

St. Johns River State College

Bid No: ITB-SJR-06-2020

Bid Name: Air Purification System Installation



**ST. JOHNS RIVER**  
**S T A T E C O L L E G E**

## **Invitation to Bid**

Bid No: ITB-SJR-06-2020

Bid Name: Air Purification System

**Bids Due: Wednesday, September 2nd, 2020 @ 2:00 pm**

**St. Johns River State College**

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**Bid Name: Air Purification System Installation**

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## **1.0 INTRODUCTION**

1.1. St. Johns River State College serves students in Putnam, St. Johns and Clay Counties. The College is soliciting proposals from licensed contractors for the purchase and installation of building air purification systems at our College facilities. The products must be proven to reduce bacteria and viruses in the air and on surfaces, provide superior indoor air purification, be certified mercury free, zero ozone compliant, and compatible with The College's current HVAC systems.

1.2. SJR State is a political subdivision of the State of Florida and is exempt from payment of federal excise tax and Florida state sales tax. The applicable numbers are: Florida Sales Tax Exemption Certificate Number 85-8013170533C-4; Federal Identification Number 59-1033399. Our campus locations are:

### **Palatka Main Campus**

5001 St. Johns Ave

Palatka, FL 32177

### **Workforce Training Center Annex**

1001 Husson Ave

Palatka, FL 32177

### **St. Augustine Campus**

2990 College Drive

St. Augustine FL 32080

### **Orange Park Campus**

283 College Drive

Orange Park, FL 32065

\*Detailed information on equipment per campus is located at Attachment 1 to this document.

1.3. Interpretation of the wording of, and responses to, questions concerning this ITB shall be the responsibility of the College and will be communicated via the Director of Purchasing and Auxiliary Services, and shall be final. Questions and requests for clarifications should be directed in writing to Keith Martin via

email at [keithmartin@sjrstate.edu](mailto:keithmartin@sjrstate.edu), and will be accepted until the deadline listed in paragraph 4.0 of this ITB. Replies will be issued by return email to the originator, and included as addenda to this document.

1.4. In accordance with Florida Statute 287.133, a person, entity or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a bid the proposer certifies compliance with FS 287.133.

## 2.0 GENERAL TERMS AND CONDITIONS

2.1. All Proposers submitting a response to this ITB understand and agree that the affirmative act of submitting a response constitutes acceptance of and agreement to the General Terms and Conditions. Proposers are responsible for adhering to the General Terms and Conditions. Lack of knowledge by the Proposer will in no way be cause for relief from responsibility. The basis for award, if awarded, is to the lowest or best bid which meets the conditions and specifications. The College is not necessarily bound to accept the lowest bid if that bid is not in the best interests of the College. As the best interest of St. Johns River State College may require, the right is reserved to reject any and all bids, or any portion of the bids, to waive any informality in bids received, or to accept any item or group of items unless qualified by the Proposer. The College reserves the right to reject any portion or all bids, to resolicit bids or not and to waive informalities as deemed in the best interest of the College.

2.2. DATE AND TIME: **All Bids must be delivered to the SJR State Purchasing Department, Palatka Campus Business Office, before 2:00pm on Wednesday, September 2nd, 2020.** Indicate the ITB number on the outside of your sealed bid envelope to assist the College in identifying your bid. Bids received after due date/time **will not be accepted**. Bids cannot be faxed or emailed. The College will not be responsible for Postal or other delivery service delays that may cause a bid to be late. The College is not responsible for any expense, including expedited delivery, incurred by the Proposer in responding to this ITB. To be considered responsive your bid shall be signed by an authorized employee/officer with the authority to bind a contract. Bid packages must include one (1) original copy and five (5) duplicate copies. Original document must be marked "ORIGINAL" and must have original signatures.

### ADDRESS FOR BIDS

Bids may be mailed or hand delivered to:  
St. Johns River State College  
c/o Director of Purchasing & Auxiliary Services  
Office of Business Affairs, Building "A"  
5001 St. Johns Ave  
Palatka, Florida 32177

2.3. PUBLIC BID OPENING: St. Johns River State College will conduct a Public Bid opening at 2:30pm on Wednesday, September 2nd, 2020 in Room A-154, Palatka Campus. Sealed bids, proposals, or replies received

**St. Johns River State College**  
**Bid No: ITB-SJR-06-2020**  
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by the College pursuant to this solicitation will remain confidential and are exempt from Florida's Public Records Act (Ch. 119, Florida Statutes) until such time as the College provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. By submitting a response to this solicitation, the proposer acknowledges that all documents and information submitted to the College, including pricing information, is considered a public record under Florida's Public Records Act and may be disclosed to third parties upon request, notwithstanding any confidentiality clauses or labels contained in such documents.

2.4. POSTING OF RECOMMENDATION OF AWARD: The College's recommendation of award will be posted to [www.sjrstate.edu/purchasingdept.html](http://www.sjrstate.edu/purchasingdept.html)

2.5. IDENTICAL OR TIED PROPOSALS/BIDS: The decision for the award of tied bids/proposals shall be made after a careful review of the circumstances surrounding the tie, with preference being given to State of Florida Proposers, if still tied, pursuant to FS 287.08 the College will break a tie/award to a business that has implemented a drug-free workplace program(s); if still tied, pursuant to HB 687 and FS 287.057(12) the College shall give consideration to Service Disabled Veteran Owned businesses certified by the State Department of Management Services so as to break a tie bid and award a tied bid to a certified Service Disabled Veterans owned businesses when all other things are equal; if still tied, finally by flip of coin, when all other factors are equal.

2.6. PROTESTS: Protests shall be served to Dr. Lynn Powers, Vice President for Finance and Administration/Chief Financial Officer, and Keith Martin, Director of Purchasing and Auxiliary Services, 5001 St. Johns Avenue, Palatka, Florida, 32177, via certified mail. Protests may be preliminarily filed, if followed by a certified mail original, via facsimile transmittal to Dr. Lynn Powers and Keith Martin at 386-312-4167. Bid protests must be accompanied by a cost deposit of five thousand dollars (\$5,000.00) or one percent of the total contract price, whichever is greater. Failure to file a notice of protest, failure to file a formal written protest, or failure to post the bond or other security shall constitute a waiver of proceeding. The formal written protest shall state with particularity the facts and law upon which the protest is based. Protests must be filed within 72 hours of the documents being posted to the SJRS website.

2.7. ADVERTISING: In submitting a bid, Proposer agrees not to use the results as a part of any commercial advertising unless permission in writing is granted by the College.

2.8. APPLICABLE LAW: The bidder shall comply with all applicable federal, state, county and local laws, rules, ordinances and regulations. This ITB, and the contract to be executed in connection with the award of this ITB, must be in accordance with any statutory requirement of the State of Florida. Lack of knowledge by the Bidder will in no way be cause for relief from responsibility. The contract, when entered into, shall be constructed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Contractor hereby agree that venue shall be in Putnam County, FL.

2.9. ASSIGNMENT: If awarded, neither the resulting contract nor any of the Contractor's rights, duties, or obligations under the contract may be assigned or subcontracted by the Contractor without the written consent of SJR State.

2.10. BOND: A bond may be required to guarantee the payment of any losses by theft, burglary, pilfering or vandalism as a result of carelessness, negligence or willful acts of the Contractor, its agents, employees or assigns.

2.11. CONFLICT OF INTEREST: Award of this ITB is subject to Chapter 112 Florida Statutes concerning conflict of interest. All Proposers must disclose the name of any officer, director, or agent who is also an employee of St. Johns River State College. All Proposers must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Proposer's firm or any of its branches or dealerships.

2.12. PERSONNEL: Contractor agrees each of its employees will be properly qualified and will use reasonable care in the performance of services. If the College, in the College's sole opinion, determines for any reason, that the qualifications, actions, or conduct of any particular Contractor employee has violated the Agreement by performing unsatisfactory services, interfering with operation of property, bothering or annoying any occupants, other contractors or subcontractors on the campus, or that such actions or conduct is otherwise detrimental to the College, then upon the College's written notice, Contractor shall immediately provide a qualified replacement. Contractor's employees are expected to adhere to all college policies and procedures including but not limited to maintaining a tobacco free campus.

2.13. PUBLIC RECORDS: To the extent that CONTRACTOR meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, CONTRACTOR must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

(a) Keep and maintain public records required by COLLEGE to perform the service.

(b) Upon request from COLLEGE's custodian of public records, provide COLLEGE with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, F.S., or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to COLLEGE.

(d) Upon completion of the contract, transfer, at no cost, to COLLEGE all public records in possession of the CONTRACTOR or keep and maintain public records required by COLLEGE to perform the service. If the CONTRACTOR transfers all public records to COLLEGE upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COLLEGE, upon request from COLLEGE's custodian of public records, in a format that is compatible with the information technology systems of COLLEGE.

