### INVITATION TO BID

**Commodity**

**Acknowledgment Form**

---

**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 prices 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 to a procurement solicitation without giving justifiable reason for such failure, noncompliance to contract conditions, or any other pertinent factors deemed reasonable and valid shall be 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 85-8012816/74C-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 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 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 date of bid opening 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 intended decision pertaining to a competitive solicitation shall at the time of filing the formal protest, post with 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, whichever is greater. The minimum bond amount shall be $10,000.00; or 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, and of all ordinances, 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 pertaining to the bid, the bid response hereto and the University, by and through its officers, employees and 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 effect thereof.

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 of the State or Federal or state government.

12. ADVERTISING: In submitting a bid, the vendor agrees not to use the results therefrom as a part of any commercial advertising. Vendor may not use the names, logos, or trademarks of the University, its employees, or affiliates without the prior written consent of the University.

13. ASSIGNMENT: Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

14. LIABILITY: The vendor agrees to indemnify and save the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, and employees harmless from any and all judgments, orders, awards, costs and expenses, including attorney’s fees, of any kind or nature, for or by reason of any damage, including loss of use thereof, or bodily injury (including death) which may hereafter be sustained by the vendor, its employees, its subcontractors, or the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, or third persons, arising out of or in connection with any contract awarded and which are the result of the vendor’s breach of contract or of the negligent acts of the vendor, its officers, agents and employees. This clause does not apply to contracts between government agencies.

15. FACILITIES: The University reserves the right to inspect the vendor’s facilities at any time with prior notice.

16. ADDITIONAL QUANTITIES: For a period not exceeding ninety (90) days from the date of acceptance of any offer by the University of Florida, the right is reserved to acquire additional quantities up to but not exceeding those shown on bid or the bid level at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted “BID IS FOR SPECIFIED QUANTITY ONLY”.

17. SERVICE AND WARRANTY: Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to the contract term. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided.

18. SAMPLES: Samples of items, when called for, must be furnished free of expense, on or before bid opening time and date, and if not destroyed, may upon request, be returned at the vendor’s expense. Each individual sample must be labeled with vendor’s name, manufacturer’s brand name and number, bid number and item number. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with the bid. If instructions are not received within this time, the commodities shall be disposed of by the University.

19. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage of all items shall be the responsibility of the contract supplier until accepted by the University, unless loss or damage results from negligence by the University. The contract supplier shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the University will:

(a) Record any evidence of visible damage on all copies of the delivering carrier’s Bill of Lading.

(b) Report damage (Visible or Concealed) to the carrier and contract supplier confirming such reports in writing within 15 days of delivery, requesting that the carrier file a damage claim.

(c) Retain the item and its shipping container, including inner packing material until inspection is performed by the carrier, and disposition given by the contract supplier.

(d) Provide the contract supplier with a copy of the carrier’s Bill of Lading and damage inspection report.

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 patented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of Florida: in no event it shall make any design, device, or mark. The University shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the University will:

(a) Record any evidence of visible damage on all copies of the delivering carrier’s Bill of Lading.

(b) Report damage (Visible or Concealed) to the carrier and contract supplier confirming such reports in writing within 15 days of delivery, requesting that the carrier file a damage claim.

(c) Retain the item and its shipping container, including inner packing material until inspection is performed by the carrier, and disposition given by the contract supplier.

(d) Provide the contract supplier with a copy of the carrier’s Bill of Lading and damage inspection report.

21. CONFLICT BETWEEN DOCUMENTS: If any terms and conditions contained in any of these documents 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, special 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 listed in a specification are for information and not intended to limit competition. If bids are not based on manufacturer’s product (or indicate on the bid form the manufacturer’s name and number), supplier shall submit with the bid, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The vendor shall also explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. The University of Florida reserves the right to determine acceptance of the proposed equivalent bids that do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form.

23. NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested and/or inspected for compliance with specifications by any appropriate testing facility. Should the item fail, the University may require the vendor to reimburse the University for the costs incurred by the University in connection with the examination or testing. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, F.S. Items delivered not conforming to specifications may be rejected and returned at vendor’s expense. These 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 also result in the vendor’s name being removed from the University of Florida’s vendor file.

