emergency first aid procedures; and the identification of the organization responsible for preparing the MSDS.

1.45 All contractors and vendors performing work for HCPS are responsible to provide written notification and material safety data sheets to the District Safety Office for any hazardous material that may be used. HCPS 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.

- 1.46 The District Safety Office must approve all hazardous materials used by outside contractors' prior to use.
- 1.47 All requests for approval of product shall be directed to the District Safety Office at 4224 West Crest Avenue, Tampa, FL 33614. Telephone (813) 872-5263 facsimile (813) 356-1471.
- 1.48 Current, legible copies of material safety data sheets (MSDS) will be used to evaluate all products. This information must be provided at least 5 working days prior to use and must include the contractor's safety plan (precautions needed by the contractor's employees).
- 1.49 After review by the District Safety Office, the original provider of the MSDS will be provided a copy of the MSDS stamped approved with or without additional restrictions or disapproved.
- 1.50 The contractor using the product must follow any identified restrictions and must also maintain a copy of the approved MSDS at the job location.
- 1.51 Any product used in HCPS shall be used in accordance with the manufacturer's instructions and applicable District policies.
- 1.52 Certain products will not be authorized for use in HCPS in order to prevent any incidence of exposure to students or employees. Further, stringent restrictions may be applied to the use of certain products to reduce or eliminate the incidence of exposure.
- 1.53 A product approved for use by District employees does not constitute an automatic approval for use by outside contractors. All products used by outside contractors must be specifically approved for each job within the District.
- 1.54 District employees will not use products approved for use by outside contractors unless a specific approved MSDS has been provided to the supervisor and/or is maintained in the worksite MSDS book.
- 1.55 Use of hazardous materials at sites where no students or District employees are assigned does not have to be approved provided the materials are not within 250 feet of sites with students or employees. All Federal, State & local regulations shall apply.
- 1.56 Contractors are responsible to remove all products used on projects immediately upon completion. Products left for District use will be listed on a manifest indicating type of container, amount and the location of the product. HCPS employee who originated the service or contract shall sign the manifest and send to the District Safety Office.
- 1.57 All vendors, contractors and their employees including sub-contractors, performing work under the terms of

this contract, will follow the best environmental working practices at all times. The awarded vendor or contractor shall not cause any unsafe conditions or acts that could have an impact on the safety and health of students, employees, or visitors to District operations as well as comply with all Federal, State, local and District environmental policies and procedures. The awarded vendor or contractor may be required to supply a written copy of their environmental program/manual for review after contract award. Periodic review of vendor's environmental manual and operations may be conducted. Vendors and contractors will be responsible for removal and clean up of all contamination (or potential contamination) when it occurs or is identified by the District Safety Office. All incidents shall be immediately report to the District Safety Office.

- 1.58 Asbestos-containing materials (ACM) and lead based paint (LBP) - ACM and LBP are present in many District buildings. The presence of ACM and LBP does not necessarily mean that a hazard exists; however, a hazard may be created when ACM and LBP are disturbed. It is the responsibility of the vendor or contractor to contact the District Safety Office prior to commencing any work that may disturb any ACM or LBP at District facilities.

2 SPECIAL TERMS

- 2.1 **Additional Charges:** All additional charges such as installation, shipping, insurance, or other costs must be fully itemized and included with the bid. Charges not specified at the time of the bid/quote will not be honored.
- 2.2 **Addition/Deletion of Items For Catalog Bids:** Any items added/deleted by the award manufacturer during the contract period shall automatically be added/deleted to this contract provided they are listed in the current published manufacturer's list price catalog.
- 2.3 **Assignment:** Successful bidders, whether under separate contract or not, shall not assign any part or whole of this bid or agreement to another party, subcontractor, or company nor shall they assign any money due or to become due to him here under, without the previous written consent of HCPS.
- 2.4 **Award to Next Rated Bidder:** In the event of default, error in award or non-availability of product, HCPS reserves the right to utilize the next rated low bidder and their stated bid prices as needed.
- 2.5 **Catalogs & Brochures:** Complete technical information and sales brochures may be required at time of bid opening or upon award. Final consideration of any offered equal may require sample of the item to be made available for visual inspection along with a list of local references.
- 2.6 **Currency:** Bid must be made in US dollars. Payment will be in US dollars.
- 2.7 **Defective Material:** The successful bidder shall agree to accept, for full credit and return shipping charges, the return of any item received which is found to be deficient in quality or defective in packaging so as to render the item unusable for its intended purpose. Merchandise so designated shall be replaced at the full expense of the bidder within five (5) calendar days.
- 2.8 **Dispute Resolution Clause:** In the event a dispute occurs or a clarification of minor contract terms becomes necessary, please indicate your company representative. The District representative will be the General Manager, Procurement. Venue of legal action will be in the State of Florida.
- Representative's name: _____
- Telephone number: _____
- 2.9 **Emergency Purchases:** HCPS reserves the right to make emergency purchases from the next low bidder and so on should the vendor be unable to deliver the required item in the required timeframe.
- 2.10 **Delivery:** Bidder is required to provide inside delivery for all units ordered from this bid. Inside delivery shall be defined as unloaded from carrier's vehicle and set inside designated facility but not to exceed 300 feet from entrance point or on a different floor level than entrance point.
- 3.1.1 Prices quoted on the Bidder's Form shall include all shipping costs, shipping F.O.B. destination to the location specified by the individual request. It is required that all delivery, handling or other costs necessary to complete an order be included in the cost provided on the Bidder's Form. Freight collect charges will not be allowed.

- 3.1.2 Should any product be damaged in transit, the Contractor shall be responsible for replacement of the damaged item and transportation for delivery of the replacement item. HCPS will not negotiate with the transport companies for damaged product replacement. The Contractor shall not invoice HCPS for any charges associated with items damaged in transit.
- 2.11 **Insurance:** The successful bidder(s) shall have prior to performance a certificate of insurance showing: Liability -- \$500,000.00 minimum and Property -- \$100,000.00 minimum. Or in lieu of the previous: Combined Single Limit (CSL) -- \$500,000.00.
- For all awarded contracts, HCPS must be listed as additional insured on the certificate.**
- 2.12 **Workers' Compensation:** The contractor shall take out and maintain during the life of this Contract, Workers' Compensation Insurance for all of his/her employees connected with the work of this Project and, in case any work is sublet, the contractor shall require the subcontractors similarly to provide Workers' Compensation Insurance as required by FS 440 for all the latter's employees unless such employees are covered by the protection of the contractor. **Contractor also agrees to supply evidence of such coverage with the submission of this bid.** Contractor agrees to indemnify and to hold harmless schools from and against any and all liability which may arise out of the performance of this agreement unless such liability shall be a direct or proximate result of the negligence of HCPS, its agents or employees.
- 2.13 **Laboratory Testing:** In the event materials shipped to HCPS as outlined herein indicate sub-standard specifications in the qualitative or quantitative manner, HCPS reserves the right to have a laboratory test made. If material is found to be deficient, the vendor shall be required to pay all costs of testing. If found to meet specifications, HCPS shall pay all costs.
- 2.14 **Price Decreases:** If prices decrease during the term of this contract, the successful bidder must notify HCPS of the lower prices so that all subsequent orders will reflect accurate pricing.
- 2.15 **Return Agreement:** Each successful bidder shall agree to accept, for full credit and return shipping charges, the return of any item received from him which is found to be defective in quality or defective in packaging so as to render the item unusable for its intended purpose.
- 2.16 **Shipping and Marking:** The award vendor(s) will be required to mark all shipments with HCPS purchase order number clearly visible on the exterior of each container. A packing list must be furnished with each shipment, listing the purchase order number, vendor's part number and description, quantity ordered, quantity shipped, and quantity back ordered.
- 2.17 **Silence of Specifications:** The apparent silence of any specifications and any supplemental specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of the specification shall be made upon the basis of this statement.
- 2.18 **Variation From Materials Specified:** Whenever and wherever items, materials, or equipment have been identified by describing a proprietary product, such identification is

intended to be descriptive, and is used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternate materials and equipment will be considered for award if such items are clearly identified in the bids, and are determined by HCPS to be of equal value in all material respects to the proprietary item specified.

- 2.19 **Warranty:** The vendor warrants that the goods or services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the vendor knows of the purchaser's intended use, the vendor warrants that the goods or services are suitable for that intended use.
- 2.20 **Additional Discounts:** Additional discounts may be offered during the term of the contract based on purchase order quantity or amount, consolidated contract purchase quantities or amounts, or to benefit a specific educational program.