(e) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

MELISSA MILLER

5001 ST. JOHNS AVE

PALATKA, FL 32177

[MELISSAMILLER@SJSTATE.EDU](mailto:MELISSAMILLER@SJSTATE.EDU)

(386)312-4106

(f) THE CONTRACTOR ACKNOWLEDGES THAT SJR STATE CANNOT AND WILL NOT PROVIDE LEGAL ADVICE OR BUSINESS ADVICE TO CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR FURTHER ACKNOWLEDGES THAT IT WILL NOT RELY ON SJR STATE OR ITS COUNSEL TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE, AND THAT CONTRACTOR HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS AGREEMENT. THE CONTRACTOR ACKNOWLEDGES THAT ITS FAILURE TO COMPLY WITH FLORIDA LAW AND THIS AGREEMENT WITH RESPECT TO PUBLIC RECORDS SHALL CONSTITUTE A MATERIAL BREACH OF THIS AGREEMENT AND GROUNDS FOR TERMINATION.

2.14. RESPONSE MATERIALS: Any material submitted in response to this ITB becomes the property of the College upon delivery to the Office of the Director of Purchasing and Auxiliary Services and may be appended to any formal document which would further define or expand the contractual relationship between the College and the successful proposer. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the responding bidder or proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07.

2.15 SAFETY REQUIREMENTS: The Contractor, by submitting a bid, agrees that it shall be solely responsible for supervising its employees, that it shall comply with all rules, regulations, orders, standards and interpretations promulgated pursuant to Occupational Safety and Health Act of 1970, including but not limited to training, recordkeeping, providing personal protective equipment, lockout/tag out procedures, Material Safety Data Sheets and labeling as required by the right to know standard, 29 CFR 1910.1200.

2.16. WITHDRAWAL OF BID: Bid may be withdrawn by written notice prior to solicitation public opening. Withdrawals received after the time set for opening of solicitation will not be considered.

2.17. BRAND NAME OR EQUAL: As used in this paragraph, the term "brand name" includes identification of supplies by make and model. If the items called for herein have been identified in the Schedule by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory if they meet the listed essential requirements. Bids offering "equal" products will be considered for award, if allowed by the bids/Special Conditions and if such products are clearly identified and are determined by the college to be equal in all material respects to the brand name products listed in the specifications. Unless the Proposer indicates in his

bid that he is offering an "equal" product, his bid shall be considered as offering a brand name product identified in the specifications.

2.18. COMPLIANCE WITH SPECIFICATIONS: When formal specifications are referenced in the solicitation, insertion of brand names or makes and model numbers by the Proposer will be understood to mean that the product offered fully complies with such specifications unless the Proposer specifically states otherwise.

2.19. NO CONTACT PERIOD: From the time the public advertisement of this ITB takes place until it is awarded and approved by the Board of Trustees, a vendor shall not contact any other College personnel or members of the College's District Board of Trustees, or Administrative staff either directly or indirectly, to discuss the selection process or in an attempt to further their interest in being selected. Failure to abide by this rule is grounds for disqualification from this process and vendor will not receive further consideration in reference to this ITB. It is expected that personnel and team members from firms that have applied for this selection refrain from posting opinions, provide commentary or engage in any discussion regarding the selection by the use of social media. Violation of these guidelines may result in disqualification of the applicant. The latter applies to employees of the Proposer, retained consultants or any other representative or individual promoting on behalf of the Proposer. Violation of these guidelines may constitute grounds for disqualification.

2.20. COOPERATIVE PURCHASE AGREEMENT: The college has reviewed purchasing agreements and state term contracts available under Florida Statutes Section 287.056 as required in Florida Statutes Section 1010.04. As provided in the Florida State Board of Education Administrative Rule 6A-14.0734(2)(c) and with the consent and agreement of the successful Respondent(s)/Bidder(s), purchases may be made under this ITB/Bid Solicitation by other State of Florida community/state colleges, state universities, district school boards, political subdivisions and any other state agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal/bid solicitation document and resulting agreement, for the same price and for the same effective time period. If the period of time is not defined within the ITB/Bid solicitation document or resulting agreement, the prices and all terms and conditions shall be firm for one hundred and twenty (120) days from date of contract execution. Each State of Florida agency allowed by the successful Respondent(s)/Bidder(s) to use the resulting agreement shall do so independent of any other State of Florida agency. Each state agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No other state agency receives any liability by virtue of this ITB/Bid and subsequent agreement. This cooperative purchase agreement in no way restricts or interferes with the right of any State of Florida agency to re-bid any or all items or services.

### **3.0 CONTRACT AWARD/TERM**

3.1. If awarded, the successful bidder shall enter into a contract with the College based on the RFP specifications. The term of the contract shall be effective upon award through December 31, 2020 with the following exception for two SJR State buildings currently under construction: Orange Park Campus, Building L; and St. Augustine Campus, Building V. In both cases, work under this contract shall be completed between April 1, 2021 and April 30, 2021. Contingent upon final dollar value of the contract, approval may be required from the District Board of Trustees, which will require longer lead time.

## 4.0 SCHEDULE

4.1. The following schedule is a general guideline for issuance and recommendation of award of this ITB and issuance of the contract. The College may change the dates of any events of this ITB and the issuance of the Contract. Any changes to this schedule will be posted on the webpage dedicated to this ITB which can be found at: [www.sjrstate.edu/purchasingdept.html](http://www.sjrstate.edu/purchasingdept.html). Also, if you intend to submit a bid, please keep in touch with Keith Martin, SJR State Director of Purchasing and Auxiliary Services, by email at [keithmartin@sjrstate.edu](mailto:keithmartin@sjrstate.edu). Our goal is to provide you as much information as possible to allow you to provide the best possible value to our College.

### Schedule

Issue ITB	Wednesday, August 12, 2020
Written questions due by 2:00pm	Wednesday, August 26, 2020
*submit via email <a href="mailto:keithmartin@sjrstate.edu">keithmartin@sjrstate.edu</a>	
Bids Due by 2:00pm (Bus. Office, Palatka Campus)	Wednesday, September 2nd, 2020
Public Opening of Bids @ 2:30pm	Wednesday, September 2nd, 2020
Issue Intent to Award	Thursday, September 3rd, 2020
Issue Bid Award - Assumes no protests	Wednesday, September 9th, 2020

4.2. Americans with Disabilities Act of 1990; If special accommodations are required in order to attend any Public Meeting, Tour of Grounds, etc., contact the Director of Purchasing and Auxiliary Services by email at [keithmartin@sjrstate.edu](mailto:keithmartin@sjrstate.edu) or at by phone at 386-312-4156.

## 5.0 BID INSTRUCTIONS

5.1. MANDATORY REQUIREMENTS FOR BIDDERS: This section of the ITB provides proposers with instructions concerning required information that must be submitted as part of their bid. Failure to provide any of the required information or required documents or failure to arrange the bid in accordance with these instructions may result in the bid being rejected.

5.2. INSURANCE: The awarded Contractor shall furnish a current Certificate of Insurance to the College's Director of Purchasing & Auxiliary Services prior to contract award / commencement of the work, as well as a copy of your GL policy endorsement (on the ISO Endorsement Schedule format attached) that ensures the College will be provided 30-day written notice if your policy lapses for any reason. This certificate must include the College Bid Number and be effective for the term of the contract and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-. All policies must be written on a primary basis, non-contributory with any other insurance coverages or self-insurance of the College. Contractor shall obtain and maintain the minimum insurance coverages set forth below. By requiring such minimum insurance, College shall not be deemed or construed to have assessed the risk that may be applicable to Contractor under this contract. Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the



Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The insurance coverages stated below do not replace any surety bonds as required by contract.

#### Minimum Insurance Requirements Schedule

Policy:	Workers Compensation
Coverage:	WC Statutory Limits
Policy:	Automobile Liability
Coverage:	\$1,000,000 Combined Single Limit Each Accident
Policy:	Comprehensive General Liability Insurance:
Coverage:	\$1,000,000 Each Occurrence
	\$ 100,000 Fire Damage (Any One Fire)
	\$ 5,000 Medical Payments (Any One Person)
	\$1,000,000 Personal and Adv Injury
	\$2,000,000 General Aggregate
	\$2,000,000 Products – Comp/OP Aggregate

## 6.0 SPECIFICATIONS

6.1. PURPOSE: SJR State College is soliciting proposals from licensed contractors for the purchase and installation of building air purification systems at our College facilities. The products must be proven to reduce bacteria and viruses in the air and on surfaces, provide superior indoor air purification, be certified mercury free, zero ozone compliant, and compatible with The College’s current HVAC systems.

6.1.1. BASIS OF DESIGN: The RGF Environmental Group, Inc. offers a range of products that fulfill the requirements set out in Section 6.1, specifically: the RGF HALO-LED™ Whole Home In-Duct Air Purifier [<https://www.rgf.com/products/air/halo-led-whole-home-in-duct-air-purifier/>] for units with airflow ratings less than 6,500 cfm; a range of duct-mounted CML devices [<https://www.rgf.com/products/air/commercial-phi-unit-cml/>] for units with airflow rating greater than 6,500 cfm; and, in certain cases where space restrictions necessitate the use of a magnetic-mount package, the PHI-PKG9-24V, PHI technology device [<https://www.rgf.com/products/air/magnetic-mount-package-phi/>]. The RGF product uses UV light in combination with internally generated, safe hydrogen peroxide gases to destroy many airborne pathenogens and substantially reduce the impact of various gases, VOC’s and odors. Products that meet or exceed the functionality of these devices; offer additional features; create no additional burden regarding installation, maintenance, or replacement; and meet or exceed the RGF product’s warranty, may be submitted for consideration by The College.