24. PUBLIC RECORDS: Any material submitted in response to this Invitation to Bid shall become a public document pursuant to Section 119.07 F.S. This includes material which the responding vendor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07 F.S.

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. Time of delivery is the date delivery becomes due as determined by the University having made 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 in 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 “Printing 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 cause the 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 collusion exists between vendors. Bids in which the prior obligation has been noted shall be subject to rejection by the University.

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

(d) COMMUNICATIONS: All proposals and contracts will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials will be forwarded by registered mail.

(e) RETURN OF MATERIALS: Copy, artwork, and other materials supplied by the University of Florida shall 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 effected.

END OF SECTION
Purpose and Scope:

Annual Contract for Card Stock for ID Printing Cards

The University of Florida is seeking to establish a multiple year contract for card stock, to be used as a primary source for UF Business Services Gator1 Card Needs.

The product requested is: HID Seos Cards Part Number: 5006PG3NN-A002166. The Card stock is to be encoded with the University of Florida’s Corporate 1000 Format & Elite key.

Initial QTY is for 20,000 cards, with a delivery date of March 1st, 2021. We anticipate subsequent orders of 30,000 cards annually.

- **Term of Contract**: The effective period of contract resulting from this bid will be February 1st, 2020 to February 1st, 2023 with two (2) additional three-year periods, please include applicable price list for initial contract period. Annual Price increase renewals allowable with no greater than 4% annually.

- **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.

- **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
    - Invoice Number
    - Invoice Date
    - Ordered by Department
    - Order Date
    - Vendor Item Code
    - Item Description
    - List Price
    - Discount
    - Net Price
  - Vendor and University will work together to create reports as University deems necessary and compatible with vendor systems.

- **Schedule of Events**
  
  - Bid Posting: December 22nd, 2020
  - Questions Due: January 7th, 2020
  - Addendum Issued with Answers to Questions: January 11th, 2021
  - Bid Opening: January 14th, 2021
PRICE SHEET

From: ____________________________
   (Company Name/Name & Title of Authorized Agent)

To:   UNIVERSITY OF FLORIDA
      ATTN: Abigail Deal
      Procurement Services
      971 Elmore Drive
      Elmore Hall Rm101
      Gainesville, FL 32611

The undersigned, being invested with the authority of his/her employer, and having read the Documents
for the Bid, as well as the Specifications for the Bid, entitled:

   ITB21AD-128 Cardstock for ID Cards

and having familiarized himself/herself with all conditions affecting and governing the specifications,
pricing and delivery of the product and services described herein, hereby proposes to furnish the products
and services as per the specifications, in strict compliance with the Bid Documents, Addenda and any
other documents relating thereto on file with UF Procurement Services and, if awarded the Contract,
agrees to abide by the pricing and delivery terms as per the Documents and as stated herein, for the sums
enumerated on this page.

TOTAL COST OF MATERIALS (INCLUDING
SHIPPING/DELIVERY COSTS): $ ____________________________

TOTAL BID PRICE: $ ____________________________

I have carefully prepared this Bid from contact documents described above, I have full authority to make
such statements and submit this Bid in (my) (its) (their) behalf, and all statements are true and correct.

(Signature)          (Printed or typed)

(Address, City State, Zip)

(Telephone)          (Date)

(Email)
NON-TECHNICAL SPECIFICATIONS

1. **AWARD** - Award will be made on an "All-or-None Offer Total Bid Price" basis. Any contract awarded pursuant to this Invitation to Bid will be awarded to the single best responsive bidder or to none at all.

2. **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.

3. **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 bidders must be requested of UF Procurement Services in writing, and if an explanation is necessary, a reply shall be made in the form of an addendum. Direct all inquiries to Abigail Deal, Procurement Agent II, Abigail.deal@ufl.edu

   All addenda will be posted to UF Procurement Services website only: https://procurement.ufl.edu/vendors/schedule-of-bids/

   Bidders who want the addenda supplied to them in another form must notify the Procurement Agent listed above of that request. Otherwise, it will be the bidder’s sole responsibility to check the website 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 7th, 2021, by 5pm**.

