



Invitation to Bid #11-18

College Vehicle

Santa Fe College invites you to submit a bid for a college vehicle according to the terms and conditions herein.

Thank you for your interest in Santa Fe College.

ITB #11-18: College Vehicle
INFORMATION SHEET

Date of Posting: January 4, 2018

Santa Fe College Purchasing Department Contact	David Shlafer, Director of Purchasing E-mail: david.shlafer@sfcollge.edu
Date/Time/Location of Inspection (see Section 1.7 for more information)	January 17, 2018, 10:00 a.m. – 11:00 a.m. Attendance at the inspection is OPTIONAL, but please e-mail david.shlafer@sfcollge.edu if you intend to visit.
Changes/Inquiry Deadline <u>Unless specified otherwise in a College-issued addendum to this solicitation, requested changes to any conditions or specifications must be sent by the date in this section or they will not be considered.</u> (See Section 1.5 for more information)	January 19, 2018, 5:00 p.m.
Date Addendum #1 to be Posted http://www.sfcollge.edu/finance/purchasing/bids/index (See Section 1.6 for more information)	Monday, January 22 by 4:30 p.m.
Date and Time Proposal is Due (See Section 1.8 for more information)	Monday, February 5, 3:00 p.m.
Date of Recommended Award Posting	Tuesday, February 6

Any changes to the above schedule will be posted in an addendum at <http://www.sfcollge.edu/finance/purchasing/bids/index>.

Solicitation Acknowledgement - REQUIRED

This page must be included with your submission. Failure to do so will result in immediate rejection of your submission.

Solicitation Number/Title: 11-18: College Vehicle
<p>The undersigned hereby certifies that the response included herein is made without prior understanding, agreement, or connection with any person or business entity submitting a response for the same goods or services and is in all respects fair and without collusion or fraud.</p> <p><u>The undersigned understands and agrees that by submitting a response, the entirety of the response is subject to Florida Statute 119 and will be considered a public record upon solicitation award or recommendation to award, subject to the following exemptions.</u> Confidential information shall include only information that is made exempt from disclosure by Florida Statute. If the Bidder/proposer believes any information submitted is protected from disclosure under Florida's public records law, the bidder/proposer <u>must provide evidence</u> of a statutory exemption under Florida law that is satisfactory to the College or obtain a protective order. All items of Confidential information must be labeled in writing as such when delivered to the recipient. (Any item marked "Confidential" that is not accompanied by sufficient evidence of statutory exemption or a protective order shall be considered a public record and by signing below the bidder/proposer hereby agrees to this provision.)</p> <p>The undersigned understands and agrees that any vendor-suggested changes and inquiries regarding this solicitation are due by the date shown on the solicitation information sheet (page 2), and that any vendor-required changes to the terms and conditions not already approved in an addendum issued by the College prior to the solicitation due date will likely be rejected and may (in the College's complete discretion) result in the rejection of the entire submission.</p> <p>The undersigned agrees to abide by all conditions of this invitation and certifies that he or she is authorized to sign this submission for the business entity indicated below.</p>
Bidder/Proposer Business Entity Name:
Business Address:
Printed Name of Authorized Signatory:
Title of Authorized Signatory:
Authorized Signatory Signature:

1.0 General Terms and Conditions

To ensure acceptance of your response to this solicitation, please be sure to follow the instructions herein. By signing the "Solicitation Acknowledgement", you agree to the terms and conditions below. **Any and all conditions within this solicitation document which vary from these general conditions shall have precedence. Any attempts by the bidder/proposer to alter these General Terms and Conditions shall be void and unenforceable unless agreed to specifically in a written agreement signed by the parties.** Any proposed changes must be submitted by the "Inquiry Deadline" specified on Page 2.

1.1 Definitions

"Bidder/Proposer" refers to the business entity submitting a bid, proposal, or reply in response to this solicitation.

"Board" refers to Santa Fe College's Board of Trustees

"College" and/or "SF" refers to Santa Fe College.

"Contractor" refers to the bidder/proposer whose response is selected for award.