6.2. SCOPE OF WORK: : Installed products shall meet or exceed specifications of the RGF HALO-LED™ Whole Home In-Duct Air Purifier [<https://www.rgf.com/products/air/halo-led-whole-home-in-duct-air-purifier/>] for units with airflow ratings less than 6,500 cfm; duct-mounted CML devices [<https://www.rgf.com/products/air/commercial-phi-unit-cml/>] for units with airflow rating greater than 6,500

cfm; and, in several cases noted in Attachment 1 where space restrictions necessitate the use of a magnetic-mount package, PHI-PKG9-24V, PHI technology devices [<https://www.rgf.com/products/air/magnetic-mount-package-phi/>]. In all cases, the devices shall be wired to cycle on and off with the air handling unit's supply air fan.

6.2.1. The proposed equipment and materials shall be the latest improved models in current design products, as offered to commercial trade, and shall be of quality material; used, shopworn, demonstrator, prototype, reconditioned or discontinued models or materials are not acceptable. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified.

6.2.2. Materials, supplies, services and parts requested by the College must be of the highest quality and must conform to any related state, municipal or federal standard and be consistent with standard commercial practices.

6.2.3. Proposers shall examine all documents relating to this project and visit each job site to ascertain the nature of the work and the character of the job site. Contact Mike Canaday, Director of Facilities to schedule these visits. Proposers shall become familiar with the contractual requirements, project limitations, and various aspects of the work, physical conditions and surroundings of the job site. Proposers shall include in their proposal a sum sufficient to cover the costs of doing the work under the existing site conditions and project requirements. By submitting a proposal for the project, Proposers declare that he or she has thoroughly investigated the job site, examined all related project documents and is familiar and satisfied with the nature, character and condition of the project site, contractual requirements, project limitations and the various aspects of this project. The College will not consider any claims for compensation whatsoever on account of the successful Proposers' failure to fully investigate and examine the project requirements and job site conditions as required above.

6.2.4. The successful Proposer shall maintain a credible work force daily to insure progress of the job. The successful Proposer shall utilize the services of licensed, insured contractors such as electricians, plumbers, technicians, and other craftsman knowledgeable of all phases of installing components as related to this project. A superintendent or foreman shall be on the jobsite at all times when work is being performed. The successful Proposer shall supervise all workmanship, including that of all subcontractors, to ensure that it is of the highest grade and according to best standard practice.

6.2.5. Permit not required for this project. Owner will be responsible for coordinating with their building official to perform inspections as needed.

6.2.6. The successful Proposer shall comply with all applicable State and local laws, ordinances, codes, and regulations.

6.2.7. The successful Proposer shall complete all work in a neat and workmanlike manner, to the satisfaction of the College, and shall not interfere with operation of the College facilities.

6.2.8. The successful Proposer shall secure all equipment, tools and related materials while working in the facility against the occurrence of theft, accidents, injuries or damage to any person or property at all times.

6.2.9. The successful Proposer shall maintain sufficient safeguards against the occurrence of accidents, injuries or damage to any person or property around the project or work site. Barricades, shelters, lights, caution tape and/or signs shall be placed around all work areas. They shall meet the requirements of applicable building codes or other requirements imposed by the local governing authority. The successful Proposer shall assume the responsibility for maintenance of barriers to completion of project and remove same.

6.2.10. Any damage to existing utilities, building, finished surfaces, equipment, or public property or improvements, resulting from the performance of this contract shall be repaired to the satisfaction of the College at the successful Proposer's sole expense. The repair or replacement work shall be of equal or greater quality and in appearance to prior condition. If damage caused by the successful Proposer has to be repaired or replaced by the College, the cost of such work shall be deducted from the monies due the successful Proposer.

6.2.11. Excess materials, rubbish, garbage, rags, debris, etc., generated from the repair or replacement work services shall be disposed of off-site by the successful Proposer daily at the successful Proposer's own expense. Any material needing removal is to be disposed of off-site in a safe and legal manner. The successful Proposer shall not stockpile debris, rubbish, garbage, excess materials or other unwanted materials on the sidewalk or on the street. Washing of excess materials into the storm drain is prohibited. Payment for transportation and disposal of excess materials and removed equipment shall be included in the contract, and no additional compensation shall be made.

6.3. APPROVED EQUIVALENTS: Proposer may submit "or equivalent" specifications that meet or exceed the specifications provided herein. All submittals with "or equivalent" specifications must include detailed specifications so the College can make an accurate comparison. The College, at their sole discretion, will determine if the submitted specifications meet or exceed the required specifications.

6.4. LITERATURE: Technical documentation is required to be provided with submissions to demonstrate compliance of the product proposed with applicable technical requirements of this ITB. All proposal submissions must meet or exceed all conditions and specifications of this ITB. The College, in its sole discretion, may determine the acceptability of the proposal through technical documentation made available as of the date and time of ITB opening. Such authority shall in no way relieve Proposers from the ultimate responsibility of submitting the required technical documentation, nor shall Proposers assume that such documentation is otherwise available to the College. The College shall not be responsible for the accuracy of the technical documentation in its possession.

6.5. SERVICE HOURS: All services performed under this contract will be conducted during normal business hours unless prior arrangements are made in advance and approved by the Director of Facilities. Facility operations must not be affected during project.

6.6. HAZARDOUS MATERIALS: The successful Proposer shall properly dispose of hazardous materials in accordance with Federal, State and local laws and ordinances.

6.7. PERFORMANCE WARRANTY: The successful Proposer shall guarantee all work, craftsmanship, equipment, and materials under this project against any defects in workmanship; and shall satisfactorily correct and/or repair, at no additional cost to the College (to include service, parts, labor and travel/shipping to and from point of service), any such defects that may become apparent within a period of one (1) year after completion of work. The warranty period shall commence upon date of final acceptance, inspection and approval by College representative. If the successful Proposer is notified in writing of a deficiency in the work provided, within one (1) year from completion of the work, the awarded Proposer shall re-perform the work in question at no additional cost and expense to the College. The successful Proposer shall respond to all complaints within one (1) business day from initial call. warranty shall not void the Manufacturer's warranty for quality or durability.

6.8. MATERIAL WARRANTY: Parts and materials furnished under this project shall be the latest improved models in current products, as offered to commercial trade, and shall be of quality material; used, shopworn, demonstrator, prototype, reconditioned or discontinued models or materials are not acceptable. The warranty period for provided materials shall be, at minimum, for a period of three (3) years after completion of the installation or within the manufacturer's warranty, whichever is later.

6.9. SHIPMENT, DELIVERY, AND STORAGE: Shipment must be FOB (Freight on Board) Destination. The term FOB Destination shall mean delivered and un-loaded in house or on-site with all charges for transportation and unloading paid by the successful Proposer. During the period any hardware is in transit, up to the time inside delivery or required installation is complete, the successful Proposer shall insure the product(s) for all risk of loss or damage. All risk of loss for all items ordered remains the responsibility of the successful Proposer until inside delivery and installation is completed by the successful Proposer.

6.9.1. The College will provide no assistance for unloading or handling of equipment, component parts, materials and the successful Proposer must notify his delivery personnel or delivery firms accordingly.

6.9.2. The successful Proposer shall be responsible for the safety and preservation of all equipment, product, materials and supplies as ordered for this project, until final inspection of the work and acceptance thereof by the Project Manager. In the event such materials, equipment and supplies are lost, stolen, damaged or destroyed prior to final inspection and acceptance, the successful Proposer shall replace same without cost to the College.

6.9.3. The successful Proposer shall receive and properly store the equipment and material. The equipment shall be tightly covered and protected against dirt, water, chemical or mechanical injury, and theft. The manufacturer's directions shall be followed completely in the delivery, storage, protection, and installation of all equipment and materials.

6.9.4. No stored material may be located in any area which interferes with the operations of the normal building functions and/or unreasonably encumbers the site. The College will not be responsible for lost, stolen or damaged property as a result of storage.

6.9.5. Materials shall not be delivered to site until the successful Proposer is prepared to start project, unless coordinated or authorized by the Project Manager.

6.9.6. Storage and installation of materials that require specific conditions related to temperature or humidity are the sole responsibility of the successful Proposer. The College will not be responsible for lost, stolen or damaged property as a result of storage.

6.9.7. The successful Proposer will obtain and pay for use of additional storage or work areas needed for operations.

6.10. TRAINING: The successful Proposer shall include training of building maintenance personnel. Training includes ensuring that staff can properly maintain and replace components. All on-site training will be scheduled upon the successful installation at a time and date approved and agreed upon by the Project Manager.

6.11. OPERATIONAL & REPAIR MAINTENANCE MANUALS: Upon completion of installation and training, the successful Proposer shall provide to the Project Manager, one (1) complete, operating, maintenance and repair manual per installed location. All manuals shall be in the form of neatly bound books, with durable covers and shall be properly identified with manufacturer's name, model and serial number of the equipment. The operating and maintenance or shop manual shall be the latest manufacturer's handbook covering in detail the recommended operating maintenance and service procedures. College prefers both hard copy and CD ROM versions (electronic copy), if available.

6.12. ADDITIONAL REQUIREMENTS: If the College identifies additional quantities and/or necessities for related or similar services that are beneficial to the College, such shall be mutually negotiated (alternate 1 pricing schedule) between the College and successful Proposer.