3 SPECIAL PROVISIONS

- 3.2 **Scope of Work:** Hillsborough County Public Schools is seeking bids from qualified firms to provide a school picture program for elementary, middle, and ESE for the 2010-2011 school year. The work to be done under this contract includes, but is not limited to; providing all labor, materials, supervision, equipment, incidentals, and related items necessary to complete the work in accordance with the specifications contained herein.
- 3.2.1 Any deviations from these specifications shall be clearly noted. Detailed descriptions and/or illustrations must be provided with your bid for consideration.
- 3.2.2 HCPS reserves the right to change the number of schools during the contract period. Any location shall be serviced at the same rate/cost bid herein.
- 3.2.3 The vendor collecting money from students must have a \$100,000 performance bond on file in the Procurement Department.
- 3.3 **Clarification:** The last day to submit questions concerning this ITB shall be March 17, 2010 at 4:00 PM. Questions received after this time will not be addressed.
- 3.4 **Addenda:** See General Terms and Conditions, Section 1.3 for instructions on how to receive addenda.
- 3.5 **Contract Term/Option to Renew:** The initial term of the contract shall be July 1, 2010 through June 30, 2011.
- 3.5.1 This contract may be renewed for two (2) additional one (1) year periods provided all terms and conditions remain unchanged and in full force and effect. The option to renew, if exercised, will be executed in the form of a renewal letter to be issued not sooner than ninety (90) days prior to expiration of this contract, nor later than the final day of the contract period. This option to renew requires the mutual agreement of both parties. Refusal by either party to exercise this option to renew will require this contract to expire on the original or mutually agreed date.
- 3.5.2 It is understood and agreed that this contract may be renewed only at the same prices and under the same terms, conditions and specifications governing the original contract, and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.
- 3.6 **Experience:** The successful bidder shall have been in the photography business for a minimum of one (1) year and maintain a current business license from the State of Florida. Bidders shall provide documentation of applicable license, certification, and/or commercial experience. HCPS reserves the right to request documentation at any time during the contract period.
- 3.7 **References:** Bidders shall submit, with the bid response, the name and address of three (3) firms located within the State of Florida with whom you have current contracts of similar scope which have been in effect for a minimum of twelve consecutive months. HCPS may utilize other references information on a bidder's capability to determine performance history. Negative references, in HCPS sole discretion, may be cause for disqualification of bidder. Submit references by duplicating the Reference Release Form on Section 9 and completing the top section only.

- 3.8 **Award:** Consideration of award shall be based on the information submitted, including bidders' past performance, client references, and meeting qualifications.
- 3.8.1 The principal will recommend one of these bids for approval.
- 3.8.2 Written justification for not recommending the low bidder must accompany the school's request.
- 3.8.3 The contract may be signed between the principal or designee and the picture company once the school receives approval from the General Manager of Procurement.
- 3.9 **Documentation:** Bidder shall submit the following documents with their bid:
- 3.9.1 Bid bond.
- 3.9.2 Insurance certificate.
- 3.9.3 Addendum forms, if applicable.
- 3.9.4 References.
- 3.9.5 Bid response form.
- 3.9.6 Bidder's form.
- 3.9.7 Sample and description of promotional materials, notices to post and send home.
- 3.9.8 Actual sample of finished color packages planned for delivery.
- 3.10 **Communications:** Contractor must provide a means to receive direct communications from HCPS 8 hours a day, 5 days a week. Contact means shall be by phone, radio, or pager. When Contractor desires to be contacted by radio, Contractor must provide a radio communication device to HCPS for communication purposes for the duration of the contract. When contact is by pager, Contractor must respond within 30 minutes of the page.
- 3.10.1 A copy of all written communication between any HCPS school/site and the Contractor shall be forwarded to the Procurement Agent upon issuance.
- 3.11 **Debris Removal:** The Contractor shall be responsible for removal of all debris from the site and cleaning work areas. The Contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request by a HCPS representative, shall remove such debris and materials from property.
- 3.12 **Pricing:** HCPS requires a firm fixed price per unit. Your unit pricing shall be based on inside delivery. Delivery costs shall be included in your bid price.
- 3.12.1 Unit of measure should be as stated on the Bid Response Form.
- 3.12.2 Bidder(s) should bid a discount (percentage) off list price for all items within the scope of work, not listed on the Bid Response Form. Discounts that you offer will be firm for the term of the contract. Invoices will be checked to confirm compliance with quoted pricing.
- 3.13 **Contract Termination:** HCPS shall have the right at any time and at all times to terminate this agreement with or without cause, upon written notice of such termination provided not less than 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. Such right to terminate this contract without cause is hereby reserved by and to HCPS. In the

event HCPS shall elect to terminate this contract without cause, HCPS shall compensate the bidder for all work and services provided or supplied prior to the date of termination. In the event that an advance notice of termination is given the awarded contractor agrees to abide and perform all covenants and provisions of this contract until the date of the termination specified in the written notice of termination. The awarded contractor shall have no further rights, and HCPS shall have no further obligation, to the awarded contractor subsequent to the date of termination of this contract as specified in the written notice.

- 3.14 **Contract Administration:** HCPS will periodically inspect work completed or in process to assure that the requirement of this contract are being met. Should it be found that the requirements specified herein are not being satisfactorily maintained, the contractor shall be contacted and any discrepancies, inconsistencies or items not meeting the specifications contained herein corrected immediately at no additional cost to HCPS. A second discrepancy notice shall serve, as notification that any future discrepancies, inconsistencies or items not meeting specifications contained herein will result in terminations of the contractor's right to proceed further with this contract. The Contractor and his sureties may be liable to HCPS for any additional cost incurred by HCPS to complete this contract. At this point, the contractor shall be considered in default and the contract subject to termination.

3.14.1 It is the intention of HCPS to contract as specified herein with one or more sources that will give prompt and convenient response to our needs. Any failure of the successful bidder(s) to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the Procurement Department.

- 3.15 **Vendor Application:** All bidders are required to complete an on-line Vendor Application. In order to conduct new business under this bid, HCPS requires that the vendor(s) have a current vendor application on file. Failure to comply with this condition may cause the bidder(s) not to be awarded any new business. Vendor applications can be completed by visiting (<https://www.vendorbid.net/hillsborough/index.asp?cookies=True>).

- 3.16 **Responding to HCPS Solicitations:** Those interested in responding to this or any HCPS procurement opportunity must log on to VendorBid and select "Current Bids". Search for the bid referenced in the notification and view the document(s). If you are interested in submitting a response (bid, proposal, quote, etc.) and receiving updates (addendum, recommendation, award notification) you must select "Participate" to continue notifications for the solicitation.

- 3.17 **Small Business Enterprise (SBE) Participation:** HCPS expects participation of HCPS Office of Supplier Diversity (OSD) approved SBE vendors in the provision of goods, services, and construction. If third-party agreements are necessary for the Awardee(s) to complete this contract, the District recommends using an OSD approved SBE vendor. Bidder will indicate whether third-party vendors are OSD approved small business enterprises, or provide a plan to incorporate small business enterprises in the project. Provide evidence (copies) of any certifications. An on-line directory of all OSD approved DBE vendors may be reviewed by visiting the OSD website at <https://www.sdhc.k12.fl.us/OSD/VendorDirectory/>.

The contact information below is for the HCPS Office of Supplier Diversity (OSD). This office can provide you with an online directory of all certified small businesses by commodity or service. Vendors appearing on the website will be accepted by HCPS as

a certified small business enterprise if the contractor submits with their bid response a copy of the certificate from the OSD.

HCPS Office of Supplier Diversity
Mr. Henry Ballard, Minority Business Officer
4901 East Dr. Martin Luther King, Jr. Blvd.
Tampa, Florida 33605
Phone: (813) 635-1240
Fax: (813) 635-1245

3.17.1 **SBE Eligibility**: Any business with a staff of 100 employees or less, whose average net-income is equal to or less than \$2,000,000 and its net worth is equal to or less than \$3,000,000. Each business applying for Registration must meet the following eligibility standards: (i) must be an independent business that is principally domiciled in the Tampa Bay area (Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, or Sarasota Counties). (ii) Must have been in existence and served the Tampa Bay Area in a commercially useful capacity for no less than one (1) year prior to application. (iii) Be a business with a staff of 100 employees or less. (iv) Must have an average net income of \$2,000,000 or less and a net worth of \$3,000,000 or less. (v) Must be certified with one of the following agencies: City of Tampa, Florida Statewide & Inter-Local Certification, Hillsborough County, or Florida Minority Supplier Development Council (FMSDC).

3.17.2 **Business Utilization Report**: In order to facilitate an effective monitoring system, each contractor, bidder, or proposer must submit a completed and signed Utilization Report with the bid submission which lists the names, addresses and contact persons of all subcontractors, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with HCPS. If the information contained in the Contractor's Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

3.17.3 **Subcontractor Participation**:

3.17.3.1 A prime contractor must identify S/M/WBE utilization expenditures to certified S/M/WBE and OSD approved subcontractors that perform a function in the work of the contract.

3.17.3.2 A subcontractor must identify whether they enter into second tier subcontracts with an S/M/WBE subcontractor to ensure completion of work.

3.17.4 **OSD Review of Utilization Report**: The Contractor and its subcontractors agree to provide such information as OSD shall request regarding the utilization of small, minority, and women-owned business enterprises. The Contractor shall supply an updated Utilization Report to the OSD on a quarterly basis.

