

PUBLIC NOTICE

ITB No. 2022-818

SANITATION SERVICE BID

April 12, 2023 at 9:00 a.m. local time

Sealed bids for SANITATION SERVICE will be received from eligible bidders at the School District of Holmes County (hereinafter the District), 701 E. Pennsylvania Ave., Bonifay, FL 32425, until May 9, 2023 at 2:30 p.m. local time. The purpose and intent of this invitation to bid is to secure firm prices for one year after date of opening.

All bids submitted shall be on Attachment A, "Bid Response Form," included in the bid specifications, a copy of which may be reviewed or obtained from the District or by downloading from Holmes County School District's website at: www.hdsb.org.

Questions: Questions regarding specifications shall be submitted in writing to the District, at 701 E. Pennsylvania Ave., Bonifay, FL 32425. Questions are due no later than May 9, 2023.

The District does not discriminate based on age, race, color, gender, religion, national origin, disability or marital status.

The School District of Holmes County
701 E. Pennsylvania Ave.

Bonifay, FL 32425

BY: Tash M. Brown



Publicly posted in the lobby of the Holmes County School Board District Office on _____.



INVITATION TO BID
 School District of Holmes County
 (850) 547-9341 Phone

Release Date: August 18, 2022
 ITB No.: 2022-818
 ITB Title: Sanitation Bid
 Contact: Joshua McGowan
 Phone: 850-547-9341 x1261

This bid must be submitted to The School District of Holmes County, Department of Facilities, 701 E. Pennsylvania Ave. Bonifay, FL 32425, **no later than 2:30 p.m. on May 9, 2023** and plainly marked ITB No. 2022-818. Bids are due and will be opened at this time.

REQUIRED SUBMITTAL CHECKLIST

For each item below, insert bidder Authorized Agent initials verifying that forms are accurately completed, signed by an officer of the business, and returned with the bid.

- Bid Response Form (Attachment A)
(paper and electronic if required)
- Reference Form (Attachment B)
- All addenda issued, if any, acknowledged
(Attachment C) and included in bid
- Debarment Form (Attachment D)
- Drug Free Workplace Certification Form
(Attachment E)
- State or Holmes County Business Tax Receipt
- Guarantee Policy
- Public Entities Crime Form (Attachment F)
must be notarized

Vendor Business Name: _____
 Vendor Taxpayer Identification Number: _____
 Address: _____
 City, State & Zip Code: _____
 Telephone: _____ Fax: _____
 Name of Owner or Authorized Officer/Agent: _____
 Title: _____ Date: _____
 Email Address: _____ Internet URL: _____
 Signature of Owner or Authorized Officer/Agent: _____
 (Bid **must** be signed by an officer or employee having authority to legally bind the bidder)

Anti-Collusion Statement/Public Domain: I, the bidder, have not divulged, discussed, or compared this bid with any other contractor and have not colluded with any other contractor in the preparation of this bid in order to gain an unfair advantage in the award of this bid. I acknowledge that all information contained herein is part of the public domain subject to the Public Records Act, Chapter 119, Florida Statutes.

Bid Certification: By my signature, I hereby certify that I am submitting the following information as my company's bid and understand that by virtue of executing and returning with this bid this **Required Submittal Checklist**, I further certify complete and unconditional acceptance of the contents inclusive of this Invitation to Bid, and all appendices and the contents of any addenda released hereto.

NO RESPONSE - I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASON(S) CHECKED BELOW:

- Insufficient time to respond
- Specifications were unclear or restrictive
- Our schedule will not permit us to respond
- Terms & Conditions were unclear or restrictive
- Could not meet specifications
- Addendum received too late to respond
- Could not meet insurance requirements
- We do not offer the product or service requested
- Remove our company name from this commodity listing only
- Keep our company on the bid list for future bids
- Other _____

BID SPECIFICATIONS

A. **TERMS OF AGREEMENT:** The District will enter into a term contract with a contractor that is qualified and licensed to provide the services herein to the District. The successful bidder shall insure that the District's sanitation needs are provided for at least twice weekly. The sanitation service included in this bid are as follows:

1. Service (empty) 4 school sites twice a week:

Ponce de Leon Elementary 2 - 1 Six yard & 1 Eight yard dumpsters

Ponce de Leon High School 2 Six yard dumpsters

Bethlehem High School 2 Eight yard dumpsters

Poplar Springs High School 2 - 1 Six yard & 1 Eight yard dumpsters

B. **BIDDER QUALIFICATIONS:**

1. The Bidder must have a minimum of three (3) years experience in the provision of sanitation services.

2. The Bidder must be adequately equipped, staffed and supplied to promptly and efficiently furnish, and deliver all services as specific to any and all District locations.

C. **PRICING:** The price proposed is all inclusive, including service cost, transportation, and any charges borne by the District.