6.13. TERMINATION OF CONTRACT: The College reserves the right to terminate or suspend the Contract in whole or in part at any time the interests of the College requires such termination or suspension. The College shall notify the successful Proposer in writing thirty (30) days prior to such action with instructions as to the effective date or stage of work the action is to be taken. The successful Proposer will be paid for all work performed and accepted up to the termination or suspension date including any reasonable termination expenses, which can be documented. All payments will be based on the Contract Unit Prices, which prices shall be deemed to include profit and overhead. No payment will be made for work, which was not completed and accepted.

6.14. PROJECT MANAGER: The designated Project Manager is Mike Canaday, Director of Facilities.

6.14.1. The Project Manager or his/her designated representative will be responsible for coordinating all aspects of service relating to this contract once the Proposal is formally approved and awarded. The successful Proposer will work under the direction of the Director of Facilities or the designated College representative throughout the duration of the contract.

6.15. PAYMENTS: It is requested that the successful Proposer request payment upon completion of each campus installation in coordination with the Director of Facilities. Invoices will be paid net 30.

6.16. EQUIPMENT IDENTIFICATION: Equipment considered to be within the scope of this contract is identified in Attachment 1 – Equipment List/Product Summary. Every reasonable effort has been made to assure the completeness of these lists. Additions to or deletions from these lists – i.e. those discovered during the performance of the contract, or new equipment that comes on line during the contract period – shall be made by mutual agreement between the College and the contractor. Rates shall be adjusted accordingly in accordance with Alternate 1 pricing provided by the Proposer as shown in the Pricing Proposal.

6.17. GENERAL REQUIREMENTS:

6.17.1. Contractor shall check in with the Security Office/Facilities Director upon arrival to and departure from the campus where any service or duties are to be performed. The Security Office may assign Contractor keys for access to HVAC equipment for the performance of duties upon check in. All keys signed out by Contractor must be returned, and signed in, to the Security Office prior to Contractor departing campus. UNDER NO CIRCUMSTANCES, INCLUDING SHORT TRIPS OFF CAMPUS, SHALL ASSIGNED SJR STATE KEYS LEAVE CAMPUS GROUNDS.

6.17.2. Off season access to heating or cooling equipment during normal business hours *may* be permitted at the owner's discretion. All such work must be coordinated in advance with a SJR State Maintenance representative.

6.17.3. No consideration is given in this contract for after hours or holiday scale.

6.17.4. Safety requirements mandate that certain tasks be performed with equipment de-energized. Standard lock-out/tag-out procedures shall be enacted during any and all maintenance work inside of units or near open electrical wiring including heating elements, in proximity to normally rotating or oscillating parts such as fans, and inside of units containing ultraviolet or electrostatic filters.

6.17.5. The contractor shall furnish the owner (in this case, the Facilities Department at each campus) with SDS documentation for all products and chemicals utilized in the performance of the contract.

6.17.6. COVID-19 REQUIREMENTS: All Contractor personnel will be required to complete the Daily Health Assessment form at Attachment 2 prior to arrival on campus. Contractor shall keep these forms on file for the duration of the contract period.

## **7.0 REQUIRED FORMS**

7.1. BID CHECKLIST: Provided for the convenience of the proposer. Not required to be submitted.

7.2. BID COVER SHEET: Proposer must complete all information requested on the BID COVER SHEET provided in Section 7.0 Forms. The Bid Cover Sheet is to be the first page of the proposer's response.

7.3. PRICING PLAN: Ensure you give the College enough information to adequately evaluate your cost bid.

7.4. VENDOR BUSINESS PROFILE

7.5. IRS W-9

7.6. NON-DISCRIMINATION IN EMPLOYMENT FORM: St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

7.7. PUBLIC ENTITY CRIMES FORM: Vendors convicted of a public entity crime may not submit an ITB on a contract to provide any goods or services to a public entity, may not submit a ITB on a contract with a public entity for the construction or repair of a public building or public work, may not submit ITBs 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, as per State of Florida Statute 287.133 (2) (a). The Proposer must acknowledge compliance with this statute and its intent.

7.8. DRUG-FREE WORKPLACE CERTIFICATION: 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, pursuant to Section 287.087, Florida Statutes, 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.

7.9. INDEMNIFICATION AGREEMENT: The vendor agrees to indemnify, defend and hold harmless SJR State College, its District Board of Trustees, its officers, employees, agents and other representatives, individually and collectively from and against any and all claims, losses, etc. arising from injury to persons or damage to property as a result of an act or omission of the vendor. For our purposes, claims/liabilities shall mean, but are not limited to, any losses, damages (including loss of use), expenses, demands, claims, suits, proceedings, liabilities, judgments, deficiencies, assessments, actions, investigations, penalties, interest or obligations (including court costs, costs of preparation and investigation, reasonable attorneys', accountants' and other professional advisors' fees and associated expenses), whether suit is instituted or not and, if instituted, at all tribunal levels, incurred or suffered by the College. Indemnities or any of them arising directly or indirectly from, in connection with, or as a result of (a) any false or inaccurate representation or warranty made by or on behalf of the Contractor in or pursuant to this ITB and the Agreement; (b) any disputes, actions, or other

Liabilities arising with respect to, or in connection with, compliance by the College with any Public Records laws (as hereinafter defined) with respect to the Contractor's documents and materials; (c) any dispute, actions, or other liabilities arising in connection with the Contractor, the Contractor's subcontractors, or their respective agents or employees or representatives otherwise sustained or incurred on or about the premises; (d) any act or omission of, or default or breach in the performance of any of the covenants or agreements made by the Contractor in or pursuant to this ITB or the Contract executed in connection with this ITB; and (e) any services provided by the Contractor, its employees, agents, or authorized representatives in connection with the performance of the Contract executed for this ITB. This indemnification shall survive termination of the ITB and the contract executed in connection with the ITB. The Contractor must acknowledge acceptance of the entire Indemnification Agreement.

7.10. REFERENCES: Provide a list of clients, preferably public or governmental organizations, for which you have provided a similar service. List should include reference name, address, telephone number, contact person, and a description of the service provided. In addition, the College reserves the right to contact current or former clients of the proposer not provided as part of the bid. Please provide a minimum of three references and a maximum of five.

7.11. LEGAL ISSUES:

The Proposer must indicate if there are any:

- A. Suits or proceedings pending, or to the knowledge of the Proposer, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the Proposer or the employees to be used in providing the services, which, if adversely determined, will have a material
- B. Adverse effect on the ability of the proposer or any of its employees to perform their obligations as stated in their response.
- C. The Proposer is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default or violation may reasonably be expected to have a material adverse effect on the financial condition of the Proposer. If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

7.12. ADDITIONAL INFORMATION OR SERVICES: In addition to the required information, the Proposer may include any additional information which may be helpful to the College in analyzing the Proposer's ability to provide the desired service, as noted in this ITB.

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**Bid Forms to Follow**



### 7.1. BID CHECKLIST

**THIS CHECKLIST IS FOR THE CONVENIENCE OF THE COMPANY SUBMITTING A BID AND MAY BE USED TO ENSURE THAT SECTIONS OF THE ITB/RFP/PROPOSAL ARE PROPERLY COMPLETED AND RETURNED. THIS FORM (PROPOSER'S CHECKLIST) IS FOR YOUR USE AND IS NOT REQUIRED.**

Required; one (1) original hard copy, five (5) duplicate copies of each of the following:

- \_\_\_\_\_ Bid Cover Sheet
- \_\_\_\_\_ Proposed Plan
- \_\_\_\_\_ Vendor Business Profile
- \_\_\_\_\_ IRS Form W-9
- \_\_\_\_\_ Non-Discrimination in Employment Form
- \_\_\_\_\_ Public Entity Crimes Form
- \_\_\_\_\_ Drug-Free Work Place Certification
- \_\_\_\_\_ Hold Harmless and Indemnification Agreement
- \_\_\_\_\_ References
- \_\_\_\_\_ Legal Issues
- \_\_\_\_\_ Copy of License to do business in the State of Florida
- \_\_\_\_\_ \*Proof of Minority / Women Business Enterprise Number (M/WBE) – if applicable
- \_\_\_\_\_ \*Additional Information – if applicable

**St. Johns River State College**

**Bid No: ITB-SJR-06-2020**

**Bid Name: Air Purification System Installation**

## **7.2. BID COVER SHEET**

ANTI-COLLUSION STATEMENT: The Bidder by signing and submitting a bid has "not" divulged to, discussed or compared his/her bid with any other Bidders and has not colluded with any other Bidders or parties to a bid whatsoever. (NOTE: Including there have been No premiums, rebates or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of award of any resulting contract from this bid and the Bidder being debarred for not less than three (3) years of doing business with the College.)

**Failure to sign this form may result in your bid being deemed as "Non-Responsive".**

LEGAL NAME OF BIDDER: \_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_

MINORITY BUSINESS ENTERPRISE  
TYPE & NUMBER: (if applicable): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_

BY: SIGNATURE (Typed): \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

E-MAIL ADDRESS: (if available) \_\_\_\_\_

**7.3. Pricing Proposal  
 Air Purification System**

**PRICING PROPOSAL FORM**

**Contractor Name:** \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_

The contractor shall complete the form below identifying the cost at which SJR State may be billed for work as described in the scope of this document, ITB-SJR-06-2020.