3.18 **Facility Security**: All personnel must coordinate with the facility's front office or security personnel. Contractor's employees must 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.

3.18.1 It shall be the sole responsibility of the Contractor performing services for this contract to safeguard their own materials, tools, and equipment. HCPS shall not assume any responsibility for vandalism and/or theft of materials, tools, and/or equipment.

- 3.19 **Jessica Lunsford Act:** Effective September 1, 2005, in order to comply with the Jessica Lunsford Act, vendors meeting any of the three criteria listed below will be required to be Level II fingerprinted and screened by the District's Human Resources Department which consists of FDLE/FBI search. Criteria: (i) Be at school when students are present, or (ii) Have direct contact with students, or (iii) Have access to or control of school funds.

Effective July 1, 2007, Senate Bill 988-High Risk Offenders, was signed into law. This bill amends the Jessica Lunsford Act provisions that require background checks for contractors on school grounds, and provides an opportunity for school districts to make allowable changes to their district procedure.

HCPS has decided to continue its current fingerprinting and background check requirements, and will not adopt the statutorily allowed changes with the exception of:

3.19.1 Contract employees who work, and at all times remain, in an area separated from students by a chain link fence that is at least six feet high, will not be subject to fingerprinting and background screening requirements. This exception will be determined through the Facilities Department as a part of the bid process. Contractors to whom this exception applies will be responsible for maintaining the required fence and for ensuring that workers do not enter any part of the school site which is beyond the fence. Failure of the contractor to meet this requirement will void the contractor's exemption.

3.19.2 If you have no personnel who meet any of the three criteria, the law does not apply to you, therefore you do not need to take action.

3.19.3 The Technical Assistance paper for the Jessica Lunsford Act can be accessed at: <http://info.fl DOE.org/docushare/dsweb/Get/Document-3151/k12%2005-107a>.

- 3.20 **Contractor's Personnel:** Contractor's staff is to present a professional appearance. Personnel shall be neat, clean, well groomed, properly uniformed and conduct themselves in a respectable and courteous manner while performing duties and while at any HCPS facilities.

3.20.1 Qualifications of new people working under this contract will be submitted to HCPS, in writing, for approval prior to them conducting any service under this contract. Submit list of all employees that will be working under the current contract and any intention for additional personnel, and back-up personnel for each function.

3.20.2 Employees shall wear a recognizable uniform. No hats shall be allowed indoors. Each technician performing work for HCPS must carry a picture ID issued by the State of Florida (drivers license or State issued ID) that shall be presented upon request while on HCPS property. This provision will be strictly enforced.

3.20.3 Use of tobacco products shall only be allowed in designated area(s).

- 3.20.4 Contractor's personnel shall not play loud music, make unnecessary noises, or use language that causes offense to others.
- 3.20.5 The Contractor is not to use any Day Labor or temporary workers at any HCPS facility. This includes all technicians that are added subsequent to award. Failure to comply with this specification could result in immediate termination of the award and liquidated damages.
- 3.20.6 The employment of unauthorized aliens by any Contractor is considered a violation of Section 247 A (e) of the Immigration and Nationalization Act. If the Contractor knowingly employs unauthorized aliens, such a violation shall also be cause for cancellation of the contract.
- 3.20.7 Possession of firearms will not be tolerated on HCPS property; nor will violations of Federal and State laws and any applicable HCPS policy regarding Drug Free Workplace be tolerated. Violations will be subject for the immediate termination of any contract resulting from this Invitation to Bid.
- 3.20.8 "Firearm" shall mean any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be, converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any destructive device; or any machine gun.
- 3.20.9 No person who has a firearm in their vehicle may park their vehicle on HCPS property.
- 3.20.10 If any employee of a Contractor or Sub-Contractor is found to have brought a firearm on HCPS property, said employee will be terminated from HCPS contract by the Contractor or Sub-Contractor. If the Sub-Contractor fails to terminate said employee, the Sub-Contractor's agreement with the Contractor for HCPS contract shall be terminated. If the Contractor fails to terminate said employee or fails to terminate the agreement with the Sub-Contractor who fails to terminate said employee, the Contractor's agreement with HCPS shall be terminated.

3.21 Requirements:

- 3.21.1 Please attach your listing of the picture packages available. A basic, economical package MUST be included.
- 3.21.2 The principal may select the contents of each package within the specified formats offered by the vendor.
- 3.21.3 The school may offer additional packages using combinations of packages listed. In addition to the basic packages, other special options may be offered at the discretion of the principal.
- 3.21.4 Complimentary Pictures: The vendor will provide a minimum of four 1-1/4" x 1-3/4" color prints with gummed backing for each student's records.
- 3.21.5 The vendor will provide a picture package to staff members photographed.
- 3.21.6 The opportunity to photograph additional family members during the picture program will be offered by the vendor at the discretion of the principal. (Example: pre-school family members.).
- 3.21.7 The vendor may donate supplementary student materials, such as certificates and bookmarks as a bonus to the picture program. Acceptance of these

materials will be determined by the principal and not be a condition for awarding a bid to the vendor.

- 3.21.8 All picture programs conducted by the school during the school year will be considered as one (1) fundraiser.
- 3.21.9 An additional camera and employee may be requested if needed at the discretion of the principal for ESE students.
- 3.21.10 Provide guarantee of satisfaction – all portraits will be satisfactory to students and parents or portraits will be made over, without charge or money refunded.
- 3.21.11 Provide high quality customer service for parent, student, or school concerns.
- 3.21.12 Provide mutually agreeable dates for photo shoots to meet school and activity needs.
- 3.21.13 Provide minimum of four (4) working cameras on photo day, all student and class portraits to be completed in two (2) days (one scheduled picture day and one scheduled retake day). (Middle school only unless determined not needed by principal.)
- 3.21.14 Provide bilingual price lists and flyers to advertise upcoming photo shoots and activities, at no charge, at least 10 business days prior to scheduled shoots if requested by principal.
- 3.21.15 Provide all sign-up sheets, payment packets, or other necessary forms pertaining to photo shoots.
- 3.21.16 Provide glossies and/or photo CD, by class, for school records and yearbook publisher use.
- 3.21.17 Provide photographic assistance to yearbook and school newspaper staff with coverage for activities, clubs and special events on a pre-scheduled basis.
- 3.21.18 Provide ID cards for students (Middle School only), faculty members, staff and PTA officers, (including make-up/retake pictures) with or without barcodes and/or dating (one each (per school) per contract period). Must include the availability to re-order if student loses it at a set price.
- Is bar-coding of ID's an additional charge? _____
- 3.21.19 Provide a set complimentary package (one each) to faculty and staff and parent volunteers that assist on picture day.
- 3.21.20 Notices to be sent home with the students to inform parents when pictures will be taken shall be furnished by the vendor and shall be received by the school five days before the pictures are to be taken.
- 3.21.21 Each bidder must include samples of all items on which he has submitted a bid. The samples shall be of sufficient numbers and size to show the quality of the product. The delivered packages shall be of a quality equal to the samples submitted.

3.22 Money Collection by Vendor

- 3.22.1 Pre-Pay Method (Fall): The school bookkeeper/designee will collect envelopes with money from students prior to or on picture day. They will not open the envelopes. As money envelopes come in, they will be placed in a large classroom collection envelope provided by the vendor for each classroom. On picture day the vendor representative will indicate in writing, on the student rosters, the package ordered and amount of money collected from each student. At the end of picture day, copies will be made of each classroom collection envelope roster, to be kept by the bookkeeper for future verification.
- 3.22.2 Payment from the vendor will include a payment worksheet (Attachment A), as well as a detailed listing of each student by grade level, package(s) purchased and total funds collected. All Deductions from the total collected ~ Sales Tax, Denied Credit Cards and NSF Checks to be noted. Final amount of check should equal the total amount collected less deductions X commission from the original bidder's agreement.
- 3.22.3 The vendor will send commission check to the school within 30 days of delivery date.
- 3.22.4 The vendor will be fully responsible for all returned checks.
- 3.22.5 Proof Method (Spring): The bookkeeper/designee will collect envelopes with money from students after proofs are sent home. They will not open the envelopes. As money envelopes come in, they will be placed in a large classroom collection envelope provided by the vendor for each classroom. On collection day the vendor representative will indicate in writing, on the student rosters, the package ordered and amount of money collected from each student. Before leaving the school with money, copies will be made of each classroom collection envelope roster to be kept by the bookkeeper for future verification.
- 3.22.6 Payment from the vendor will include a payment worksheet (Attachment A), as well as a detailed listing of each student by grade level, package(s) purchased and total funds collected. All Deductions from the total collected ~ Sales Tax, Denied Credit Cards and NSF Checks to be noted. Final amount of check should equal the total amount collected less deductions X commission from the original bidder's agreement.
- 3.22.7 The vendor will send commission check to the school within 30 days of delivery date.
- 3.22.8 The vendor will be fully responsible for all returned checks.
- 3.22.9 Online Method: Vendor will provide school with a summary of packages purchased online.
- 3.22.10 Provide website to be viewed.
- 3.22.11 The ordering website MUST be a secure website.
- 3.22.12 4.3.4 The vendor shall be responsible for all tax reports and remittance to the State of Florida.