"Response" refers to a business entity's submission in response to this solicitation.

1.2 SEALED SUBMITTALS/DEADLINE: All responses must be submitted by the date/time required on the "Solicitation Information Sheet" in a sealed envelope or box addressed as follows:

Santa Fe College
Director of Purchasing and Auxiliary Services
Robertson Administration Bldg. Room 42
3000 NW 83rd Street
Gainesville, Florida 32606.

The face of the envelope or box shall contain, in the lower left-hand corner, the Solicitation Number, Title, and Date and Time to be opened.

Offers by fax, e-mail, or telephone will not be accepted.

It is the sole responsibility of the bidder/proposer to deliver his or her response to the address contained herein on or before the closing hour and date shown above. Responses received after the specified due date/time shall be rejected and retained unopened for the record. The College is not responsible for late mail or any other circumstance resulting in a late submission. No Purchasing Department staff will incur responsibility for the inadvertent opening of a response not properly sealed, addressed, and/or identified.

Submissions are considered valid for 120 days from the due date unless otherwise stated herein.

1.3 EXECUTION OF RESPONSE: The response must contain a manual signature of an authorized representative of the bidder/proposer on the "Solicitation Acknowledgement" form (Page 3). Responses not submitted with the "Solicitation Acknowledgement" form shall be rejected.

- 1.4 COSTS: The College is not liable for any costs incurred by a bidder/proposer in responding to this solicitation, including those for oral presentations, if applicable.
- 1.5 INQUIRIES & INTERPRETATIONS: Any questions concerning terms, conditions, and/or specifications shall **only** be directed via e-mail to the Purchasing Department Contact (see Page 2) no later than the inquiry deadline (see Page 2). Failure to comply with this condition will result in bidder/proposer waiving his/her right to dispute the solicitation terms, conditions and/or specifications. Please reference the solicitation number in all inquiries. **Any vendor that contacts others at the College outside the Purchasing Department to discuss the solicitation may be disqualified.**
- The Purchasing Department Contact may send inquiries to bidders/proposers for clarification of information, if necessary.
- 1.6 ADDENDA: Any addenda to this solicitation will be posted on the SF Purchasing web site (<http://www.sfcollege.edu/finance/purchasing/bids/index>) by 5:00 p.m. on the date indicated on the Solicitation Information Sheet (Page 2) or in the addenda itself if further addenda are necessary. **It is the bidder's/proposer's responsibility to assure that any addenda are received.** Calendar changes (bid due date, award date, etc.) may be posted at any time if necessary. It may be required that an addendum be signed and returned with the bidder's/proposer's response. Proposers who do not sign addenda (if required) may have their entire response rejected.
- 1.7 PRE-SOLICITATION MEETING(S): Pre-bid or pre-proposal conferences or inspections may be held to assist responders with understanding the specifications and/or viewing the relevant location(s). If such a meeting is designated as "Mandatory", then only those who attend will be considered for award. Bidders/proposers are **strongly** urged to attend any non-mandatory pre-bid or pre-proposal conference as individual vendor appointments to review specifications will not be accepted.
- 1.8 SOLICITATION OPENING/DUE DATE AND TIME: Anyone may be present at a solicitation opening and/or receive a list of names of bidders/proposers. However, the contents of the solicitation responses shall not become public until an award or recommendation for award is made. Any responses received after the due date/time shall be deemed nonresponsive and retained unopened for the record.
- 1.9 (Deleted)
- 1.10 (Deleted)
- 1.11 (Deleted)
- 1.12 AWARD: In the best interest of the College, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof. The College also reserves the right to reject any and all responses, to cancel a solicitation process at any time, or waive any minor irregularity or technicality in responses received. Further, the College reserves the right to secure expert advice in selecting the best response to meet the requirements of the College. (Any such expert advice shall in no way be associated with a business entity submitting a response.) In some cases, an award may be based on the top-ranked bidder/proposer and the College being able to agree on final contract terms. If for any reason the top-ranked bidder/proposer and College cannot

agree on final contract terms, the College may elect to re-open the solicitation, cancel the solicitation, or award to the second highest-ranked bidder/proposer, and so on.