Contractor Name	Base Bid	<b>Alternate 1</b> Additional Requirements <small>As described in Paragraph 6.18., Equipment Identification</small>		
		Category	Rate	
		Standard Rate / HR	\$	
		Standard Overtime Rate/HR	\$	
		Holiday Rate / HR	\$	
		One Time Trip Charge	\$	
		Material Mark-up Over Cost	%	

Please provide a single hourly rate for regular time, overtime, and holiday time as well as a mark-up percentage for materials.

# Vendor Business Profile

Vendor should complete all requested information as indicated by the 'grey' boxes

Identification Information:			
Vendor Name (Legal Name & d/b/a):			
Corporate Address:		Phone Number:	
City, State & Zip Code:		Fax Number:	
Remit to Address:		Email Address:	
City, State & Zip Code:		Web Address:	

Contact Information:			
Name:		Phone Number:	
Title:		Email Address:	

Vendor Information:				
1. Describe the type of business or service provided:				
2. Is the vendor a 1099 recipient?				
3. List the Appropriate Federal Tax Classification (Sole Proprietor, C-Corp, S-Corp, Partnership, LLC, Other)				
4. Is the vendor at least 51% owned, controlled and actively managed by a minority person?				
If yes to #4, submit the State of Florida MBE/WBE Certification Number				
If yes to #4, list the appropriate minority classification: (African American, Hispanic, Asian American, Native American, American Woman, Service Disabled Veteran)				
5. Conflicts of Interest: List any state employee who owns, directly or indirectly, an interest of five percent or greater in the firm or any of its branches				
6. List the officers of the corporation, partners or principal members of the firm and their titles		Name/Title		
		Name/Title		
		Name/Title		
		Name/Title		
<p>It is the sole responsibility of the vendor to promptly notify SJR State College with any and all changes to this application.</p> <p>Certification: I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest and that I have disclosed the name of any state employee who owns, directly or indirectly, an interest of five percent or greater in the above firm or any of its branches.</p> <p>All vendors are required to complete this form in its entirety. The vendor is required to submit a valid tax form (W-9) along with the completed Vendor Business Profile Form to the purchasing department.</p>				
Name of Person Completing Form:			Date:	

## IRS W-9

## INSTRUCTIONS FOR W-9 FORM:

Contractors can obtain the W-9 Form and Instructions by visiting: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

The W-9 form is requested to be completed and returned with your bid submittal:

Form <b>W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>
<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
<b>2</b> Business name/disregarded entity name, if different from above		
<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:		
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶		
<b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.		
<input type="checkbox"/> Other (see instructions) ▶		
<b>5</b> Address (number, street, and apt. or suite no.)		<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
<b>6</b> City, state, and ZIP code		<b>Requester's name and address (optional)</b>
<b>7</b> List account number(s) here (optional)		
<b>Part I Taxpayer Identification Number (TIN)</b>		
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		
<b>Social security number</b>		_____ - _____ - _____
<b>OR</b>		<b>Employer identification number</b>
_____ - _____		_____
<b>Part II Certification</b>		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and		
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and		
3. I am a U.S. citizen or other U.S. person (defined below); and		
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.		
<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
<b>General Instructions</b>		
Section references are to the Internal Revenue Code unless otherwise noted.		
<b>Future developments.</b> Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at <a href="http://www.irs.gov/fw9">www.irs.gov/fw9</a> .		
<b>Purpose of Form</b>		
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:		
<ul style="list-style-type: none"> <li>• Form 1099-INT (interest earned or paid)</li> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> </ul>		
<ul style="list-style-type: none"> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul>		
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.		
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.		
By signing the filled-out form, you:		
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),		
2. Certify that you are not subject to backup withholding, or		
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and		
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.		

## **7.6. NON-DISCRIMINATION IN EMPLOYMENT POLICY**

(Section 301, Executive Order 10925, March 6, 1961, 26 FR 1977 as amended by Executive Order 11114, June 22, 1963, 28 FR 6485)

"During the performance of this contract the contractor agrees as follows:

"(1) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

"(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.

"(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"(4) The contractor will comply with all provisions of Executive Order No. 10925 of March 6, 1961, as amended, and of the rules, regulations, and relevant orders of the President's Committee on Equal Employment Opportunity created thereby.

"(5) The contractor will furnish all information and reports required by Executive Order No. 10925 of March 6, 1961, as amended, and by the rules, regulations, and orders of the said Committee, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Committee for purposes of investigation to ascertain compliance with such rules, regulations and orders.

"(6) In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Governments contracts in accordance with procedures authorized in Executive Order No. 10925 of March 6, 1961, as amended, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order or by rule, regulation, or order of the President's Committee on Equal Employment Opportunity, or as otherwise provided by law.

"(7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the President's Committee on Equal Employment Opportunity issued pursuant to section 303 of Executive Order No. 10925 of March 6, 1961, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provide, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States."

By: \_\_\_\_\_ By: \_\_\_\_\_  
Legal Name of Proposer/Company Signatory's Name & Title

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

## **7.7. Public Entity Crimes**

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Bid number: ITB-SJR-20-2016. This sworn statement is submitted to SJR STATE College.

2. This sworn statement is submitted by \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.

3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a.) A predecessor or successor of a person convicted of a public entity crime; or

b.) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearing. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Personally Appeared before Me, The undersigned authority, \_\_\_\_\_ who, after being first duly sworn by me affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

## **7.8. DRUG-FREE WORK PLACE CERTIFICATE**

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, pursuant to Section 287.087, Florida Statutes, 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. If all or none of the tied bidders/vendors have a Drug-Free Work Place Program, the award of an identical tie bid shall be decided on the flip of a coin.

In order to have a Drug-Free Work Place Program, a business shall:

- 1.) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violations of such prohibition.
- 2.) Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a Drug-Free Work Place, 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 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 work place 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 work place through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

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Signature

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Title

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Printed Name

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Date



St. Johns River State College

Bid No: ITB-SJR-06-2020

Bid Name: Air Purification System Installation

**7.9. Hold Harmless and Indemnification Agreement**

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

1. This agreement is submitted with Bid, Proposal or Contract No. ITB-SJR-04-2020 is submitted to St. Johns River State College.
2. This sworn statement is submitted by \_\_\_\_\_ (entity name) whose business address is \_\_\_\_\_ and (if applicable its Federal Employer Identification Number - FEIN) is \_\_\_\_\_.
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.

The indemnitor assumes an unqualified obligation to hold SJR State College harmless for all liability associated with the subject matter of the agreement, regardless of which party was actually at fault (even if the damage, injury, or claim is due to the sole negligence of SJR State College).

To the fullest extent permitted by law, Consultant, contractor, lessee, or vendor will indemnify and hold SJR State College harmless from all claims arising from or in connection with (i) the conduct or management of the Premises or of any business therein, or any work or thing whatsoever done, or any condition created in or about the Premises during the Term; (ii) any act, omission, or negligence of consultant, contractor, lessee, or vendor or any of consultant's, contractor's, lessee's, or vendor's subtenants or licensees or the partners, directors, officers, agents, employees, invitees, or contractors; (iii) any accident, injury, or damage whatsoever occurring in or at the Premises. Consultant, contractor, lessee, or vendor hereby expressly indemnifies SJR State College for the consequences of any negligent act or omission of SJR State College and its Board of Trustees, officers, employees, agents, and volunteers, unless such act or omission constitutes gross negligence or intentional misconduct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Personally appeared before me, the undersigned authority, \_\_\_\_\_ who after being first duly sworn by me affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Seal

## 7.10. References

### **Reference 1:**

Name of Business or Public Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Phone Number & e-mail: \_\_\_\_\_

Date of Services performed: \_\_\_\_\_

### **Reference 2:**

Name of Business or Public Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Phone Number & e-mail: \_\_\_\_\_

Date of Services performed: \_\_\_\_\_

### **Reference 3:**

Name of Business or Public Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Phone Number & e-mail: \_\_\_\_\_

Date of Services performed: \_\_\_\_\_

**7.11. Legal Issues**

The proposer must indicate if there are any:

- A. Suits or proceedings pending, or to the knowledge of the proposer, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the proposer or the instructors to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the proposer or any of its instructors to perform their obligations as stated in their response.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.  
Pending Litigation: (please attach additional documentation if needed)

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- B. The proposer is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default or violation may reasonably be expected to have a material adverse effect on the financial condition of the proposer.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

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Signature

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Title

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## **Acknowledgement of Addenda**

Name of Bidder: \_\_\_\_\_

Acknowledgement of receipt of addenda:

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

This acknowledgement of Addenda form is to be returned with your ITB Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**ATTACHMENT 1 – EQUIPMENT LIST/PRODUCT SUMMARY**