4 CONTACT INFORMATION AND CERTIFICATION

- 4.1 Bidder must supply the information listed below for bid to be considered.
- 4.2 The signer of this bid response guarantees, as evidence by the sworn affidavit required herein, the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.
- 4.3 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.
- 4.4 The undersigned certifies that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. The undersigned certifies acceptance of this bid's terms, conditions, specifications, attachments, and addendum.
- 4.5 The undersigned certifies he/she is authorized to sign this bid for the bidder.

| | |
|---|--|
| Company Name: | |
| Address: | |
| City, State: | Zip: |
| FEIN: | E-Mail: |
| Telephone: () | Fax: () |
| Emergency Contact Name: | Title: |
| Address: | |
| Telephone: () | Fax: () |
| Email Address: | |
| Is your company registered as an SBE with HCPS' Office of Supplier Diversity? <input type="checkbox"/> Y <input type="checkbox"/> N | |
| Is your company 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 Minority Supplier Development Council? <input type="checkbox"/> Y <input type="checkbox"/> N | |
| Prompt Payment Discount: Invoice Discounted: _____ % Net Payment Due _____ Days | |
| Preferred method to receive purchase orders: ___US Mail ___ Fax | Delivery days after receipt of order: _____ Days |
| Signature of Owner or Authorized Officer: | |
| Typed (Printed) Name and Title of Above: | Date Submitted: / / |

5 ADDENDUM FORM

Receipts of the following Addenda are hereby acknowledged (list all Addenda as follows):

| | | | |
|-------------|-------|-------|-------|
| ADDENDUM NO | _____ | Dated | _____ |
| ADDENDUM NO | _____ | Dated | _____ |
| ADDENDUM NO | _____ | Dated | _____ |

Dated this _____ Day of _____, 20__

Signature of Owner or Authorized Officer: _____

Typed Name of Above: _____

6 DRUG-FREE WORKPLACE CERTIFICATION

Whenever two or more bids that 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 bid received from a business that certifies it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

Unless indicated below, the prospective bidder certifies, by submission and signature of this bid, that the bidder complies fully with the above drug-free workplace certification.

Please check mark in the space provided if your company **does not meet** the drug-free workplace certification.

_____ **Does not meet** drug-free workplace certification.

Signed: _____

Title: _____

Date: _____

7 REQUIRED SUBMITTALS CHECKLIST

Note: Submittal is **required** for each box checked (or where applicable) for bid to be considered.

- ☒ Addendum Form
- ☒ Bid Response Form
- ☒ Bid Security: See bid for guidelines
- ☐ Business Resume
- ☐ Catalogs
- ☒ Certificate of Insurance: See enclosed guidelines for detailed specifications
- ☒ Contact Information & Certification
- ☒ Drug Free Workplace Certification
- ☐ Financial Statement
- ☐ Illustrations
- ☒ List of References
- ☐ List of Subcontractors
- ☐ Manufacturer's certificate of warranty
- ☐ MSDS Sheets
- ☒ Product Samples: See bid for specific details
- ☐ Specifications
- ☐ Work Schedule: Only required if completion will run beyond (30) days
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

8 BID RESPONSE FORM

8.1 Additional Options:

Do you provide awards, certificates, stickers, tickets, invitations, napkins, flyers, etc.?

Please list/explain:

Are you able to provide a yearbook staff with proof sheets by grade with name and grade below the photo? _____

Are you able to provide faculty pictures and class group pictures, one to each faculty member at each school? _____

Are you able to provide the school with photos of special events including but not limited to: Orientation Day, Open House, Dedication Ceremony, and other special events as determined by Principal. _____

Can you provide a bound book of student pictures, composite of grade levels, listed alphabetically? _____

Please list and explain other options included in your bid, and list additional costs associated:

8.2 **Delivery:** Please answer the following delivery questions:

8.2.1 What is your company's delivery time after receipt of order? _____

8.3 **Minimum Order:** Vendor does not require a minimum order. _____Yes _____No

8.3.1 If no, what is the amount of minimum order? (***Note: a minimum order requirement may cause this response to be rejected***). _____

8.4 **On-line Ordering Information:** Please answer the following on-line ordering questions:

8.4.1 Vendor is able to offer on-line ordering. _____Yes _____No

If yes, what is the URL? _____

8.4.2 Vendor is able to accept Visa Purchase Card transactions for on-line ordering.
_____Yes _____No

8.4.3 Vendor is able to customize the site for the needs of HCPS at no additional charge. _____Yes _____No

8.4.4 If yes, how long would customization take? _____

BIDDER'S FORM

TO: _____ DATE: _____
Principal

School Name: _____

Company
Name: _____

Company
Address: _____

City: _____ State: _____ Zip Code: _____

Phone
Number _____

Authorized
Representative Name
(typed): _____

Authorized
Representative
signature: _____

I hereby certify that I have read the enclosed bid and thoroughly understand its contents. I further certify that my bid response will meet all specifications and services will be provided as specified. I also understand that this completed "Invitation to Bid" will become part of the contract.

| | | | |
|-------------------------------------|---|---|--------|
| The following offer is submitted to | | | School |
| My offer is as follows: | | | |
| A paid | % | Commission (after taxes are paid by my firm) to the school site for Fall Individual Prepay program. | |
| A paid | % | Commission (after taxes are paid by my firm) to the school site for Fall Individual Proof picture program. | |
| A paid | % | Commission (after taxes are paid by my firm) to the school site for Spring Class Group Portrait Prepay Proof picture program. | |
| A paid | % | Commission (after taxes are paid by my firm) to the school site for Spring Class Group Portrait Proof picture program. | |
| A paid | % | Commission (after taxes are paid by my firm) to the school site for Spring Individual Portrait Proof picture program. | |
| A paid | % | Commission (after taxes are paid by my firm) to the school site for Other Specialty Proof Picture program. Please explain. | |

Bidder must respond to the following:

Number of photographers present on
picture day

Time of day photographers will begin taking
picture

Approximate delivery
date

Suggested absentee and retake procedure. Date(s) to be established
with the vendor at the discretion of the principal.

List any special qualifications of representatives, which would aid a
school(s)

List any special considerations or information that you feel would
be worthy of our consideration:

ATTACHMENT A

Vendor _____ Date of Picture _____

School _____ Site # _____

Principal _____

Picture Sales Rep _____

Total Funds
Collected

\$ _____ 1st
Pickup

\$ _____ Final Pickup

\$ _____ Total Collected

Deductions:

\$ _____ NSF's

\$ _____ Denied Credit Cards

\$ _____

Total
Deductions

- _____ Total
Deductions

\$ _____ Adjusted Total

- _____ Sales Tax (7%)

\$ _____ Total Eligible

X _____ Commission

\$ _____ Check Amount

9 REFERENCE RELEASE FORM

I _____ being of _____
(Name/Title) (Name of Company)
give Hillsborough County Public Schools, Florida authorization to check our company's previous performance.

Authorizing Signature: _____

REFERENCE

COMPANY NAME:

COMPANY ADDRESS:

CONTACT PERSON:

PHONE NUMBER:

FAX NUMBER:

STOP: Remainder to be completed by HCPS

TECHNICAL PERFORMANCE

| FACTORS/RATINGS | EXCELLENT | | | | UNSATISFACTORY | | |
|--|-----------|---|---|---|----------------|---|-----|
| | 6 | 5 | 4 | 3 | 2 | 1 | N/A |
| Completion of major tasks/milestones/deliverables on schedule. | | | | | | | |
| Responsiveness to changes in technical direction | | | | | | | |
| Ability to identify risk factors and alternatives for alleviating risk | | | | | | | |
| Ability to identify and solve problems expeditiously | | | | | | | |
| Ability to employ standard tools/methods | | | | | | | |

MANAGEMENT PERFORMANCE

| FACTORS/RATINGS | EXCELLENT | | | | UNSATISFACTORY | | |
|---|-----------|---|---|---|----------------|---|-----|
| | 6 | 5 | 4 | 3 | 2 | 1 | N/A |
| Overall communication with staff | | | | | | | |
| Effectiveness and reliability of Contractor's Key Personnel | | | | | | | |
| Ability to recruit and maintain qualified personnel | | | | | | | |
| Ability to manage multiple and diverse projects/tasks from planning throughout execution. | | | | | | | |
| Ability to effectively manage subcontractors | | | | | | | |

MANAGEMENT PERFORMANCE (continued)

| | EXCELLENT | | | | UNSATISFACTORY | | |
|---|-----------|---|---|---|----------------|---|-----|
| FACTORS/RATINGS | 6 | 5 | 4 | 3 | 2 | 1 | N/A |
| Ability to accurately estimate and control cost to complete task | | | | | | | |
| Overall performance in planning, scheduling and monitoring | | | | | | | |
| Use of management tools (e.g. cost/schedule, task management tools) | | | | | | | |

CUSTOMER SATISFACTION

| | EXCELLENT | | | | UNSATISFACTORY | | |
|--|-----------|---|---|---|----------------|---|-----|
| FACTORS/RATINGS | 6 | 5 | 4 | 3 | 2 | 1 | N/A |
| How would you rate the Contractor's overall technical performance on this contract/order? | | | | | | | |
| How would your rate the Contractor's ability to be cooperative, business like and concerned with interest of the customer? | | | | | | | |
| Total Dollar Amount of Contract | | | | | | | |

Additional
Comments

Would you use this
Contractor again?

