SUBMIT BID TO:
PROCUREMENT SERVICES
UNIVERSITY OF FLORIDA
971 ELMORE DRIVE
ELMORE HALL, Room 102
PO Box 115250
GAINESVILLE, FL 32611-5250
Phone: (352) 392-1331 - FAX: (352) 392-8837
Web Address: procurement.ufl.edu

INVITATION TO BID
Commodity
Acknowledgment Form

Page 1 of 14 Pages with Attachments

<table>
<thead>
<tr>
<th>UNIVERSITY MAILING DATE:</th>
<th>PROCUREMENT AGENT</th>
<th>BID TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/18/18</td>
<td>JL</td>
<td>Biological Incubators and Chambers</td>
</tr>
</tbody>
</table>

POSTING OF BID TABULATIONS

Bid tabulations with intended award(s) will be posted electronically for review by interested parties at procurement.ufl.edu and will remain posted for a period of 72 hours excluding Saturdays, Sundays, or state holidays. Failure to file a protest in accordance with Board of Governors (BOG) Regulation 18.002 or failure to post the bond or other security as required in the BOG regulations 18.002 and 18.003(3), shall constitute a waiver of protest proceedings.

Authorized Signature (Manual)

I certify 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. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the vendor and that the vendor is in compliance with all the requirements of the invitation to Bid, including but not limited to, certification requirements. In submitting a bid on behalf of the Board of Trustees, hereinafter known as the University, the vendor offers and agrees that if the bid is accepted the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the University for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University’s discretion, such assignment shall be made and become effective at the time the purchasing agency ter tifiers final payment to the vendor.

GENERAL CONDITIONS

SEALED BIDS: All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bids not submitted on the attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. EXECUTION OF BID: Bid must contain an original manual signature of authorized representative in the space provided above. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed.

2. NO BID: If not submitting a bid, respond by returning only this vendor acknowledgment form, marking it “NO BID”, and explain the reason in the space provided above. Failure to respond or to a procurement solicitation without giving justifiable reason for such failure, noncompliance to contract conditions, or other pertinent factors deemed reasonable and valid shall cause for removal of the supplier’s name from the bid mailing list. NOTE: To qualify as a respondent, vendor must submit a “NO BID”, and it must be received no later than the stated bid opening date and hour.

3. BID OPENING: Shall be public, on the date, location and the time specified on the bid form. It is the vendor's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. A bid may not be altered after opening of the bids. NOTE: Bid tabulations will be posted electronically at procurement.ufl.edu. Bid tabulations will not be provided by telephone.

4. PRICES, TERMS AND PAYMENT: Firm prices shall be bid and will include all packing, handling, shipping charges, and delivery to the destination shown herein. (a) TAXES: The University does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property or services. The Florida Tax Exempt Number is 55-8012617AC-4C-8. This exemption does not apply to purchases of tangible personal property or services made by vendors who use the tangible personal property or services in the performance of contracts for the improvement of University-owned real property as defined in Chapter 192, F.S.
(b) DISCOUNTS: Vendors are encouraged to reflect trade discounts in the unit prices quoted; however, vendors may offer a discount for prompt payment. Prompt payment discounts will not be considered in the bid award. However, every effort will be made to take the discount within the time offered. (c) MISTAKES: Vendors are expected to examine the specifications, delivery schedule, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at vendor’s risk. In case of a mistake in extensions the unit price will govern. (d) INVOICING AND PAYMENT: Payment will be made by the University of Florida after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified. An original invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. Payment shall be made in accordance with Section 215.422 (1) (2) F.S. VENDOR OMBUDSMAN: The University’s vendor ombudsman, whose duties include acting as an advocate for vendors may be experiencing problems in obtaining payment from the University, may be contacted at 352-392-1241. (e) ANNUAL APPROPRIATIONS: The University’s performance and obligation to pay under any contract awarded is contingent upon an annual appropriation by the Legislature. (f) CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this bid shall be a new, current standard production model available at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging. (g) SAFETY STANDARDS: Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards hereunder.

5. CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, F.S. All vendors must disclose with their bid the name of any officer, director, or agent who is also an employee of the University of Florida. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor’s firm or any of its branches.

6. AWARDS: As the best interest of the University may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined there is no competition to the lowest responsible
vendor, evaluation of other bids are not required. Vendors are cautioned to make no assumptions unless their bid has been evaluated as being responsive.

7. INTERPRETATIONS/DISPUTES: Any questions concerning conditions or specifications shall be directed in writing to Procurement Services. Inquiries must reference the number of the bid, time of submittal and bid number. No interpretations shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision.

8. NOTICE OF BID PROTEST BONDING REQUIREMENT: Any person or entity who files an action protesting a decision or an intention depending on a competitive solicitation shall at the time of filing the protest, pay to the University a bond payable to the University in an amount equal to: 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term; $10,000.00; whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the person or entity filing the protest action. In lieu of a bond, the University may accept a cashier's check, bank official check or money order in the amount of the bond. FAILURE OF THE PROTESTING PERSON OR ENTITY TO FILE THE REQUIRED BOND, CASHIER'S CHECK, BANK OFFICIAL CHECK OR MONEY ORDER AT THE TIME OF THE FILING THE FORMAL PROTEST SHALL RESULT IN DENIAL OF THE PROTEST.

9. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered in this bid prior to their delivery, it shall be the responsibility of the successful vendor to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

10. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, rules and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid and the University and the University's respective representatives, authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any vendor shall not constitute a cognizable defense against the legal requirements of this solicitation.

11. LOBBYING: Vendor is prohibited from using funds provided under any contract or purchase order for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

12. ADVERTISING: In submitting a bid, the vendor agrees not to use the results therefore as a part of any commercial advertising. Vendors and employees of the University shall be the only representatives of the University covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

20. PATENTS, COPYRIGHTS, TRADEMARKS, ROYALTIES and other Intellectual Property: The vendor, without exception, shall indemnify and save harmless the University and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of Florida. If the vendor uses any design, device, or material covered for or on account of any copyrighted, patented, or unpatented invention, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

21. CONFLICT BETWEEN DOCUMENTS: If any terms and conditions contained within the documents that are a part of this ITB or resulting contract are in conflict with any other terms and conditions contained therein, then the various documents comprising this ITB or resulting contract, as applicable, shall govern in the following order of precedence: change order, purchase order, addenda, scope of work, specifications, conditions, general conditions, specifications, departmental description of work, and bid.

22. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers, or any equivalent items and items not delivered as per delivery data in bid and/or purchase order may result in vendor being found in default in which event any and all reprocurement costs may be charged against the defaulting vendor. Any violation of these conditions may also result in the vendor's name being removed from the University of Florida's vendor file.

23. NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested and/or inspected for compliance with specifications by any appropriate testing facilities. Should the items fail, the University may require the vendor to reimburse the University for all reasonable expenses incurred by the University in testing the items, and in any event all such expenses shall be the responsibility of the contract supplier until accepted by the University.

24. PUBLIC RECORDS: Any material submitted in response to this invitation to Bid shall be the responsibility of the successful vendor to notify the purchaser at once in writing of any adverse conditions which the prices obviously are unbalanced will be subject to rejection. Items not delivered as per delivery data in bid and/or purchase order may result in vendor being found in default in which event any and all reprocurement costs may be charged against the defaulting vendor. Any violation of these conditions may also result in the vendor's name being removed from the University of Florida's vendor file.

25. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the University of Florida, Monday through Friday, unless otherwise specified.

26. PUBLIC PRINTING - PREFERENCE GIVEN PRINTING WITHIN THE STATE: The University of Florida shall give preference to vendors located within the state when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than, and at a level of quality comparable to, that obtainable from a vendor located outside of the state.

(a) CONTRACTS NOT TO BE SUBLET: In accordance with Class B Printing Laws and regulations of the Florida Board of Controller, any contract shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent contractor offering printing manufactured by other firms or persons.