<b>Palatka Campus - Air Handling Unit Airflows</b>							
<b>Campus</b>	<b>Bldg</b>	<b>Unit</b>	<b>Area Served</b>	<b>Unit Location</b>	<b>cfm</b>	<b>Device</b>	<b>Notes</b>
PAC	A	AHU-1	Valhalla	Mech Rm	3000	HALO	
		AHU-2	Open Campus West	Rm Ceiling	800	HALO	
		AHU-3	Facilities	Rm Ceiling	1200	HALO	
		AHU-4	Security	Rm Ceiling	800	HALO	
		AHU-5	HR East	Rm Ceiling	1400	HALO	
		AHU-6	HR West	Rm Ceiling	1600	HALO	
		AHU-7	N. Corridors	Rm Ceiling	2000	HALO	
		AHU-8	Board Rm	Corridor Ceiling	1600	HALO	
		AHU-9	White House West	Rm Ceiling	1600	HALO	
		AHU-10	White House East	Rm Ceiling	1600	HALO	
		AHU-11	Exec. Conference	Rm Ceiling	800	HALO	
		AHU-12	Business Office West	Rm Ceiling	2000	HALO	
		AHU-13	Business Office East	Rm Ceiling	2800	HALO	
		AHU-14	Open Campus East	Rm Ceiling	1600	HALO	
		AHU-15	Board Rom BackUp	Corridor Ceiling	1600	HALO	
PAC	B	AHU-1	B-017	Mezzanine	750	HALO	
		AHU-2	B-025	Mezzanine	750	HALO	
		AHU-3	B-031	Mezzanine	1500	HALO	
		AHU-4	B-032	Mezzanine	1500	HALO	
		AHU-5	B-055	Mezzanine	750	HALO	
		AHU-6	B-054	Mezzanine	750	HALO	
		AHU-7	B-053	Mezzanine	750	HALO	
		AHU-8	B-052	Mezzanine	750	HALO	
		AHU-9	B-034	Mezzanine	2620	HALO	
		AHU-10	IT West	Mezzanine	4300	HALO	
		AHU-11A	IT East	Mezzanine	2150	HALO	
		AHU-11B	IT East	Mezzanine	2150	HALO	
		AHU-12A	Faculty Offices	Mezzanine	2250	HALO	
		AHU-12B	Faculty Offices	Mezzanine	2250	HALO	
		AHU-13A	Academics	Mezzanine	2250	HALO	
		AHU-13B	Academics	Mezzanine	2250	HALO	

**St. Johns River State College**

**Bid No: ITB-SJR-06-2020**

**Bid Name: Air Purification System Installation**

PAC	F	AHU-Auditorium 1	Auditorium	Mech Rm	10000	CML-50	5 (8,900)
		AHU-Auditorium 2	Auditorium	Mech Rm	10000	CML-50	5 (8,900)
		AHU-Lobby	Theater Lobby	Mech Rm	1560	HALO	
		AHU-Gallery	Theater Gallery	Mech Rm	3310	HALO	
		AHU-Gallery 2nd	Theater 2nd Flr Gallery	Mech Rm	1150	HALO	
		AHU-East Offices	Faculty Offices	Mech Rm	900	HALO	
		AHU-East Dance	Tap Studio	Mech Rm	2430	HALO	
		AHU-East Piano	Piano Room	Mech Rm	800	HALO	
		AHU-East Black Box	Black Box	Mech Rm	3000	HALO	
		AHU-West Exercise	2nd Flr Exercise	Mech Rm	1000	HALO	
		AHU-01	Drawing Studio	Mech Rm	1600	HALO	
		AHU-West Dance	Dance Studio	Mech Rm	2300	HALO	
		AHU-05	Lockers	Mech Rm	900	HALO	
		AHU-West Offices	FloArts Office	Mech Rm	1000	HALO	
		AHU-3DX	Scene Shoppe	Mezzanine	2000	HALO	
		OAU-1	Painting Studio	Roof	2000	HALO	
		FCU-1	Costume Shoppe	Mezzanine	1720	HALO	
		FCU-1 Plant	Mech Rm	Mech Rm	800	HALO	
		FCU-2	Dimmer Room	Dimmer Room	300	HALO	
		FCU-2 Women's	N. Breezeway Rest Rm	F-45	800	HALO	
		FCU-3	Costume Storage	Costume Storage	500	HALO	
		FCU-4	ClassRm F-125	Mech Rm	1280	HALO	
		FCU-5	ClassRm F-126	Mech Rm	1285	HALO	
		FCU-6	Music Room	Mech Rm	1430	HALO	
		FCU-7	Darkroom	Mech Rm	250	HALO	
PAC	G	Weight Room	Weight Room	G-22 Closet	1600	HALO	
		Balcony Offices	Balcony Offices	G-50 Closet	1200	HALO	
		AHU-North A	Gym Court	Mech Rm	8000	CML-25	
		AHU-North B	Gym Court	Mech Rm	8000	CML-25	
		AHU South A	Gym Court	Mech Rm	8000	CML-25	
		AHU-South B	Gym Court	Mech Rm	8000	CML-25	
		Ac-1 Trainer	Ac-1 Trainer	Roof	1200	HALO	
		AC-2 Men's Lockers	AC-2 Men's Lockers	Roof	700	HALO	
		AC-3 Women's Lockers	AC-3 Women's Lockers	Roof	1540	HALO	

**St. Johns River State College**

**Bid No: ITB-SJR-06-2020**

**Bid Name: Air Purification System Installation**

PAC	L	AHU-1	1st Flr AHU OA	Mech Rm	2800	HALO	
		AHU-2	ClassRm L-130	Rm Ceiling	1500	HALO	
		AHU-3	ClassRm L-131	Rm Ceiling	1000	HALO	
		AHU-4	ClassRm L-132	Rm Ceiling	1200	HALO	
		AHU-5	L-113 Corridor	Rm Ceiling	650	HALO	
		AHU-6	ClassRm L-115	Rm Ceiling	1500	HALO	
		AHU-7	ClassRm L-114	Rm Ceiling	1200	HALO	
		AHU-8	L-100 Lobby	Rm Ceiling	600	HALO	
		AHU-9	L-105C Office	Rm Ceiling	700	HALO	
		AHU-10	L-126 Reception	Rm Ceiling	800	HALO	
		AHU-11	Office L-119	Rm Ceiling	1085	HALO	
		MAU-1	2nd Flr FCU OA	Mech Rm	5180	HALO	
		FCU-1	ClassRm L-222	Rm Ceiling	2400	HALO	
		FCU-2	ClassRm L-213	Rm Ceiling	2100	HALO	
		FCU-3	ClassRm L-212	Rm Ceiling	2100	HALO	
		FCU-4	ClassRm L-211	Rm Ceiling	1500	HALO	
		FCU-5	L-209 Hallway	Rm Ceiling	690	HALO	
		FCU-6	L-225 Offices	Rm Ceiling	630	HALO	
		FCU-7	ClassRm L-224	Rm Ceiling	1900	HALO	
		FCU-8	L-223 Corridor	Rm Ceiling	355	HALO	
		FCU-9	L-210 Corridor	Rm Ceiling	315	HALO	
		FCU-10	2nd Flr Offices	Rm Ceiling	980	HALO	
		FCU-11	L-217 Office	Rm Ceiling	950	HALO	
		FCU-12	Library L-219	Rm Ceiling	500	HALO	
		FCU-13	Library L-219	Rm Ceiling	1750	HALO	
		FCU-14	Library L-219	Rm Ceiling	1000	HALO	
		FCU-15	Library L-219 C	Rm Ceiling	3400	HALO	
		FCU-16	Library L-219	Rm Ceiling	700	HALO	
		FCU-17	BreakRm L-220	Rm Ceiling	460	HALO	
PAC	S	AHU-S-01	VAV's	Mech Room	10000	CML-50	5 (9590)
		FCU-S2-01	ClassRm S-201	Rm Ceiling	2220	HALO	
		FCU-S2-02	Office S-202	Rm Ceiling	1100	HALO	
		FCU-S2-03	ClassRm S-203	Rm Ceiling	1100	HALO	
		FCU-S2-04	ClassRm S-203	Rm Ceiling	1100	HALO	
		FCU-S2-05	ClassRm S-204	Rm Ceiling	1000	HALO	
		FCU-S2-06	ClassRm S-206	Rm Ceiling	1000	HALO	
		FCU-S2-07	ClassRm S-207	Rm Ceiling	1270	HALO	
		FCU-S2-08	IT Closet 208B	Rm Ceiling	460	HALO	
		FCU-S2-09	ClassRm S-209	Rm Ceiling	1510	HALO	
		FCU-S2-10	ClassRm S-210	Rm Ceiling	1000	HALO	
		FCU-S2-11	ClassRm S-212	Rm Ceiling	1180	HALO	
		FCU-S2-12	Corridor S-208B	Rm Ceiling	960	HALO	

