To: All Bidders  
From: Tamrah Hill, Purchasing Coordinator  
Subject: Invitation to Bid: # 2010-03  
Bid Title: CAMPUS SECURITY SERVICES

You are invited to submit a sealed bid subject to the terms, conditions, and specifications contained herein and are hereby made part of this invitation.

Sealed bids for ITB #2010-03 CAMPUS SECURITY SERVICES for Florida Keys Community College Key West campus will be received at the Purchasing Office, Florida Keys Community College 5901 College Rd. Key West, FL 33040, no later than 2:00 pm Friday May 21, 2010. Bids will be opened publicly at that time in the board room.

Bids are to be received in sealed envelopes plainly marked, CAMPUS SECURITY SERVICES ITB# 2010-03 and the bidder’s name. Anything written on the outside of the envelope will not be counted as part of the bid. Faxed responses and any bids received after the date and time specified will not be considered.

To arrange a site visit please contact the Facility Director Bill Cole 305-809-3184 or email: William.cole@fkcc.edu

FKCC reserves the right to reject all proposals not deemed in the best interest of FKCC, or not in compliance with the specifications. FKCC reserves the right to wave any irregularities in said proposals.

Direct all inquiries regarding this bid to Tamrah Hill, Purchasing Coordinator, 305-809-3222, or by e-mail @ tamrah.hill@fkcc.edu

The nondiscrimination clause contained in Section 202, Executive Order 11243, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein. The above clause applies to all contractors.
INVITATION TO BID (ITB)
TERM CONTRACT
CONTRACTUAL SERVICES /COMMODITY
PROPOSAL ACKNOWLEDGEMENT

POSTING OF BID TABULATIONS:
Bid tabulations with recommended awards will be posted for
review by interested parties at the location where opened and will
remain posted for a period of 72 hours. Failure to file a protest
with 72 hours prescribed in s. 120.57(3), F.S., shall constitute waiver
of proceedings under Chapter 120, F.S.

### BID NUMBER & TITLE:
# 2010-03 CAMPUS SECURITY SERVICES

### BIDS WILL BE OPENED:
Friday May 21, 2010 @ 2:00 PM EST
and may not be withdrawn within 60 days after such date and time.

### ESTIMATED POSTING DATE:
Wednesday May 26, 2010

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<tr>
<th>PURCHASING COORDINATOR: Tamrah Hill</th>
<th>AGENCY MAILING DATE:</th>
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<td>BIDDER NAME:</td>
<td>WEB ADDRESS:</td>
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<td>MAILING ADDRESS:</td>
<td>DELIVERY DATE WILL BE</td>
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<td>CITY- STATE- ZIP :</td>
<td>DAYS after receipt of Purchase Order.</td>
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<td>PHONE #: ( )</td>
<td>CASH DISCOUNT TERMS:</td>
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<td>TOLL FREE #: ( )</td>
<td>REASON FOR NO BID:</td>
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<td>FAX #: ( )</td>
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**VENDOR NUMBER**

It is imperative that the bidder furnish its Federal Employer ID Number (FEI) in the space provided below. Failure to do so will prevent the processing of Purchase Order to bidders doing business with the College for the first time.

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<tr>
<th>FEI #</th>
<th>MY FIRM IS A FLORIDA CERTIFIED MINORITY BUSINESS</th>
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<td>ENTERPRISE: NO</td>
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<td>ENTERPRISE: NO</td>
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**FILL IN 9-DIGIT NUMBER HERE**

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 bidder and that the bidder is in compliance with all requirements of the invitation to bid, hereinafter referred to as ITB, including but not limited to certification requirements. In submitting a bid to an agency for the State of Florida, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the State of Florida 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 U.S. and the State of Florida for price fixing relating to the particular commodities purchased or acquired by the State of Florida. At the College's discretion, such assignment shall be made and become effective at the time of the College tender final payment to the bidder.

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<th>TITLE AND DATE:</th>
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<th>AUTHORIZED SIGNATURE</th>
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GENERAL CONDITIONS

1. Execution of Bid – Your bid must contain the signature of an authorized representative of your firm in the space provided on the last page of the quotation sheet.