(b) DISQUALIFICATION OF VENDOR: Reasonable grounds for believing that a vendor is involved in more than one bid for the same work will be cause for rejection of all bids in which such vendors are believed to be involved. Any or all bids will be rejected if there is reason to believe that there exists collusion between vendors. Bids in which the prices obviously are unbalanced will be subject to rejection.

(c) TRADE CUSTOMS: Current trade customs of the printing industry are recognized unless accepted by Special Conditions or Specifications herein.

(d) COMMUNICATIONS: It is expected that all materials and proofs will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials may be forwarded by registered mail.

(e) RETURN OF MATERIAL: All copy, photos, artwork, and other materials supplied by the University of Florida must be handled carefully and returned in good condition upon completion of the job. Such return is a condition of the contract and payment will not be made until return is affected.
NON-TECHNICAL SPECIFICATIONS

(1) INVITATION TO BID FORM - All bids should be submitted on the University of Florida Invitation to Bid/Bidders Acknowledgment form with one (1) complete original bid and one (1) electronic copy in a sealed envelope, with the following information on the outside of the envelope: bid number, date and time of bid opening, and Company name in order to be considered in the award.

Attn: Jennifer Leckerling
ITB19JL-114
Biological Incubators and Chambers
January 22, 2019
From: Company Name

The University reserves the right to return any bids unopened not submitted as per instructions above. Emailed bids will not be accepted.

(2) BID DELIVERY – If this bid will be mailed through the U.S. Postal Service as regular mail; if a company representative plans to attend the bid opening, if the bid will be hand delivered; or if the bid will be delivered by a service other than the U.S. Postal Service regular mail. i.e., Federal Express, Airborne, United Parcel Service, Courier, U.S. Postal Express Mail, etc., address the bid to the Building and room number as shown on the Invitation to Bid Acknowledgement Form.

University of Florida- Procurement Services
971 Elmore Drive, Elmore Hall RM102
Gainesville, Florida 32611

(3) RIGHT TO TERMINATE - In the event that any of the provisions of a contract resulting from the bid award are violated by the successful bidder, the University may serve written notice upon such bidder of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate the contract, and unless within ten (10) days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction are made, the contract shall, upon expiration of said ten (10) days, cease and terminate, but the liability of such bidder and his surety for any and all such violations(s) shall not be affected by any such termination.

(4) AVAILABILITY OF FUNDS - The State of Florida's and the University’s performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature of the State of Florida.

(5) CONTRACT RENEWAL - As mutually agreed upon, the successful bidder(s) shall be awarded a contract for one (1) year(s), with the option to renew the contract for four (4) additional one-year periods. Under the same terms, if it should be deemed advisable and advantageous to do so. Renewal of this contract shall be contingent upon satisfactory performance evaluations by the University.

(6) F.O.B. POINT – The F.O.B. Point shall be destination. Exact delivery point will be indicated on the Purchase Order

(7) DELIVERY - Delivery is requested within ten (10) calendar days after receipt of purchase order.

(8) WARRANTY - The successful bidder shall furnish factory warranty on all equipment furnished against defect in material and/or workmanship. The factory warranty shall become effective on the date of delivery and acceptance by the University. Should any defect in material or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the successful bidder shall repair or replace same at no cost to the University immediately upon written notice from University Procurement. The successful bidder will not be liable under the above warranty for any defects or damages resulting from unforeseeable causes beyond the control and without the fault or neglect by the University, acts of God, fires, floods, and hurricanes.
(9) LABELS - Labels shall be affixed as required by any or all State and Federal statutes or regulations.

(10) MAINTENANCE AND INSTRUCTION MANUALS - The successful bidder shall include at least one copy of an instruction manual with each unit supplied. This manual shall include at least a minimum of operating instructions, maintenance and repair information, including schematic diagrams and a list of available replacement parts.