**St. Johns River State College**

**Bid No: ITB-SJR-06-2020**

**Bid Name: Air Purification System Installation**

PAC	T	AHU-T-01	Mech Room	Mech Room	6515	CML-25	
		FCU-T2-01	Office T-201	Rm Ceiling	1350	HALO	
		FCU-T2-02	ClassRm T-202	Rm Ceiling	2385	HALO	
		FCU-T2-03	ClassRm T-203	Rm Ceiling	1260	HALO	
		FCU-T2-04A	ClassRm T-204A	Rm Ceiling	960	HALO	
		FCU-T2-04B	ClassRm T-204B	Rm Ceiling	1200	HALO	
		FCU-T2-04F	Office T-204F	Rm Ceiling	440	HALO	
		FCU-T2-05	ClassRm FCU-T2-05	Rm Ceiling	1815	HALO	
		FCU-T2-06	ClassRm FCU-T2-06	Rm Ceiling	1040	HALO	
		FCU-T2-07	ClassRm FCU-T2-07	Rm Ceiling	2215	HALO	
		FCU-T2-08	ClassRm FCU-T2-08	Rm Ceiling	1200	HALO	
		FCU-T2-09	ClassRm FCU-T2-09	Rm Ceiling	1040	HALO	
		FCU-T2-10	ClassRm FCU-T2-10	Rm Ceiling	1160	HALO	
		FCU-T2-11	ClassRm FCU-T2-11	Rm Ceiling	1200	HALO	
PAC	V	AHU-01	Bookstore	Mech Rm	4060	HALO	
		AHU-1-Recv	Receiving	Receiving	1520	HALO	
		AHU-02	Café	Mech Rm	600	HALO	
		AHU-03	Game Area	Mech Rm	4300	HALO	
		AHU-04	Student Activities	Mech Rm	700	HALO	
		AHU-05	VP Student Affairs	Corridor Ceiling	600	HALO	
		AHU-06	Dean of Records	Corridor Ceiling	700	HALO	
		AHU-07	Tellers	Corridor Ceiling	1100	HALO	
		AHU-08	Conference Room	Corridor Ceiling	605	HALO	
		AHU-09	Dir. Financial Aid	Corridor Ceiling	600	HALO	
		FCU-1	South Entrance	Rm Ceiling	600	HALO	
		FCU-2	South Entrance	Rm Ceiling	600	HALO	
		FCU-3	Men's Room	Rm Ceiling	500	HALO	
		FCU-4	Women's Room	Rm Ceiling	500	HALO	
		AHU-10	Financial Aid	Corridor Ceiling	670	HALO	
		AHU-01-DX	Counselling Offices	Rm Ceiling	1630	HALO	
		AHU-02-DX	Testing	Rm Ceiling	880	HALO	
		AHU-03-DX	V-125	Rm Ceiling	800	HALO	
		IT Training	IT Training	Mech Rm	1000	HALO	
		IT Server Main	IT Server	Server Rm	600	HALO	
		IT Server Mini-Split	IT Server	Server Rm	Mini-Split	Mini-Split	



St. Johns River State College

Bid No: ITB-SJR-06-2020

Bid Name: Air Purification System Installation

PAC	Portables	L-1	L-1	Exterior	1500	PKG9	
		L-2	L-2	Exterior	1500	PKG9	
		L-3	L-3	Exterior	1500	PKG9	
						145	
Notes: <i>[Not all notes apply to every campus.]</i>							
1 Existing UV in coil plenum.							
2 Energy Recovery Unit provides OA to various units							
3 Split system unit associated with existing chilled water unit.							
4 Building under construction.							
5 Listed cfm as noted here. Increased value in 'cfm' column per engineer's recommendation.							
6 Estimated air flow based on tonnage x 400 cfm.							

St. Johns River State College

Bid No: ITB-SJR-06-2020

Bid Name: Air Purification System Installation

Orange Park Campus - Air Handling Unit Airflows							
Campus	Bldg	Unit	Service Area	Unit Location	cfm	Device	Notes
OPC	A	AHU-01	Admin Mech Room	Admin Mech Room	20,000	CML-75	1
		AC-2	VAV's	A-73	920	HALO	3
OPC	D	AHU-1	D-East	D-East Mech Rm	15,000	CML-50	1
		AHU-D1	D-West	D-West Mech Rm	19,000	CML-50	1
OPC	E	---	Storage Area	Storage Area	4,000	HALO	
OPC	H	AHU-01-01	1st Flr West	1 West Mech Rom	10,640	CML-50	
		AHU-01-02	1st Flr East	1 East Mech Rom	11,000	CML-50	
		AHU-02-01	2nd Flr West 100% OA	2 West Mech Rom	25,270	CML-75	
		AHU-02-02	2nd Flr East	2 East Mech Rom	10,000	CML-50	5 (8,580)
OPC	L	AHU-L1	[Under Contstruction]	[To Be Determined]	3,870	HALO	4
		AHU-L2	[Under Contstruction]	[To Be Determined]	3,820	HALO	4
		AHU-L3	[Under Contstruction]	[To Be Determined]	4,825	HALO	4
		AHU-OA	[Under Contstruction]	[To Be Determined]	2,500	HALO	4
		AHU-W1	[Under Contstruction]	[To Be Determined]	9,250	CML-25	4
		AC-1	[Under Contstruction]	[To Be Determined]	800	HALO	4
		AC-2	[Under Contstruction]	[To Be Determined]	800	HALO	4
		AC-W1	[Under Contstruction]	[To Be Determined]	800	HALO	4
		AC-W2	[Under Contstruction]	[To Be Determined]	800	HALO	4
OPC	M	---	Chiller Plant	Chiller Plant	1,300	HALO	
		---	M-Offices	M-Offices	900	HALO	
		---	M-Shop	M-Shop	1,300	HALO	

St. Johns River State College

Bid No: ITB-SJR-06-2020

Bid Name: Air Purification System Installation

OPC	P	AHU-01	Auditorium	Mech Rm	48,230	CML-140	
		AHU-02	Stage	Mech Rm	10,580	CML-50	
		AHU-03	Dance Studio	Mech Rm	2,800	HALO	
		AHU-04	Dressing	Mech Rm	7,680	CML-25	
		AHU-05	Scene Shop	Mech Rm	1,620	HALO	
		AHU-06	Multio-Purpose	Mech Rm	5,135	HALO	
		AHU-07	Art Storage	Mech Rm	650	HALO	
		AHU-08	Art Gallery	Mech Rm	2,540	HALO	
		AHU-09	Office Area	Mech Rm	1,975	HALO	
		AHU-10	Conf. A	Mech Rm	3,000	HALO	
		AHU-11	Conf. B	Mech Rm	3,000	HALO	
		AHU-12	Conf. Lobby	Mech Rm	3,400	HALO	
		AHU-13	Conf. C	Mech Rm	1,600	HALO	
		AHU-14	Conf. D	Mech Rm	1,760	HALO	
		AHU-15	Conf. E	Mech Rm	1,300	HALO	
		AHU-16	Conf. E	Mech Rm	1,300	HALO	
		AHU-17	Conf. Office	Mech Rm	2,100	HALO	
		AHU-18	Kitchen	Mech Rm	2,350	HALO	
OPC	T	AHU-1	VAV's	Mech Rm	14,000	CML-50	
		AC-1	Mech Room	Mech Room	mini-split	Mini-Split	
		AC-2	IT Room	IT Room	mini-split	Mini-Split	
OPC	V	AHU-VOA	Main OA Unit	Mezzanine	2,000	HALO	
		AHU-V1	Game Area	Mezzanine	4,200	HALO	
		BCU-V02	Orientation	Ceiling	850	HALO	
		BCU-V06	Bookstore Office	Ceiling	875	HALO	
		BCU-V11	Bookstore	Ceiling	1,200	HALO	
		BCU-V12	Café	Ceiling	1,500	HALO	
		BCU-V20	Lounge	Ceiling	1,200	HALO	
		BCU-V22	Meeting	Ceiling	600	HALO	
						50	
Notes: [Not all notes apply to every campus.]							
1 Existing UV in coil plenum.							
2 Energy Recovery Unit provides OA to various units							
3 Split system unit associated with existing chilled water unit.							
4 Building under construction.							
5 Listed cfm as noted here. Increased value in 'cfm' column per engineer's recommendation.							
6 Estimated air flow based on tonnage x 400 cfm.							