4. **BID SUBMITTAL** - All bids should include a completed and signed University of Florida Invitation to Bid Commodity Acknowledgment Form, Price Sheet, Attestation of Principal Place of Business, and any Addenda. Submit one (1) complete original bid and one (1) electronic copy, on a flash drive or CD/DVD, in a sealed envelope, with the following information on the outside of the envelope: bid number (ITB21AD-128), date and time of bid opening (01/14/2021 at 3:00 PM) and company name.
Bids are due no later than January 14th, 2021 at 3:00 PM.

Late bids, emailed bids or faxed bids will not be accepted.

5. **BID DELIVERY** - If this bid will be mailed through the U. S. Postal Service as regular mail, address the bid to the PO Box as shown on the Invitation to Bid Commodity Acknowledgment Form.

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, United Parcel Service, Courier, U. S. Postal Express Mail, etc., address the bid to the street address as shown on the Invitation to Bid Commodity Acknowledgment form.

6. **BID OPENING** – Bid opening will be held remotely via Zoom. A link to the Zoom meeting will be posted on the Schedule of Bids page of the procurement website.

7. **ERRORS** – The University is not liable for any errors or misinterpretations made by the proposer in responding to this Invitation to Bid.

8. **CONFIDENTIALITY** – From the date of issuance of this ITB, until a bid is made, the vendor must not make available or discuss his or her bid, or any part thereof, with any employee or agent of the University, unless permitted by UF Procurement Services, in writing, for purposes of clarification only.

9. **VENDOR’S EXPENSE** – All bids submitted in response to the ITB must be submitted at the sole expense of the Bidder, whether or not any agreement is signed as a result of this Invitation to Bid. Bidders will pay all costs associated with the preparation of bids and necessary visits to campus and/or any required site visits.

10. **OPEN COMPETITION** - The University encourages free and open competition among vendors. Whenever possible, specifications and ITB terms and conditions are designed to accomplish the objective, consistent with the necessity to satisfy the University’s needs and the accomplishment of a sound economical operation. The vendor’s signature on this bid guarantees that the prices quoted have been established without collusion with other vendors and without effort to preclude the University from obtaining the lowest possible competitive price. The vendor certifies that its officers or employees have not bribed or attempted to bribe or influence in any way an officer, employee or agent of the University.

11. **QUALIFICATIONS OF BIDDERS** - This bid will be awarded only to a responsible bidder qualified by experience to provide the work specified. If the bidder has not been pre-qualified with UF Procurement Services within the fiscal year (July 1 through June 30), the following evidence of eligibility may be required to be submitted:

1. Evidence that bidder is licensed by the appropriate government agency to perform the work specified.
2. Experience record showing bidder's training and experience in similar work.
3. List and briefly describe projects of similar size and/or complexity which have been completed satisfactorily. List should include names of contracts, dates of contracts, location, and names and addresses of owners.

As part of the qualification process, the University may make inquiries and investigations, including verbal or written references from vendor’s customers, to determine the ability of the vendor to offer service.
12. **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.

13. **ASSEMBLY AND/OR PLACEMENT** - It will be the responsibility of the successful bidder to supply the necessary labor and materials for the placement of all product as specified in the Invitation to Bid and assure proper installation and satisfactory operation of all product prior to acceptance by the University.

14. **DEBRIS** - Successful bidder shall be responsible for the prompt removal of all debris which is a result of delivery, assembly, or installation.

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

16. **TIME OF COMPLETION** - The work to be performed under this Contract shall commence within ten (10) calendar days after Successful Bidder’s receipt of UF’s Purchase Order and shall be completed no later than February 20th, 2021. Supplier will provide UF with a tracking number for purchase upon shipment. UF intends to issue a Purchase Order on or before February 1st, 2021.