D. **INVOICING:** The District has a net 30 day payment policy from the receipt of invoice. The invoices should be submitted directly upon delivery at the site location, or if invoices are unavailable on the date of delivery, a service ticket provided by the bidder shall be required. All final invoicing should include the following: (1) location site of service; (2) the actual date of service; (3) the total amount due.

E. **COMPLIANCE WITH OSHA:** Bidder certifies that all material, equipment, etc., contained in their offer meets all Occupational Safety and Health Administration (OSHA) requirements.

Failure to deliver service, or failure to timely respond to District request pursuant to this bid, within the required time and at the contracted price

during regular or emergency operations may result in one or more of the following:

1. The District may obtain service from another source.
2. Termination of the Agreement.

3 If the successful bidder fails to deliver or timely respond more than two (2) consecutive times without giving the District a 24 hour or more notification of non-delivery, bidder will be in default of contract and the successful bidder may be debarred from doing business with the District for a period of three (3) years.

The successful bidder is responsible for having a service delivery backup plan in the event of equipment failure or other internal unforeseen circumstances that might cause a delay or inability in servicing this contract. Further, the successful bidder must be able to provide product services in the event of power outages, natural disasters, acts of God or any/all unforeseen circumstances. In the event Holmes County or the State or Federal Government has declared a state of emergency to be in effect, the bidder shall maintain an uninterrupted supply of products/ services described herein.

F. SAFETY: The successful bidder shall take all reasonable precautions for safety and shall provide all reasonable protection to prevent damage, injury or loss to persons and employees of the District.

G. DAMAGE TO DISTRICT PROPERTY: Any damage to property, equipment, grounds, buildings, etc. that is caused by the successful bidder shall be reported to the District within twenty-four (24) hours of discovery. The successful bidder will have ten (10) days after such report to present its written response to any claimed damages of the District. The successful bidder, upon approval by the Superintendent, or his designee, may make repairs that are deemed within its capability. The District reserves the right to make immediate repairs to correct damages that may be safety hazards or that pose a detrimental effect to the District's operations. Costs of any replacement or repairs made by the District for damages caused by the successful bidder shall be deducted from any monies due the bidder. This shall not prevent the District from seeking damages, including attorney's fees, should replacement/repair costs exceed the amount of monies owed to the successful bidder.

H. SMOKING AND TOBACCO PRODUCTS: Smoking and the use of tobacco products are prohibited on school property, including all buildings and grounds.

I. IDENTIFICATION: All personnel employed by the successful bidder, including any subcontractor when applicable, shall display at all times identification which shall include the employee's name, the employer's name and a photograph of the employee. The successful bidder's employee is forbidden from participating in any manner and form of interaction with students of Holmes County Public Schools.

J. LOCATION OF SITES: A list of sites for service is below

1. Bethlehem School
2. Ponce de Leon Elementary
3. Poplar Springs School
4. Ponce de Leon High

K. INSURANCE REQUIREMENTS: The successful bidder shall, at its own cost and expense, acquire and maintain (and cause any subcontractors, representatives or agents to acquire and maintain) during the term with the District, sufficient insurance to adequately protect the respective interest of the parties and which shall be at the minimum level as set forth by District policy.

L. TERM: The term of this agreement will begin immediately upon approval of the award of the successful bidder by the District and shall last for a period of twelve (12) months. At the end of the initial term, the District may initiate up to three (3) one (1) year renewals of the agreement in its sole and absolute discretion. All pricing shall be firm for the initial twelve (12) month period. At the end of the initial term, pricing may be adjusted for amounts other than inflation based upon mutual agreement of the parties after review of the appropriate documentation. Renewal prices shall be firm for at least one year.



Holmes County School Board

701 East Pennsylvania Avenue
Bonifay, FL 32425
TEL (850) 547-9341
FAX (850) 547-0381
www.hdsb.org

SUPERINTENDENT

Buddy L. Brown

BOARD MEMBERS

Wilburn Baker, Chair
Leesa Lee, Vice-Chair
Shirley Owens
Natalie Miller
Charley Wilson

4/12/23

Holmes District School Board is accepting proposals for sanitation services for the following schools; Ponce De Leon High School, Ponce De Leon Elementary, Bethlehem, and Poplar Springs. Proposals will be accepted starting April 12, 2023 through May 9, 2023 at 2:30 p.m. local time. Please drop off proposals at the Holmes County School Board offices located at 701 E Pennsylvania Ave, Bonifay, FL. Please contact Josh McGowan at 850-547-9341 ext. 1261 with questions or to make arrangements for a work site visit.