☐ YES

☐ NO

SCHOOL LIST

| School/Center | Area | Site # | Grade | Address | Principal/Site Administrator | Phone # | Fax # |
|-------------------------|------|--------|-------|--|------------------------------|----------|----------|
| Adams | 4 | 0041 | 6-8 | 10201 N. Boulevard Tampa, 33612 | Odalys Pritchard | 975-7665 | 632-6889 |
| Alafia | 5 | 0271 | K-5 | 3535 Culbreath Road Valrico, 33594 | Lisa Tierney-Jackson | 744-8190 | 744-8207 |
| Alexander | 2 | 0081 | K-5 | 5602 N. Lois Avenue Tampa, 33614 | Kristina Alvarez | 872-5395 | 356-1121 |
| Anderson | 1 | 0121 | K-5 | 3910 Fair Oaks Av. Tampa, 33611 | Erik A. Holley | 272-3075 | 276-5919 |
| Aparicio-Levy Technical | 7 | 0071 | | 10119 East Ellicott Street, Tampa, 33610 | AnnMarie Courtney | 740-4884 | 740-4885 |
| Apollo Beach | 5 | 0141 | K-5 | 501 Apollo Beach Blvd. Apollo Beach, 33572 | Jaime Gerding | 671-5172 | 672-5075 |
| Bailey | 6 | 0092 | K-5 | 4630 Gallagher Road, Dover, FL 33527 | Amy Zilbar | 707-7531 | 707-7535 |
| Ballast Point | 1 | 0161 | K-5 | 2802 Ballast Point Blvd. Tampa, 33611 | Sherri Frick | 272-3070 | 276-5923 |
| Barrington | 6 | 0086 | 6-8 | 14510 Boyette Road, Riverview, FL 33569 | Maribeth Franklin | 657-7266 | 657-7369 |
| Bartels | 3 | 0103 | 6-8 | 9020 Imperial Oak Blvd., Tampa, 33647 | Nadine Johnson | 907-6801 | 907-6805 |
| Bay Crest | 2 | 0191 | K-5 | 4925 Webb Road, Tampa, 33615 | Dr. Susan Parks | 872-5382 | 356-1153 |
| Bellamy | 2 | 1776 | K-5 | 9720 Wilsby Blvd., Tampa, 33615 | Lynn Rattray | 872-5387 | 873-4877 |
| Benito | 3 | 0201 | 6-8 | 10101 Cross Creek Blvd., Tampa, 33647 | John Sanders | 631-4694 | 631-4706 |
| Bevis | 6 | 0361 | K-5 | 5720 Osprey Ridge Drive, Lithia, 33547 | Tricia Simonsen | 740-4000 | 740-4004 |
| Bing, E.L. | 5 | 0261 | K-5 | 6409 36th Av., S., Tampa, 33619 | Roger Stanley | 744-8088 | 740-3620 |
| Bowers/Whitley Career | 3 | 4155 | | 13609 N. 22nd Street, Tampa, 33613 | Dr. Anthony Colucci | 558-1750 | 558-1761 |
| Boyette Springs | 5 | 0311 | K-5 | 10141 Sedgebrook Dr. Riverview, 33569 | Nancy Dukes | 671-5060 | 672-5077 |
| Brooker | 5 | 0401 | K-5 | 812 DeWolf Road , Brandon, 33511 | Julie Lacy | 744-8184 | 740-3621 |
| Broward | 4 | 0441 | K-5 | 400 W. Osborne Av., Tampa, 33603 | Kathy Moore | 276-5592 | 276-5887 |
| Bryan, PC | 6 | 0521 | K-5 | 2006 W. Oak Avenue, Plant City, 33563 | Cheryl Boddie | 757-9300 | 707-7075 |
| Bryant | 2 | 0527 | K-5 | 13910 Nine Eagles Road, Tampa, 33626 | Karen Bass | 356-1645 | 356-1649 |
| Buchanan | 3 | 0561 | 6-8 | 1001 W. Bearss Av., Tampa, 33613 | Scott Hilenberg | 975-7600 | 975-7610 |
| Buckhorn | 6 | 0571 | K-5 | 2420 Buckhorn School Court, Valrico, 33594 | Tamara Brooks | 744-8240 | 740-3622 |
| Burnett | 7 | 0631 | 6-8 | 1010 Kingsway Rd, N. Seffner, 33584 | Herbert Peebles | 744-6745 | 744-8973 |

| | | | | | | | |
|---------------|---|------|------|--|---------------------|----------|----------|
| Burney | 6 | 0641 | K-5 | 901 S. Evers Street, Plant City, FL 33566 | Sally Stephens | 707-7334 | 707-7339 |
| Burns | 5 | 0651 | 6-8 | 615 Brooker Road, Brandon, 33511 | Susan Burkett | 744-8383 | 740-3623 |
| Cahoon Magnet | 7 | 0681 | K-5 | 2312 E. Yukon, Tampa, 33604 | Joanne Griffiths | 975-7647 | 975-7651 |
| Caminiti | 4 | 4562 | ESE | 2600 W. Humphrey, Tampa, 33614 | Barbara Pittman | 975-7611 | 975-7617 |
| Cannella | 2 | 0691 | K-5 | 10707 Nixon Road, Tampa, 33624 | Susan Whiting | 975-6941 | 631-5328 |
| Carrollwood | 4 | 0701 | K-5 | 3516 McFarland Road Tampa, 33618 | Susan Avery | 975-7640 | 631-5364 |
| Carver Center | 1 | 0063 | 6-12 | 2934 E. Hillsborough Avenue, Tampa, 33610 | Simon Earle | 236-3500 | 236-3513 |
| Chiaramonte | 1 | 0771 | K-5 | 6001 S. Himes Av., Tampa, 33611 | Marie Valenti | 272-3066 | 272-3284 |
| Chiles | 3 | 0772 | K-5 | 16541 Tampa Palms Blvd W, Tampa, 33647 | Kim Pietsch | 558-5422 | 558-5426 |
| Cimino | 5 | 0802 | K-5 | 4329 Culbreath Road, Valrico, 33594 | Deborah Talley | 740-4450 | 740-4454 |
| Citrus Park | 2 | 0801 | K-5 | 7700 Gunn Highway, Tampa, 33625 | Dr. Joan Bookman | 558-5356 | 558-5111 |
| Clair Mel | 5 | 0841 | K-5 | 1025 S. 78th Street, Tampa, 33619 | Shelly Hermann | 744-8080 | 744-8083 |
| Clark | 3 | 0851 | K-5 | 19002 Wood Sage Drive, Tampa, 33647 | Brenda Griffin | 631-4333 | 631-4349 |
| Claywell | 3 | 0861 | K-5 | 4500 Northdale Blvd., Tampa, 33624 | Lisa Maltezos | 975-7300 | 631-4536 |
| Cleveland | 4 | 0881 | K-5 | 723 E. Hamilton Av., Tampa, 33604 | Peter Russo | 276-5583 | 276-5586 |
| Coleman | 1 | 0921 | 6-8 | 1724 S. Manhattan, Tampa, 33629 | Michael Hoskinson | 872-5335 | 872-5338 |
| Collins | 5 | 0065 | K-5 | 12424 Summerfield Blvd., Riverview, 33569 | Ellen Cyr | 672-5400 | 672-5404 |
| Colson | 7 | 0931 | K-5 | 1520 Lakeview Av., Seffner, 33584 | Karen Lynch | 744-8031 | 744-8439 |
| Cork | 6 | 1001 | K-5 | 3501 N. Cork Road, Plant City, 33565 | Melody Murphy | 757-9353 | 707-7076 |
| Corr | 5 | 0054 | K-5 | 13020 Kings Lake Drive, Gibsonton, 33534 | Sylvia Hastings | 672-5345 | 672-5349 |
| Crestwood | 2 | 1021 | K-5 | 7824 Manhattan Av., N, Tampa, 33614 | Rosalind Daigneault | 872-5374 | 871-7788 |
| Cypress Creek | 5 | 1051 | K-5 | 4040 19th Av., N.E., Ruskin, 33573 | Roy Moral | 671-5167 | 671-5204 |
| Davidson | 2 | 1080 | 6-8 | 10501 Montague Street, Tampa, 33626 | Brent McBrien | 558-5300 | 558-5299 |
| Davis | 2 | 0056 | K-5 | 10907 Memorial Highway, Tampa, 33615 | Cecilia Troutt | 854-6010 | 854-6014 |
| Deer Park | 2 | 0100 | K-5 | 11605 Citrus Park Dr., Tampa, 33626 | Lou Cerreta | 854-6031 | 854-6041 |
| DeSoto | 1 | 1081 | K-5 | 2618 Corrine Street, Tampa, 33605 | Gilda Garcia | 276-5779 | 233-2475 |
| Dickenson | 1 | 1101 | K-5 | 4720 Kelly Road, Tampa, 33615 | Felicia Williams | 873-4732 | 356-1156 |
| Doby | 5 | 0072 | K-5 | 6720 Covington Garden Drive, Apollo Beach, 33572 | Catherine Ferguson | 672-5388 | 672-5392 |