17. **WARRANTY** - The successful bidder shall furnish factory warranty on all product furnished against defect in material and/or workmanship. The factory warranty shall become effective on the date of acceptance by the University. The successful bidder shall warrant the installation for one (1) year from the date of project completion. Should any defect in material or workmanship, not including 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 the University. 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.

18. **INSURANCE** – The Contractor shall purchase from and maintain with a company or companies, lawfully authorized to do business in Florida and acceptable to the University, such insurance as will protect the Contractor from claims arising out of or resulting from the Contractor’s operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. All insurance policies shall be issued and countersigned by representatives of such companies duly authorized for the State of Florida and shall be written on ISO standard forms or their equivalents. The Contractor shall file with the University Certificates of Insurance prior to the commencement of the work and shall file certificates of insurance evidencing the renewal of such policies at least thirty (30) days prior to the date the each applicable insurance policy is scheduled to expire. Please note that the University of Florida must be named “additional insured” on automobile and general liability policies.
Contractors Liability Insurance - The Contractor shall provide the ISO Commercial General Liability policy for general liability coverage’s for limits of not less than of $500,000 per occurrence. Coverage’s shall be maintained without interruption from date of commencement of work until date of final payment.

Worker's Compensation - The Contractor shall secure and maintain for the life of this Agreement, valid Worker's Compensation Insurance as required by Chapter 440, Florida Statues.

Automobile Liability - The Contractor shall secure and maintain during the life of this Agreement, Automobile Liability insurance on all vehicles against bodily injury and property damage in the amount of at least, $500,000 per occurrence.

19. OSHA REGULATIONS - It is the responsibility of the contractor to insure that ALL OSHA regulations applying to this job are adhered to at all times.

20. LIABILITY - The University, as a public entity, is protected by sovereign immunity from tort liability, subject to a limited statutory waiver. The University will not agree to (i) indemnify or hold harmless any vendor; (ii) be liable for vendor’s attorneys’ fees under any circumstances; or (iii) binding arbitration. The Agreement shall not be construed or interpreted as (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of University or the State of Florida or their agents and agencies to be sued; or (iii) a waiver of either University’s or the State of Florida’s sovereign immunity beyond the limited waiver provided in section 768.28, Florida Statutes.

21. CHANGES IN THE WORK - The University may order, in writing, extra work or make changes by altering, adding to or deducting from the work, the Contract Sum and Time of Performance being adjusted accordingly. The value of any such change shall be determined by estimate and acceptance of a lump sum. Claims by the Contractor for extra cost must be made in writing before executing the work involved.

22. 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:

1. 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.
2. 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 bid response.
3. 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 (EEOO-1) must be filed prior to March 1 of each year.
4. 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.

23. 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 bid 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).

24. **FEDERAL DEBARRMENT** - By signing this bid, 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).

25. **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.

26. **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.

27. **USE OF TERMS:** - The terms University of Florida, University, UF, UF Procurement Services, University of Florida Planning, Design, and Construction, UF Planning, Design and Construction, and UF PDC are used synonymously in this Invitation to Bid unless otherwise indicated. The terms vendor, bidder, proposer and contractor are used synonymously in this ITB unless otherwise indicated.

28. **AMERICANS WITH DISABILITY ACT** - If special accommodations are needed in order to attend a pre-bid meeting, contact procurement@ufl.edu, three (3) business days prior to the event.

29. **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.

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

31. **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.

32. **INVOICING AND PAYMENT TO CONTRACTOR** - All invoices will need to contain either a UF purchase order number or the 8-digit department ID number of the department with which you are doing
business. Please include your Tax Identification number. All invoices for payment should be submitted to the University of Florida via:

Email: UFL.invoices@edmgroup.com

Or by Fax: 1-570-496-5411

Or by Mail: University of Florida
Attn: Accounts Payable
PO Box 3357
Scranton, PA 18505
Attestation of Principal Place of Business
University of Florida ITB21AD-128 Cardstock for Gator1 ID Cards

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: _______________________________________________________________________________