(11) EQUAL OPPORTUNITY STATEMENT - The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the proposer commits to the following:

a. The provisions of Executive Order 11246, September 24, 1966, and the rules, regulations and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.

b. If the proposer expects to receive $10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be attached to the proposal response.

c. If the proposer expects to receive $50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.

d. If the proposer expects to receive $50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the proposer, subject to review upon request by the user agencies of this agreement.

(12) INQUIRIES - The University will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after the award of the bid. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any increased costs resulting from the Bidder accepting verbal direction. All changes, if necessary, shall be made by written addendum to the bid. Any explanation desired by Vendors must be requested of the University of Florida Procurement Services in writing, and if an explanation is necessary, a reply shall be made in the form of an addendum, a copy of which will posted on the Procurement Services website. Direct all inquiries to Jennifer Leckerling, Procurement Agent III, jenniferkerns@ufl.edu

All addenda will be posted to our web site only:
https://procurement.ufl.edu/vendors/schedule-of-bids/

Vendors who want the addenda supplied to them in another form must notify the Purchasing Agent listed above of that request. Otherwise, it will be the vendor’s responsibility to check the web site for any additional information and addenda concerning this ITB.

The University may not respond to any questions/requests for clarification that require addenda, if received by the University after January 8, 2019 at close of business (5:00 p.m. EST)

(13) PROTECTION OF PROPERTY - The successful bidder shall at all times guard against damage or loss to the property of the University or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents. The contractor shall provide all barricades and take all necessary precautions to protect buildings and personnel

(14) PACKAGING - Shipping labels shall be attached to each carton and shall contain the following information: purchase order number, quantity contained in each package, and total number of items being delivered.

(15) MATERIAL SAFETY DATA SHEET - In accordance with Chapter 442, Florida Statutes, if this purchase order involves the shipping of any item designated as a toxic substance such shipment must be accompanied by a Material Safety Data Sheet (MSDS). A toxic substance is defined as any chemical substance or mixture in gaseous, liquid or solid state, if such substance appears on the "Florida Substance List" promulgated by the Department of Labor and Employment Security; is manufactured, produced, used, applied or stored in the workplace; and causes a significant risk to safety or health during, or as a proximate result of, any customary or
reasonable foreseeable handling or use. The MSDS must be maintained by the user agency and must include the following information:

a) The Chemical name and the common name of the toxic substance.
b) The hazards or other risks in the use of the toxic substance, including:
   1. The potential for fire, explosion, corrosion, and reactivity.
   2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
   3. The primary routes of entry and symptoms of overexposure.
c) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
d) The emergency procedure for spills, fire, disposal, and first aid.
e) A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
f) The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

Any questions regarding this requirement should be directed to: Department of Labor and Employment Security, Bureau of Industrial Safety and Health, Toxic Waste Information Center, 2551 Executive Center Circle West, Tallahassee, Florida 32301-5014, Telephone: 1-800-367-4378.

(16) PUBLIC ENTITY CRIME - A person or affiliate who has been placed on the convicted vendor list by the Department of Management Services, State of Florida, may not submit a proposal on a contract to provide any goods or services, including construction, repairs, or leases and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant for the University of Florida for a period of 36 months from the date of being placed on the convicted vendor list, a "person" or "affiliate" includes any natural person or any entity, including predecessor or successor entities or any entity under the control of any natural person who is active in its management and who has been convicted of a public entity crime (Rule 6C1-3.020 FAC).

(17) FEDERAL DEBARRMENT - By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5).

(18) DISCRIMINATION – An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity.

(19) NOTICE TO CONTRACTORS OF ASBESTOS-CONTAINING MATERIALS IN UNIVERSITY BUILDINGS - Asbestos containing materials (ACM) can be found in almost any building in the United States more than 10 years old. The University of Florida is no exception. The types of asbestos most commonly found are pipe and boiler insulation, fireproofing, hard panels known as "Transite", floor tile, and spray or trowel-applied ceiling finishes. ACM is generally not hazardous if left undisturbed.