| | | | | | | | |
|-----------------|---|------|-----|---|----------------------------|----------|----------|
| Dover | 6 | 1201 | K-5 | 3035 Nelson Avenue, Dover, 33527 | Marie Caracciola | 757-9457 | 707-7161 |
| Dowdell * | 5 | 0842 | 6-8 | 1208 Wishing Well Way Tampa, 33619 | Robert Lawson | 744-8322 | 740-3616 |
| Dunbar Magnet | 1 | 1281 | K-5 | 1730 Union Street, Tampa, 33607 | Krystal Carson | 276-5677 | 272-2254 |
| Edison | 4 | 1361 | K-5 | 1607 E. Curtis Street, Tampa, 33610 | Julie Scardino | 276-5579 | 276-5582 |
| Egypt Lake | 4 | 1401 | K-5 | 6707 N. Glen Avenue, Tampa, 33614 | Lydia Sierra | 872-5225 | 554-2358 |
| Eisenhower | 5 | 1324 | 6-8 | 7620 Old Big Bend Road, Gibson, 33534 | Dena Collins | 671-5121 | 671-5039 |
| Essrig | 3 | 1431 | K-5 | 13131 Lynn Road, Tampa, 33624 | Teresa Campbell | 975-7307 | 558-5104 |
| Farnell | 2 | 1441 | 6-8 | 13912 Nine Eagles Road, Tampa, FL 33626 | John Cobb | 356-1640 | 356-1644 |
| Ferrell Magnet | 4 | 3002 | 6-8 | 4302 24th Street, Tampa, 33610 | Dr. Larry Sykes | 276-5608 | 276-5615 |
| FishHawk Creek | 6 | 0059 | K-5 | 16815 Dorman Road, Lithia, 33547 | Pam Bush | 651-2150 | 651-2154 |
| Folsom | 7 | 1471 | K-5 | 9855 Harney Road Thonotosassa, 33592 | Cora-Lynne Wimberly | 987-6755 | 987-6970 |
| Forest Hills | 4 | 0042 | K-5 | 10112 Ola Avenue, Tampa, 33612 | Sandra Thrower | 975-7633 | 975-4812 |
| Foster | 7 | 1481 | K-5 | 2014 E. Diana Street Tampa 33610 | Debra Mills | 276-5573 | 276-5731 |
| Franklin Magnet | 4 | 1521 | 6-8 | 3915 21st Avenue, Tampa, 33605 | Karen French | 744-8108 | 744-8579 |
| Frost | 5 | 0070 | K-5 | 3950 Falkenburg Road, Riverview, 33578 | Marlou Bates | 740-4900 | 740-4904 |
| Gibson | 5 | 1601 | K-5 | 7723 Gibson Drive, Gibson, 33534 | Donna Marra | 671-5100 | 672-5003 |
| Giunta | 5 | 0052 | 6-8 | 4202 Falkenburg Road, Riverview, 33569 | Arlene Castelli | 740-4888 | 740-4892 |
| Gorrie | 1 | 1681 | K-5 | 705 DeLeon, Tampa, 33606 | Marjorie Sandler | 276-5673 | 276-5880 |
| Grady | 1 | 1721 | K-5 | 3910 Morrison Avenue, Tampa, 33629 | Melanie Palmeri Bottini | 872-5325 | 356-1476 |
| Graham | 4 | 1761 | K-5 | 2915 Massachusetts Avenue, Tampa, 33602 | Sharon Doyle | 276-5408 | 276-5534 |
| Greco | 3 | 1781 | 6-8 | 6925 E. Fowler Avenue, Temple Terrace, 33617 | Tim Binder | 987-6926 | 987-6863 |
| Hammond | 2 | 0102 | K-5 | 8008 N. Mobley Road, Odessa, 33556 | Karen Zielinski | 792-5120 | 792-5124 |
| Heritage | 3 | 1831 | K-5 | 18201 East Meadows Road, Tampa, 33647 | Shirley Porebski | 740-4580 | 740-4584 |
| Hill | 3 | 1871 | 6-8 | 5200 Ehrlich Road, Tampa, 33624 | Barry Davis | 975-7325 | 975-4819 |
| Hunter's Green | 3 | 1941 | K-5 | 9202 Highland Oak Drive, Tampa, 33647 | Kristin Tonelli | 973-7394 | 631-4525 |
| Ippolito | 5 | 1951 | K-5 | 6874 S. Falkenburg Road, Riverview, 33569 | Susan Brill | 672-5180 | 672-5184 |
| Jackson | 6 | 2041 | K-5 | 502 E. Gilchrist, Plant City, 33566 | Dora Madison | 757-9341 | 757-9343 |
| James | 7 | 4747 | K-5 | 4302 E. Ellicott Street, Tampa, 33610 | Patricia Royal | 740-4800 | 740-4804 |

| | | | | | | | |
|------------------------|---|------|-----|---|----------------------|----------|----------|
| Jennings | 7 | 2042 | 6-8 | 9325 Governors Run Drive, Seffner, 33584 | JoAnn Johnson | 740-4575 | 740-4579 |
| Just | 1 | 0282 | K-5 | 1315 Spruce Street, Tampa, 33607 | Carolyn Hill | 276-5708 | 272-2379 |
| Kenly | 7 | 2201 | K-5 | 2909 66th Street, Tampa, 33619 | Shirlean Cobb | 744-8074 | 744-8077 |
| Kimbell | 3 | 0120 | K-5 | 8406 N. 46th Street, Tampa 33617 (under renovation) | Sheryl Marceaux | 983-3900 | 983-3974 |
| Kingswood | 5 | 2261 | K-5 | 3102 S. Kings Avenue, Brandon, 33511 | Amber Craft | 744-8234 | 744-8150 |
| Knights | 6 | 2291 | K-5 | 4815 N. Keene Road, Plant City, 33565 | Janine Hall | 757-9333 | 757-9319 |
| Lake Magdalene | 4 | 2321 | K-5 | 2002 Pine Lake Drive, Tampa, 33612 | Dodi Davenport | 975-7625 | 558-1209 |
| Lanier | 1 | 2361 | K-5 | 4704 Montgomery Avenue, Tampa, 33616 | Sarah Jacobsen-Capps | 272-3060 | 272-3065 |
| LaVoy | 1 | 3782 | | 4410 W. Main Street, Tampa, 33607 | Patrick LaLone | 872-5285 | 872-5291 |
| Lee Magnet | 4 | 2401 | K-5 | 305 E. Columbus Drive, Tampa, 33602 | Mamie Buzzetti | 276-5405 | 272-3228 |
| Lewis | 3 | 2451 | K-5 | 6700 Whiteway Drive, Temple Terrace, 33617 | Loretta Campo | 987-6947 | 987-6920 |
| Liberty | 3 | 2471 | 6-8 | 17400 Commerce Park Blvd., Tampa, 33647 | Jim Ammirati | 558-1180 | 558-1184 |
| Limona | 7 | 2431 | K-5 | 1115 Telfair, Brandon, 33510 | Karen Pierson | 744-8200 | 744-8147 |
| Lincoln Magnet | 6 | 2441 | K-5 | 1207 E. Renfro Street, Plant City, 33566 | Susan Raburn | 757-9329 | 757-9077 |
| Lithia Springs | 6 | 2461 | K-5 | 4332 Lynx Paw Trail, Valrico, 33594 | Mary Ann Keene | 744-8016 | 740-4462 |
| Lockhart Magnet | 4 | 0962 | K-5 | 3719 North 17th Street, Tampa, 33610 | Mary Cunningham | 276-5727 | 233-3565 |
| Lomax Magnet | 4 | 2521 | K-5 | 4207 26th Street, Tampa, 33610 | Connie Chisholm | 276-5569 | 272-2803 |
| Lopez | 7 | 2531 | K-5 | 200 N. Kingsway Road, Seffner, 33584 | Michael Engle | 744-8000 | 744-8005 |
| Lopez ESE | 7 | 2531 | ESE | 200 N. Kingsway Rd., Seffner, 33584 | Michael Engle | 744-8008 | 744-8005 |
| Lowry | 2 | 2551 | K-5 | 11505 Country Hollow Drive, Tampa, 33635 | Kathy Coto | 855-8178 | 356-1597 |
| Lutz | 3 | 2561 | K-5 | 202 5th Avenue, SE, Lutz, 33549 | Mary Fernandez | 949-1452 | 909-9908 |
| Mabry | 1 | 2601 | K-5 | 4201 Estella Street, Tampa, 33629 | Gloria Waite | 872-5364 | 554-2252 |
| MacFarlane Park Magnet | 1 | 0060 | K-5 | 1721 N. MacDill Avenue, Tampa, 33607 | Dr. Denyse Riveiro | 356-1760 | 356-1764 |
| Madison | 1 | 2651 | 6-8 | 4444 Bay Vista Avenue, Tampa, 33611 | John Haley | 272-3050 | 233-2796 |
| Mango | 7 | 2721 | K-5 | 4220 Hwy 579, Seffner, 33584 | Felicia Davis | 744-8208 | 744-8211 |
| Maniscalco | 3 | 2771 | K-5 | 939 DeBuel Road, Lutz, 33549 | Annette Gaddy | 949-0337 | 948-3270 |
| Mann | 7 | 2801 | 6-8 | 409 E. Jersey Avenue, Brandon, 33510 | Nancy Trathowen | 744-8400 | 744-6707 |
| Marshall | 6 | 2841 | 6-8 | 18 S. Maryland Avenue, Plant City, 33566 | Daphne Blanton | 757-9360 | 707-7385 |