1.13 POSTING AND TABULATION: The posting of the award or recommended award will be made on or about the date of award notification as indicated on the Solicitation Information sheet (Page 2). Award notices will be posted on the SF College Purchasing Office bulletin board (outside room F-042, 3000 NW 83rd Street, Gainesville, Florida, 32606) and on the College's purchasing solicitation website, <http://www.sfcollege.edu/finance/purchasing/bids/index>. After award, solicitation files may be examined during normal working hours by appointment. In accordance with Florida Statute 119.071(1), the contents of all solicitations become public records and are available to public inspection when an award or recommendation to award is posted or 30 days after responses are open – whichever is earlier. However, if the College rejects all responses, and concurrently provides notice of its intent to reissue the solicitation, the responses shall remain exempt from disclosure until notice of an award or intended award concerning the reissued solicitation is made or twelve (12) months has passed, whichever is sooner.

1.14 PROTEST: The recommended award will be posted for review by interested parties both online (at <http://www.sfcollege.edu/finance/purchasing/bids/index>) and in the Alan J. Robertson Administration Building, outside Room F-46 and will remain posted for a period of at least seventy-two (72) hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

In accordance with FS 287.042(2)(c), any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the College pursuant to Section 120.57(3) shall post, at the time of filing the formal written protest, a bond payable to the College in an amount equal to one percent (1%) of the estimated total volume of the award. The aforementioned bond shall be conditioned upon the payment of all costs which may be adjudged against him/her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the College prevails, it shall recover all costs and charges that shall be included in the final order judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check or money order shall be returned to him/her. If the person protesting the award prevails, he or she shall recover from the agency all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

1.15 (Deleted)

1.16 PRICES, TERMS, AND PAYMENT: Bidder/proposer prices shall include all packing, handling, shipping charges and delivery to the destination shown herein. Bidder/proposer is requested to offer cash discount for prompt invoice payment (where applicable). Unless otherwise stated in this solicitation, payment terms shall be Net 30 days.

1.17 TAXES: Santa Fe College does not pay Federal Excise or State Sales Tax. Do not include these items on invoices. The applicable tax exemption number is shown on the College's Purchase Order. A copy of the College's tax exempt certificate is available upon request.

- 1.18 MISTAKES: Failure to examine the specifications, delivery schedule, prices, extensions, and all instructions pertaining to any goods and services solicited herein will be at bidder/proposer's risk. In case of mistake in extension, the unit price will govern.
- 1.19 DELIVERY: Delivery time may become a basis for making an award. Unless otherwise specified, delivery shall be made within thirty (30) days from the date of receiving a College purchase order. Unless otherwise agreed, deliveries to the College shall be made between the hours of 8:30 a.m. - 3:30 p.m., Monday through Friday.
- 1.20 CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All bidders/proposers must disclose with their solicitation the name of any officers, director, or agent who is also an employee of Santa Fe College. All bidders/proposers must disclose any College employee who owns, directly or indirectly, any interest in the bidder's/proposer's business or any of its branches. The bidder/proposer shall not compensate in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service which he/she may do, or perform for, or on behalf of, any officer, agent, or employee of the bidder/proposer. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made, by anyone for, or on behalf of, the College. The bidder/proposer shall have no interest and shall not acquire any interest that shall conflict in any manner with the performance of the products or services required under this solicitation.
- 1.21 NON-CONFORMANCE TO CONTRACT CONDITIONS: Items may be tested for compliance with specifications under the direction of the Florida Department of Agriculture and Consumer Services or by other appropriate testing laboratories. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, Florida Statutes. Items delivered not conforming to specifications may be rejected and returned at bidder's/proposer's expense. Non-conforming items and items not delivered as per delivery date required by the solicitation and/or purchase order may result in bidder/proposer being found in default, in which event any and all re-procurement costs may be charged against the defaulting Contractor. Any such violation of the award/agreement may also result in the bidder/proposer being prohibited from participating in future business with the College in accordance with the College's vendor policy.
- 1.22 DISPUTES: In case of any doubt or difference of opinions as to the services to be furnished hereunder, the decision of the College's Purchasing Director shall be final and binding on both parties. However, should an administrative hearing occur, the party requesting the hearing shall be held accountable for any and all costs relating thereto.
- 1.23 GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of material, quality, workmanship, or performance of the items offered in this solicitation prior to their delivery, it shall be the responsibility of the successful bidder/proposer to notify the College at once, indicating in the notice the specific regulation which required an alteration. Santa Fe College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the award/agreement at no expense to the College.
- 1.24 LEGAL REQUIREMENTS: Federal, State, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder/proposer will in no way be a cause for relief from responsibility.