2. Prices Quoted- Deduct trade and quantity discounts and quote firm net prices, F.O.B Florida Keys Community College, uncrated and installed, ready to use.
   a. Taxes- Federal Excise and Florida States Taxes are not applicable and must be included in you price. Exemption numbers will be shown on the Purchase Order.
   b. Discounts- Bidders are urged to compute all discounts for prompt payment into the net price as mentioned above, with terms of payment to be net 30 days.

3. Special Conditions- Any conditions you may wish to make part of your bid should be submitted by separate letter with notes thereof on the quotation sheet in the space provided as “Exceptions”.

4. Mistakes – Bidders are expected to examine the specifications, delivery schedule and all other instructions pertaining to the equipment, supplies and/or services requested on this bid form; failure to do so will be at the bidder’s risk.

5. Conditions and Packaging- Unless otherwise indicated in the bid, it is understood and agreed that any item offered or shipped as a result of this bid shall be new and in first class condition. All containers shall be new and suitable for storage or reshipment and that all prices quoted include standard commercial packaging customary in the industry.

6. Underwriters Laboratories- All manufactured items and fabricated assemblies of electrically operated equipment shall carry U.L approved or re- examination listing where such has been established for the type(s) of devices offered and furnished.

7. Samples- Samples of items, if required must be furnished free of expense and if not destroyed through testing will upon request be returned at the bidder’s expense. Request of the return of samples must be made with then (10) days after the bid opening date. Each sample must labeled with bidder’s name, bid number and item number.

8. Delivery- Delivery will be made as indicated on the cover sheet and will be expressed in Number of Days after Receipt of Purchase Order. Delivery time may take precedence over price in determining the best bid; therefore, the delivery dates must be as realistic as possible. Delivery hours to the College will be from 8:30 a.m. to 4:00 p.m., Monday through Friday.

9. Nonconformance to Specifications- Items furnished as a result of this bid and delivered to the purchaser must meet or exceed the specifications indicated on the quotations sheet. Items not conforming to specifications may be rejected and returned at the vendor’s expense. Items not delivered in accordance to specifications and/or general conditions of this bid concerning quantity, quality, delivery schedules, etc., may be purchased on the open market and any increase in cost over the bid price shall be the basis of a claim against the successful bidder.

10. Awards- The District Board of Florida Keys Community College may, as the best interest of the institution dictate, waive any minor irregularity in bids received. The “Purchase Order”, when issued and furnished to the successful bidder, shall result in a binding contract without further action by either party.

11. Additional Quantities- Additional quantities may be ordered at prices quoted on this bid invitation within ninety (90) days from bid opening date unless the bid is qualified by the statement “Bid is For Specified Quantity Only”

12. Bid Opening- Bid opening shall be public, on the date and the time specified on the cover sheet. All bids received after that time shall be returned unopened.
13. Specifications Information – If you require additional information, address your request to:

Department of Purchasing
Florida Keys Community College
5901 college Road
Key West, FL 33040

Such Information must be requested prior to bid opening.

14. No Bid Response- The general conditions above are in addition to the instructions on the cover sheet. If you are not submitting a bid, please return the cover sheet marked: No Bid* and explain your reason for not bidding. If no response is received, we will assume you are not interested in future bidding.

15. Performance Standards- All work shall be performed by competent and skilled craftsmen. Labor crews shall be under the direct control of a single foreman designated at the beginning of the work and skilled in reading blueprints and coordination between office and job. Contractor shall review plans and specifications with the job foreman to insure complete understanding of the project.

16. Insurance, Compensation- The bidder shall obtain and maintain during the life of the contract, Workmen’s Compensation Insurance for all of his employees employed during installation at the site of the project. In case any work is sublet, the Contractor shall required the Subcontractor similarly to provide Workmen’s Compensation Insurance for all the latter’s employees unless such employees are covered by the protection afforded by the contractor. In case any class of employees engaged in hazardous work under this contract during installation at the site of the project is not protected under Workmen’s Compensation Statute, the Contractor shall provide and shall cause such Subcontractor to provide adequate coverage for the protection of his employees not otherwise protected.