The University has implemented an Asbestos Program to assure safe management and removal of ACM. Contractors, consultants, and other vendors providing service to the University may encounter ACM and must, therefore, comply with the following instructions:
a) Avoid disturbing suspected ACM. Exercise caution and watch for possible ACM.
b) If it is necessary to disturb ACM, first notify the appropriate Division Asbestos Representative listed in this notice, or the University of Florida Asbestos Coordinator, before proceeding with your work. You shall take whatever precautions are necessary to protect humans' health and the environment, and comply with all applicable Federal, State, and Local laws pertaining to asbestos.
d) If you require additional information on possible locations of ACM in a particular building, contact the Asbestos Representative from the Division for which you are working.

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<thead>
<tr>
<th>Division</th>
<th>Asbestos Representative</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Physical Plant</td>
<td>Assoc. Dir. Facilities Services</td>
<td>(352) 392-7793</td>
</tr>
<tr>
<td>Health Center</td>
<td>Asst. Dir. Health Ctr. Facilities Services</td>
<td>(352) 392-4417</td>
</tr>
<tr>
<td>Housing</td>
<td>Asst. Dir. of Housing Maint. Serv.</td>
<td>(352) 392-2161</td>
</tr>
<tr>
<td>Reitz Union</td>
<td>Maintenance Superintendent</td>
<td>(352) 392-1614</td>
</tr>
<tr>
<td>IFAS</td>
<td>Engineer</td>
<td>(352) 392-6488</td>
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(20) **SMALL BUSINESS PROGRAM** - University is an equal opportunity institution and, as such, encourages the use of small businesses, including women and minority-owned small businesses in the provision of goods and services. Small businesses should have a fair and equal opportunity to compete for dollars spent by the University. Competition ensures that prices are competitive and a broad vendor base is available. Vendor shall use good faith efforts to ensure opportunities are available to small businesses, including women and minority-owned businesses. For questions about the University’s Small Business Program contact Kathey Porter, Director of Small Business and Vendor Diversity, 352-392-0380.

(21) **NOTICE TO CONTRACTOR:** - The University shall consider the employment by any contractor of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.

(22) **USE OF TERMS:** - The terms University of Florida, University, UF are used synonymously in this Request For Proposal/Invitation to Bid unless otherwise indicated. The terms vendor, proposer and contractor are used synonymously in this RFP/ITB unless otherwise indicated.

(23) **CONTRACTOR SHALL IMPLEMENT** - a drug-free workplace program in accordance with the requirements of Section 440.102, Florida Statutes.

(24) **TOBACCO-FREE CAMPUS POLICY** – As of July 1, 2010 the University of Florida campus has been tobacco-free. The use of cigarettes or other tobacco products in UF buildings, parking lots, or in vehicles in these areas is prohibited. The successful vendor is expected to respect this smoke free policy and fully comply with it.

(25) **FLORIDA PREFERENCE**—Preference for Florida Based Vendors for Purchases of Personal Property in accordance with §.287.084, Florida Statute; a preference shall be provided to vendors with a principal place of business in Florida. If the lowest responsible and responsive bid for personal property is from a vendor whose principal place of business is outside of Florida and is in a state or political subdivision thereof that grants a preference for the same purchase of personal property to a vendor in such state or political subdivision, as applicable, then the University shall grant the same preference to the Florida based vendor with the lowest responsible and responsive bid received pursuant to this Invitation to Bid.
If the lowest responsible and responsive bid is from a vendor whose principal place of business is in a state that does not grant a preference for the purchase of personal property to a vendor in such state, then the University shall grant a preference in the amount of 5 percent to the lowest and responsive Florida base vendor.

For vendors whose principal place of business is outside of Florida, such vendors must, at the time of submitting its bid, provide a written opinion from a licensed attorney in its state specifying (a) the preference(s) granted by the state or political subdivision and (b) how the preference(s) is/are calculated.