- 1.25 PATENTS AND ROYALTIES: The Contractor, without exception, shall indemnify and save harmless Santa Fe College and its employees from liability of any nature or kind, including costs 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 Santa Fe College. If the Contractor uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the response prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
- 1.26 ADVERTISING: Bidder/proposer agrees not to use the results of this solicitation as a part of any commercial advertising without prior approval from the SF Director of Purchasing.
- 1.27 (Deleted)
- 1.28 LIABILITY (HOLD HARMLESS AGREEMENT): The awarded business entity (Contractor) agrees, by accepting the award of this solicitation, to the following:
- On behalf of Contractor and any heirs, executors, administrators, and assigns, Contractor hereby waives, releases, covenants not to sue, forever discharges, and AGREES TO INDEMNIFY, DEFEND, AND SAVE AND HOLD HARMLESS the District Board of Trustees of Santa Fe College and the State of Florida and their respective trustees, employees, agents, successors, and assigns (collectively, "Releasees") from all claims, liabilities, actions and causes of action, damages, costs and/or expenses of any nature, including but not limited to attorneys' fees and costs (collectively "Claims"), arising out of or in any way connected with the appropriate use of the products or performance of the services set forth herein.
- 1.29 ANTI-DISCRIMINATION CLAUSE: Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status. To the extent applicable, the nondiscrimination clause contained in Section 202, Executive Order 11246, 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.
- 1.30 AMERICANS WITH DISABILITIES ACT: The successful bidder/proposer shall comply with the Americans with Disabilities Act. In the event of the Contractor's noncompliance with the nondiscrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, any agreement resulting from this solicitation may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further contracts.
- 1.31 STATE LICENSING REQUIREMENT: All entities defined under Chapters 607, 617, or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State of Florida's Department of State.
- 1.32 PUBLIC ENTITY CRIME INFORMATION: As per Florida Statutes, Section 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity

for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”

- 1.33 DISCRIMINATORY VENDORS LIST: An entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a response to provide goods or services to a public entity, may not be awarded a contract 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.
- 1.34 UNAUTHORIZED EMPLOYMENT OF ALIEN WORKERS: The College does not intend to award publicly funded contracts to those entities or affiliates who knowingly employ unauthorized alien workers, constituting a violation of the employment provisions as determined pursuant to Section 274A of the Immigration and Nationality Act.
- 1.35 RECORDS: All responses become the property of the College and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes.

1.35.1 PUBLIC RECORDS LAW: The bidder/proposer agrees to allow the College and the public access to any documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, made or received by the bidder/proposer in conjunction with any submission or agreement resulting from this solicitation. Refusal to comply with this provision shall constitute sufficient cause for termination of any agreement resulting from this solicitation. All written records received by College in connection with the transaction of official business, including information contained in any responses to this solicitation, may be deemed public records and are subject to the provisions of Ch. 119, Florida Statutes. In addition, if federal funds are used in this procurement, the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

1.35.2 AUDIT RECORDS: The Contractor agrees to maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the College under any agreement resulting from this solicitation, and agrees to provide a financial and compliance audit to the College or to the Office of the Auditor General and to ensure that all related party transactions are disclosed to the auditor. The Contractor agrees to include all record-keeping requirements on all subcontracts and assignments related to any agreement resulting from this solicitation.