17. Responsible of Contractor- Contractor shall be responsible for securing all necessary licenses and permits, and shall comply in all ways with state and local codes.

18. Conflict in Interest- the bid is subject to the provision of Chapter 112, Florida Statues. All bidders must disclose, with their bid, the name of any officer, director, or agent who is also employed by Florida Keys Community College.

Further, all bidders must disclose the name of any employee or agent of the College who owns, directly or indirectly an interest of five percent (5%) more in the bidder’s firm or any of its branches.

19. Attorney’s Fees- In the event the bidder breaches this contract or the specifications and the College is required to take legal action to resolve the breech, or to recover any monies which may be due hereunder, then, and in those events, the bidder shall pay all costs for such legal action or collection, including a reasonable attorney’s fee.

20. Disqualification- the College reserves the right to disqualify bids, before or after opening, upon evidence that the Bidder is not qualified by experience, is not in a position to do the work specified in the time allotted, or upon evidence of collusion with intent to defraud, or other illegal practice.

21. Identical Tie Bids-Preference shall be given to business with drug-free work place programs. Whenever two or more bids which are equal with respect to price, quality, and services are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free work place program.
22. Minority-Owned Firms- To comply with the provisions of Section 287.0943, Florida Statues, each bidder shall check the appropriate designation(s) of your firm as indicated below:

Minority-Owned Firm: YES__________ NO__________

1. If yes, please check the appropriate space:
   
   ____ a. Black, no of Hispanic
   ____ b. Hispanic
   ____ c. Asian or Pacific Islander
   ____ d. American Indian or Alaskan Native
   ____ e. Woman
   ____ f. Physically or Mentally Disabled

2. If yes, are you currently certified by the Florida Department of General Services as a Minority Business Enterprise? YES__________ NO__________

23. Purchase by other State of Florida colleges, universities and state agencies, with the consent and agreement of the successful bidder(s) may be under this bid by other community colleges, state universities, district school boards and/or other state agencies within the State Board of Education Rule 6A-14.0734(2)(d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from date of award. Bidder(s) shall note below exceptions to the above paragraph, if any:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

24. Bid Protest Procedures- Bid tabulations and the Bid Evaluation Committee’s recommendation of award will be available within ten (10) days of the bid opening from the Purchasing Dept., Admin. Building Rm. A130, 5901 College Rd, Key West, Florida. A written notice of protest must be filled with the Director of Purchasing within 72 hours (Saturdays, Sundays and Legal holidays excluded) of the posting of the bid tabulation and the protesting bidder shall file a formal written protest with tem (10) days after the filling of intent to protest. Failure to file protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

Protest on specifications contained in an invitation to bid or in a request for proposals, shall be filed in writing within 72 hours after the receipt of notice of the project plans and specifications in an invitation to bid or request for proposals, and the formal written protest, with 5% protest bond, shall be filed within ten (10) days after the date the notice of protest if filed. Failure to file protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter120, Florida Statutes.
DRUG-FREE WORKPLACE FORM

In accordance with Section 287.087, Florida Statutes, preference must be given to vendors submitting a certificate of a drug–free workplace. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS

Whenever two or more bids, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

__________________________________________

(Name of Business)

Does:

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 be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business ‘s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and 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 subsection (1).
4. In the statement specified in subsection (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 plead guilty of nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States of any state, for a violation occurring in the 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 is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace though implementation of this section.

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

__________________________________________  _________________

Signature Date

Title Bid # 2009-010
SCOPE OF WORK

Florida Keys Community College requests your bid for providing all labor and necessary support equipment for campus security for the College campus in Key West, Florida.

The term of this agreement will be based on FKCC Fiscal Year, July 1 through June 30.

This agreement may be extended under the same terms and conditions for an additional one (1) year for a maximum of three (3) years by mutual agreement of both parties, in writing, prior to thirty (30) days notice.