St. Johns River State College

Bid No: ITB-SJR-06-2020

Bid Name: Air Purification System Installation

St. Augustine Campus - Air Handling Unit Airflows															
Campus	Bldg	Unit	Area Served	Unit Location	cfm	PKG9	HALO	CML-25	CML-50	CML-75	CML-100	CML-140	Mini-Split	Device	Notes
SAC	A	AHU-AO	Main OA Unit	Mech Rm	1300		1							HALO	
		AHU-A01	VAV's	Mezzanine	3110		1							HALO	
		BCU-A08	Office A-108	Rm Ceiling	230		1							HALO	
		BCU-A09	Conference A-109	Rm Ceiling	720		1							HALO	
		BCU-A12	Office A-112	Rm Ceiling	410		1							HALO	
		BCU-A16	Office A-116	Rm Ceiling	540		1							HALO	
		BCU-A17	Office A-117	Rm Ceiling	780		1							HALO	
		BCU-A27	BreakRm A-127	Rm Ceiling	340		1							HALO	
SAC	C	AHU-CO	Main OA Unit	Mezzanine	6800			1						CML-25	
		AHU-C1A	ClassRm C-116	Mezzanine	1050		1							HALO	
		AHU-C1B	ClassRm C-116	Mezzanine	950		1							HALO	
		BCU-C01	Corridor C-101	Rm Ceiling	620		1							HALO	
		BCU-C02	ClassRm C-102	Rm Ceiling	760		1							HALO	
		BCU-C05	ClassRm C-105	Rm Ceiling	760		1							HALO	
		BCU-C09	Office C-109	Rm Ceiling	650		1							HALO	
		BCU-C12	ClassRm C-112	Rm Ceiling	760		1							HALO	
		BCU-C15	ClassRm C-115	Rm Ceiling	760		1							HALO	
		BCU-C28	ClassRm C-128	Rm Ceiling	840		1							HALO	
		BCU-C31	ClassRm C-131	Rm Ceiling	680		1							HALO	
		BCU-C32	Corridor C-132	Rm Ceiling	1070		1							HALO	
		BCU-C33	ClassRm C-133	Rm Ceiling	800		1							HALO	
		BCU-C34	ClassRm C-134	Rm Ceiling	800		1							HALO	
		BCU-C36	Office C-136	Rm Ceiling	560		1							HALO	
		BCU-C41	ClassRm C-141	Rm Ceiling	680		1							HALO	
		BCU-C44	ClassRm C-144	Rm Ceiling	760		1							HALO	
SAC	H	AHU-1	1st Flr S	Mech Rm	7650			1						CML-25	1
		AHU-2	1st Flr N	Mech Rm	8000			1						CML-25	1
		AHU-3	2nd Flr S	Mech Rm	7850			1						CML-25	1
		AHU-4	2nd Flr N	Mech Rm	8400			1						CML-25	1
		ERU-1	OA	Roof	4640	1								PKG9	2
		ERU-2	OA	Roof	4540	1								PKG9	2
SAC	J	AHU-1	Lobby	Rm Ceiling	1850		1							HALO	
		AHU-2	Office J101	Rm Ceiling	1430		1							HALO	
		AHU-3	ClassRm J106	Rm Ceiling	1600		1							HALO	
		AHU-4	ClassRm J109	Rm Ceiling	900		1							HALO	
		AHU-5	ClassRm J109	Rm Ceiling	890		1							HALO	
		AHU-6	Storage J110	Rm Ceiling	1250		1							HALO	
		AHU-7	Storage J149B	Rm Ceiling	3100		1							HALO	
		AHU-8	ClassRm J114	Rm Ceiling	2030		1							HALO	
		AHU-9	Storage J115	Rm Ceiling	640		1							HALO	
		AHU-10	Office J121	Rm Ceiling	1250		1							HALO	
		AHU-11	Office J125	Rm Ceiling	1250		1							HALO	
		AHU-12	ClassRm J131	Rm Ceiling	910		1							HALO	
		AHU-13	ClassRm J132	Rm Ceiling	1585		1							HALO	
		AHU-14	LockerRm J145	Rm Ceiling	1260		1							HALO	
		AHU-15	MultiPurpose J149A	Rm Ceiling	3750		1							HALO	3
		AHU-16	ClassRm J114	Rm Ceiling	2370		1							HALO	3
		AHU-17	ClassRm J131	Rm Ceiling	1065		1							HALO	3
		AHU-18	ClassRm J132	Rm Ceiling	1850		1							HALO	3
		ERU-1	Outdoor Air	Exterior	4905	1								PKG9	2

St. Johns River State College

Bid No: ITB-SJR-06-2020

Bid Name: Air Purification System Installation

SAC	L	AHU-LOA	Main OA Unit	Mezzanine	3600		1							HALO	
		AHU-L01	Bookshelves	Mezzanine	4730		1							HALO	
		BCU-L12	ClassRm L112	Rm Ceiling	1070		1							HALO	
		BCU-L19	Storage L119	Rm Ceiling	590		1							HALO	
		BCU-L23	ClassRm L123	Rm Ceiling	1620		1							HALO	
		BCU-L24	ClassRm L124	Rm Ceiling	1620		1							HALO	
		BCU-L25	Open L125	Rm Ceiling	2100		1							HALO	
		BCU-L26	Office L126	Rm Ceiling	320		1							HALO	
		BCU-L28	Office L130	Rm Ceiling	220		1							HALO	
		BCU-L31	ClassRm L131	Rm Ceiling	1620		1							HALO	
		BCU-L32	ClassRm L132	Rm Ceiling	1620		1							HALO	
SAC	S	AHU-SOA	Main OA Unit	Mezzanine	5700		1							HALO	
		AHU-S01	Corridor	Mezzanine	2030		1							HALO	
		BCU-S05	ClassRm S105	Rm Ceiling	760		1							HALO	
		BCU-S06	Office S106	Rm Ceiling	420		1							HALO	
		BCU-S09	ClassRm S109	Rm Ceiling	680		1							HALO	
		BCU-S14	ClassRm S114	Rm Ceiling	680		1							HALO	
		BCU-S15	Office S115	Rm Ceiling	420		1							HALO	
		BCU-S18	ClassRm S118	Rm Ceiling	760		1							HALO	
		BCU-S24	ClassRm S124	Rm Ceiling	1150		1							HALO	
		BCU-S28	ClassRm S128	Rm Ceiling	1000		1							HALO	
		BCU-S29	ClassRm S129	Rm Ceiling	1000		1							HALO	
		BCU-S32	ClassRm S132	Rm Ceiling	1000		1							HALO	
SAC	V	AHU-V01	VAV's	New Mech Rm	12000			1						CML-50	4
		AHU-V0	Ex. OA Unit	Mech Rm	2100		1							HALO	4
		AHU-V1	Ex. AHU	Mezzanine	3810		1							HALO	4
		BCU-V02	West Offices	Ceiling	630		1							HALO	4
		BCU-V12	Community	Mezzanine	1540		1							HALO	4
		BCU-V19	Open Area	Mezzanine	930		1							HALO	4
		BCU-V20	Open Area	Mezzanine	840		1							HALO	4
SAC	M	FCU-1	Plant Office	Rm Ceiling	450		1							HALO	
		FCU-2	South Plant	Mech Rm	2200		1							HALO	
		FCU-3	North Plant	Mech Rm	3000		1							HALO	
SAC	D	-	Portable D	Exterior	1500	1								PKG9	
	E	-	Portable E	Exterior	1500	1								PKG9	
	F	-	Portable F	Exterior	1500	1								PKG9	
	G	-	Portable G	Exterior	1500	1								PKG9	
						7	74	5	1	0	0	0	0	87	
Notes: [Not all notes apply to every campus.]															
1 Existing UV in coil plenum.															
2 Energy Recovery Unit provides OA to various units															
3 Split system unit associated with existing chilled water unit.															
4 Building under construction.															
5 Listed cfm as noted here. Increased value in 'cfm' column per engineer's recommendation.															
6 Estimated air flow based on tonnage x 400 cfm.															

**Workforce Training Center - Air Handling Unit Airflows**

Count	Unit Type	Mfgr.	Rated Tons	Est. cfm	Device	Notes
16	Wall Hung	Bard	3	1200	PKG9	6
1	100% OA	Desert Aire	6	2400	HALO	6
1	Split	Rheem	3.5	1400	HALO	6
1	Split	Rheem	5	2000	HALO	6
1	Split	Rheem	8	3200	HALO	6
<b>20</b>						
Notes: <i>[Not all notes apply to every campus.]</i>						
1 Existing UV in coil plenum.						
2 Energy Recovery Unit provides OA to various units						
3 Split system unit associated with existing chilled water unit.						
4 Building under construction.						
5 Listed cfm as noted here. Increased value in 'cfm' column per engineer's rec						
6 Estimated air flow based on tonnage x 400 cfm.						

**Campus-Wide AHU Summary**

Campus	Model								CampusTotal
	PKG9	HALO	CML-25	CML-50	CML-75	CML-100	CML-140	Mini-Split	
OPC	0	36	2	7	2	0	1	2	50
PAC	3	133	5	3	0	0	0	1	145
SAC	7	74	5	1	0	0	0	0	87
WTC	16	4	0	0	0	0	0	0	20
Device Total:	26	247	12	11	2	0	1	3	302
<b>Total Units:</b>									<b>302</b>

# Daily Health Assessment

Students, employees and visitors are required to complete the following health assessment each day before arriving to campus. Please answer the following questions, sign and bring with you to campus. If you answered "yes" to any of the three questions, **DO NOT REPORT TO CAMPUS** and please contact your supervisor or instructor for further instructions.

## 1. Do you have a fever? Yes ☐ No ☐

Students, employees and visitors should take their temperature prior to coming to campus. To get an accurate temperature:

- A. Wait 30 minutes after eating, drinking, or exercising.
- B. Wait at least 6 hours after taking medicines that can lower your temperature, like:
  - Acetaminophen, also called paracetamol
  - Ibuprofen
  - Aspirin
- C. Follow your thermometer's operating instructions.
- D. Review your temperature.



**IF YOUR TEMPERATURE IS 100.4° F OR HIGHER, DO NOT REPORT TO CAMPUS.**

## 2. Do you have symptoms of COVID-19? Yes ☐ No ☐

- New Cough
- Shortness of Breath
- Chills (Repeated Shaking with Chills)
- Muscle Pain
- Headache
- Vomiting
- Diarrhea
- Sore Throat
- New Loss of Taste or Smell



**IF YOU HAVE ANY SYMPTOMS THAT YOU FEEL MAY BE RELATED TO COVID-19, DO NOT REPORT TO CAMPUS.**

## 3. Do you have any known exposure to COVID-19? Yes ☐ No ☐

- A. Do you have a sick family member or roommate at home with a confirmed COVID-19 positive test?
- B. Have you been in close contact (e.g. within 6 feet for more than 10 minutes) with a person with a confirmed case of COVID-19 Infection?
- C. Have you been asked to isolate by any Healthcare Provider or the Health Department in the past 14 days?



**IF YOU HAVE ANY KNOWN EXPOSURE, DO NOT REPORT TO CAMPUS.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Signature: \_\_\_\_\_



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