1.35.3 RETENTION OF RECORDS: The Contractor agrees to retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any agreement resulting from this solicitation for a period of five (5) years. The Contractor shall maintain complete and accurate record keeping and documentation as required by the College and the terms of any agreement resulting from this solicitation. Copies of all records and documents shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes. For the duration of any agreement

resulting from this solicitation, all documents must be retained by the Contractor within the State of Florida, at an address to be provided in writing to the Purchasing Director within thirty (30) days of the agreement execution. Any records not available at the time of an audit will be deemed unavailable for audit purposes. Violations will be noted and forwarded to the College's Inspector General and/or legal counsel for review. The Contractor shall cooperate with the College to facilitate the duplication and transfer of any said records or documents during the required retention period. The Contractor shall advise the College of the location of all records pertaining to the Contract resulting from this solicitation and shall notify the College by e-mail (with proof of receipt by the Director of Purchasing) or certified mail within ten (10) days if/when the records are moved to a new location.

- 1.36 SEVERABILITY: The invalidity or unenforceability of any particular provision of any agreement resulting from this solicitation shall not affect the other provisions hereof, and shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes of the agreement can still be determined and effectuated.
- 1.37 GOVERNING LAW AND VENUE: Any agreement resulting from this solicitation is executed and entered into in the State of Florida and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Any action hereon or in connection herewith shall be brought in Alachua County, Florida.
- 1.38 (Deleted)
- 1.39 (Deleted)
- 1.40 FORCE MAJEURE: Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Agreement resulting from this solicitation due directly or indirectly from acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, terrorism, strikes, or labor disputes.
- 1.41 VERBAL INSTRUCTIONS: No negotiations, decisions, or actions shall be initiated or executed by the bidder/proposer as a result of any discussions with any College employee. Only those communications that are in writing from the College's Purchasing staff identified in this solicitation shall be considered a duly authorized expression on behalf of the College. Only communications from the bidder's/proposer's representative that are in writing will be recognized by the College as duly authorized expressions on behalf of the bidder/proposer.
- 1.42 PREFERENCE TO FLORIDA BUSINESS: In accordance with Florida Statute 287.084, if this solicitation is for personal property, then a preference of at least five percent (5%) (see below) must be provided to businesses that have a principle place of business in the State of Florida. Vendors whose principal place of business is outside the State of Florida must submit a written opinion of an attorney as required in 287.084(2). The written opinion is only required if this solicitation is for personal property. The statute is reprinted here for your convenience:

287.084 Preference to Florida businesses.—

(1)(a) When an agency, university, college, school district, or other political subdivision of the state is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal, or reply is by a vendor whose principal place of business is in a state or political subdivision thereof which grants a preference for the purchase of such personal property to a person whose principal place of business is in such state, then the agency, university, college, school district, or other political subdivision of this state shall award a preference to the lowest responsible and responsive vendor having a principal place of business within this state, which preference is equal to the

preference granted by the state or political subdivision thereof in which the lowest responsible and responsive vendor has its principal place of business. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent.

(b) Paragraph (a) does not apply to transportation projects for which federal aid funds are available.

(c) As used in this section, the term "other political subdivision of this state" does not include counties or municipalities.

(2) 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 to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

(3)(a) A vendor whose principal place of business is in this state may not be precluded from being an authorized reseller of information technology commodities of a state contractor as long as the vendor demonstrates that it employs an internationally recognized quality management system, such as ISO 9001 or its equivalent, and provides a warranty on the information technology commodities which is, at a minimum, of equal scope and length as that of the contract.

(b) This subsection applies to any renewal of any state contract executed on or after July 1, 2012.

History.—s. 1, ch. 77-460; s. 117, ch. 79-400; s. 215, ch. 95-148; s. 3, ch. 95-420; ss. 16, 53, ch. 99-228; s. 6, ch. 2000-340; s. 23, ch. 2002-207; s. 14, ch. 2012-32.