| | | | | | | | |
|---------------------|---|------|-----|--|--------------------|----------|----------|
| Martinez | 2 | 2851 | 6-8 | 5601 Lutz Lake Fern Road, Lutz, 33558 | Shaylia McRae-Hall | 558-1190 | 558-1226 |
| McDonald | 7 | 2871 | K-5 | 501 W. Pruitt Road, Seffner, 33584 | Dave McMeen | 744-8154 | 744-8012 |
| McKittrick | 2 | 3082 | K-5 | 5503 Lutz Lake Fern Road, Lutz, 33558 | Allison Cline | 558-5427 | 558-5431 |
| McLane | 7 | 0322 | 6-8 | 306 N. Knights Avenue Brandon, 33510 | Frank Oliver | 744-8100 | 744-8135 |
| Memorial | 4 | 2882 | 6-8 | 4702 N. Central Avenue, Tampa, 33603 | Art Akins | 872-5230 | 872-5238 |
| Mendenhall | 4 | 2961 | K-5 | 5202 Mendenhall Drive, Tampa, 33603 | Patricia Orta | 872-5221 | 872-5224 |
| Mendez Center | 4 | 2972 | | 5707 N. 22nd Street, Tampa, 33610 | Dreama Bilby | 276-5630 | 233-2314 |
| Miles | 3 | 3041 | K-5 | 317 E. 124th Av., Tampa, 33612 | Dr. Deborah Coyle | 975-7337 | 975-7099 |
| Mintz | 5 | 3061 | K-5 | 1510 Heather Lakes Blvd., Brandon, 33511 | Debroah Moltisanti | 744-8353 | 744-6755 |
| Mitchell | 1 | 3081 | K-5 | 205 Bungalow Park, Tampa, 33609 | Joanne Baumgartner | 872-5216 | 356-1662 |
| Monroe | 1 | 2362 | 6-8 | 4716 Montgomery Av., Tampa, 33616 | Juanita Underwood | 272-3020 | 272-3027 |
| Morgan Woods | 2 | 3101 | K-5 | 7001 Armand Drive , Tampa, 33634 | Susan Kuhn | 872-5369 | 873-4869 |
| Mort | 3 | 3121 | K-5 | 1806 Bearss Av., E, Tampa, 33613 | Dr. Beny Peretz | 975-7373 | 558-5489 |
| MOSI Partnership | 3 | 0119 | K-5 | 4801 E. Fowler Ave., Suite 100, Tampa, 33617 | Cheryl Dafeldecker | 983-3989 | 983-3998 |
| Muller Magnet | 3 | 3181 | K-5 | 13615 N. 22nd Street, Tampa, 33613 | Wendy Harrison | 558-1355 | 558-1359 |
| Mulrennan | 6 | 3131 | 6-8 | 4215 Durant Road, Valrico, 33594 | Tim Ducker | 651-2100 | 651-2104 |
| Nature's Classroom | 3 | 3251 | 6 | 13100 Verges Road, Thonotosassa, 33592 | Karen Folsom (Adm) | 987-6969 | 987-6792 |
| Nelson | 6 | 3141 | K-5 | 5413 Durant Road, Dover, 33527 | Cindy Guy | 651-2120 | 651-2124 |
| Northwest | 2 | 3151 | K-5 | 16438 Hutchison Rd., Tampa, 33625 | Darlene Carter | 975-7315 | 975-7322 |
| Oak Grove | 4 | 3161 | K-5 | 6315 North Armenia Avenue Tampa, 33604 | Pamela Roberts | 356-1532 | 356-1536 |
| Oak Park | 7 | 3201 | K-5 | 2716 N. 46th St., Tampa, 33605 | Joyce Miles | 740-7733 | 740-7744 |
| Orange Grove Magnet | 4 | 3241 | 6-8 | 3415 16 th Street, Tampa, 33605 | Dr. Linda Denison | 276-5717 | 276-5857 |
| Palm River | 5 | 3281 | K-5 | 805 Maydell Drive, Tampa, 33619 | Woodland Johnson | 744-8066 | 744-8069 |
| Pierce | 2 | 0082 | 6-8 | 5511 N. Hesperides Street, Tampa, 33614 | Henry Lefler | 872-5344 | 871-7978 |
| Pinecrest | 6 | 3362 | K-5 | 7950 Lithia-Pinecrest, Lithia, 33547 | Vicki Dotson | 744-8164 | 740-4456 |
| Pizzo | 7 | 3381 | K-5 | 11701 USF Bull Run Dr, Tampa, 33617 | Pam Wilkins | 987-6500 | 987-6516 |
| Potter | 4 | 3521 | K-5 | 3224 E. Cayuga, Tampa, 33610 | Tracye Brown | 276-5564 | 233-3693 |
| Pride | 3 | 3441 | K-5 | 10310 Lions Den Drive, Tampa, 33647 | Cindy Land | 558-5400 | 558-5404 |

| | | | | | | | |
|----------------------------|---|------|-----|--|----------------------------|----------|----------|
| Progress Village Magnet | 5 | 3561 | 6-8 | 8113 Zinnia Drive, Tampa, 33619 | Michael Miranda | 671-5110 | 671-5240 |
| Rampello Downtown Magnet | 1 | 4251 | K-8 | 802 E. Washington Street, Tampa, FL 33602 | Liz Uppercue | 233-2333 | 233-2337 |
| Randall | 6 | 3620 | 6-8 | 16510 FishHawk Boulevard, Lithia, 33547 | Fredda Johnson | 740-3900 | 740-3910 |
| Reddick | 5 | 0110 | K-5 | 325 West Lake Drive, Wimauma, 33598 (under construction) | J. Thomas Roth | 634-0809 | 634-0814 |
| Riverhills | 3 | 3621 | K-5 | 405 Riverhills Drive, Temple Terrace, 33617 | Dr. Jackie Scaglione | 987-6911 | 987-6962 |
| Riverview | 5 | 3641 | K-5 | 10809 Hannaway Road, Riverview, 33569 | JoAnn Collings | 671-5105 | 671-5087 |
| Robinson Elem | 6 | 3681 | K-5 | 4801 S. Turkey Creek Road, Plant City, 33567 | Jane Morgan | 757-9424 | 757-9074 |
| Robles | 7 | 3761 | K-5 | 4405 E. Sligh Avenue, Tampa, 33610 | Bonnie "Beatrice" McDaniel | 744-8033 | 744-8350 |
| Rodgers | 5 | 3771 | 6-8 | 11910 Tucker Road, Riverview, 33569 | Tom Scott | 671-5288 | 671-5245 |
| Roland Park | 1 | 3781 | K-8 | 1510 N. Manhattan Avenue, Tampa, 33607 | Dave Burgess | 872-5212 | 673-4388 |
| Roosevelt | 1 | 3801 | K-5 | 3205 Ferdinand Av., Tampa, 33629 | Colleen Faucett | 272-3090 | 233-3577 |
| Ruskin | 5 | 3841 | K-5 | 101 E. College Avenue, Ruskin, 33570 | Donna Ippolito | 671-5177 | 671-5182 |
| Schmidt | 7 | 3851 | K-5 | 1250 Williams Road, Brandon, 33510 | Cynthia Malone | 651-2110 | 651-2114 |
| Schwarzkopf | 2 | 3861 | K-5 | 18333 Calusa Trace Blvd. Lutz, 33549 | Cheryl Holley | 975-6945 | 975-6948 |
| Seffner | 7 | 3881 | K-5 | 109 Cactus Road, Seffner, 33584 | Sharon Whitworth | 744-8171 | 740-3984 |
| Seminole | 4 | 3921 | K-5 | 6201 Central Avenue, Tampa, 33604 | Dr. Jackie Masters | 276-5556 | 272-2279 |
| Sessums | 5 | 3922 | K-5 | 11525 Ramble Creek Drive, Riverview, 33569 | Winnie McCandless | 672-5230 | 672-5234 |
| Shaw | 3 | 3951 | K-5 | 11311 N. 15th Street, Tampa, 33612 | Holly Saia | 975-7366 | 558-5025 |
| Sheehy | 7 | 0051 | K-5 | 6402 North 40th Street, Tampa, 33610 | Fontaine Marion | 233-3800 | 233-3804 |
| Shields | 5 | 0055 | 6-8 | 15732 Beth Shields Way, Ruskin, 33573 | Anna Volda | 672-5338 | 672-5342 |
| Shore Magnet | 1 | 3961 | K-5 | 1908 2nd Avenue, Tampa, 33605 | Barbara Mercer | 276-5712 | 272-0426 |
| Simmons Career | 6 | 0371 | | 1202 Grant Street, Plant City, 33563 | Leslie Morris | 707-7430 | 707-7435 |
| Simmons ESE | 6 | 4002 | | 1202 Grant Street, Plant City, 33563 | Leslie Morris | 707-7430 | 707-7435 |
| Sligh * | 7 | 1482 | 6-8 | 2011 E. Sligh Avenue, Tampa, 33610 | Barbara Fillhart | 276-5596 | 276-5606 |
| Smith, Sgt. Paul R. | 2 | 0074 | 6-8 | 14303 Citrus Pointe Drive, Tampa, 33625 | Kathy Flanagan | 792-5125 | 792-5129 |
| South County Career Center | 5 | 4154 | | 2810 John Sherman Way, Ruskin, 33570 | Sundy Chazares | 233-3335 | 233-3339 |
| Springhead | 6 | 4161 | K-5 | 3208 Nesmith Road, Plant City, 33566 | Ann Rushing | 757-9321 | 757-9500 |
| Stewart Magnet | 1 | 0284 | 6-8 | 1125 Spruce Street Tampa, 33607 | Baretta Wilson | 276-5691 | 276-5698 |