1. Provide unarmed uniformed baseline security services as defined by the client for its faculty, students, visitors and employees.
2. Respond to all alarm conditions.
3. Use reasonable effort to deter and only when necessary detain persons in accordance with established operating procedures.
4. Cooperate and assist law enforcement agencies in connection with crimes committed against client.
5. Monitor parking lot and spaces, campus facilities, grounds and any other security or safety hazard that may result in a liability exposure. Make regular hourly rounds of campus check to check that locks are secure. Ensure that lights are working and turned.
6. Create and maintain a post order book or pass down log specifically designed for the property.
7. Security officers will be licensed as required by Florida Statutes
8. Security officers will be courteous, professional and well groomed.
9. A supervisor will be available at all times when officers are on duty
10. Security officers will submit Incident Reports as required and advise the College promptly of any incidents.
11. Security officers will enforce all rules, regulations, policies and other matters as requested by the College
12. Contractor’s management will meet with College representatives upon request.
13. Report and/or request unauthorized persons and vehicles to be removed
14. Provide escort service for students to and from classes as required.

WORK SCHEDULE

- 80 hours per week
- Weekends and holidays included.
- Specific hours to be determined upon start date.
- Additional hours may be requested.

**COPIES OF YOUR BUSINESS LICENSE, WORKER’S COMP AND GENERAL LIABILITY INSURANCE MUST BE ATTACHED WITH THE BID PACKET.**
REFERENCES

1. __________________________________________
   FIRM OR ENTITY
   __________________________________________
   CONTACT PERSON
   __________________________________________
   ADDRESS/CITY, STATE & ZIP CODE
   __________________________________________
   DATE/TERM CONTRACT
   __________________________________________
   TELEPHONE NUMBER
   __________________________________________
   DATE OF LAST SERVICES PROVIDED
   __________________________________________
   TYPE OF SERVICE(S)

2. __________________________________________
   FIRM OR ENTITY
   __________________________________________
   CONTACT PERSON
   __________________________________________
   ADDRESS/CITY, STATE & ZIP CODE
   __________________________________________
   DATE/TERM CONTRACT
   __________________________________________
   TELEPHONE NUMBER
   __________________________________________
   DATE OF LAST SERVICES PROVIDED
3. ___________________________________________  TYPE OF SERVICE(S)

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

____________________________________________________________________
FIRM OR ENTITY

_____________________________________________________
CONTACT PERSON

_____________________________________________________
ADDRESS/CITY, STATE & ZIP CODE

_____________________________________________________
____________________________________________________________________
DATE/TERM CONTRACT

_____________________________________________________
TELEPHONE NUMBER

_____________________________________________________
DATE OF LAST SERVICES PROVIDED

_____________________________________________________
____________________________________________________________________
TYPE OF SERVICE(S)

____________________________________________________________________

____________________________________________________________________

4. ___________________________________________  FIRM OR ENTITY

_____________________________________________________
CONTACT PERSON

_____________________________________________________
ADDRESS/CITY, STATE & ZIP CODE

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| __________________________ |
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BID PRICE SHEET

LOCATIONS

KEY WEST CAMPUS

FKCC
5901 COLLEGE RD.
KEY WEST, FL 33040
Florida Keys Community College

TOTAL BID PRICE:
$____________

# OF EMPLOYEES
$____________

HOURLY RATE PER EMPLOYEE
$____________

ADDITIONAL HOURLY RATE PER EMPLOYEE:
$____________

PAYMENT DISCOUNTS
_____________________
(IF ANY)

EXCEPTIONS (IF ANY, LIST HERE):

BIDS SUBMITTED BY:

________________________________________________________

FEDERAL TAX I.D.

________________________________________________________

FIRM OR ENTITY NAME

________________________________________________________

ADDRESS

________________________________________________________

CITY, STATE & ZIP CODE

________________________________________________________

TELEPHONE

________________________________________________________

NUMBER/FAX NUMBER

________________________________________________________

TYPED OR PRINTED

NAME OF

________________________________________________________

REPRESENTATIVE

________________________________________________________

SIGNATURE