The attached Attestation of Principal Place of Business must be completed and returned with your ITB response.
Attestation of Principal Place of Business

University of Florida ITB19JL-114: Biological Incubators and Chambers

Name of Bidder: ________________________________ Business Name: ___________________________________________

Identify the State in which the Bidder has its principal place of business: ______________________________________

Bidder’s Signature: _____________________________   Title: ______________________________________________

INSTRUCTIONS: IF your principal place of business above is located within the State of Florida, provide the information as indicated above and return this form with your bid response. No further action is required. IF your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your bid response. Failure to comply may be considered as non-responsive to the terms of this solicitation.

OPINION OF OUT-OF-STATE BIDDER’S ATTORNEY ON BIDDING PREFERENCES

(To be completed by the Attorney for an Out-of-State Bidder)

NOTICE: §287.084(2), Florida Statutes, provides that “a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.” See also § 287.084(1), Florida Statutes.

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

(Please Select One)

____ The Bidder’s principal place of business is in the State of ______________ and it is my legal opinion that the laws of that state do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that state.

____ The Bidder’s principal place of business is in the State of ______________ and it is my legal opinion that the laws of that state grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that State: [Please describe applicable preference(s) and identify applicable state law(s)]:

____________________________________________________________________________________________________

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

(Please Select One)

____ The Bidder’s principal place of business is in the political subdivision of ______________ and it is my legal opinion that the laws of that political subdivision do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

____ The Bidder’s principal place of business is in the political subdivision of ______________ and it is my legal opinion that the laws of that political subdivision grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

____________________________________________________________________________________________________

Signature of out-of-state Bidder’s attorney: _______________________________________________________________
Printed name of out-of-state Bidder’s attorney: ___________________________________________________________
Address of out-of-state Bidder’s attorney: _________________________________________________________________
Telephone number of out-of-state Bidder’s attorney: (_______) ________ - __________________
Email address of out-of-state Bidder’s attorney: ___________________________________________________________
Attorney’s states of bar admission: __________________________________________________________________
Purpose and Scope:

YEARLY CONTRACTS- MULTIPLE AWARD: to be based on total spend of $626,000 for biological incubators, chambers and accessories for Academic Fiscal Year 2018.

- **Purpose and Scope**: To establish an indefinite quantity, firm fixed price contract to be used as a primary source for biological incubators, chambers and accessories.

- **Term of Contract**: The effective period of contract resulting from this bid will be February 1, 2019 through January 31, 2020 with four (4) additional one-year periods, please include applicable price list for initial contract period.

- **Quotations and Invoices**: All Quotes and Invoices should display both the list price and the discount the University of Florida is receiving on all goods and services. The contract number should be noted on all Quotations and Invoices.

- **Price Increases**: Price changes will normally only be considered at the end of one Agreement period and the beginning of another. Price increases will be capped at 3% per year. Price change requests shall be in writing, submitted to UF Procurement at least sixty (60) days prior to the end of the current Agreement period, and shall be supported by written evidence of increased costs. The University will not approve unsupported price increases that will merely increase the gross profitability of the Vendor at the expense of the University. Price change requests shall be a factor in the Agreement renewal process. The University shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of the University.

- **Reporting Requirements**: The successful vendor(s) agrees to furnish to the University a summary of total sales made under this contract twice a year.
  - All reporting will be in Electronic Format provided to Procurement Services prior to business reviews at least twice a year and upon request to departments.
  - Reports will include, but are not limited to the following. Detailed invoice level purchase history usage with at minimum the following fields:
    - PO Number
    - Quote Number
    - Invoice Number
    - Invoice Date
    - Ordered By Department
    - Order Date
    - Delivery Date
    - Vendor Item Code
    - Item Description
    - List Price
    - Order Method
    - Discount
    - Net Price
    - Other Organizations: Total dollar value of purchases and total of orders through University agreement to other institutions
    - Savings to University through vendor discounting - special offers such as volume discounting
  - Vendor and University will work together to create reports as University deems necessary and compatible with vendor systems.
Other Purchasers - With the consent and agreement of the successful bidder(s) purchases may be made under this ITB by other state universities, community colleges, district school boards, other educational institutions, and other governmental agencies within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in Rule 6C1-3.020 (5)(f) 3 Fla. Admin. Code.