¹Note.—Section 25, ch. 2012-32, provides that:

"(1) The executive director of the Department of Revenue is authorized, and all conditions are deemed met, to adopt emergency rules under ss. 120.536(1) and 120.54(4), Florida Statutes, for the purpose of implementing this act.

"(2) Notwithstanding any provision of law, such emergency rules shall remain in effect for 6 months after the date adopted and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules."

- 1.43 COLLEGE RULES: Contractor understands and agrees to follow all current College rules that may apply to any service they perform, including, but not limited to, College Rule 2.8 (Policy Prohibiting Discrimination and Harassment), Rule 2.12 (Prohibition Against Fraudulent or Other Dishonest Acts), and Rule 3.38 (Prohibition of Firearms and Weapons on College Premises). These rules, which may be changed from time to time, can be viewed at <http://www.sfcollege.edu/rules/>. Contractor further understands that Board Rule 2.8 prohibits sexual harassment, including sexual violence, as a violation of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681). Contractor understands that Contractor personnel must report any suspected sexual harassment or violence to the appropriate authorities including the SF College Police Department and the College's Equal Access/Equal Opportunity Coordinator.

2.0 Specifications

The College is requesting a bid for a 2018 Chevrolet Tahoe Premier 4WD. We will be trading in a 2016 Tahoe LTZ 4WD.

Note: if any specifications are not clear, or are not possible, please contact David Shlafer at david.shlafer@sfcollge.edu as per section 1.5. The last day to receive such inquiries is Friday, January 19, 2018.

A Retail or Fleet Purchase is Acceptable

The College's Chevrolet Fleet Number is #414536

Trade-In Vehicle Information:

2016 Tahoe 4WD LTZ

VIN: 1GNSKCKC4FR187797

Exterior Color: Black

Interior Colors: Cocoa/Mahogany (leather)

Approximate Current Mileage: 33,500 [We will update the current mileage in the addendum.]

Those wishing to view the trade-in vehicle may do so on **Wednesday, January 17 at 10:00 a.m.**, but **you must let us know by e-mail** if you wish to view the trade-in so we are aware that you are coming. Contact David Shlafer via e-mail (david.shlafer@sfcollge.edu) to schedule this appointment. You are not required to view/inspect the trade in to submit a bid.

You can view the trade-in vehicle on the date and time indicated above at:

Santa Fe College

Robertson Administration Building (report to Room F-046)

3000 NW 83rd Street

Gainesville, FL 32606.

Vehicle for Purchase/Delivery:

New 2018 Chevrolet Tahoe Premier 4WD.

The following features must be included:

- Exterior Color: Black
- Interior Color: Cocoa/Mahogany (leather)
- Audio System with Navigation and Rearview Camera System
- Bose Centerpoint Surround Sound 10-Speaker System
- All-weather floor mats in first, second, and third row (Interior Protection Package)
- Rear all-weather cargo mat in cargo area (Interior Protection Package)
- 20" Polished Aluminum Wheels
- Heavy Duty Max Trailering Package
- Power Sunroof
- NO DEALER I.D. OR SIMILAR MARKING SHALL BE AFFIXED!

Santa Fe College ITB #11-18: College Vehicle

2.1 Award

The College will award the bid to the vendor offering the vehicle which meets specifications at the lowest price, including the value for the traded-in vehicle. However, the College also reserves the right to cancel the bid and make no award.

Awarded bidder must confirm specifications before any order is placed with the factory.

2.2 Delivery

The vendor shall price vehicle to be delivered F.O.B. Destination. The F.O.B. point shall be:

Santa Fe College
Robertson Administration Bldg.
3000 N.W. 83rd Street
Gainesville, FL 32606

Vendor must provide an anticipated delivery date on the Price Sheet. Should the Contractor not be able to obtain the vehicle due to manufacturer delays/limited production quantities, etc., the College will have the right to cancel this order without penalty of any fees, costs, etc. (See price section.)

The College also reserves the right to pick up the vehicle from the dealer, if desired by the College.