| | | | | | | | |
|-----------------------|---|------|-----|---|---------------------------|----------|----------|
| Stowers | 6 | 0085 | K-5 | 14510 Boyette Road, Riverview, FL 33569 | Catherine Lennard-Shields | 657-7431 | 657-7435 |
| Sulphur Springs | 4 | 4201 | K-5 | 8412 13th Street, Tampa, 33604 | Christi Buell | 975-7305 | 975-7398 |
| Summerfield | 5 | 4211 | K-5 | 11990 Big Bend Road, Riverview, 33569 | Margo Michalak | 671-5115 | 672-5221 |
| Summerfield Crossings | 5 | 0084 | K-5 | 11050 Fairway Meadow Dr, Riverview, 33579 | Richard Grayes | 672-5621 | 672-5625 |
| Summerfield Crossings | 5 | 0084 | K-5 | 11050 Fairway Meadow Dr, Riverview, 33579 | Richard Grayes | 672-5621 | 672-5625 |
| Symmes | 5 | 4212 | K-5 | 6280 Watson Road, Riverview, FL 33569 | Susan Marohnic | 740-4182 | 740-4186 |
| Tampa Bay Boulevard | 1 | 4241 | K-5 | 3111 Tampa Bay Blvd., Tampa, 33607 | Glenda Rodriguez | 872-5208 | 871-7586 |
| Tampa Palms | 3 | 4261 | K-5 | 6100 Tampa Palms Blvd., Tampa, 33647 | Kimberly Keenan | 975-7390 | 975-6654 |
| Temple Terrace | 3 | 4281 | K-5 | 124 Flotto Avenue, Temple Terrace, 33617 | Mary Frances Ledo | 987-6903 | 987-6406 |
| Thomas | 3 | 4321 | | 3215 Nundy Road, Tampa, 33618 | Merrill Fallis | 975-7355 | 975-7361 |
| Thonotosassa | 7 | 4361 | K-5 | 10050 Skew Lee Road, Thonotosassa, 33592 | Michele Gregory | 987-6987 | 987-6865 |
| Tinker | 1 | 4381 | K-5 | 8207 Tinker Street, MacDill AFB, 33621 | Cheryl Tyo | 840-2043 | 233-3664 |
| Tomlin | 6 | 3442 | 6-8 | 501 Woodrow Wilson, Plant City, 33567 | Susan Sullivan | 757-9400 | 707-7024 |
| Town & Country | 2 | 4441 | K-5 | 6025 Hanley Road, Tampa, 33634 | Jenilda Gallo | 871-7500 | 554-2378 |
| Trapnell | 6 | 4481 | K-5 | 1605 W. Trapnell, Plant City, 33567 | Rhonda Pulling | 757-9313 | 757-9129 |
| Turkey Creek | 6 | 4522 | 6-8 | 5005 S. Turkey Creek Rd. Plant City, 33567 | Dennis Mayo | 757-9442 | 757-9451 |
| Turner | 3 | 0069 | K-5 | 9190 Imperial Oak Blvd., Tampa, 33647 | Donna Ares | 907-9066 | 907-9546 |
| Twin Lakes | 4 | 4561 | K-5 | 8507 N. Habana Avenue, Tampa, 33614 | Edith Lefler | 975-7380 | 631-4153 |
| USF/Patel | 7 | 0122 | K-5 | 11801 USF Bull Run Drive, Tampa, 33617 | Lynn Roberts | 983-3966 | 983-9387 |
| Valrico | 6 | 4581 | K-5 | 609 S. Miller Road, Valrico, 33594 | Dr. Mary Knox | 744-6777 | 740-3535 |
| Van Buren | 7 | 0682 | 6-8 | 8715 N. 22nd Street, Tampa, 33604 | Dr. JoAnn Redden | 975-7652 | 631-4312 |
| Walden Lake | 6 | 4591 | K-5 | 2800 Turkey Creek Rd., Plant City, 33566 | Dina Wyatt | 757-9433 | 707-7170 |
| Walker | 2 | 4592 | 6-8 | 8282 N. Mobley Road, Odessa, 33556 | Joe Brown | 631-4726 | 631-4738 |
| Washington, BT. | 1 | 4601 | K-5 | 1407 Estelle Street, Tampa, 33605 | Toynita Martinez | 233-3720 | 233-3724 |
| Waters Career Center | 1 | 0363 | | 2704 N. Highland Avenue, Tampa, 33602 | Veronica Knight | 233-2655 | 233-2659 |
| Webb | 2 | 4442 | 6-8 | 6035 Hanley Road, Tampa, 33634 | Marcos Murillo | 872-5351 | 872-5359 |
| West Shore | 1 | 4681 | K-5 | 7110 S. West Shore Blvd. Tampa, 33616 | Elizabeth Wagner | 272-3080 | 233-2443 |
| West Tampa | 1 | 4722 | K-5 | 2700 Cherry Street, Tampa, 33607 | Linda Geller | 872-5200 | 356-1452 |

| | | | | | | | |
|---------------------------------|---|------|-----|--|--------------------|----------|----------|
| Westchase | 2 | 4651 | K-5 | 9517 W. Linebaugh Avenue, Tampa, 33626 | Scott Weaver | 631-4600 | 631-4617 |
| Williams Magnet | 7 | 4741 | 6-8 | 5020 North 47 th Street, Tampa, 33610 | Patricia Harrell | 744-8600 | 744-8665 |
| Willis Peters ESE | 6 | 1201 | | 2919 Nelson Avenue, Dover, 33527 | Marie Caracciola | 757-9462 | 707-7211 |
| Wilson Elem. | 6 | 4801 | K-5 | 702 English Street, Plant City, 33566 | Gina Becker | 757-9307 | 757-9310 |
| Wilson Middle | 1 | 4761 | 6-8 | 1005 Swann Avenue, Tampa, 33606 | Stephanie Woodford | 276-5682 | 233-2540 |
| Wimauma | 5 | 4841 | K-5 | 5709 Hickman, Wimauma, 33598 | Jeff Millman | 671-5159 | 672-5222 |
| Witter | 3 | 4921 | K-5 | 10801 N. 22 nd Street, Tampa, 33612 | Anna Brown | 975-7383 | 631-4447 |
| Woodbridge | 2 | 4941 | K-5 | 8301 Woodbridge Blvd., Tampa, 33615 | Diane Farmer | 871-7460 | 871-7063 |
| Yates | 7 | 4961 | K-5 | 301 N. Kingsway, Brandon, 33510 | Richard Shields | 744-8177 | 744-8179 |
| Young Magnet | 4 | 5041 | 6-8 | 1807 E. Dr. Martin Luther King Blvd, Tampa, 33610 | Dr. Angela Chaniel | 276-5739 | 276-5893 |
| Youth Services (OJJ Program) | 7 | 4327 | | 13706 N. 23rd Street, Tampa, 33613 | Greg Harkins | 840-7242 | 558-1150 |