Scope of Work:

Ponce De Leon Elementary 1473 Ammons Rd., Ponce De Leon, FL 32455

- Two - (1) 6 Yard & (1) 8 Yard Dumpsters

Ponce De Leon High School 1477 Ammons Rd., Ponce De Leon, FL 32455

- Two 6 Yard Dumpsters

Bethlehem School 2767 Hwy 160, Bonifay, FL 32425

- Two 8 Yard Dumpsters

Poplar Springs School 3720 Tillman Rd., Graceville, FL 32440

- Two - (1) 6 Yard & (1) 8 Yard Dumpsters

General:

- The bid will be year to year with renewal up to 3 years
- Each school's dumpsters will be emptied twice per week not on consecutive days

ATTACHMENT A – BID RESPONSE FORM
THE SCHOOL DISTRICT OF HOLMES COUNTY

ITB No. 2022-818

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The School District of Holmes County, Bonifay, Florida

Having carefully examined the “General Conditions”, and the “Detailed Specifications”, all of which are contained herein, the Undersigned proposes to furnish the following which meet the bid specification:

THE SCHOOL DISTRICT OF HOLMES COUNTY
701 E. PENNSYLVANIA AVE.
BONIFAY, FL 32425

ATTACHMENT A BID PROPOSAL FORM PAGE 2

TO: THE SCHOOL DISTRICT OF HOLMES COUNTY

BID NUMBER:	BID TITLE:	CURRENT NAME OF BIDDER:
	Sanitation Services	

ITEM NO.	DESCRIPTION OF ITEM	PRICE PER UNIT SHOWN	Total Units Needed	Total Price
1.	6 Yard Dumpster		4	
2	8 Yard Dumpster		4	
	TOTAL OF A & B ABOVE		8	

Signature

Date

BIDDERS ARE REQUESTED TO QUOTE PRICES EXCLUSIVE OF ALL APPLICABLE TAXES.

ATTACHMENT B - REFERENCE FORM

Provide three (3) references of similar scope and size to this solicitation. The District prefers businesses to provide three (3) references, exclusive of the District. The District will consider responses with fewer than three (3) references, exclusive of the District. If fewer than three (3) non- District references are provided, the District will take into consideration the longevity and experience of the business, service to schools or government entities, and the nature of the service to be performed.

1. PROJECT NAME/DESCRIPTION: _____
CLIENT ORGANIZATION: _____
CONTACT PERSON: _____
TITLE: _____
PHONE: _____
EMAIL: _____
PROJECT SIZE: \$ _____
PROJECT DURATION: From _____ To _____

2. PROJECT NAME/DESCRIPTION: _____
CLIENT ORGANIZATION: _____
CONTACT PERSON: _____
TITLE: _____
PHONE: _____
EMAIL: _____
PROJECT SIZE: \$ _____
PROJECT DURATION: From _____ To _____

3. PROJECT NAME/DESCRIPTION: _____
CLIENT ORGANIZATION: _____
CONTACT PERSON: _____
TITLE: _____
PHONE: _____
EMAIL: _____
PROJECT SIZE: \$ _____
PROJECT DURATION: From _____ To _____

ATTACHMENT C - ADDENDA ACKNOWLEDGEMENT FORM

It is the sole responsibility of each Bidder to ensure that all addenda released are received; that all 1TB and addenda requirements have been completed and that all required submittals have been included.

The undersigned acknowledges the receipt of any addenda. Include a copy of each addendum with bid.

Addendum #1	_____ Signature	Date Issued:	Attached to bid:_Y_N
Addendum #2	_____ Signature	Date Issued:	Attached to bid:_Y_N
Addendum #3	_____ Signature	Date Issued:	Attached to bid:_Y_N
Addendum #4	_____ Signature	Date Issued:	Attached to bid:_Y_N

ATTACHMENT D - DEBARMENT FORM

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated in Section 85.110.

Instructions for Certification

1. By signing and submitting this bid, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "bid," and "voluntarily excluded." As used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this bid is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this bid that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this bid that it will include the clause titled I Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the No procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

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

NAME OF APPLICANT

PR/AWARD NUMBER AND/OR PROJECT NAME

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

ATTACHMENT E - DRUG-FREE WORKPLACE CERTIFICATION

The undersigned Contractor, in accordance with Florida Statue 287.087 hereby certifies that

_____ does:
Name of Business

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

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Signature of Authorized Officer _____

Date _____

ATTACHMENT F - PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3) (A),
FLORIDA STATUTES, PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____ for

2. The sworn statement is submitted by _____, (Name of entity submitting sworn statement)
Whose business address is _____ and (if applicable) its
Federal Employer Identification (FEIN) _____. If the entity has no FEIN, include the Social Security
Number of the individual signing this sworn statement: _____.
3. My name is _____ and my relationship to the
_____ (Please print name of individual signing) entity name above is

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision or any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a violation of guilt or a conviction of a public entity crime, with or without an adjudication of guilt in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. As entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons, when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States, with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8 . Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, not any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents \Who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)
Date:_____

STATE OF _____
COUNTY OF _____

_____ APPEARED IN PERSON BEFORE ME (the undersigned authority), who is

Personally known to meand affixed his/her signature in the space provided above on this

_____ day of _____, 20__.

NOTARY PUBLIC

My commission expires:_____