2.3 Service Required Prior to Delivery

The vehicle is to be new, but the successful bidder shall be responsible for providing a vehicle that has received the following services:

- Complete lubrication of chassis, engine, and operating mechanisms with recommended grades of lubricants;
- Assure all fluid levels are properly filled;
- Assure engine is adjusted to proper operating condition;
- Assure tires (including spare) are inflated to proper pressure;
- Assure proper operation of all accessories, gauges, lights, and mechanical and hydraulic features;
- Assure correct alignment and that wheels are balanced (including spare);
- Washing of vehicle after removal of all unnecessary tags, stickers, paper, etc.; and,
- Assure all dealer-installed accessories (trailer hitch, etc.) are installed according to manufacturer's specifications.
- **NO DEALER I.D. OR SIMILAR MARKING SHALL BE AFFIXED!**

2.4 Payments and Invoices

2.4.1 Contract/Purchase Order

A College purchase order, when furnished to the successful bidder shall result in a binding contract without action by either party.

2.4.2 Payment and Terms

The College payment to Contractor will be Net 30 days after delivery of the vehicle and receipt of invoice (whichever is later).

2.4.3 Invoicing

The Contractor shall provide a detailed invoice to the College. Minimum information required on invoice includes:

- Purchase order number
- Price

2.5 Title and Tag

All costs for title fees and transfer of tag from the trade-in vehicle to the new vehicle must be included in bid price. Contractor will work with a College representative to ensure the smooth delivery of new vehicle to College while taking possession of the trade-in vehicle from the College and ensuring all applicable documents are provided. The current license tag from the trade-in vehicle will be removed and attached to the new vehicle at the time of delivery.

The owner (for title/tag purposes) is to be listed as District Board of Trustees of Santa Fe College, Florida. (On the registration, the name reads: District Board of Trustees of SFC, Florida.)

2.6 Miscellaneous Fees

All state fees, dealer fees, administrative fees, and/or special document fees must be included in bid price.

2.7 Warranty/Scheduled Maintenance

The College requires the ability to have the vehicle serviced for warranty repairs or scheduled maintenance at any factory authorized Chevrolet dealership site in Alachua County. Courtesy transportation (loaner vehicle) is required at no cost to the College for any warranty repairs or scheduled maintenance if the vehicle requires multi-day service. Same-day service does not require a loaner vehicle. (The College will make an appointment for any same-day services.) Courtesy transportation is to be of similar model to the vehicle purchased, if possible.

2.8 Taxes

Santa Fe College is exempt from State Sales & Use taxes. A copy of the College's exemption certificate is available upon request.

3.0 Submittals

You must submit the following for your bid to be considered:

1. A signed Submission Acknowledgement Form (Page 3).
2. Section 4.0 (Price Section) & Section 5.0 (Contact Information)
3. For vendors outside the State of Florida, please read Section 1.42 carefully as per Florida law, the College requires the submission of a written opinion by an attorney. Vehicles (such as the one being solicited herein) are considered to be personal property.
4. Required Addenda (if any – please see Section 1.6). Please make sure there are no changes or additional requirements that were listed in any addenda.

You may submit the following as well, if applicable:

5. Appendix A: Drug-Free Workplace Statement signed

4.0 Price Section

2018 Model Outright Purchase Cost*: \$ _____
(*Including all fees and delivery costs)

Trade-In allowance: \$ _____
(See Section 2.0)

GRAND TOTAL PRICE: \$ _____
(To include trade-in allowance and any rebates at time of delivery)

Anticipated delivery date: _____

Vendor must provide at least seven work days advance notice before actual delivery of new vehicle and pickup of trade-in vehicle.

Reminder – No dealer markings are to be placed on vehicle.

5.0 Contact Information

The bidder must provide a contact person to which all College communications should be directed. (Please type or print clearly!)

Name of Bidder Contact: _____

Phone Number: _____

E-mail address: _____

APPENDIX A: DRUG-FREE WORKPLACE PROGRAM STATEMENT

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:

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.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.

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 plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

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.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

SIGNATURE _____

DATE _____

TITLE _____