The other universities encouraged to use this contract are:
- Florida State University, Tallahassee
- Florida A&M University, Tallahassee
- University of Central Florida, Orlando
- University of South Florida, Tampa
- Florida Atlantic University, Boca Raton
- Florida International University, Miami
- University of North Florida, Jacksonville
- University of West Florida, Pensacola
- Florida Gulf Coast University, Ft. Myers
- Florida Polytechnic University, Lakeland
- New College, Sarasota

Schedule of Events
- Bid Posting: December 18, 2018
- Questions Due: January 8, 2019 by 5:00PM EST
- Bid Opening: January 22, 2019 at 3:00PM EST
The intention is to cover all products in the manufacturer’s catalog.  

(Complete one sheet per brand or model if discount is different)

**BRAND NAME BID:** _______________________________________

**PRICE LIST NAME/NUMBER:** ___________________________________

Price sheet included? YES NO (a “NO” answer is a non-responsive bid)

**FIXED DISCOUNT FROM LIST PRICES:** Bids must be shown as minimum % discount from manufacturer’s published retail price list.

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>% DISCOUNT OFFERED</th>
<th>TYPE OF WARRANTY PROVIDED</th>
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<tbody>
<tr>
<td>Biological Incubators</td>
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<td>Chambers</td>
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<td>Equipment Accessories</td>
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<td>Used/Demo Equipment</td>
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<tr>
<td>Service/Maintenance Contracts</td>
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**ADDITIONAL QUANTITY DISCOUNTS:**

List additional discounts (in combination with above discount) applicable to any single order of any combination of awarded contract items to be delivered at one time to one destination (Prices listed below are before discount is taken).

- $25,000 - $34,999 _________%
- $35,000 - $49,999 _________%
- $50,000 - $99,999 _________%
- $100,000 - $149,999 _________%
- $___,000 - $___,000 _________%

**PAYMENT TERMS:** ______ % ______________DAYS (OR NET 30)

Additional discount- : ______ % ______________Days
ADDITIONAL DISCOUNT OPPORTUNITIES:
To be reviewed as changes in list price may arise. For instance what type of discount might be considered based on aggregate volume received by vendor as a result of piggybacked contracts.

LIST EXTENDED WARRANTIES THAT MAY BE OFFERED:

PLEASE LIST BELOW THE CHARGES REQUIRED FOR INSIDE OR INSTALLED DELIVERY:

DESCRIBE WHAT TYPE OF SET-UP AND TRAINING IS PROVIDED TO THE DEPARTMENT:

DESCRIBE WHAT TYPE OF CAMPUS SUPPORT IS PROVIDED TO THE RESEARCHERS:

Vendor: _______________________________    Date: _________________
ALL ORDERS SHOULD BE DIRECTED TO:

FEID number: ______________________________
Vendor: ______________________________
Street address or PO Box: __________________________________________________
City, State, Zip: __________________________________________
Toll free phone: ______________________________
Phone: ______________________________
E-mail address: ______________________________
Ordering fax number: ______________________________
Remit address: ____________________________________________________________
City, State, Zip: __________________________________________

DIRECT PRODUCT INFORMATION INQUIRIES TO:

Name and Title: ______________________________
Address: __________________________________________
City, State, Zip: __________________________________________
Toll-free phone: ______________________________ Ext.: __________________
Voice mail: ______________________________ Box No.: __________________
Phone: ______________________________ Fax: ______________________________
E-mail address: ______________________________
Web Site URL: http:// ______________________________

Vendor : ______________________________ Date: __________________
Please note if factory trained technicians

<table>
<thead>
<tr>
<th>DEALER NAME AND ADDRESS</th>
<th>FACTORY TRAINED?</th>
<th>CONTACT PERSON</th>
<th>PHONE NUMBERS /E-MAIL</th>
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Vendor: ____________________________          Date: ________________